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National Fire Prevention Week
October 5–11

Each year, the nation observes National Fire Prevention Week during the month of October. This year’s observance will be conducted from October 5 to 11. Please join with me in supporting this effort by giving special attention to identifying and correcting conditions that may cause fires. Last year, almost 5,000 people in the United States died as the result of fires. Over 80 percent of these deaths occurred in the home. Fire-related property damage totaled $9.46 billion during this same period. These tragedies are grim and unnecessary. Everyone would agree that fire safety is important throughout the year. However, Fire Prevention Week provides us with the added opportunity to identify and correct conditions at work and at home that may cause fires and tragic losses.

Every employee can help prevent fires by:

- Knowing where fire extinguishers are located and how to use them.
- Practicing good housekeeping (maintaining a neat and clean work area).
- Obeying smoking regulations.
- Keeping fire doors, exits, stairs, and emergency equipment clear of obstructions.
- Keeping all flammable and combustible materials away from sources of ignition.
- Ensuring that electrical systems are not overloaded.
- Reporting fire hazards.

In addition, employees can protect their families and homes by:

- Avoiding overloaded electrical systems.
- Checking fire extinguishers.
- Installing and testing smoke detectors and changing batteries at least annually.
- Practicing home evacuation with a set plan and ensuring that all family members are aware of the plan.
- Posting emergency phone numbers near phone locations.
- Disposing of unused flammable or combustible materials.

None of us wants to experience the pain, suffering, and hardship caused by fire. By following a few sensible precautions, we can keep our workplace and homes safe from the threat of fire.

For more information on fire prevention, contact your safety and health office.

MARVIN RUNYON
POSTMASTER GENERAL
Administrative Services

ALL IRT, WRU, CTT, DEBIT/CREDIT CARD AND CASH REGISTER OFFICES

Setting Clocks for Standard Time

The correct system time in integrated retail terminals (IRTs) and weighing and rating units (WRUs) is critical since their internal clocks are used to verify Express Mail acceptance times, service commitments, and network status. The IRT system time is also printed on customer receipts and employee reports. Computerized Tracking and Tracing (CTT) scanner clocks are used to record Express Mail arrival and delivery times. It is very important that the Debit/Credit Card Terminal clocks be set to the correct day, date and time, as this will help reduce the possibility of accepting an expired card.

Managers must ensure that before opening for business on Monday, October 27, 1997, the clocks in all IR Ts, WRUs, CTT scanners, cash registers, and debit/credit card terminals under their control are set back 1 hour to reflect the change (in most locations) to Standard Time. Facilities with Saturday night operations should reset the time as soon as possible after the 2 a.m. start time, Sunday, October 26, 1997.

On the UNISYS III Supervisor Disk, select menu item 11, Set System Date and Time, from the Control Menu. On the UNISYS II Supervisor Disk, select item 10, Set System Date and Time. On the MOS IRT Control Disk, select menu item 5, Change Fees and Tables, from the Main Menu, then select item 5, Set Unit Date and Time, from the Change Fees and Tables Menu.

Laser Scanner

For a laser scanner, follow these steps:
1. Press the CTRL (control) key then press the T key. The current date and time appear.
2. Press the CLR (clear) key. A prompt to enter a date appears. Enter the current date as MMDDYY (example: 100997).
3. Press ENTER. The scanner then prompts the user to enter the time. Enter correct standard time in military format (examples: 8 a.m. = 0800, 1:30 p.m. = 1330).
4. Press ENTER. The scanner returns to the first screen.
5. Press the CTRL key and the T key to verify the time and date.
6. Press ENTER if correct; if not, reenter correct information.

WRU Clocks

For the WRU, follow these steps:
1. From the Maintenance menu select item 2, Change System Data.
2. From the Change System Data Menu. The Set System Date and Time screen appears. Select item 1, Change System Date and Time.
3. Press YES to accept the current date. The time appears. Press NO to clear the time.
4. Enter correct standard time in military format (examples: 8 a.m. = 0800, 1:30 p.m. = 1330).
5. Press YES to save the corrected time. The Change System Data Menu appears.
6. Verify the time and date and correct any errors.

Debit and Credit Card Terminals

For debit and credit card terminals, follow these steps:

<table>
<thead>
<tr>
<th>Display</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>U.S. Postal Service</td>
<td>Press the * key and 3 key at the same time. (If you are having trouble, simply hold the * key and tap the 3 key.)</td>
</tr>
<tr>
<td>Diagnostics</td>
<td>Press ALPHA.</td>
</tr>
<tr>
<td>Year</td>
<td>Key in the current year. Press ENTER.</td>
</tr>
<tr>
<td>Month</td>
<td>Key in a number 1–12 for current month. Press ENTER.</td>
</tr>
<tr>
<td>Date</td>
<td>Key in a number 1–31 for current date. Press ENTER.</td>
</tr>
<tr>
<td>Hour</td>
<td>Key in number 1–24 for current hour. Press ENTER.</td>
</tr>
<tr>
<td>Minutes</td>
<td>Key in number of minutes 0–59. Press ENTER.</td>
</tr>
</tbody>
</table>

You must make an entry for each selection even if the display is correct. To verify the existing date and time of the clock in the terminal, follow the steps below:

Displaying the Clock and Calendar

<table>
<thead>
<tr>
<th>Display</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>U.S. Postal Service</td>
<td>Press ENTER</td>
</tr>
<tr>
<td>Function</td>
<td>Press (4) key</td>
</tr>
<tr>
<td>Day, Date, Time</td>
<td>Press CLEAR</td>
</tr>
<tr>
<td>Exit</td>
<td>Press CLEAR</td>
</tr>
</tbody>
</table>

<US Postal Service>
Retail Consolidation Unit (RCU)

All IRT sites must coordinate the changing of system time with the RCU. In most cases, IRT units will change the system time before opening for business Monday October 27, 1997. In the case of units that open for business on Sunday, October 26,1997, the IRT windows must be configured to remain “open” for a longer period to compensate for the time difference. The District RCU Coordinator must coordinate the changing of the system time on the VAX where the RCU application is running with the VAX system manager. This could be the local IS or Raleigh FCSC.

Changing the Date and Time on NCR 7052 Cash Registers

After you log in:
1. Press F7 MGR FUNCTIONS.
2. Press F5 SET DATE/TIME.
The date and time will display at the top of the screen.
1. At the prompt CHANGE DATE (Y/N) ?, type N, then press ENTER.
2. At the prompt CHANGE TIME (Y/N) ?, type Y, then press ENTER.
3. At the prompt HH:MM, type in the hours, then the minutes, then press ENTER. For example, if the correct time is 8:15 a.m., enter 0815. If the time is 2:30 p.m., type 1430.

Changing the Date and Time on the ICL Team POS 500 Cash Register

Note: This must be completed at the primary controller only, and must be done before opening the store. All terminals will receive the new date and time when they open.
1. From the Main Menu, highlight MGR Functions Menus and press ENTER.
2. Set Auto Operations off by highlighting AUTO OPERATIONS ON/OFF and pressing ENTER. The status bar at the bottom of the Main Menu changes from AUTO OPS ON to AUTO OPS OFF.
3. Highlight SET TIME AND DATE and press ENTER.
4. At the NEW DATE prompt, press ENTER (or type the correct date and press ENTER).
5. At the NEW TIME prompt, type in the hours, then the minutes, then press ENTER. For example, if the correct time is 8:15 a.m., enter 0815. If the time is 2:30 p.m., type 1430.
6. Verify the date and time again.
7. Highlight AUTO OPERATIONS ON/OFF and press ENTER. The status bar at the bottom of the Main Menu changes to AUTO OPS ON.
8. Highlight RETURN TO MAIN MENU and press ENTER.
9. Highlight LOG OFF SYSTEM and press ENTER.

For Postal Store cash registers, call the USPS Help Desk at 1-800-USPSHELP (1-800-877-7435). Select “3” at the first menu, then “1” for IBM or “2” for ALL OTHERS at the second menu.

1997 Immigration Visa Lottery ZIP Codes

The Department of State is advertising the opportunity to apply for immigration visas in approximately 181 foreign countries in six geographic regions. The Department of State requires that the responses be separated based on six geographic regions. They have rented six post office boxes in Portsmouth, New Hampshire, to accomplish this objective. Six 5-digit unique ZIP Codes will be used in the unique 3-digit ZIP Code 002 series for approximately forty-five days; however, the official visa lottery period is only from October 24, 1997 to November 24, 1997. The last line of the addresses used will be Portsmouth, NH, with one of the following ZIP Codes: 00210, 00211, 00212, 00213, 00214, or 00215.

Advise customers that have specific questions pertaining to the actual rules for applying for an immigration visa to contact the Department of State.

—Point of Service, Marketing, 10-9-97
Setting Clocks for Daylight Saving Time

All offices with integrated retail terminals (IRTs), weighing and rating units (WRUs), and Computerized Tracking and Tracing (CTT) Hand Held Scanners, debit/credit card terminals and cash registers, are reminded to reset the equipment clocks for Standard Time before opening for business on Monday, October 27, 1997. Refer to page 4 of this Postal Bulletin for instructions.

