

POSTAL BULLETIN

PUBLISHED SINCE MARCH 4, 1880

PB 21972, May 21, 1998

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

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Postal Bulletin Indexes

Quarterly Index	PB 21969 (4-9-98)
1997 Annual Index	PB 21962 (1-1-98)

Administrative Services

ASM REVISION

Address Change in 452.2, Chief Counsels

Effective immediately, *Administrative Support Manual* (ASM) 452.2 is updated to change the address. This revision will be incorporated in an incremental update of the ASM found via the Policies and Procedures page of the Intranet, located at <http://blue.usps.gov>. It will also be included in ASM 12, published in tandem with the release of the Postal Explorer 7.0.

Administrative Support Manual (ASM)

4 Relations With Other Organizations

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452.2 Chief Counsels

[Replace the existing text with the following:]

The chief counsel of Rate-making or a designee receives, according to the rules of the PRC in 39 CFR 3001.12(e), requests for information about docketed cases before the PRC. These requests are made by delivering six copies of the request to:

CHIEF COUNSEL RATEMAKING
UNITED STATES POSTAL SERVICE
475 L'ENFANT PLAZA SW
WASHINGTON DC 20260-1137

—General Counsel, 5-21-98

ADMINISTRATIVE SUPPORT MANUAL (ASM) REVISION

New Form and Freedom of Information Act and Privacy Act Reporting

Effective immediately, *Administrative Support Manual* (ASM) 352 is amended to require records custodians to complete a form for *each* Freedom of Information Act (FOIA) and/or Privacy Act request processed. The form, "Freedom of Information Act and Privacy Act Request Report," collects information needed to meet new reporting requirements imposed by changes in the FOIA, 5 U.S.C. 552. Other changes to the FOIA and implementing policy at ASM 352 were published in *Postal Bulletin* (PB) 21967 (3-12-98). These changes will be included in a future issue of the *Administrative Support Manual* (ASM).

Background

In past years, a *Postal Bulletin* article near the end of the calendar year instructed records custodians to report whether records were denied pursuant to a FOIA request and, if so, the reason for denial, the name and title or position of the records custodian responsible for the denial, and the number of determinations not to comply with requests made during that particular calendar year. A subsequent *Postal Bulletin* article requested similar information with regard to the processing of Privacy Act requests.

In enacting the Electronic Freedom of Information Act Amendments of 1996, Public Law 104-231, Congress made major revisions to the subsection of the FOIA that pertains to the submission of annual reports and changed the reporting period from a calendar year to a fiscal year. The revisions significantly increased the required elements for FOIA annual reporting. Because it is too difficult for records custodians to report once a year all of the required elements for each request processed, the new form will be completed by custodians at the time a request is processed.

Who Must Complete the Form?

All records custodians must complete the form for *each* Freedom of Information Act and/or Privacy Act request *meeting the criteria below*. A records custodian is the head of a postal facility such as an area, district, post office, or other postal installation that maintains Postal Service records and information. Vice presidents are the custodians of records and information maintained at Headquarters. Senior medical personnel are the custodians of restricted medical records maintained within postal facilities. The custodian of employee assistance program (EAP) records is either the

Postal Service counselor, contractor, or Public Health Service, whichever provided the services. The employee and workplace intervention analyst is the custodian of EAP records created before March 1993.

When Must the Form Be Completed?

- a. The form must be completed when response to the FOIA and/or Privacy Act request is made.
- b. It must be completed for all written requests for Postal Service information if the requester mentions, in the letter or on the envelope, the:
 - 1. Freedom of Information Act.
 - 2. FOIA.
 - 3. 5 U.S.C. 552 (the legal citation for the FOIA).
 - 4. Privacy Act.
 - 5. 5 U.S.C. 552a (the legal citation for the Privacy Act).
- c. Do not complete the form for requests for change of address or box holder information unless the request cites the FOIA or the Privacy Act.
- d. Do not complete the form for requests that cite the ASM or the Code of Federal Regulations (CFR).

New Process

Under the new process, upon sending a response to a request for Postal Service records, the records custodian will:

- a. Determine if a form must be completed, following the criteria given above.
- b. Complete the form *in full* after carefully reading the instructions with the form.
- c. File the original with the request in a file under the requester's name. Maintain file copies of records released, records withheld in full, and records released in part, marking each accordingly.
- d. Send a copy of the completed form to his or her records office coordinator or to the records office, as shown in paragraph ASM 352.81 added by this article.

Form Distribution and Availability

An initial supply of the form will be distributed to records office coordinators. Records custodians may obtain copies of the form from their records office coordinators or may photocopy the form in this bulletin. (Headquarters offices may obtain copies of the form from Records in Room 8800.) Availability of the forms from the material distribution centers (MDCs) will be announced in a future *Postal Bulletin* article.

Questions

Any questions concerning these requirements may be directed to the records office coordinator in the area or district finance office or to Payroll Accounting/Records, Headquarters at 202-268-2608.

Administrative Support Manual (ASM)

The Administrative Support Manual is modified as follows:

3 Communications * * * * *

352 Freedom of Information Act * * * * *

352.8 Reporting * * * * *

352.81 Situational

Records custodians must complete a Form 8170, *Freedom of Information Act and Privacy Act Request Report*, for each request processed that cites the Freedom of Information Act and/or the Privacy Act. Records custodians must complete the report at the time a response is made to a request and submit it as shown in the following table:

Records custodians . . .	Send reports to . . .
Located in area offices	Records office coordinator in the area office.
Located in processing and distribution center offices	Records office coordinator in the performance cluster.
Located in customer service and sales district offices	Records office coordinator in the performance cluster.
Who are postmasters	Records office coordinator in the performance cluster.
Located in headquarters and headquarters field units	Records office.

352.82 Annual

A report concerning the administration of the Freedom of Information Act will be submitted to the Attorney General of the United States on or before February 1 of each year, with the first such report, for fiscal year 1998, due on or before February 1, 1999. Data for the report will be collected on the basis of a fiscal year that begins on October 1 of each year. The Attorney General, in consultation with the Director, Office of Management and Budget, will prescribe the form and content of the report. The report will be made available to the public at the Headquarters Library and on the Postal Service's World Wide Web site at <http://www.usps.gov>.

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—Payroll Accounting/Records,
Corporate Accounting, 5-21-98

Directives and Forms Update

Effective immediately, Publication 223, *Directives and Forms Catalog* (November 1997), is revised. The tables below contain the document ID, edition date, title, national stock number (NSN), and the postal and public supply source for all new, revised, and obsolete directives and forms. Use this article to keep Publication 223 current. Information on how to order directives and forms can be

found in chapter 1 of Publication 223.

IWEB = Intranet = <http://blue.usps.gov>; click on "Corporate Information," then "Policies and Procedures," then "Publications."

WWW = USPS webpage = www.usps.gov.

PE = Postal Explorer.

F3 = F3 Fill Software.

New Directives

Document ID	Edition Date	Title	NSN	Org	USPS Source	Public Source	Comments
MI AS-840-98-1	2/18/98	Effects of Turn of the Century on Postal Service Systems and Equipment	7610-04-000-4323	INF	MDC, IWEB	N/A	Replaces MI AS-830-93-5
MI AS-840-98-2	3/20/98	Dissemination of Postal Information, Products, and Services via the World Wide Web	7610-04-000-4792	INF	MDC, IWEB	N/A	Replaces MI AS-840-96-1

Revised Directives

Document ID	Edition Date	Title	NSN	Org	USPS Source	Public Source	Comments
HBK M-39	3/98	Management of Delivery Services	7610-01-000-9178	OS	MDC	N/A	
PUB 201	3/98	Consumer's Guide to Postal Services and Products	7610-02-000-9960	CA	MDC	P/F	
TAG 160-D	3/98	Parcel Post for Thursday Delivery — Do Not Delay	7690-03-000-9134	OS	MDC	N/A	
TAG 160-E	3/98	Parcel Post for Friday Delivery — Do Not Delay	7690-02-000-9012	OS	MDC	N/A	
TAG 183	9/97	Surface Parcel Sack Tag (yellow) CP 83/84	7690-02-000-7107	IBU	MDC	N/A	

Obsolete Directives

Document ID	Edition Date	Title	Obsolete Date	Replaced By
HBK RE-3	7/31/89	Facilities Management System	May 6, 1998	N/A
NOT 47	3/1/92	National Change of Address	April 17, 1998	N/A

Revised Forms

The following forms are now available using the F3 Fill software. Please note that some of the forms are now available on F3 Fill only and will no longer be stocked at the MDCs.