—Point of Service, Marketing, 10-9-97
Postal Products Items

The Postal Service has entered into an agreement with Postal Products Unlimited to fill orders for the items listed below. All prices are delivered, and will arrive either via the mailstream or common carrier. Charge-back will be via the FEDSTRIP/Finance process. Items will be shipped directly to the ordering office from Postal Products Unlimited. Any quality issues should be reported to Materials Customer Service at 1-800-332-0317, option 2. Orders for these items may be placed by Touch Tone Order Entry (TTOE) using the 13 digit PSN or by submitting orders on PS Form 7380, MDC Supply Requisition or PS Form 7381, Requisition for Supplies, Services or Equipment and mailing to:

MATERIAL DISTRIBUTION CENTER
ATTN SUPPLY REQUISRITIONS
500 SW MONTARA PKWY
TOPEKA KS 66624-9602

These items are part of an ongoing project to take advantage of price reductions by contracting for high-usage items and making them available by ordering through the Topeka MDC. Postal Products Unlimited item numbers are used as our PSIN. As new items are added they will be announced in future editions of the Postal Bulletin and then added to Publication 247, Material Management Supply and Equipment Catalog.

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<table>
<thead>
<tr>
<th>PSIN</th>
<th>Description</th>
<th>PSN</th>
<th>Unit of Issue</th>
<th>Price</th>
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</thead>
<tbody>
<tr>
<td>C1000A</td>
<td>HOLDER,LABEL,CARRIER CASE</td>
<td>7920-04-000-1265</td>
<td>FT</td>
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<td>C1001</td>
<td>HOLDER,LABEL,CARRIER CASE SELF-ADHESIVE</td>
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<td>CCLSL2028</td>
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<td>CSBCS4000</td>
<td>CARDS,CSBCS,PLAIN 5 3/4 X 9”  ,GRAY</td>
<td>9905-04-000-1278</td>
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<td>CSF500</td>
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<td>7920-04-000-1287</td>
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<td>GPMC301</td>
<td>RACK,INSERT,3 SHELF</td>
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<td>63.20</td>
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<td>FTRD33</td>
<td>RACK,TOTE, 3 SHELF EXPANDED</td>
<td>3920-04-000-1294</td>
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<td>3920-04-000-1295</td>
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<td>407.15</td>
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<td>FTDEH3</td>
<td>RACK,TOTE, 3 SHELF HARDBOARD</td>
<td>3920-04-000-1296</td>
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<td>MTD1600</td>
<td>RACK,DISTRIBUTION,MAIL TRAY</td>
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<td>ET220BWC</td>
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<tr>
<td>TR39008OD</td>
<td>FLAG, USPS LOGO</td>
<td>8345-04-000-1305</td>
<td>EA</td>
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<tr>
<td>TR39008ID</td>
<td>FLAG, USPS LOGO, INDOOR</td>
<td>8345-04-000-1306</td>
<td>EA</td>
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<tr>
<td>642A</td>
<td>BOARD, CORK, OPEN FACE, 48” X 36”</td>
<td>7195-04-000-1307</td>
<td>EA</td>
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<td>303</td>
<td>BOARD, CORK, ENCLOSED 48” X 36”</td>
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<td>302</td>
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<td>305</td>
<td>BOARD, CORK, ENCLOSED 72” X 36”</td>
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<td>644A</td>
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<td>643A</td>
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<tr>
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<td>403</td>
<td>BOARD, CORK, ENCLOSED 48” X 36” 2-DOORS</td>
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</tbody>
</table>

—Logistics Programs, Purchasing and Materials, 10-9-97
**Customer Relations**

**Mail Alert**

The mailings below will be deposited in the near future. Offices should honor the requested home delivery dates. Mailers wishing to participate in these alerts, for mailings of 1 million pieces or more, should contact Customer Relations Program Management at 202-268-3612 at least 1 month preceding the requested delivery dates.

<table>
<thead>
<tr>
<th>Title of Mailing</th>
<th>Class and Type of Mail</th>
<th>Requested Delivery Date</th>
<th>Number of Pieces (Millions)</th>
<th>Distribution</th>
<th>Presort Level</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nordstrom Holiday Catalog</td>
<td>Standard A/Flats</td>
<td>10/8–10/10</td>
<td>4.0</td>
<td>Nationwide</td>
<td>CarRt., SCF 3-Digit/Barcoded</td>
<td>RR Donnelley</td>
</tr>
<tr>
<td>Eddie Bauer Fall Sale Remail</td>
<td>Standard A/Flats</td>
<td>10/22–10/24</td>
<td>1.1</td>
<td>Nationwide</td>
<td>3-Digit/SCF</td>
<td>Harte-Hanks</td>
</tr>
<tr>
<td>L.L. Bean, Inc.</td>
<td>Standard</td>
<td>10/21–10/23</td>
<td>4.9</td>
<td>Nationwide</td>
<td>CarRt., 3/5-Digit, Basic</td>
<td>7 7/8” x 10 1/2”, 156 pages</td>
</tr>
<tr>
<td>L.L. Bean, Inc.</td>
<td>Standard</td>
<td>10/21–10/23</td>
<td>3.1</td>
<td>Nationwide</td>
<td>CarRt., 3/5-Digit, Basic</td>
<td>7 7/8” x 8 15/16”, 104 pages</td>
</tr>
<tr>
<td>Billy Graham Letter</td>
<td>Standard/Letter</td>
<td>10/20–10/31</td>
<td>1.8</td>
<td>Nationwide</td>
<td>Barcoded, 3/5-Digit, Basic</td>
<td>Minneapolis, MN, 3 7/8” x 7 1/8”</td>
</tr>
<tr>
<td>DECISION Magazine</td>
<td>Standard/Flats</td>
<td>10/27–10/31</td>
<td>1.5</td>
<td>Nationwide</td>
<td>Barcoded, CarRt., 3/5-Digit, Basic</td>
<td>Minneapolis, MN, 8” x 10 5/8”, 44 pages</td>
</tr>
<tr>
<td>Service Merchandise</td>
<td>Standard A/Flats</td>
<td>10/14–10/15</td>
<td>5.8</td>
<td>Nationwide</td>
<td>CarRt., 3/5-Digit, Basic</td>
<td>Augusta GA, Corinth, MS</td>
</tr>
<tr>
<td>Service Merchandise</td>
<td>Standard A/Flats</td>
<td>10/20–10/21</td>
<td>5.3</td>
<td>Nationwide</td>
<td>CarRt., 3/5-Digit, Basic</td>
<td>World Color, Augusta, GA</td>
</tr>
<tr>
<td>Eddie Bauer November Home</td>
<td>Standard/Catalog</td>
<td>10/27–10/29</td>
<td>1.4</td>
<td>Nationwide</td>
<td>CarRt., 3/5-Digit, Basic</td>
<td>RR Donnelley</td>
</tr>
<tr>
<td>Nordstrom Fall Holiday Catalog</td>
<td>Standard A/Flats</td>
<td>10/27–10/31</td>
<td>2.0</td>
<td>Nationwide</td>
<td>3-Digit, SCF Barcoded</td>
<td>RR Donnelley</td>
</tr>
<tr>
<td>Bloomingdale’s October Total Fall Sale Catalog</td>
<td>Standard/Catalog</td>
<td>10/11–10/14</td>
<td>1.2</td>
<td>Nationwide</td>
<td>CarRt., 3/5-Digit</td>
<td>Quebecor, 8 3/8” x 10 7/8”, Polybag</td>
</tr>
<tr>
<td>Bloomingdale’s October Total Fall Sale Catalog</td>
<td>Postcard</td>
<td>10/11–10/14</td>
<td>1.1</td>
<td>Nationwide</td>
<td>CarRt., 3/5-Digit</td>
<td>Lazarus, 6” x 9”</td>
</tr>
<tr>
<td>Bloomingdale’s November 4 Star Home &amp; Entertainment</td>
<td>Standard/Catalog</td>
<td>10/25–10/25</td>
<td>1.1</td>
<td>Nationwide</td>
<td>CarRt., 3/5-Digit</td>
<td>Quebecor, 10 1/2” x 10 1/2”, Polybag</td>
</tr>
</tbody>
</table>
Domestic Mail

DMM Revision

Labeling List Changes

Effective October 9, 1997, Domestic Mail Manual (DMM) L002, L004, L005, L102, L601, L602, L603, L604, L801, and L803, are amended to reflect changes in mail processing operations. Although mailers are encouraged to label according to these revised lists immediately, they must comply with these changes beginning December 6, 1997. These changes will be included in DMM Issue 53 (scheduled for release on January 1, 1998).