Form Number	Edition Date	Oldest Usable Date	Title	NSN	Where Used	Unit of Issue	Org	USPS Source	Public Source
PS 1231	3/90	4/88	Board of Governors/Officers Expense Report	N/A	PS	SH	FIN	F3	N/A
PS 1345	11/87	5/83	Request for Service Award Certificate/Letter	N/A	PS	SH	HR	F3	N/A
PS 1864	5/82	5/82	Voucher and Schedule of Payments	7530-01-000-9469	PO	SH	FIN	MDC, F3	N/A
PS 3238	3/97	3/97	Stamps and Stamped Paper Destruction Certificate	7530-01-000-9889	PS	SH	FIN	MDC, F3	N/A
PS 3240	3/94	9/90	Uniform Allowance Inquiry	7530-01-000-9892	PS	SE	FIN	MDC, F3	N/A
PS 3294	10/96	10/96	Cash and Stamp Stock Count and Summary	7530-01-000-9913	PS	EA	FIN	MDC, F3	N/A
PS 3702	12/87	9/84	Test Mailing Record	7530-02-000-9041	PO	SH	OS	MDC, F3	N/A
PS 4584	8/84	8/84	Observation of Driving Practices	7530-02-000-9282	CA	SE	HR	MDC, F3	N/A

Form Number	Edition Date	Oldest Usable Date	Title	NSN	Where Used	Unit of Issue	Org	USPS Source	Public Source
PS 4776	11/91	11/91	Preventive-Custodial Maintenance Route	7530-02-000-9313	PS	SH	ENG	MDC, F3	N/A
PS 5660	9/97	9/97	Summary of Passport Applications Accepted	7530-02-000-9510	PS	SE	FIN	MDC, F3	N/A
PS 7437	1/87	1/87	Facilities Services Request	7530-02-000-9752	PS	SE	FAC	MDC, F3	N/A
PS 7498-D	10/97	10/97	Facilities Environmental Checklist	N/A	PS	EA	FAC	F3	N/A
PS 7499	10/97	10/97	Transaction Screen Questionnaire	N/A	PS	EA	FAC	F3	N/A
PS 8020	1/94	1/94	Report of Installation (Postmaster or Officer-In-Charge)	7530-02-000-9298	PS	SE	INF	MDC, F3	N/A
PS 8049	8/91	8/91	Vehicle Hire Pay Adjustment	7530-02-000-9747	VM	SH	FIN	MDC, F3	N/A
PS 8139	10/92	10/92	Your Role in Protecting the Security of the United States Mail	7530-03-000-9034	PO	SH	IS	MDC, F3	N/A
PS 8194	10/97	10/97	Record of Environmental Consideration	N/A	PS	SH	FAC	F3	N/A

Obsolete Forms

Form Number	Edition Date	Title	Obsolete Date	Replaced By
PS 991-M	1/92	Application for Management Associate Program	May 6, 1998	N/A
PS 991-MI	10/91	Application for Management Intern Program	May 6, 1998	N/A
PS 1477	4/89	Data Element Definition	April 30, 1998	N/A
PS 1478	4/89	DIR Systems Index	April 30, 1998	N/A
PS 1482	7/90	Information Services Budget Plan/Service Agreement	April 30, 1998	N/A
PS 1484	4/89	DIR Data Element Update Request	April 30, 1998	N/A
PS 1515-X	3/88	Supplemental Forfeiture and Abandoned Property Report	April 21, 1998	N/A
PS 1697	9/83	Blood Donor Record	May 6, 1998	N/A
PS 1734-AB	9/87	Record of Training/Certificate of Training	May 6, 1998	N/A
PS 1764	8/79	Accident Analysis Summary	May 6, 1998	N/A
PS 1826-A	1/91	Interlibrary Loan	April 30, 1998	N/A
PS 1828	3/71	Borrower's Charge Card	April 30, 1998	N/A
PS 1833	8/76	Index of Hearing Examiners Decisions	April 30, 1998	N/A
PS 1834	3/78	Date Due	April 30, 1998	N/A
PS 1998-A	6/74	Audit Workload Status Report	April 21, 1998	N/A
PS 2053-C	11/79	Financial Audit Worksheet — Cutoffs	April 21, 1998	N/A
PS 2053-G	12/87	Financial Audit Worksheet — Remittances	April 21, 1998	N/A
PS 2053-J	11/79	Financial Audit Worksheet — Stamp Stock Received	April 21, 1998	N/A
PS 2053-T	11/80	Financial Audit Data Report — Acceptance Tests	April 21, 1998	N/A
PS 2104	1/79	Inspection Service Technical Equipment Utilization	April 21, 1998	N/A
PS 2181	3/96	Pre-Employment Screening — Authorization and Release	May 6, 1998	N/A
PS 2308	7/86	Software Receipt	April 30, 1998	N/A
PS 2308-A	11/87	Project Workstation Problem or Suggestion	April 30, 1998	N/A
PS 2311	10/84	Entity Relationship Definition	April 30, 1998	N/A
PS 2312	10/84	Data Element Assignment	April 30, 1998	N/A
PS 2314	10/84	Physical Data Base Design Implementation Approval	April 30, 1998	N/A
PS 2409	4/81	Prescription Blank	May 6, 1998	N/A
PS 2452-A	10/86	Performance Evaluation for EAS Employees — General Form	May 6, 1998	N/A
PS 2452-B	10/86	Performance Evaluation for EAS Employees — Supervisors and Managers EAS-19 and Below	May 6, 1998	N/A
PS 2456	10/91	Narrative of Work Accomplishments	May 6, 1998	N/A
PS 2460	5/91	PS Examination Admission Card	May 6, 1998	N/A
PS 2474-S	11/91	Sample Answer Sheet (Test 440 and 450)	May 6, 1998	N/A

Form Number	Edition Date	Title	Obsolete Date	Replaced By
PS 2483	8/75	Blood Donor Schedule	May 6, 1998	N/A
PS 2490	1/87	Medical Bill Certification for Job-Related Injuries	May 6, 1998	N/A
PS 2505	7/90	Answer Sheet for Test O/N400	May 6, 1998	N/A
PS 2508	1/88	Management Academy Certification Program Certificate	May 6, 1998	N/A
PS 2591-A	6/87	Applicant's Statement of Selective Service Registration Status	May 6, 1998	N/A
PS 3181-X	10/85	Data Element Inventory for Existing Applications	April 30, 1998	N/A
PS 4924	3/78	Job Cost Record	May 8, 1998	N/A
PS 5400	7/79	Priority Fuel Dispensing Authorization	May 8, 1998	N/A
PS 5910	1/72	Telephone Operator Supplemental Experience Statement (To Accompany PS Form 2591)	May 6, 1998	N/A
PS 5942	10/85	Evaluation for Initial-Level Supervisor Position	May 6, 1998	N/A
PS 6804	3/80	Organization Change Notice	May 6, 1998	N/A
PS 7382	7/92	Additional General Provisions for Service Contracts	May 11, 1998	N/A
PS 7407	7/92	Basic Surface Transportation Services Contract — General Provisions	May 11, 1998	N/A
PS 7408	7/72	Area Bus Contract	May 8, 1998	N/A
PS 7451-A	8/80	Air Taxi Commuter Contract General Provisions	May 8, 1998	N/A
PS 7469	7/92	Highway or Domestic Water Transportation Contract Information and Instructions	May 11, 1998	N/A
PS 8024	2/89	Change Request	April 30, 1998	N/A
PS 8183	8/96	EAS Individual Performance Assessment	May 6, 1998	N/A
PS 8186	12/96	PCES Individual Performance Assessment	May 6, 1998	N/A

Directives With Electronic Access

The directives listed in this section are now available on the World Wide Web in addition to being posted on the Intranet.

Document ID	Edition Date	Title	NSN	Org	USPS Source	Public Source	Comments
HBK RE-6	12/97	Facilities Environmental Guide	7610-01-000-0386	FAC	MDC, IWEB	WWW	
PUB 512	8/95	Women on Stamps	7610-03-000-9294	DIV	MDC, IWEB	HQO, WWW	

Corrections

Directives

HBK EL-801, POS 158, and SSS POS46 were not listed in the 11/97 edition of PUB 223. MI AS-620-83-13 had an incorrect organization reference.

Document ID	Edition Date	Title	NSN	Org	USPS Source	Public Source	Comments
HBK EL-801	3/30/85	Supervisor's Safety Handbook	7610-02-000-9938	HR	MDC	HQO	
MIAS-620-83-13	10/01/83	Guidelines for Electronic Technical Level 8 and 9 Positions	7610-03-000-3637	ENG	HQO	HQO	
POS 158	5/95	Possession of Firearms and Other Dangerous Weapons is Prohibited by Law	7610-03-000-3949	RET	MDC	MDC	
SSS POS46	6/88	Selective Service (Poster)	7690-03-000-3746	N/A	MDC	N/A	

Forms

PS Forms 3849 and 5659 had incorrect titles in the 11/97 edition of PUB 223. PS 7342 and 7342-A were obsoleted in the PB 21970 Directives and Forms Update and have now been reinstated. SF 2802/2802-B had an incorrect NSN number.

Document ID	Edition Date	Oldest Usable Date	Title	NSN	Where Used	Unit of Issue	Org	USPS Source
PS 3849	12/94	12/94	Delivery Notice/Reminder/Receipt	7530-01-000-9716	PO	SH	MKT	MDC
PS 5659	7/88	8/83	Passport Application Transmittal	7530-02-000-9490	CA	SE	MKT	MDC, F3
PS 7342	9/86	9/86	Material Inspection and Shipping Report	7530-02-000-9613	PS	SH	PM	MDC
PS 7342-A	2/87	1/81	Material Inspection and Shipping Report	7530-02-000-9614	PS	SH	PM	MDC
SF 2802/2802-B	1/91	1/91	Application for Refund of Retirement Deductions	7540-00-634-4251	PS	HD	N/A	GSA

New Release of F3 Fill Forms

The May 1998 batch of F3 Fill forms has been released. This updated release includes both new and revised forms. These forms are used with F3 Fill for Windows, version 1.54E. Any obsolete forms have been removed from this batch.

F3 Fill is the corporate standard for the automation of internal postal forms. The F3 Fill software enables Postal Service employees and contractors to complete automated postal forms on their computers. These intelligent forms perform functions such as calculating, routing, generating pop-up lists, and providing help screens.

The Postal Service has a corporate license for F3 Fill software. This includes a right to copy and distribute to all postal employees and contractors for Postal Service business purposes.

Postal employees and contractors may obtain copies of the forms and/or F3 Fill software from the following sources:

- The USPS Intranet at: <http://fcsc.usps.gov/lanpub/F3Fill.htm>
- General Technology Inc.: 800-989-5484 (request F3 Fill forms for May 1998)
- Field employees: Contact your local IS manager
- HQ employees: Call the Help Desk: 202-268-5588
- **F3 Fill Forms Only:** Distributed Systems Central Management Facility (DSCMF): 800-877-7435 (option 5, option 0).

The above sources also have the following related documents:

- FORMLIST.DOC: List of current automated forms including file date and size.
- FORMCHG.DOC: Summary of form changes including official updates, revisions, new forms, obsolete forms, outdated forms, and software tips.

- 7381DB.DOC: Instructions for database use of PS Form 7381. Includes Year 2000 conversion procedures.
- INSTALLW.DOC: Software/form installation instructions for stand-alone users of F3 Fill for Windows.

The following documents are available only on the USPS Intranet at: <http://fcsc.usps.gov/lanpub/F3Fill.htm>:

- FORMINST.DOC: Instructions for updating form files through use of the script file called F3-05-98S.EXE. This file is available on the website mentioned above. F3-05-98S.EXE can be used by IS personnel to update servers and by stand-alone users with Intranet access who only need to download the forms to their local hard drive.
- F3-05-98W.DOC: Instructions for updating form files through use of the script file called F3-05-98W.EXE. This file is available on the website mentioned above. F3-05-98W.EXE can be used by Information Systems personnel to distribute the update via diskette to users without Intranet access and by stand-alone users with Intranet access who need to download the forms to diskettes for installation on other computers.

To request that a form be automated or to request enhancements to an existing automated form:

- Send an email to: F3 FILL FORM REQUEST.
- Leave a voice message with your form request on 202-268-4096.

The forms on pages 11–12 are available in the May 1998 production batch. This current list of production forms can be found in the FORMLIST.DOC file dated 4/23/98. Before using these forms, please review FORMCHG.DOC (dated 4/17/98) for a summary of form changes and software tips. The May 1998 production batch also includes Year 2000

compliant forms. For instructions on converting your existing 2-digit year vardata files to 4-digit year vardata files, please see FORMCHG.DOC.

Form Number	Form Name	BFF Date**	BFF Size
BUCKSLIP	Routing Slip	4/17/96	10632
PS 17	Stamp Requisition	9/17/97	36835
PS 144	Prior Federal Civilian and Military Service Statement	4/17/98	262049
PS 150	Postmaster Workload Information	7/22/96	54889
PS 337	Clearance Record for Separated Employee	1/17/97	46875
PS 546	Post Office Telephone Number Register	10/10/97	20450
PS 571	Discrepancy of \$100 or More in Financial Responsibility	6/24/97	42376
PS 800B	Money Order Post Audit Request	4/24/96	17396
PS 928	Materiel Inventory Change	3/2/94	20285
PS 969	Materiel Recycling and Disposal	11/21/97	65090
PS 990	Vacancy Announcement	6/14/94	5978
PS 991	Application for Promotion or Assignment	4/11/97	71720
PS 991M	Application for Management Associate Position	3/7/94	128185
PS 991REQ	Requirements Page of PS991	6/27/96	36698
PS 1011	Travel Advance Request and Itinerary Schedule	6/3/97	29027
PS 1012	Travel Voucher	4/20/98	107992
PS 1012A	Travel Voucher — Continuation Sheet	7/18/97	75150
PS 1129	Cashier Reimbursement Voucher and/or Accountability Report	1/22/97	30641
PS 1164	Claim for Reimbursement	7/17/97	107149
PS 1221	Advanced Sick Leave Authorization	10/16/96	9811
PS 1231*	Board of Governors/Officers Expense Report	4/17/98	122464
PS 1236A	Weekly Loan, Transfer, and Training Hours	6/30/97	286416
PS 1261	Non-Transactor Report	10/3/97	56781
PS 1345*	Request for Service Award Certificate/Letter	3/3/94	19069
PS 1357	Request for Computer Access	7/30/96	100819
PS 1360	Information Systems Security Incident Report	4/16/97	33850
PS 1444A*	Audit Evaluation Checklist	1/28/98	319733
PS 1476	PSDS EMR Items Transcript	2/13/96	204305
PS 1510	Mail/Loss Rifling Report	3/27/97	73661
PS 1555	Statement of Account (CAGs A-L)	10/9/96	277020
PS 1564A	Delivery Instructions	7/19/96	60296