Domestic Mail Manual (DMM)
L Labeling Lists
L000 General Use
   *   *   *   *   *

L002 3-Digit ZIP Code Prefix Matrix

<table>
<thead>
<tr>
<th>3-Digit ZIP Code Prefix</th>
<th>Column A 3-Digit Destinations (1) Label to</th>
<th>Column B 3-Digit/Scheme Destinations Label to</th>
<th>Column C SCF Destinations Label to</th>
</tr>
</thead>
<tbody>
<tr>
<td>Change From:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>004</td>
<td>WESTCHESTER NY 004</td>
<td>WESTCHESTER NY 004</td>
<td>SCF WESTCHESTER NY 105</td>
</tr>
<tr>
<td>337</td>
<td>ST PETERSBURG FL 337</td>
<td>ST PETERSBURG FL 337</td>
<td>ST PETERSBURG FL 337</td>
</tr>
<tr>
<td>Change To:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>004 x</td>
<td>ST PETERSBURG FL 337</td>
<td>ST PETERSBURG FL 337</td>
<td>ST PETERSBURG FL 337</td>
</tr>
</tbody>
</table>

L004 3-Digit ZIP Code Prefix Groups for ADC Sortation

<table>
<thead>
<tr>
<th>Column A 3-Digit ZIP Code Prefix Group</th>
<th>Column B Label to</th>
</tr>
</thead>
<tbody>
<tr>
<td>Change From:</td>
<td></td>
</tr>
<tr>
<td>004, 105-109</td>
<td>ADC WESTCHESTER NY 105</td>
</tr>
<tr>
<td>Change To:</td>
<td></td>
</tr>
<tr>
<td>105-109</td>
<td>ADC WESTCHESTER NY 105</td>
</tr>
</tbody>
</table>

L005 3-Digit ZIP Code Prefix Groups — SCF Sortation

<table>
<thead>
<tr>
<th>Column A 3-Digit ZIP Code Prefix Group</th>
<th>Column B Label to</th>
</tr>
</thead>
<tbody>
<tr>
<td>Change From:</td>
<td></td>
</tr>
<tr>
<td>004, 105-108</td>
<td>SCF WESTCHESTER NY 105</td>
</tr>
<tr>
<td>Change To:</td>
<td></td>
</tr>
<tr>
<td>105-108</td>
<td>SCF WESTCHESTER NY 105</td>
</tr>
</tbody>
</table>
### ADCs — Presorted Priority Mail

<table>
<thead>
<tr>
<th>Column A</th>
<th>Column B Label to</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Change From:</strong></td>
<td></td>
</tr>
<tr>
<td>103, 110–114, 116</td>
<td>AMF KENNEDY NY 00300</td>
</tr>
<tr>
<td>070–079, 085–089</td>
<td>DIS WESTCHESTER NY 105</td>
</tr>
<tr>
<td>004, 105–109</td>
<td>DIS ALBANY NY 120</td>
</tr>
<tr>
<td>120–129</td>
<td>DIS BUFFALO NY 140</td>
</tr>
<tr>
<td>140–143, 147–149</td>
<td>DIS ROCHESTER NY 144</td>
</tr>
<tr>
<td>144–146</td>
<td>DIS MACON GA 310</td>
</tr>
<tr>
<td>310, 312, 316–319</td>
<td>DIS JACKSONVILLE FL 320</td>
</tr>
<tr>
<td>299, 304, 313–315, 320–324, 326, 344</td>
<td></td>
</tr>
<tr>
<td><strong>Change To:</strong></td>
<td></td>
</tr>
<tr>
<td>110–114, 116</td>
<td>AMF KENNEDY NY 00300</td>
</tr>
<tr>
<td>070–079, 085–089, 103, 109, 124–127</td>
<td>DIS WESTCHESTER NY 105</td>
</tr>
<tr>
<td>105–108</td>
<td>DIS ALBANY NY 120</td>
</tr>
<tr>
<td>120–123, 128, 129</td>
<td>DIS BUFFALO NY 140</td>
</tr>
<tr>
<td>144–146, 148, 149</td>
<td>DIS ROCHESTER NY 144</td>
</tr>
<tr>
<td>304, 310, 312, 317–319</td>
<td>DIS MACON GA 310</td>
</tr>
<tr>
<td>299, 313–316, 320–324, 326, 344</td>
<td></td>
</tr>
</tbody>
</table>

### BMCs — Machinable Parcels

<table>
<thead>
<tr>
<th>Column A</th>
<th>Column B Label to</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Change From:</strong></td>
<td></td>
</tr>
<tr>
<td>004–007, 009, 068–079, 085–098, 100–119, 124–127, 340</td>
<td>BMC NEW JERSEY NJ 00102</td>
</tr>
<tr>
<td>002</td>
<td></td>
</tr>
<tr>
<td><strong>Change To:</strong></td>
<td></td>
</tr>
<tr>
<td>005–007, 009, 068–079, 085–098, 100–119, 124–127, 340</td>
<td>BMC NEW JERSEY NJ 00102</td>
</tr>
<tr>
<td>002</td>
<td></td>
</tr>
</tbody>
</table>

### BMCs — DBMC Rates

<table>
<thead>
<tr>
<th>Column A</th>
<th>Column B Label to</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Change From:</strong></td>
<td></td>
</tr>
<tr>
<td>004, 005, 068–079, 085–098, 100–119, 124–127, 340</td>
<td>BMC NEW JERSEY NJ 00102</td>
</tr>
<tr>
<td><strong>Change To:</strong></td>
<td></td>
</tr>
<tr>
<td>005, 068–079, 085–098, 100–119, 124–127, 340</td>
<td>BMC NEW JERSEY NJ 00102</td>
</tr>
</tbody>
</table>

### ADCs — Irregular Parcels

<table>
<thead>
<tr>
<th>Column A</th>
<th>Column B Label to</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Change From:</strong></td>
<td></td>
</tr>
<tr>
<td>004, 005, 068–079, 085–089, 103–119, 124–127</td>
<td>DIS DV DANIELS NJ 07099</td>
</tr>
<tr>
<td><strong>Change To:</strong></td>
<td></td>
</tr>
<tr>
<td>005, 068–079, 085–089, 103–119, 124–127</td>
<td>DIS DV DANIELS NJ 07099</td>
</tr>
</tbody>
</table>
L604  Originating ADCs — Irregular Parcels

<table>
<thead>
<tr>
<th>Column A</th>
<th>Originating ZIP Codes</th>
<th>Column B</th>
<th>Label to</th>
</tr>
</thead>
<tbody>
<tr>
<td>Change From:</td>
<td>004, 105–109, 124–127</td>
<td>MXD WESTCHESTER NY 105</td>
<td></td>
</tr>
<tr>
<td>Change To:</td>
<td>105–109, 124–127</td>
<td>MXD WESTCHESTER NY 105</td>
<td></td>
</tr>
</tbody>
</table>

L800  Automation Rate Mailings

L801  AADCs — Letter-Size Mailings

<table>
<thead>
<tr>
<th>Column A</th>
<th>Destination ZIP Codes</th>
<th>Column B</th>
<th>Label to</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>403–405, 411–418</td>
<td>AADC LOUISVILLE KY 400</td>
<td></td>
</tr>
<tr>
<td>Change To:</td>
<td>105–109</td>
<td>AADC WESTCHESTER NY 105</td>
<td></td>
</tr>
<tr>
<td></td>
<td>400–402, 420–424, 427, 471, 476, 477</td>
<td>AADC LOUISVILLE KY 400</td>
<td></td>
</tr>
<tr>
<td></td>
<td>403–409, 411–418, 425, 426</td>
<td>AADC LEXINGTON KY 403</td>
<td></td>
</tr>
</tbody>
</table>

L803  Non-BMC/ASF Entry — Periodicals and Standard Mail (A)

<table>
<thead>
<tr>
<th>Column A</th>
<th>Originating ZIP Codes</th>
<th>Column B</th>
<th>Label to</th>
</tr>
</thead>
<tbody>
<tr>
<td>Change From:</td>
<td>004, 105–109, 124–127</td>
<td>MXD WESTCHESTER NY 105</td>
<td></td>
</tr>
<tr>
<td>Change To:</td>
<td>105–109, 124–127</td>
<td>MXD WESTCHESTER NY 105</td>
<td></td>
</tr>
</tbody>
</table>

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**DMM REVISION**

**Consolidation of Processing of Form 3510**

Effective immediately, *Domestic Mail Manual* (DMM) D230.3.11, D230.6.2, E214.3.2, E214.3.4, E214.3.6, E214.3.7, E214.3.8, E270.8.1, E270.9.1, are amended regarding the processing of Form 3510, *Application for Additional Entry, Reentry, or Special Rate Request for Periodicals Publication*. In order to improve customer satisfaction and better utilize resources, postal processing of Form 3510 is being consolidated at the Memphis Rates and Classification Service Center (RCSC). Forms 3510 for all authorized Periodicals publications (excluding Forms 3510 for pending publications) must be forwarded for processing to the Memphis RCSC using the following address:

MEMPHIS RATES AND CLASSIFICATION SERVICE CENTER
1 NORTH FRONT ST
PO BOX 3510
MEMPHIS TN 38173-3510

Forms 3510 filed for pending Periodicals publications must continue to be submitted simultaneously with their respective original entry applications (i.e., Forms 3501, 3502, 3511) to the RCSC serving the publisher’s original entry post office.

Postmasters must ensure that each Form 3510 forwarded to the Memphis RCSC for processing is properly completed, the identification statement in the Periodicals publication is correct and reflects the requested changes (or the publisher has provided a letter of commitment illustrating the correct identification statement), all applicable fees are paid, and a copy of the publication accompanies the application. Postal personnel needing to contact the 3510 processing unit at the Memphis RCSC may call (901) 576-2210 or (901) 576-2142.
The affected sections of the Domestic Mail Manual (DMM) will be amended with Issue 53 as follows:

D Deposit, Collection and Delivery

D000 Basic Information

D200 Periodicals

D230 Additional Entry

3.0 AUTHORIZATION

3.11 Application Denial

Except for pending publications, the Memphis RCSC rules on all applications requesting additional entry. If the application is denied, the denial takes effect 15 days from the publisher’s receipt of the notice unless, within that time, the publisher files an appeal, through the Memphis RCSC, with the Business Mail Acceptance manager, USPS Headquarters, who issues the final agency decision.