Form Number	Form Name	BFF Date**	BFF Size
PS 1567	Requisition for Rubber and Steel Stamps Only	4/24/96	18107
PS 1576	Requisition for Duplicating Service	10/2/96	24088
PS 1590	Supplies and Equipment Receipt	3/4/94	14085
PS 1627	General Purpose Ruled Form	4/18/96	81192
PS 1716	Notice of Vacancy in Assignments	10/3/97	7774
PS 1723	Assignment Order	4/17/98	35261
PS 1727	Award Recommendation/ Authorization	10/3/95	17921
PS 1752	Health Unit Daily Record	7/18/97	252642
PS 1770	Hazardous Materials Incident Report	6/3/97	44922
PS 1782	Training Request and Authorization	4/25/96	32577
PS 1783	On-the-Job Safety Review/Analysis	3/4/94	98613
PS 1796A	Qualifications Rating Sheet for Senior Qualified Positions	4/8/97	90685
PS 1796B	Qualifications Rating Sheet for Best Qualified Positions	7/16/97	157560
PS 1864	Voucher and Schedule of Payments	1/9/98	49368
PS 1902	Justification For Billing Accounts Receivable	5/14/97	26340
PS 1997	Health Unit Case Record	7/17/97	104198
PS 2013	Sensitive Security Clearance Processing Request	7/18/96	22424
PS 2025	Contract Personnel Questionnaire	7/26/96	85128
PS 2106	Adjudication — Tort Claims	3/5/98	44036
PS 2181	Authorization and Release	7/22/96	10908
PS 2181C	Authorization and Release — Background Investigation	7/22/96	14636
PS 2198	Accident Report — Tort Claim	3/4/94	25582
PS 2240	Pay, Leave, or Other Hours Adjustment Request	10/23/96	65924
PS 2432	Individual Training Progress Report	7/7/97	92516
PS 2487	Requisition for Test Materials	2/12/97	20139
PS 2548	Individual Training Record	4/11/96	22768
PS 2550	Interview Notice	10/7/96	22557
PS 2608	Grievance Summary — Step 1	10/16/96	17718
PS 2609	Grievance Summary — Step 2	7/17/95	24358
PS 2610	Grievance Summary — Step 3	3/4/94	11178
PS 2629	Free Trial Test Agreement	5/17/96	10850
PS 2805	Military Deposit Worksheet	4/29/96	39015
PS 2880	Physical Inventory	9/19/97	37970

Form Number	Form Name	BFF Date**	BFF Size
PS 3037	Telecommunications Service Request	2/13/96	31919
PS 3238	Stamps & Stamped Paper Destruction Certificate	3/9/98	35158
PS 3239	Payroll Deduction Authorization to Liquidate Postal Service Indebtedness	12/8/97	30226
PS 3240	Uniform Allowance Inquiry	4/3/98	14636
PS 3294	Cash and Stamp Stock Count and Summary	4/20/98	105979
PS 3533	Application and Voucher for Refund of Postage Fees	10/22/96	65489
PS 3621A	Renewal Notice for Annual Fee(s)	4/9/97	25722
PS 3655*	International Surface Airlift (ISAL) Advisement and Confirmation of Transportation	4/17/98	47712
PS 3702	Test Mailing Record	4/8/98	71784
PS 3749	Irregularities in the Preparation of Mail	10/24/96	57763
PS 3823	Packaging Improvement Notice	10/17/96	31942
PS 3970T	Donated Leave Transfer	4/8/97	15324
PS 3971	Request For or Notification of Absence	1/27/98	55131
PS 4314C	Consumer Service Card	9/10/97	31222
PS 4503	Vehicle Delivery Control Sheet	1/16/98	75957
PS 4508	Vehicle Maintenance Facility Inventory Order	10/5/95	51943
PS 4533	MVS Schedule	3/8/94	49486
PS 4541	Order-Invoice for Vehicle Repair	7/8/97	42535
PS 4583	Physical Fitness Inquiry for Motor Vehicle Operators	3/9/94	36676
PS 4584	Observation of Driving Practices	3/25/98	45646
PS 4587	Request to Repair, Replace, or Dispose of Postal-Owned Vehicle	4/23/96	44053
PS 4594	Vehicle Sales Request and Report	10/22/97	45299
PS 4595	Sale Purchase Agreement	3/9/94	28963
PS 4776	Preventive-Custodial Maintenance Route	4/21/98	158938
PS 4777	Maintenance Checklist	9/6/95	186927
PS 4805	Maintenance Work Record Sheet	3/23/98	61070
PS 4872	Claim for Subsistence Expenses — Temporary Quarters	6/30/97	175263
PS 4983	Postal Key and Lock Requisition	1/5/98	25802
PS 5305	Postal Police Supervisor Daily Report	4/21/98	39898
PS 5309	Incident Report	10/16/97	35897

Form Number	Form Name	BFF Date**	BFF Size
PS 5407	Highway Contract Route Survey/Service Change	7/22/97	75085
PS 5429	Certification of Exceptional Contract Service Performed	6/30/97	86265
PS 5560*	Team Project Planning Worksheet	2/6/98	163559
PS 5637	Express Mail Corporate Account/Custom Designed Agreement	1/22/96	71404
PS 5659	Passport Application Transmittal	4/23/98	92490
PS 5660	Summary of Passport Applications Accepted	3/23/98	68285
PS 5900	Hiring Worksheet	10/22/96	91995
PS 6075	Status of Employee Benefits	4/1/97	18254
PS 7314	Medical Agreement	7/15/97	85247
PS 7330	Amendment to Solicitation	7/18/97	18643
PS 7366	Funded Procurement Request	10/5/95	34705
PS 7380	Supply Center Requisition	10/2/96	31264
PS 7381	Requisition for Supplies, Services, or Equipment	1/13/98	123471
PS 7431	Requisition for Pressure Sensitive Labels and Rack Holders	1/9/98	37630
PS 7437	Facilities Services Request	3/23/98	39359
PS 7498D*	Facilities Environmental Checklist	4/2/98	29934
PS 7499*	Transaction Screen Questionnaire	4/2/98	133296
PS 8006	Uniform Allowance Code Sheet (For Regular, Contract, or Work Clothes Program)	7/22/96	17969
PS 8020	Report of Installation (Postmaster or Officer-In-Charge)	4/15/98	10607
PS 8038	Employee Statement to Recover Back Pay	1/3/97	72267
PS 8039	Back Pay Decision/Settlement Worksheet	1/23/97	294878
PS 8049	Vehicle Hire Pay Adjustment	4/9/98	34698
PS 8059	Request for Relocation Management Firm (RMF) Service	6/3/97	16306
PS 8139	Your Role in Protecting the Security of the United States Mail	3/26/98	7922
PS 8139A	Telephone Requirements — Large Systems (13-5,000 instruments)	2/28/96	330211
PS 8139B	Telephone Requirements — Small Systems (2-12 instruments)	3/1/96	189385
8139PG1	Attachment to PS8139A	3/4/96	131552

Form Number	Form Name	BFF Date**	BFF Size
PS 8167*	PCES Recognition Authorization or Vice President Award Authorization for PCES in EAS Positions	4/14/98	18397
PS 8168*	Individual EAS Recognition/Awards Program Authorization	4/14/98	25459
PS 8169*	EAS Team Recognition Authorization	4/15/98	56295
PS 8179C	Individual Development Plan	4/24/96	32648
PS 8181	Project Service Agreement (PSA)	10/2/95	55684
PS 8187	Hazardous and Regulated Substance Release Notification	1/22/97	79727
PS 8192*	FEDSTRIP/Address Activity Code Request	10/22/97	35959
PS 8194*	Record of Environmental Consideration	1/3736	1/8/98
PS 8195	Operational Environmental Checklist	1/21/97	73406

Form Number	Form Name	BFF Date**	BFF Size
PS 8203*	Order/Solicitation/Offer/Award	7/22/97	55675
PS 8210*	Work Authorization — Asbestos	1/16/98	42617
PS 8215*	Statistical Programs Employee Training Profile	1/23/98	210516
PS 8216*	Statistical Programs Planning Calendar for Monitoring Data Collectors	1/22/98	75516

* This form is available in F3 Fill only; not available in paper.