6.0 CANCELLATION, REVOCATION, AND RESTORATION

6.2 Revocation

The USPS may revoke an additional entry authorization when the publication is found ineligible for such authorization. The revocation is effective 15 days after the publisher receives notice, unless an appeal is filed through the Memphis RCSC with the Business Mail Acceptance manager, USPS Headquarters, who issues the final agency decision.

3.0 APPLICATION FOR REENTRY

3.2 Additional Information

[Amend the first sentence to read as follows:] The Memphis RCSC may ask for more information or evidence from the publisher to complete or clarify an application.

3.4 Ruling

The Memphis RCSC reviews and rules on an application for reentry.

3.6 Denial After Verification

[Amend the first sentence to read as follows:] If a verification shows that the publication (as modified by the requested reentry) does not meet applicable Periodicals standards, the Memphis RCSC denies the reentry application and notifies the publisher in writing of the reasons for the denial.

3.7 Denial — No Verification

[Amend the first sentence to read as follows:] If the Memphis RCSC denies an application not requiring verification, the publisher receives written notice of the reasons for the denial.

3.8 Appeal

[Amend the first sentence to read as follows:] An appeal must be filed through the Memphis RCSC with the Business Mail Acceptance manager, USPS Headquarters.

E Eligibility

E000 Special Eligibility Standards

E200 Periodicals

E210 Basic Standards

E214 Reentry

8.0 MAILING WHILE APPLICATION PENDING

8.1 Mailing Before Approval

[Amend the first sentence to read as follows:] A publisher or news agent may not mail at a special Periodicals rate before the RCSC manager approves the application for such privilege.
9.0 DECISION ON APPLICATION

9.1 Ruling
The RCSC manager serving the known office of publication rules on special rate applications that are filed concurrently with an original entry application. The Memphis RCSC manager rules on requests for special rates made on Form 3510 for publications authorized Periodicals mailing privileges.

—Business Mail Acceptance, Marketing Systems, 10-9-97

Withdrawal of Postage Meters

When a postage meter is withdrawn from service, the manufacturer’s representative completes a Postal Form 3601-C, Postage Meter Activity Report. After completion, the representative submits the form to the Postal Service when the meter is presented for checkout. This form updates USPS meter inventory records, the Meter Accounting and Tracking System (MATS), and initiates applicable postage refunds or transfers. Section D of the form Withdrawn Meter Information contains the register readings at the time of withdrawal, the control total, and the MATS control total. The representative obtains register readings directly from the meter and the MATS control total from Postal Service records. There are instances when it is difficult for manufacturer representatives to obtain the MATS control totals because of limited access to MATS at some post offices. This causes delays in completing financial transactions for the meter licensee and in updating USPS records.

Effective immediately, manufacturer representatives are not required to obtain and record the MATS control total for any meter withdrawn from service when the amount in the descending register is $25.00 or less. This change does not apply to any meters withdrawn from service due to a question of accurate registration (QAR). The postal clerk withdrawing the meter, and processing the Form 3601-C, will authorize the applicable postage refund or transfer as indicated in Form 3601-C section F Refunded/Transferred Postage. Actual refunds will be issued at the post office or District depending on existing procedures. The completed Form 3601-C will then be forwarded to the District Accounting Office MATS technician.

Upon receipt of the form, the District MATS technician will verify the Form 3601-C control total, as noted by the manufacturer’s representative in Block D14, to MATS. If a discrepancy is identified, the MATS technician, or designated individual, will research setting records to resolve the difference.

—Metering Technology Management, Retail, 10-9-97

Operation Dear Abby

The Department of Defense and Dear Abby are sponsoring a holiday mailing campaign to support U.S. troops stationed abroad. Effective November 15, 1997, through January 15, 1998, mail may be accepted for the following addresses:

AMERICA REMEMBERS
OPERATION DEAR ABBY
APO AE 09135

AMERICA REMEMBERS
OPERATION DEAR ABBY
APO AE 09646

AMERICA REMEMBERS
OPERATION DEAR ABBY
APO AA 34085

AMERICA REMEMBERS
OPERATION DEAR ABBY
APO AP 96285

AMERICA REMEMBERS
OPERATION DEAR ABBY
FPO AP 96385

Dear Abby mail is limited to First-Class Mail and Priority Mail only (Restriction Y).

—International & Military Mail Operations, International Business, 10-9-97
**FASTforward℠ is Helping Move the Mail of Our Moving Customers**

The USPS has developed a new address management tool called FASTforward℠ that allows mailers to get the latest correct address on mailpieces immediately before entry into the mailstream.

FASTforward℠ results in directing a mailpiece with an old address to the new address through the application of a barcode derived from the most recent address change. In addition, the mailpiece will get the corrected address printed above the barcode so that the clerk and letter carrier see where the piece must be delivered.

FASTforward℠ contains more than 16 million permanent Change of Address (COA) records that have been filed over the most recent six-month period with the USPS. This information is part of a central data file of 124 million addresses. FASTforward℠ is a subset file that the USPS maintains, standardizes and from which it sends weekly file updates to each of its licensed service providers. Licensees will be able to use this technology to process mailpieces prior to their being dispatched to the USPS. An annual licensing fee of $10,000 will be paid to the USPS for each FASTforward℠ computer system.

The FASTforward℠ technology can attach to a Multiline Optical Character Reader (MLOCR) system, through which licensees can redirect mailpieces or obtain hard-copy address corrections utilizing information from customer COA records.

This is one of several options open to customers to verify and obtain correct addresses in order to meet the move update requirement. Customers also can participate in Address Change Service (ACS), or process addresses through National Change Of Address (NCOA) licensees, or use the Address Service Requested or Return Service Requested endorsement on their mailpieces.

See the poster on page 17 for a detailed look at a FASTforward℠ mailpiece and proper handling instructions. (The poster should be copied and posted on employee bulletin boards.)

—Address Management,
National Customer Support Center, 10-9-97

**Unnumbered Insured Indemnity Claims**

Claims for unnumbered insured articles ($50 or less) for military ZIP Codes in the Atlantic (09XXX) and Central or South America (34XXX) should be submitted to:

NEW YORK DISTRICT
ATTN GENERAL ACCOUNTING
421 8TH AVENUE, ROOM 3110
NEW YORK NY 10199-9998

Claims for unnumbered insured articles ($50 or less) for military ZIP Codes in the Pacific (96XXX) should be submitted to:

SAN FRANCISCO DISTRICT
ATTN ACCOUNTING SERVICES
PO BOX 882166
SAN FRANCISCO CA 94188-2166

This change does not affect numbered insured claims. Continue to submit these claims to:

ST. LOUIS ACCOUNTING SERVICE CENTER
PO BOX 80143
ST LOUIS MO 63180-0143

—International & Military Mail Operations,
International Business, 10-9-97

**APO/FPO Changes**

Make the following ink change to the most recent APO/FPO tables published in Postal Bulletin 21955 (9-25-97).

<table>
<thead>
<tr>
<th>APO/FPO</th>
<th>Action</th>
<th>Effective Date</th>
<th>See Restrictions</th>
</tr>
</thead>
<tbody>
<tr>
<td>96285</td>
<td>Activate</td>
<td>Immediately</td>
<td>B-B1-Y</td>
</tr>
</tbody>
</table>

—International and Military Mail Operations,
International Business Unit, 10-9-97
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Please post on bulletin boards.
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Finance

Handbook F-15 Revision

Handbook F-15, *Travel and Relocation*, is revised to include a change in policy for international travel by the Inspector General’s personnel.

2-2 Responsibilities of Approving Officials

2-2.1 Authorizing Travel

2-2.1.6 For International Travel

2-2.1.6.1 To Canada and Mexico

All officers may approve travel to Canada and Mexico.

When the decision is made, the approving official sends a copy to the vice president, International Business Unit. The International Business Unit coordinates travel with the foreign postal administration along with other federal agencies and assists the traveler in obtaining the required travel credentials.

The Chief Postal Inspector is responsible for approving international travel for postal inspectors on official audit/criminal investigation. That travel is governed by internal instructions from the Inspection Service.

The Inspector General is responsible for approving international travel for his/her personnel on official audit/investigation. That travel is governed by internal instructions from the Inspector General’s office.

2-2.1.6.2 To Other Countries

The Vice President, International Business Unit performs the following activities relating to international travel:

- Approves all international travel except to Canada and Mexico.
- Approves travel of members of United States Postal Service delegations to attend international conferences, congresses, and meetings of international postal organizations.
- Ensures that the necessary documents are prepared.

The Chief Postal Inspector is responsible for approving international travel for postal inspectors on official audit/criminal investigation. That travel is governed by internal instructions from the Inspection Service.

The Inspector General is responsible for approving international travel for his/her personnel on official audit/investigation. That travel is governed by internal instructions from the Inspector General’s office.

—Corporate Accounting, 10-9-97
Fraud Alert

ALL PERSONNEL PROCESSING MAIL FOR DISPATCH ABROAD

Foreign Order No. 404

Keep all foreign order notices for use as reference.