** The BFF Date column gives the date the form file was created and NOT the official edition date at the bottom of each printed form.

Database Files

DBF Name	DBF Date	DBF Size
PS7381	1/22/98	5954

—Corporate Information Services, 5-21-98



Freedom of Information Act and Privacy Act Request Report

Must be completed if request cites "Freedom of Information Act," "FOIA," "5 U.S.C. 552," "Privacy Act" or "5 U.S.C. 552a".

1. Date Received (MM/DD/YYYY) 2. Act(s) Cited (Check one) 3. Date Due (MM/DD/YYYY)

4. Date(s) Responded Month Day Year 5. Expedited Processing (See instructions)

6. First Party Requests a. Is the request for COPIES OF/ACCESS TO records about the requester? b. Is the request for AMENDMENT of records about the requester?

7a. Requester's Name (Last, First, MI) 7b. Requester's Organization (If applicable)

7c. Name of Person on Whose Behalf Request Is Made (Last, First)

8. Description of Records Requested (If multiple types requested, describe up to three): a. b. c.

If same records were previously requested by any other requester, enter a, b, c, as applicable:

9. Records Search (Indicate which apply to each record type (a), (b), and (c) above: (a) (b) (c) No records exist, Records were released in full, Records were denied in part, Records were denied in full, Not an agency record, Insufficient description, Fee-related reason, Request withdrawn, Duplicate request, Other (Specify):

10. Denial Information (Complete if records are denied in full or in part) (See Instructions) a. Authority Cited (Check one or more): Section(s) Cited by Record Type in Item 8: (a) (b) (c)

b. Name of Person Responsible for the Denial (Last, First) Title City State ZIP + 4

11. Resources Used (Beside each process, indicate time spent (in hours and/or quarter hours) by professional and/or clerical staff) Example: If searching took 4 1/2 hours, enter 4 under Total Hours and check 30 minutes. Table with columns: Professional Time (Total Hours, 15 Min, 30 Min, 45 Min), Clerical Time (Total Hours, 15 Min, 30 Min, 45 Min). Rows: Reading/Interpreting Request, Searching for Responsive Records, Reviewing Records for Release, Writing Response Letter, Reproducing or Printing Out Records, Other (Specify)

12. Accountability a. Prepared By Name (Print) (Last, First) b. Signature c. Date d. Office/Facility Name e. District and Area or HQ Organization f. Telephone No. (w/ Area Code)

Instructions for Completing PS Form 8170

Must Be Completed For: Any written request for Postal Service records that cites in the letter or on the envelope the "Freedom of Information Act" (may instead refer to "the FOIA" or "5 U.S.C. 552") and/or the "Privacy Act" (may instead refer to "5 U.S.C. 552a").

1. **Date Received.** Enter the month, day, and year the request was received at the facility processing the request. This date is important because it begins the legal response time. Enter the date received at the facility, which may be different than the date received at the processing unit.
2. **Acts Cited.** Enter the Act(s) cited: Some requesters cite the Freedom of Information Act, some cite the Privacy Act, and some cite both Acts. Indicate the Act(s) cited in the request being processed. They may cite an Act in the body of the letter, in the address, or on the envelope.
3. **Date Due.** Enter the date a response is due. Compute this date by counting 20 *working* days from date of receipt of the request (Item 1).
4. **Date Responded.** Enter the month, day, and year of the response letter, i.e., the letter providing a determination on releasability of the records. (A letter asking for more time is **not** a response letter.) In order to avoid delays, an office may provide records as they become available, resulting in partial responses. Enter the partial response and completed response dates as appropriate.
5. **Expedited Processing.** Expediting processing does not mean merely that the requester asked that you quickly process the request. It is a formal process in which the requester asks to be granted "expedited processing" and shows an exceptional need or urgency for the records (See ASM 352).
6. **First Party Requests.** If the request is for records about the requester or if the requester is acting on behalf of the person to whom the requested records pertain, check "Yes" in item a. If the request is for amendment of records about the requester or if the requester is acting on behalf of the person to whom the amendment request pertains, check "Yes" in item b. Otherwise, check "No".
7. **Requester.** Enter the name of the requester (the individual's name appearing in the signature line). Enter the name as the requester states it. For example, if the requester's name is E. James Smith, Jr., E. is the first name, J. is the middle initial, and Smith, Jr. is the last name. If the request is from a law firm or business, enter the organization name. If the request is being made by a person or entity (law firm, union rep., relative) on behalf of another person *who has provided written consent*, enter the name of the person on whose behalf the request is made.
8. **Description of Records Requested.** Many requests are for various types of records. Categorize the records in up to three types. Include a description of each type using key words, e.g., Contract No. 104230-96-V-000 or "customer complaints about the closing of the Jefferson Post Office." **If personal records are requested, use general terms such as "Personnel" or "Medical." Do not include highly sensitive terms such as "EAP," "Psychiatric," etc.** Also check if the same records were previously requested by others for any of the records types described. The intent here is to identify any "popular" records. For example, a major construction project, a post office closing, or a violence-related incident may prompt multiple requests for records about the same subject. In such cases, the requests logically would be processed by the same office that would then have knowledge of other requests.
9. **Records Search.** Indicate the search status for each of the records types described in item 8 above. Check "no records exist" if a search located no responsive records; "records were released in full" if all records found were released, i.e., none were denied; "records were denied in part" if records found were released in part but denied in part; "records were denied in full" if all records found were denied; "not an agency record" if records requested/found do not constitute agency records; "insufficient description" if postal personnel familiar with the subject area cannot determine what records are being requested and must write to the requester for clarification; "fee-related reason" if response provides an estimate of fees or denies a fee waiver request; "request withdrawn" if the request is not processed because the requester withdrew it; "duplicate request" if the request is a duplicate of one being processed from the same requester; or "other" if situation is other than indicated above.
10. **Denial Information. Authority Cited:** You should be referencing the FOIA statute (5 U.S.C. 552), the Privacy Act (5 U.S.C. 552a) or implementing regulations at 39 CFR 265 or 266, or *Administrative Support Manual* 352 or 353, respectively, to ensure compliance with the various aspects of the law. Indicate which you are using. **Sections Cited:** If you denied records or parts of records, your letter must cite the reason(s) for the denial (specific section(s) of the regulations), e.g., ASM 352.42b; ASM 352.42b and 352.451. Indicate the section(s) cited for each record type described in item 8. Give the name and title or position of the Postal Service records custodian responsible for the denial.
11. **Resources Used.** Indicate the time, in total hours and quarter hour increments, as appropriate, spent completing each process/activity by clerical and/or professional staff. Under "Other" specify activities such as consultation with field counsel or Records office. For example, if a request gave an insufficient description and it took a professional staff person 15 minutes each to read the request and write the response letter, 15 min. would be checked under "Professional Time" for the activities of "reading/interpreting request" and "writing response letter." (**IMPORTANT!** *This tracks resources used to process the request and has no bearing on fees that may be assessed the requester.*)
12. **Accountability.** The person who completed the report **must** print his/her name; sign and date where indicated; and include their Office/Facility Name, District and Area or HQ Organization, along with a telephone number in case there are questions about the information given.

SEND A COPY TO YOUR RECORDS OFFICE COORDINATOR AS SHOWN BELOW. RECORDS OFFICE COORDINATORS ARE LOCATED IN THE FINANCE OFFICE OF EACH DISTRICT AND AREA CUSTOMER SERVICE OFFICE:

Records Custodians	Send Report to:
Area Offices	Records Office Coordinator in Area Office
Processing and Distribution Plant Offices	Records Office Coordinator in the Performance Cluster
Customer Service & Sales District Offices	Records Office Coordinator in the Performance Cluster
Postmasters	Records Office Coordinator in the Performance Cluster
Headquarters and Headquarters Field Units	Payroll Accounting/Records in Room 8800 at Headquarters

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

Title of Mailings	Class and Type of Mail	Requested Delivery Date	Number of Pieces (Millions)	Distribution	Presort Level	Comments
Leslie's Pool Memorial Day	Standard A/flat	5/18-5/20	3.0	Nationwide	CarRt, 3/5-digit	Pool supplies
Billy Graham Letter	Standard A/letter	5/18-5/29	2.1	Nationwide	3/5-digit, barcode	3 7/8" x 7 1/8" envelope, Minneapolis, MN
York Photo	Standard A/letter	5/20-5/29	1.1	Nationwide	3/5-digit, basic	Cox Direct
1998 June Catalog for Cooks	Standard A/catalog	5/25-5/27	1.6	Nationwide	3/5-digit, basic	Williams-Sonoma
L.L. Bean 1998 Men's Mailer	Standard A/flat	5/26-5/28	1.1	Nationwide	CarRt, 5-digit, basic	10 7/8" x 8 3/8"; 72 pages
Decision Magazine	Standard A/flat	5/26-5/30	1.5	Nationwide	CarRt, 3/5-digit, basic, barcode	8" x 10 5/8"; 44 pages
The Territory Ahead Lighting Out	Standard A/catalog	5/27-5/30	1.0	Nationwide	CarRt, 3/5-digit	Quad Graphics; 48 pages
Sally Beauty Supply	Standard A/letter	5/28-5/30	2.6	Nationwide	CarRt, 3/5-digit, basic	Time-dated promotion
JC Penney Father's Day Jewelry	Standard A/flat	5/30-6/2	3.0	Nationwide	CarRt	Harte-Hanks
Eddie Bauer June Summer	Standard A/flat	6/1-6/3	3.1	Nationwide	CarRt, 3/5-digit	
Current Sale 1998	Standard A/flat	6/1-6/5	2.6	Nationwide	CarRt, 3/5-digit, basic	8" x 10"
L.L. Bean 1998 June Summer Best	Standard A/flat	6/2-6/4	1.0	Nationwide	CarRt, 5-digit, basic	7 7/8" x 8 15/16"; 144 pages

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May 1998

Have You Seen Any of These Children?

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



Olga Mendez
 Born: 8-12-85
 Date Missing: 2-6-98
 Missing From: Pasadena, CA



Mary Opitz
 Age Progression to 25 Years
 Born: 12-13-63
 Date Missing: 1-16-81
 Missing From: Fort Myers, FL



Angelina Winslow
 Born: 5-23-85
 Date Missing: 6-19-96
 Missing From: Randallstown, MD



Charles Winslow
 Born: 12-14-86
 Date Missing: 6-19-96
 Missing From: Randallstown, MD



Lidia Tobar
 Born: 3-28-81
 Date Missing: 1-31-97
 Missing From: Arlington, VA

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

Missing Children Poster Display Instructions

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

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

This poster is published in cooperation with the National Center for Missing and Exploited Children, the United States Department of Justice, and the National Association of Letter Carriers. Information appearing on this poster is selected solely by the National Center for Missing and Exploited Children. For policy and information on Postal Service support in efforts to recover missing children, see *Postal Bulletin* 21967 (3-12-98).

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

May 1998

Have You Seen Any of These Children?

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



Jessica Oswald-Lastine
Born: 4-25-83
Date Missing: 4-4-97
Missing From: St. James, MN



Alex Luna
Born: 3-4-97
Date Missing: 4-4-97
Missing From: St. James, MN

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

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Domestic Mail

DMM REVISION

Labeling List Changes

Effective May 21, 1998, *Domestic Mail Manual* (DMM) L002, L003, L004, L005, 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 July 18, 1998. These changes will be included in DMM Issue 54.

Domestic Mail Manual (DMM)

L Labeling Lists

L000 General Use

L002 3-Digit ZIP Code Prefix Matrix

3-Digit ZIP Code Prefix	Column A 3-Digit Destinations (1) Label to	Column B 3-Digit/Scheme Destinations Label to	Column C SCF Destinations Label to
Change From:			
024	BROCKTON MA 024 u	BROCKTON MA 023 s	SCF BROCKTON MA 023
077	MONMOUTH NJ 077	MONMOUTH NJ 077	SCF MONMOUTH NJ 077
087	MONMOUTH NJ 087	TRENTON NJ 085 s	SCF MONMOUTH NJ 077
475	WASHINGTON IN 475	WASHINGTON IN 475	WASHINGTON IN 475 d
478	TERRE HAUTE IN 478	TERRE HAUTE IN 478	TERRE HAUTE IN 478 d
756	LONGVIEW TX 756	LONGVIEW TX 756	LONGVIEW TX 756 d
757	TYLER TX 757	TYLER TX 757	TYLER TX 757 d
Change To:			
024	NORTHWEST BOS MA 024	NORTHWEST BOS MA 024	NORTHWEST BOS MA 024 d
077	MONMOUTH NJ 077	MONMOUTH NJ 077 s	SCF MONMOUTH NJ 077
087	MONMOUTH NJ 087	MONMOUTH NJ 077 s	SCF MONMOUTH NJ 077
475	TERRE HAUTE IN 475	TERRE HAUTE IN 475	SCF TERRE HAUTE IN 478
478	TERRE HAUTE IN 478	TERRE HAUTE IN 478	SCF TERRE HAUTE IN 478
756	EAST TEXAS TX 756	EAST TEXAS TX 756	SCF EAST TEXAS TX 757
757	EAST TEXAS TX 757	EAST TEXAS TX 757	SCF EAST TEXAS TX 757

L003 3-Digit ZIP Code Prefix Groups — 3-Digit Scheme Sortation

Column A 3-Digit ZIP Code Prefix Group	Column B Label to
Change From:	
020, 023, 024	BROCKTON MA 023
085–087	TRENTON NJ 085
Change To:	
020, 023	BROCKTON MA 023
085, 086	TRENTON NJ 085
Add:	
077, 087	MONMOUTH NJ 077

L004 3-Digit ZIP Code Prefix Groups — ADC Sortation

Column A 3-Digit ZIP Code Prefix Group	Column B Label to
Change From:	
018, 019, 021, 022, 055	ADC BOSTON MA 021
020, 023-029	ADC PROVIDENCE RI 028
Change To:	
018, 019, 021, 022, 024, 055	ADC BOSTON MA 021
020, 023, 025-029	ADC PROVIDENCE RI 028

L005 3-Digit ZIP Code Prefix Groups — SCF Sortation

Column A 3-Digit ZIP Code Prefix Group	Column B Label to
Change From:	
020, 023, 024	SCF BROCKTON MA 023
478	TERRE HAUTE IN 478 S
Change To:	
020, 023	SCF BROCKTON MA 023
475, 478	SCF TERRE HAUTE IN 478
Add:	
024	NORTHWEST BOS MA 024 S
756, 757	SCF EAST TEXAS TX 757
Delete:	
475	WASHINGTON IN 475 S
756	LONGVIEW TX 756 S
757	TYLER TX 757 S

* * * * *

L600 Standard Mail

* * * * *

L604 Originating ADCs — Irregular Parcels

Column A Originating ZIP Codes	Column B Label to
Change From:	
018, 019, 021, 022, 055	MXD BOSTON MA 021
014-017, 020, 023-029	MXD PROVIDENCE RI 028
Change To:	
018, 019, 021, 022, 024, 055	MXD BOSTON MA 021
014-017, 020, 023, 025-029	MXD PROVIDENCE RI 028