Tentative Order

A Tentative Lottery Order has been issued against the following:

- **Canada**
  - CLBA OR
  - CANADIAN LOTTERY BUYERS ASSOCIATION
  - INTERNATIONAL PAYMENTS BUREAU
  - 185-9040 BLUNDELL RD SUITE #322
  - RICHMOND BC V6Y 1K3
  - CANADA

- CPN OR
  - CASH AND PRIZE NETWORK
  - 701 ROSSLAND ROAD EAST ST # 372
  - WHITBY ON L1N 9K3
  - CANADA

- QUICKCASH SWEEPSTAKES SERVICE
  - 49-6A THE DONWAY WEST SUITE 3010
  - DON MILLS ON M3C 2E8
  - CANADA

- **Germany**
  - MR G BOESCHE
  - ALBERT-SCHWEITZER-RING 22
  - 22045 HAMBURG
  - GERMANY

Do not dispatch any mail to the above. Place the mailpieces in a pouch endorsed Foreign Order Mail and send it 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, 10-9-97

Domestic Orders

False representation is enforced by the postmaster at the city listed below:

<table>
<thead>
<tr>
<th>State/City</th>
<th>Names Covered</th>
<th>Product</th>
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<tbody>
<tr>
<td>WY, Evanston 82930-3361</td>
<td>Express Services, 1101 Main Street, #100-B</td>
<td>An advanced fee loan scheme.</td>
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<tr>
<td>TX, Irving 75016-8726</td>
<td>MDM Enterprises, P.O. Box 168726</td>
<td>An advanced fee loan scheme.</td>
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—Judicial Officer, 10-9-97

Withholding of Mail Orders

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

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<thead>
<tr>
<th>State/City</th>
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<tbody>
<tr>
<td>OH, Columbus 43229-6212</td>
<td>Any All Names, 1014 Morse Road, Box #159</td>
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<tr>
<td>CA, Los Angeles 90025-4614</td>
<td>Any All Names, 1940 Westwood Blvd., #192</td>
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<td>FL, Tampa 33605-1849</td>
<td>Any All Names Except King Gohagen And William Engram, 3016 1/2 Sanchez St., Apt. A</td>
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<td>IL, Chicago 60649-3830</td>
<td>Any All Of Various Names Including The Surname Of Kahn, 1650 E. 72nd Street, Box No. 5</td>
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<td>CA, Fresno 93726-3917</td>
<td>Any All Of Various Names Other Than The Names of Lanuel Or Lonnie Wells, 2025 E. Pontiac Way, Apt. 204</td>
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<td>CA, Fresno 93755-6065</td>
<td>P.O. Box 16065</td>
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<tr>
<td>CA, San Diego 92101-5208</td>
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</tr>
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</table>

—Judicial Officer, 10-9-97
### 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.


The *Postal Bulletin* is also available on the Postal Service Internal Home Page under "Access Corporate Policies & Procedures," then "Postal Bulletin."

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

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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.
### 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*.

<table>
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<tr>
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<th>Postal Bulletin Numbers</th>
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### 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, 10-9-97*
### 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.

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<td>08846</td>
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<td>09122</td>
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<td>09176</td>
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<td>09786</td>
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<tr>
<td>09907</td>
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<tr>
<td>10042</td>
</tr>
</tbody>
</table>

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

IMM REMINDER

Mailing to Ukraine

The postal administration of Ukraine is continuing to receive significant numbers of U.S. originating Express Mail International Service (EMS) items which contain currency, payment documents, and other valuable articles. This situation is occurring despite an explicit prohibition in the International Mail Manual (IMM) against mailing such contents to that country.

The International Express Mail Service page of the Individual Country Listing for Ukraine currently specifies that “coins; bank notes; currency; securities of any kind payable to bearer; traveler’s checks; platinum, gold, and silver (manufactured or not); precious stones; jewelry; and other valuable articles are prohibited entry in Express Mail International Service shipments to Ukraine.”

A comparable statement was recently added to the Country Conditions for Mailing for Ukraine (see Postal Bulletin 21951 of 7-31-97). It states that “coins; bank notes; currency; securities of any kind payable to bearer; traveler’s checks; platinum, gold, and silver (manufactured or not); precious stones; jewelry; and other valuable articles are prohibited entry in registered and unregistered letter packages, small packets, and parcel post packages mailed to Ukraine.”

Accordingly, postal customers should be reminded that there is an across-the-board prohibition against sending all types of valuable items to Ukraine. To avoid additional irregularities, acceptance personnel are expected to strictly enforce the stated conditions of mailing when they accept articles for dispatch to that country.

—Pricing, Costing, & Classification,  
International Business Unit, 10-9-97

Canada Post Corporation (CPC) Product Test

Canada Post Corporation (CPC) will be market testing a new retail product that is for use by Canadian senders who mail documents to United States addressees. It will use standard, flat-rate envelopes that bear the logo and general appearance of USPS domestic Priority Mail envelopes.

The CPC envelopes will come in two sizes (i.e., a small envelope that measures 6 inches x 10 inches and a larger one whose dimensions are 9.5 inches x 12.5 inches). They have several distinctive markings that should enable USPS personnel to differentiate them from domestic, flat-rate Priority Mail envelopes (see illustration on page 32). These indicators are as follows:

- The words, PREPAID ENVELOPE, and its French equivalent, ENVELOPPE PRÉPAYÉE, are printed in both the upper right hand corner of the front of each envelope and the upper left hand corner of the back of each envelope.

- There are also How To Use instructions, in both English and French, on the back of each envelope.

This new retail product will go on sale, on October 14, 1997, at CPC locations in Calgary, AB, and at selected retail outlets in the Toronto, ON and Vancouver, BC metropolitan areas. It will also become available at selected postal outlets in the Montreal, PQ metropolitan area during November, 1997. The test period is currently scheduled to end on December 31, 1997.

CPC Priority Mail envelopes should be processed and delivered on the same basis as USPS domestic Priority Mail. Undeliverable-as-addressed mailpieces should be returned to the sender in accordance with the provisions of section 782.14 of the International Mail Manual (IMM).

—International Postal Affairs,  
International Business Unit, 10-9-97
Philately

Classic Movie Monsters First Day Souvenir

Classic Movie Monsters First Day Souvenir — Item 8819 is now available nationwide for sale. This multi-color jumbo folder contains a set of five enlargement prints which include: Frankenstein, Dracula, Phantom of the Opera, Wolfman, and the Mummy. Each souvenir folder also contains a sheet of 20 Classic Movie Monster stamps cancelled with the official first day of issue cancellation. Retail price for the Classic Movie Monster First Day Souvenir is $14.95.

Stamp Distribution Offices (SDOs) and Stamp Distribution Networks (SDNs) will receive an automatic distribution based on the following table:

<table>
<thead>
<tr>
<th>Offices That Requested This Quantity of Mint Sets For The Survey</th>
<th>Will Receive This Quantity Of The Next Issue of Mint Sets</th>
<th>Will Receive This Quantity of First Day Souvenir Books</th>
</tr>
</thead>
<tbody>
<tr>
<td>150–250</td>
<td>250</td>
<td>200</td>
</tr>
<tr>
<td>300–500</td>
<td>500</td>
<td>200</td>
</tr>
<tr>
<td>560–750</td>
<td>750</td>
<td>400</td>
</tr>
<tr>
<td>800–1000</td>
<td>1000</td>
<td>600</td>
</tr>
<tr>
<td>1005–1250</td>
<td>1250</td>
<td>600</td>
</tr>
<tr>
<td>1305–1500</td>
<td>1500</td>
<td>800</td>
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<tr>
<td>1770–2000</td>
<td>2000</td>
<td>800</td>
</tr>
<tr>
<td>2250–2500</td>
<td>2500</td>
<td>1000</td>
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<td>2600–3000</td>
<td>3000</td>
<td>1200</td>
</tr>
<tr>
<td>3300–3500</td>
<td>3500</td>
<td>1400</td>
</tr>
<tr>
<td>3600–4000</td>
<td>4000</td>
<td>1400</td>
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<tr>
<td>6000</td>
<td>6000</td>
<td>1400</td>
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<tr>
<td>8000</td>
<td>8000</td>
<td>1400</td>
</tr>
<tr>
<td>16000</td>
<td>16000</td>
<td>2800</td>
</tr>
</tbody>
</table>

All post offices requiring Classic Movie Monsters First Day Souvenirs should requisition them from their designated SDO or SDN, using a separate Form 17, Stamp Requisition. Requisitions must be in multiples of 25.

Sales

Report sales of item 8819 in account identifier code (AIC) 092.

—Stamp Marketing, 10-9-97
Special Cancellation Die Hubs

Postmasters and plant managers who have any of the special cancellation die hubs listed below may use them for the periods designated. At the end of the period, these die hubs must be withdrawn and stored. Postmasters and plant managers who do not have these special die hubs may not request them from the sponsors.