L800 Automation Rate Mailings

L801 AADCs — Letter-Size Mailings

Column A Destination ZIP Codes	Column B Label to
Change From:	
021, 022	AADC BOSTON MA 021
020, 023, 024	AADC BROCKTON MA 023
085-087	AADC TRENTON NJ 085
077, 088, 089	AADC KILMER NJ 088
755-759	AADC TYLER TX 757
Change To:	
021, 022, 024	AADC BOSTON MA 021
020, 023	AADC BROCKTON MA 023
085, 086	AADC TRENTON NJ 085
088, 089	AADC KILMER NJ 088
755-759	AADC EAST TEXAS TX 757
Add:	
077, 087	AADC MONMOUTH NJ 077

* * * * *

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

Column A Originating ZIP Codes	Column B Label to
Change From:	
021, 022	MXD BOSTON MA 021
020, 023-029	MXD PROVIDENCE RI 028
Change To:	
021, 022, 024	MXD BOSTON MA 021
020, 023, 025-029	MXD PROVIDENCE RI 028

—Logistics, Operations Support, 5-21-98

Hazardous Materials Alert — Fireworks

Incidents have been reported where fireworks, commonly referred to as “Mexican poppers,” were placed in the mail. All fireworks are class 1 explosives (hazardous material) and are prohibited from the mailstream. Mexican poppers are approximately 1/4”–3/8” long, resemble crumpled aluminum foil, and are activated by applying pressure. Activation could result in fire, injury to postal employees, and damage to the mails and property.

Personnel accepting items for entry to the mailstream should be on the alert for these items and any other nonmailable hazardous materials. If an article is determined to be nonmailable as defined in the *Domestic Mail Manual (DMM)*, C020, it should be refused and handled in accordance with

the *Postal Operations Manual (POM)*, 139.113. If nonmailable articles are found in the mail, temporarily isolate the articles and immediately contact the Inspection Service for disposition instructions as stated in POM 139.117.

Postmasters are reminded that Poster 76, *Some Things Were Never Meant To Be Mailed*, must be displayed in a prominent location in all lobbies, acceptance areas, and self-service locations. Poster 76 is available through the Topeka Material Distribution Center.

—Retail Operations Support, Retail 5-21-98

Overseas Military Mail

Mail addressed to, from, or between military post offices overseas is subject to certain conditions or restrictions of mailing regarding content, preparation, and handling. The table below outlines these conditions by APO/FPO ZIP Codes through the use of footnoted mailing restriction codes, which appear on the page following the table.

Acceptance clerks should use this table with the inte-

grated retail terminal (IRT) to determine whether an APO/FPO ZIP Code is active and which conditions of mailing apply. For Express Mail Military Service (EMMS) availability, refer to the local hardcopy EMMS directory.

The complete table appears in the last *Postal Bulletin* of each month.

Conditions Applied to Mail Addressed to Military Post Offices Overseas

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
09001	Not Active	09046	B-B1-C-D-U	09091	Not Active
09002	Not Active	09047	Not Active	09092	Not Active
09003	Not Active	09048	Not Active	09093	Not Active
09004	Not Active	09049	Not Active	09094	B-B1-C-D
09005	Not Active	09050	B-B1-C-D-U	09095	B-B1-C-D-U
09006	Not Active	09051	Not Active	09096	B-B1-C-D-U
09007	B-B1-C-D-U	09052	Not Active	09097	Not Active
09008	Not Active	09053	B-B1-C-D-U	09098	B-B1-C-D-U
09009	B-B1-C-D-U	09054	B-B1-C-D-U	09099	B-B1-C-D-U
09010	Not Active	09055	Not Active	09100	B-B1-C-D-U
09011	Not Active	09056	B-B1-C-D-U	09101	Not Active
09012	B-B1-C-D-U	09057	Not Active	09102	B-B1-C-D-U
09013	Not Active	09058	B-B1-C-D-U	09103	B-B1-D-U
09014	B-B1-C-D-U	09059	B-B1-C-D-U	09104	B-B1-C-D-U
09015	Not Active	09060	B-B1-C-D-U	09105	Not Active
09016	Not Active	09061	Not Active	09106	Not Active
09017	Not Active	09062	Not Active	09107	B-B1-C-D-U
09018	Not Active	09063	B-B1-C-D-L-U	09108	Not Active
09019	Not Active	09064	Not Active	09109	Not Active
09020	Not Active	09065	Not Active	09110	B-B1-C-D-U
09021	B-B1-C-D-U	09066	Not Active	09111	B-B1-C-D-U
09022	Not Active	09067	B-B1-C-D-U	09112	B-B1-C-D-U
09023	Not Active	09068	Not Active	09113	Not Active
09024	Not Active	09069	B-B1-C-D-U	09114	B-B1-C-D-U
09025	Not Active	09070	Not Active	09115	Not Active
09026	Not Active	09071	Not Active	09116	Not Active
09027	Not Active	09072	Not Active	09117	Not Active
09028	B-B1-C-D-U	09073	Not Active	09118	Not Active
09029	Not Active	09074	B-B1-C-D-U	09119	Not Active
09030	Not Active	09075	Not Active	09120	Not Active
09031	B-B1-C-D-U	09076	B-B1-C-D-U	09121	Not Active
09032	Not Active	09077	Not Active	09122	Not Active
09033	B-B1-C-D-U	09078	Not Active	09123	B-B1-C-D-U
09034	B-B1-C-D-U	09079	Not Active	09124	Not Active
09035	Not Active	09080	B-B1-C-D-U	09125	Not Active
09036	B-B1-C-D-U	09081	B-B1-C-D-U	09126	B-B1-C-D
09037	Not Active	09082	Not Active	09127	Not Active
09038	Not Active	09083	Not Active	09128	B-B1-C-D-U
09039	Not Active	09084	Not Active	09129	Not Active
09040	Not Active	09085	Not Active	09130	Not Active
09041	Not Active	09086	B-B1-C-D-U	09131	B-B1-C-D-U
09042	B-B1-C-D-U	09087	Not Active	09132	Not Active
09043	Not Active	09088	Not Active	09133	Not Active
09044	Not Active	09089	B-B1-C-D-U	09134	Not Active
09045	B-B1-C-D-U	09090	B-B1-C-D-U	09135	Not Active