<table>
<thead>
<tr>
<th>Cancellation</th>
<th>Period of Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>Only You Can Prevent Forest Fires</td>
<td>April 1–Oct. 31</td>
</tr>
<tr>
<td>Peace Corps Anniversary, Making a Difference</td>
<td>Sept. 1–Oct. 31</td>
</tr>
<tr>
<td>Employ People With Disabilities</td>
<td>Sept. 1–Nov. 30</td>
</tr>
<tr>
<td>Give, the United Way</td>
<td>Sept. 15–Oct. 31</td>
</tr>
<tr>
<td>Learn About Lupus, October, Lupus Awareness Month</td>
<td>Oct. 1–Oct. 31</td>
</tr>
<tr>
<td>Radon Action Week</td>
<td>Oct. 1–Oct. 31</td>
</tr>
<tr>
<td>Support Infection Control Week</td>
<td>Oct. 1–Nov. 30</td>
</tr>
<tr>
<td>National Adoption Month</td>
<td>Nov. 1–Nov. 30</td>
</tr>
<tr>
<td>Military Families Recognition Day</td>
<td>Nov. 1–Nov. 30</td>
</tr>
<tr>
<td>National Philanthropy Day, Love of Humankind</td>
<td>Nov. 1–Nov. 30</td>
</tr>
<tr>
<td>Help Retarded Children</td>
<td>Nov. 1–Nov. 30</td>
</tr>
<tr>
<td>Use Christmas Seals, Support Your Lung Association</td>
<td>Nov. 8–Dec. 31</td>
</tr>
<tr>
<td>Support American Education Week</td>
<td>Nov. 10–Nov. 30</td>
</tr>
<tr>
<td>Autistic Children, Hope Through Research and Education</td>
<td>Dec. 1–Dec. 31</td>
</tr>
</tbody>
</table>

—Business Mail Acceptance, Marketing Systems, 10-9-97
Pictorial Cancellations Announcement 97-20

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

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.
September 20, 1997
Newbern Depot Committee
NEWBERN DEPOT DAYS STATION
POSTMASTER
105 BIFFLE RD
NEWBERN TN  38059-9998

September 20, 1997
USS Barnes CVE-20
55TH ANNIVERSARY STATION
POSTMASTER
P O BOX 9998
SCRANTON PA  18505-9998

September 20, 1997
SAMUEL COLLINS STATION
POSTMASTER
34 BRIDGE ST
COLLINSVILLE CT  06022-9998

September 20, 1997
LITTLE ROCK AFB STATION
POSTMASTER
P O BOX 9998
JACKSONVILLE AR  72076-9998

September 20, 1997
HISTORIANS ASSOCIATION STATION
POSTMASTER
P O BOX 9998
ST REGIS FALLS NY  12980-9998

September 20, 1997
MALTA STATION
POSTMASTER
12 HEMPHILL PL
MALTA NY  12020-9998

September 20, 1997
CHAMBER OF COMMERCE STATION
POSTMASTER
P O BOX 9998
CHAUMONT NY  13622-9998

September 20, 1997
FALL FESTIVAL STATION
POSTMASTER
P O BOX 9998
INLET NY  13360-9998

September 20, 1997
Falls of the Ohio-Clarksville Riverfront
FALLS OF THE OHIO STATION
POSTMASTER
P O BOX 9998
CLARKSVILLE IN  47129-9998

September 20, 1997
Falls of the Ohio-Clarksville Riverfront
EQUINE CENTER STATION
POSTMASTER
18 EATON ST
MORRISVILLE NY  13408-9998

September 20, 1997
ENERGY POST OFFICE
ANNIVERSARY STATION N
POSTMASTER
P O BOX 9998
ENERGY TX  76452-9998

September 20, 1997
PAUL H BIERI STATION
POSTMASTER
P O BOX 9998
CALIFORNIA MO  65018-9998

September 20, 1997
HARTWICK COLLEGE STATION
POSTMASTER
352 MAIN ST
ONEONTA NY  13820-9998

September 20, 1997
FILM FESTIVAL STATION
POSTMASTER
P O BOX 9998
CANON CITY CO  81212-9998

September 20, 1997
TULSA CENTENNIAL HOMECOMING
PARADE
POSTMASTER
333 W 4TH ST
TULSA OK  74122-9998

September 20, 1997
BC JETS STATION
POSTMASTER
120 CHENANGO ST
BINGHAMTON NY  13901-9998

September 20, 1997
Carlinville Library
CARLINVILLE LIBRARY STATION
POSTMASTER
129 E FIRST SOUTH
CARLINVILLE IL  62626-9998

September 20, 1997
SUNRISE STATION
POSTMASTER
202 MAIN ST
DAWN MO  64638-9998
September 20, 1997
PORTAGEVILLE POTATO FESTIVAL STATION
POSTMASTER
6676 HAMILTON ST
PORTAGEVILLE NY 14536-9998

September 20, 1997
SECOND ANNUAL GRAPE HARVEST GALA & SILENT AUCTION STATION
POSTMASTER
797 SAM BASS RD
ROUND ROCK TX 78681-9998

September 20 & 21, 1997
LONE STAR WEEKEND ALOFT STATION
POSTMASTER
797 SAM BASS RD
ROUND ROCK TX 78681-9998

September 20 & 21, 1997
SECOND ANNUAL GRAPE HARVEST GALA & SILENT AUCTION STATION
POSTMASTER
950 JACKSON ST
GOLDSMITH TX 79741-9998

September 20 & 21, 1997
GATHERING OF MEMORIES STATION
POSTMASTER
301 N GUADALUPE ST
SAN MARCOS TX 78666-9998

September 20 & 21, 1997
MILL RACE STATION
POSTMASTER
450 JACKSON ST
COLUMBUS IN 47201-9998

September 20 & 21, 1997
GOLDSMITH GASHOPPER DAYS STATION
POSTMASTER
310 E GULF AVE
GOLDSMITH TX 79741-9998

September 20 & 21, 1997
WIZARD OF OZ FESTIVAL STATION
POSTMASTER
9107 S CALUMET AVE
CHESTERTON IN 46304-9998

September 20 & 21, 1997
Cove Creek Grange
Cove Creek Preservation and Development
Watauga County Historical Society
FARM HERITAGE DAYS STATION
POSTMASTER
P O BOX 9998
SUGAR GROVE NC 28679-9998

September 20 & 21, 1997
Sussex County Stamp Club
SUSSEX STAMP CLUB STATION
POSTMASTER
100 MAIN ST
MILLSBORO DE 19966-9998

September 20 & 21, 1997
Barnesville Chamber of Commerce
BARNESVILLE BUGGY DAYS STATION
POSTMASTER
138 FORSYTH ST
BARNESVILLE GA 30204-9998

September 20 & 21, 1997
CAMBRIDGE SESQUICENTENNIAL STATION
POSTMASTER
P O BOX 9998
CAMBRIDGE WI 53523-9998

September 20 & 21, 1997
Essex County Stamp Club
ESSEX STAMP CLUB STATION
POSTMASTER
P O BOX 9998
ESSEX NJ 07020-9998

September 20 & 21, 1997
Historical Society of East Hanover Township
3RD ANNIVERSARY STATION
POSTMASTER
P O BOX 9998
GRANTVILLE PA 17028-9998

September 20 & 21, 1997
National Association of Letter Carriers
NALC GRAND OPENING STATION
POSTMASTER
1001 CALIFORNIA AVE
PITTSBURGH PA 15290-9998
September 22, 1997
SILVER STATION
POSTMASTER
1 MORRIS ST
MORRISTOWN NJ 07960-9998

September 22, 1997
USPS
SALUTE TO THE SYMPHONIES STATION
POSTMASTER
135 N CENTER
MESA AZ 85201-9998

September 22, 1997
USPS
MESA SYMPHONY STATION
POSTMASTER
135 N CENTER
MESA AZ 85201-9998

September 22, 1997
NATIONAL DAY WEEK STATION
POSTMASTER
65 NORTH MAIN ST
CRANBURY NJ 08512-9998
September 22–27, 1997
Corydon KY Historical & Genealogical Society
2ND ANNUAL HAPPY DAYS FESTIVAL
STATION
POSTMASTER
P O BOX 9998
CORYDON KY 42406-9998
September 23–25, 1997
613 Quality Worklife “We Can” Team
1997 FARM PROGRESS SHOW STATION
POSTMASTER
P O BOX 9998
SENECA IL 61360-9998

September 24, 1997
LUNAR PROSPECTOR LAUNCH STATION
POSTMASTER
8700 ASTRONAUT BLVD
CAPE CANAVERAL FL 32930-9998

September 24, 1997
HOSPITALITY STATION N
POSTMASTER
P O BOX 9998
DEVO'S TOWER NY 11702-9998

September 25, 1997
WILLIAM FAULKNER CENTENNIAL STATION
POSTMASTER
1 STUDENT UNION DR
UNIVERSITY MS 38677-9998

September 25–27, 1997
Surry Arts Council
FESTIVAL STATION
POSTMASTER
111 S MAIN ST
MT ARVY NC 27030-9998

September 25–27, 1997
Letcher County Mountain Heritage Festival Committee
MOUNTAIN HERITAGE FESTIVAL '97 STATION
POSTMASTER
P O BOX 9998
WHITESBURG KY 41858-9998

September 25–28, 1997
New England Artists Trust IV
NEW ENGLAND ARTISTS TRUST CONGRESS IV STATION
POSTMASTER
15 PARK ST
NEWPORT NH 03773-9998

September 25–27, 1997
BUCKWHEAT FESTIVAL STATION
POSTMASTER
209 MILLER RD
KINGWOOD WV 26537-1334

September 26, 1997
OKTOBERFEST STATION
POSTMASTER
425 STATE ST
LA CROSSE WI 54601-9998

September 26 & 27, 1997
CRANBERRY FESTIVAL STATION
POSTMASTER
302 MAIN ST
WARRENS WI 54666-9998

September 26–27, 1997
CALADIUM STATION
POSTMASTER
902 HILLCREST ST
LAKE PLACID FL 33852-9998
September 26–28, 1997
Paris Area Chamber of Commerce
HONEY BEE FESTIVAL STATION
POSTMASTER
139 E WOOD ST
PARIS IL  61944-9998

September 27, 1997
FUN ON THE FARM STATION
POSTMASTER
561 ROUTE 88 SOUTH
NEWARK NY  14513-9998

September 27, 1997
PLAINS DEPOT STATION
POSTMASTER
119 MAIN ST
PLAINS GA  31780-9998

September 27, 1997
30TH ANNIVERSARY STATION
POSTMASTER
8225 CROSS PARK DR
AUSTIN TX  78710-9998

September 27, 1997
POTATO FESTIVAL STATION
POSTMASTER
209 MAIN ST S
CAMBRIDGE MN  55008-9998

September 27, 1997
30TH ANNIVERSARY STATION
POSTMASTER
6225 CROSS PARK DR
AUSTIN TX  78710-9998

September 27, 1997
LEUDEMER / LEUDEMERS-4VODA HOMECOMING STATION
POSTMASTER
P.O. BOX 998
FRANKFORT KY  40601-9998

September 27, 1997
DISCOVER SCANDINAVIA STATION
POSTMASTER
555 E MAIN ST
TURLOCK CA  95380-9998

September 27, 1997
RIVER CITY ROUNDUP STATION
POSTMASTER
14TH AND FARNAM ST
OMAHA NE  68108-9998

September 27, 1997
MAVEX STATION
POSTMASTER
99 S WALNUT ST
YOUNGSTOWN OH  44501-9998

September 27, 1997
CENTENNIAL STATION
POSTMASTER
501 COMMONWEALTH AVE
COVINGTON KY  41018-9998

September 27, 1997
MIDDLETOWN STATION
POSTMASTER
6 NORTH CHURCH ST
MIDDLETOWN MD  21769-9998

September 27, 1997
Brownsville-Haywood County Chamber of Commerce
BROWNsville BLUES FALL FEST STATION
POSTMASTER
121 W MAIN ST
BROWNsville TN  38012-9998

September 27, 1997
Discovering Dinosaur Station
POSTMASTER
BLUE MUSEUM STATION
GREENWICH CT  06830

September 27, 1997
HOMECOMING STATION
POSTMASTER
125 E MAIN ST
LUEdERS TX  79533-9998

September 27, 1997
LBJ LIB & MUS. STATION
POSTMASTER
8225 CROSS PARK DR
AUSTIN TX  78710-9998

September 27, 1997
REUNION STATION
POSTMASTER
201 S 1ST ST
HASKELL TX  79521-9998

September 27, 1997
WFRRM ZEPHYR DAYS FESTIVAL STATION
POSTMASTER
2000 LAMAR ST
WICHITA FALLS TX  76301-9998
September 27, 1997
NATIONAL CAPITAL DAHLIA SOCIETY
62ND ANNUAL SHOW STATION
POSTMASTER
P O BOX 9998
FALLS CHURCH VA 22046-9998

September 27 & 28, 1997
Westmoreland County Philatelic Society
WESCOPEX '97 STATION
POSTMASTER
P O BOX 9998
IRWIN PA 15642-9998

September 27 & 28, 1997
SACRAMENTO READS STATION
2000 ROYAL OAKS DR
SACRAMENTO CA  95813-9998

September 27 & 28, 1997
Hart's Pumpkin Farm
HART'S PUMPKIN FESTIVAL STATION
POSTMASTER
P O BOX 9998
BEAR CREEK NC  27207-9998

September 27 & 28, 1997
R. I. P. STAMP SHOW '97 STATION
181 CORLISS ST
JONSTON RI 02919-9998

September 27 & 28, 1997
Marion County Country Ham Days Festival Committee
MARION COUNTY COUNTRY HAM DAYS
FESTIVAL STATION
POSTMASTER
P O BOX 9998
LEBANON KY 40033-9998

September 27 & 28, 1997
City of Genoa Candy Dance Committee
CANDY DANCE STATION
POSTMASTER
2296 MAIN ST
GENOA NV 14240-9998

September 27 & 28, 1997
AMPOLPEX STATION
POSTMASTER
1200 WILLIAM ST
BUFFALO NY 14240-9998

September 27 & 28, 1997
APPLE UMPKIN FESTIVAL STATION
POSTMASTER
2 S ACADEMY ST
WYOMING NY 14591-9998

September 27 & 28, 1997
CIAPEX STATION
POSTMASTER
322 MAIN ST
GRAVITY IA 50848-9998

September 27 & 28, 1997
OLD TIME HARVEST DAYS STATION
POSTMASTER
630 MANSUR
CHULA MO 64635-9998

September 27 & 28, 1997
RUGBY STATION
POSTMASTER
829 GRAYSON HIGHLAND LN
MOUTH OF WILSON VA 24363-9998

September 27 & 28, 1997
NOCOPEX STATION
POSTMASTER
301 E BOARDWALK DR
FT COLLINS CO 80525-9998

September 27 & 28, 1997
WUSAPEX STATION
POSTMASTER
P O BOX 9998
WAUSAU WI 54403-9998

September 27 & 28, 1997
CINCOPEX STATION
POSTMASTER
110 EAST GARDEN ST
ROME NY 13440-9998

September 27 & 28, 1997
Concho Valley Stamp Club
HISTORICAL CHURCH STATION
POSTMASTER
1 N BRYANT BLVD
SAN ANGELO TX 76902-9998

September 27 & 28, 1997
Evansville Stamp Club
EVANSVILLE POSTAL STATION
POSTMASTER
P O BOX 9998
EVANSVILLE IN 47708-9998

September 27 & 28, 1997
RANDOLPH COUNTY 25TH ANNIVERSARY CELEBRATION STATION
POSTMASTER
P O BOX 9998
PRAIRIE DU ROCHER IL 62277-9998
MEMORIAL STATION
September 28, 1997
POSTAL SERVICE
201 HIGH ST NE
WARREN OH  44881-9998

BRASSPEX STATION
September 28, 1997
POSTAL SERVICE
135 GRAND ST
WATERBURY CT  06701-9998

NORTHCOAST INLAND TRAIL STATION
September 28, 1997
Sandusky County Park District
POSTMASTER
416 W STATE ST
FREMONT OH  43420-9998

North Coast Park District
September 28, 1997
POSTMASTER
131 W BUCKEYE
CLYDE OH  43410-9998

WOLF MAN STATION
October 1, 1997
POSTMASTER
P O BOX 9998
ROCK HILL NY  12775-9998

MONSTER DAY STATION
October 1, 1997
POSTMASTER
2641 PALO ALTO WAY
RUNNING SPRINGS CA  92382-9998

Dyess Air Force Base
September 29, 1997
USAF 50TH ANNIVERSARY STATION
POSTMASTER
341 PINE ST
ABILENE TX  79604-9998

CLASSIC MOVIE MONSTERS STATION
October 1, 1997
POSTMASTER
68770 FIRST ST
CATHEDRAL CITY CA  92234-9998

USAF 50th Anniversary Station
September 29, 1997
Dyess Air Force Base, Texas 79607
POSTMASTER
P O BOX 9998
ABILENE TX  79604-9998

THE MUMMY STATION
October 1, 1997
POSTMASTER
P O BOX 9998
MOUNTAIN DALE NY  12763-9998

PHANTOM OF THE OPERA STATION
October 1, 1997
POSTMASTER
P O BOX 9998
WHITE LAKE NY  12786-9998

SCARY STATION
October 1, 1997
POSTMASTER
396 SOUTH CALIFORNIA AVENUE
WEST COVINA CA  91793-9998

FRANKENSTEIN STATION
October 1, 1997
POSTMASTER
P O BOX 9998
WOODRIDGE NY  12789-9998

MURRAY STATE UNIVERSITY STATION
October 1–31, 1997
MURRAY STATE UNIVERSITY
P O BOX 9998
MURRAY KY  42071-9998

DRACULA STATION
October 1, 1997
POSTMASTER
P O BOX 9998
CRAGSMOOR NY  12420-9998

WIGWAM STATION
October 2, 1997
POSTMASTER
P O BOX 9998
RAQUETTE LAKE NY  13436-9998
October 2–4, 1997
OKTOBERFEST STATION
POSTMASTER
P O BOX 9998
SEYMOUR IN 47274-9998

October 3 & 4, 1997
Kentucky Apple Festival Committee
KENTUCKY APPLE FESTIVAL OF
JOHNSON COUNTY STATION
POSTMASTER
P O BOX 9998
PAINTSVILLE KY 41240-9998

October 2–5, 1997
PLAYERS STATION
POSTMASTER
LIMEKILN RD
LIMEKILN PA 19535-9998

October 3 & 4, 1997
MARCH FIELD STATION
POSTMASTER
4150 CHICAGO AVE
RIVERSIDE CA 92507-9998

October 2–10, 1997
STATE FAIR STATION
POSTMASTER
401 E SOUTH STREET RM 208
JACKSON MS 39201-9998

October 3 & 4, 1997
APPLEFEST STATION
POSTMASTER
1202 ELK ST
FRANKLIN PA 16323-9998

October 3, 1997
BICENTENNIAL STATION
POSTMASTER
515 SECOND ST
NEW MATAMORAS OH 45767-9998

October 3 & 4, 1997
PAUL BUNYAN SHOW STATION
POSTMASTER
110 W WASHINGTON ST
NELSONVILLE OH 45764-9998

October 3–5, 1997
PAUL BUNYAN SHOW STATION
POSTMASTER
110 W WASHINGTON ST
NELSONVILLE OH 45764-9998

October 3 & 4, 1997
DR BLOOD’S HAUNTED STATION
POSTMASTER
5055 NORWOOD RD
DALLAS TX 75207-9998

October 3, 1997
Perryville Commemoration Committee
BATTLE OF PERRYVILLE STATION
POSTMASTER
P O BOX 9998
PERRYVILLE KY 40468-9998

—Stamp Services, Marketing, 10-9-97
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<table>
<thead>
<tr>
<th>Old/ New</th>
<th>Finance No.</th>
<th>ZIP Code</th>
<th>State</th>
<th>P.O. Name</th>
<th>County/ Parish</th>
<th>Station/Branch/ Unit</th>
<th>Unit Type</th>
<th>Effective Date</th>
<th>Comments</th>
</tr>
</thead>
</table>
| Old      | 48-7805     | 78664    | TX    | Round Rock| Williamson    | Frontier             | Classified Station
| New      | 48-7805     | 78683    | TX    | Round Rock| Williamson    | Frontier             | Classified Station
|          |             |          |       |           |               |                     |                | 12/01/1997   | Establish a new ZIP Code for Post Office Boxes. Use Round Rock TX 78683 as last line of address for new Post Office Boxes in a new classified station. |
| Old      | 49-0340     | 84621    | UT    | Axtell    | Sanpete       | Main Office         | Post Office Name |
| New      | 49-7310     | 84621    | UT    | Redmond   | Sevier        | Axtell              | Post Office Place Name |
|          |             |          |       |           |               |                     |                | 05/17/1997   | Post office discontinued. Retain ZIP Code. Establish a place name. Axtell UT becomes an acceptable last line of address for use with ZIP Code 84621. |

—Address Management, National Customer Support Center, 10-9-97
This office will be closed Tuesday, November 11, 1997, to observe Veterans’ Day.
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This office will be closed Tuesday, November 11, 1997, to observe Veterans’ Day.
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Postal Employees

ALL POST OFFICES WITH RURAL DELIVERY SERVICE

Rural Carrier Guarantee Period

Postal managers must effectively manage rural carriers, who work under the provisions of the Fair Labor Standards Act (FLSA) Section 7(b)(2). Those carriers are paid overtime for all hours actually worked in excess of 2,080, up to 2,240, within the 52 consecutive week guarantee period.

If a carrier works more than 2,240 hours within the guarantee period, the agreement under FLSA 7(b)(2) is considered void, and the carrier must be compensated for all hours worked during the guarantee period in accordance with FLSA Section 7(a).

While we recognize an effect of the United Parcel Service strike can be that more carriers exceed 2,080 actual work hours than in a normal guarantee year, it is still important that we make every effort to minimize the number of hours carriers work over 2,080 and strictly monitor these carriers to ensure that no carrier works in excess of 2,240 actual work hours.

Last year’s guarantee period was from Saturday, October 26, 1996, through Friday, October 24, 1997. The guarantee period for this year runs from Saturday, November 8, 1997, through Friday, November 6, 1998. During the two-week period between the end of the 1997 guarantee year and the start of the 1998 guarantee year, October 25, 1997, through November 7, 1997, there will be a special interim pay period for all rural carriers. Hours worked during this interim period are exclusive to this period, and are not included in the 1997 or 1998 guarantee periods. Special pay procedures for this interim period were previously published in Postal Bulletin 21952 dated August 14, 1997.

—Delivery Policies and Programs, Operations Support, 10-9-97

Carrier Satchel

A new carrier satchel system is now available for purchase by post offices from the material distribution centers. This new system consists of a double satchel configuration and is the result of a joint labor-management project of the USPS and the NALC under employee involvement. Independent, recognized leaders in the field of ergonomics conducted a comparative analysis of four different satchel systems.

Ten field sites were selected to test and evaluate the satchels and approximately 400 carriers participated. Data was collected from volunteer carriers during daily delivery activities and through interviews. A smaller sample of carriers also participated in specially designed laboratory tests to measure the effects of the different designs on weight distribution and posture. The study found that a double satchel system more evenly distributes the carrier load and reduces tension and stress on a carrier’s back and shoulders.

General Information

- Each satchel comes with a 14” x 22” poster (see a facsimile on page 51) with instructions and diagrams that describe how to use the satchel and how to obtain a proper fit.
- This poster should be displayed in an area convenient for carrier reference.
- To achieve the best initial fit, each carrier will need help to adjust the shoulder straps.
- The satchel will have to be re-adjusted to accommodate the differences in thickness of winter and summer clothing.
- Regardless of which configuration the carrier chooses, the waist belt clip must remain fastened during delivery activities.

Selecting the Correct Size

There are three components to the new carrier satchel: two bags, a belt, and shoulder straps. Each component must be ordered separately and the belt and straps come in different sizes.

Belt

To determine what belt size to order, first measure around your body over normal clothing at the point the belt will be worn; then measure again over winter clothing. Select the correct size by choosing the size that falls within the measurements below. For example, if your waist size is 28” with normal clothing, and 36” with winter clothing, you should select size Small.
Belt Sizes

<table>
<thead>
<tr>
<th>Size</th>
<th>Minimum</th>
<th>Maximum</th>
<th>Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Small</td>
<td>25”</td>
<td>43”</td>
<td>18”</td>
</tr>
<tr>
<td>Medium</td>
<td>30”</td>
<td>50”</td>
<td>20”</td>
</tr>
<tr>
<td>Large</td>
<td>35”</td>
<td>57”</td>
<td>22”</td>
</tr>
<tr>
<td>X-Large</td>
<td>43”</td>
<td>67”</td>
<td>24”</td>
</tr>
</tbody>
</table>

Straps

The shoulder straps are similar in design to a pair of suspenders. To determine the best fit, you start the measurement at your waist. Next, locate the midpoint between your spine and your side. Measure over your clothing from this midpoint to the opposite shoulder and in front, straight down vertically from shoulder to waist. Repeat this measurement over winter clothing. Note: Do not measure from the waistline. Select the correct size by choosing the size that falls within the measurements below. For example, if your first measurement is 29” with normal clothing and 38” with winter clothing, you should select size Long.

Strap Sizes

<table>
<thead>
<tr>
<th>Size</th>
<th>Minimum</th>
<th>Maximum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Short</td>
<td>26”</td>
<td>39”</td>
</tr>
<tr>
<td>Long</td>
<td>30”</td>
<td>51”</td>
</tr>
</tbody>
</table>

Loading The Satchel

Handbook M-41, *City Delivery Carriers Duties and Responsibilities*, Part 273 states “When using the double satchel in a configuration with the waist belt, the satchel must be put on first and then loaded with mail. Carriers are required to carry the appropriate amount of mail, up to the 35-pound limit, to complete each assigned relay without additional trips to the vehicle or relay box. Carriers should use their discretion in arranging mail in the double satchel to ensure the most efficient methods and comfortable weight distribution.”

Ordering Information

Satchels can be ordered from the material distribution centers; although due to an initial limited supply, first quantities will be distributed based on the following criteria in the order listed:

- Any carrier with documented physical limitations for which the satchel may be suitable (Form 7381, *Requisition for Supplies and Services or Equipment*, must also be approved by the servicing medical unit)
- Carriers assigned to foot routes
- Carriers assigned to park and loop routes
- All other carriers

Note: Preference will be given to all 7381’s for carriers with documented physical limitations.
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1997 to 1998 Leave Year
Annual Leave Carryover


Care is to be exercised to ensure that employees are not required to forfeit annual leave. No provisions exist for employees to carry over annual leave in excess of the applicable carryover maximums on January 3, 1998. Employees should coordinate with their supervisors to schedule any excess leave before January 3, 1998.

### Maximum Carryover Hours Into the 1998 Leave Year*

<table>
<thead>
<tr>
<th>Nonbargaining Unit Employees</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>EAS (including rate schedule codes E, F, J, and U)</td>
<td>560 hours</td>
</tr>
<tr>
<td>PCES who entered PCES in leave year 1996</td>
<td>688 hours</td>
</tr>
<tr>
<td>OTHER PCES: 1996 to 1997 Carryover plus</td>
<td>128 hours</td>
</tr>
</tbody>
</table>

| Bargaining Unit Employees                                        | 440 hours |

*Employees who, on January 1, 1953, had more accumulated leave to their credit than the amounts provided above and who have maintained balances in excess of those amounts may carry over the balance they have maintained.

—Human Resources, 10-9-97

Please post on all bulletin boards
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January – September 1997

PB 21936 – PB 21955

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- Directives and Forms Update (Publication 223 Revision)
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Postal Service Orders for Postal Bulletin

☐ New Order  ☐ Change of Address
(Include Postal Bulletin mailing label.)

Attention Line

Postal Facility Name

Delivery Address

City  State  ZIP+4

Person to Contact

Daytime Telephone

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Attention Line

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