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
09136	B-B1-C-D	09193	Not Active	09251	Not Active
09137	B-B1-C-D-U	09194	Not Active	09252	B-B1-C-D-U
09138	B-B1-C-D-U	09195	Not Active	09253	Not Active
09139	B-B1-C-D	09196	Not Active	09254	Not Active
09140	B-B1-C-D-U	09197	Not Active	09255	Not Active
09141	Not Active	09198	Not Active	09256	Not Active
09142	B-B1-C-D-U	09199	Not Active	09257	Not Active
09143	B-B1-C-D-U	09201	Not Active	09258	Not Active
09144	Not Active	09202	Not Active	09259	Not Active
09145	Not Active	09203	Not Active	09260	Not Active
09146	Not Active	09204	Not Active	09261	Not Active
09147	Not Active	09205	Not Active	09262	B-B1-C-D-U
09148	Not Active	09206	Not Active	09263	B-B1-C-D-U
09149	Not Active	09207	Not Active	09264	B-B1-C-D-U
09150	Not Active	09208	Not Active	09265	B-B1-C-D-N-U
09151	Not Active	09209	Not Active	09266	B-B1-C-D-U
09152	Not Active	09210	Not Active	09267	B-B1-C-D-U
09153	Not Active	09211	B-B1-C-D-U	09268	Not Active
09154	B-B1-C-D-U	09212	B-B1-C-D-U	09269	Not Active
09155	Not Active	09213	B-B1-C-D-U	09270	Not Active
09156	Not Active	09214	B-B1-C-D-U	09271	Not Active
09157	B-B1-C-D-U	09215	Not Active	09272	Not Active
09158	Not Active	09216	Not Active	09273	Not Active
09159	Not Active	09217	Not Active	09274	Not Active
09160	Not Active	09218	Not Active	09275	Not Active
09161	Not Active	09219	Not Active	09276	Not Active
09162	Not Active	09220	Not Active	09277	Not Active
09163	Not Active	09221	Not Active	09278	Not Active
09164	Not Active	09222	Not Active	09279	Not Active
09165	B-B1-C-D-U	09223	Not Active	09280	Not Active
09166	B-B1-C-D-U	09224	Not Active	09281	Not Active
09167	Not Active	09225	B-B1-C-D-U	09282	Not Active
09168	Not Active	09226	B-B1-C-D-U	09283	Not Active
09169	B-B1-C-D-U	09227	B-B1-C-D-U	09284	Not Active
09170	Not Active	09228	Not Active	09285	Not Active
09171	Not Active	09229	B-B1-C-D-U	09286	Not Active
09172	B-B1-C-D-U	09230	Not Active	09287	Not Active
09173	B-B1-C-D-U	09231	Not Active	09288	Not Active
09174	Not Active	09232	Not Active	09289	Not Active
09175	B-B1-C-D-U	09233	Not Active	09290	Not Active
09176	Not Active	09234	Not Active	09291	Not Active
09177	B-B1-C-D-U	09235	Not Active	09292	Not Active
09178	B-B1-C-D-U	09236	Not Active	09293	Not Active
09179	Not Active	09237	B-B1-C-D-U	09294	Not Active
09180	B-B1-C-D-U	09238	Not Active	09295	Not Active
09181	Not Active	09239	Not Active	09296	Not Active
09182	B-B1-C-D-U	09240	Not Active	09297	Not Active
09183	B-B1-C-D-U	09241	Not Active	09298	Not Active
09184	Not Active	09242	Not Active	09299	Not Active
09185	B-B1-C-D-U	09243	Not Active	09301-0001	A-B-B1-F-F1-R
09186	B-B1-C-D-U	09244	B-B1-C-D-U	09301-8580	A-B-B1-F-F1-R
09187	Not Active	09245	B-B1-C-D-U	09302-0002	B-B1-E2-F-H1-I-R-R1-U2
09188	Not Active	09246	Not Active	09303	B-B1-E2-F-H1-I-R-R1-U2-Z1
09189	Not Active	09247	Not Active	09304	B-B1-E2-F-H1-I-R-R1-U2-Z1
09190	Not Active	09248	Not Active	09305	B-B1-E2-F-H1-I-R-R1-U2-Z1
09191	Not Active	09249	Not Active	09306	Not Active
09192	Not Active	09250	B-B1-C-D-U	09307	Not Active

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
09308	Not Active	09366	Not Active	09424	Not Active
09309	Not Active	09367	Not Active	09425	Not Active
09310	Not Active	09368	Not Active	09426	Not Active
09311	Not Active	09369	Not Active	09427	Not Active
09312	Not Active	09370	Not Active	09428	Not Active
09313	Not Active	09371-0001	A-B-B1-F-F1-R	09429	Not Active
09314	Not Active	09372-0004	A-B-B1-F-F1-R	09430	Not Active
09315	Not Active	09373	Not Active	09431	Not Active
09316	Not Active	09374	Not Active	09432	Not Active
09317	Not Active	09375	Not Active	09433	Not Active
09318	Not Active	09376	Not Active	09434	Not Active
09319	Not Active	09377	Not Active	09435	Not Active
09320	Not Active	09378	Not Active	09436	Not Active
09321	Not Active	09379	Not Active	09437	Not Active
09322	Not Active	09380	Not Active	09438	Not Active
09323	Not Active	09381	Not Active	09439	Not Active
09324	Not Active	09382	Not Active	09440	Not Active
09325	Not Active	09383	Not Active	09441	Not Active
09326	Not Active	09384	Not Active	09442	Not Active
09327	Not Active	09385	Not Active	09443	Not Active
09328	Not Active	09386	Not Active	09444	Not Active
09329	Not Active	09387	Not Active	09445	Not Active
09330	Not Active	09388	Not Active	09446	Not Active
09331	Not Active	09389	Not Active	09447	B-B1-C-C1-U
09332	Not Active	09390	Not Active	09448	B-B1-C-C1-U
09334	Not Active	09391-0001	B-B1-X	09449	Not Active
09335	Not Active	09392-0001	B-B1	09450	Not Active
09336	Not Active	09393	Not Active	09451	Not Active
09337	Not Active	09394	Not Active	09452	Not Active
09338	Not Active	09395	Not Active	09453	Not Active
09339	Not Active	09396	A-B-B1-F	09454	B-B1-C-C1-U
09340	Not Active	09397	A-B-B1-C1-F-R	09455	Not Active
09341	Not Active	09398	B-B1	09456	B-B1-C-C1-U
09342	Not Active	09399	B-B1-C-D-U	09457	Not Active
09343	Not Active	09401	Not Active	09458	Not Active
09344	Not Active	09402	Not Active	09459	B-B1-C-C1-U
09345	Not Active	09403	Not Active	09460	Not Active
09346	Not Active	09404	Not Active	09461	B-B1-C-C1-U
09347	Not Active	09405	Not Active	09462	Not Active
09348	Not Active	09406	Not Active	09463	B-B1-C-C1-U
09349	Not Active	09407	Not Active	09464	B-B1-C-C1-U
09350	Not Active	09408	Not Active	09465	Not Active
09351	Not Active	09409	B-B1-C-C1-U	09466	Not Active
09352	Not Active	09410	Not Active	09467	Not Active
09353	Not Active	09411	Not Active	09468	B-B1-C-C1-U
09354	Not Active	09412	Not Active	09469	B-B1-C-C1-U
09355	Not Active	09413	Not Active	09470	B-B1-C-C1-U
09356	Not Active	09414	Not Active	09471	Not Active
09357	Not Active	09415	Not Active	09472	Not Active
09358	Not Active	09416	Not Active	09473	Not Active
09359	Not Active	09417	Not Active	09474	Not Active
09360-0005	B-B1-I-N	09418	Not Active	09475	Not Active
09361	Not Active	09419	Not Active	09476	Not Active
09362	Not Active	09420	Not Active	09477	Not Active
09363	Not Active	09421	B-B1-C-C1-U	09478	Not Active
09364	Not Active	09422	Not Active	09479	Not Active
09365	Not Active	09423	Not Active	09480	Not Active

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
09481	Not Active	09539	Not Active	09596	B
09482	Not Active	09540	Not Active	09597	Not Active
09483	Not Active	09541	Not Active	09598	Not Active
09484	Not Active	09542	B	09599	B
09485	Not Active	09543	B	09601	B-B1-C-F-F1-U
09486	Not Active	09544	Not Active	09602	Not Active
09487	Not Active	09545	B	09603	B-B1-C-F-F1-U
09488	Not Active	09546	Not Active	09604	B-B1-C-F-F1-U
09489	Not Active	09547	Not Active	09605	Not Active
09490	Not Active	09548	Not Active	09606	Not Active
09491	Not Active	09549	B	09607	Not Active
09492	Not Active	09550	B	09608	Not Active
09493	Not Active	09551	Not Active	09609	B-B1-C-F-U
09494	B-B1-C-C1-U	09552	Not Active	09610	B-B1-C-F-U
09495	Not Active	09553	Not Active	09611	Not Active
09496	B-B1-C-C1-U	09554	B-B1	09612	B-B1-C-F-U
09497	Not Active	09555	Not Active	09613	B-B1-C-F-U
09498	B-B1-C-C1-U	09556	B	09614	Not Active
09499	B-B1-C-C1-U	09557	B	09615	Not Active
09501	B	09558	B	09616	Not Active
09502	B	09559	Not Active	09617	B-B1-C-F-U
09503	B	09560	Not Active	09618	B-B1-C-F-U
09504	B	09561	Not Active	09619	B-B1-C-F-U
09505	B	09562	Not Active	09620	B-B1-C-F-U
09506	B	09563	B	09621	B-B1-C-F-U
09507	B	09564	B	09622	B-B1-C-F-U
09508	B	09565	B	09623	B-B1-C-F-U
09509	B	09566	B	09624	B-B1-C-F-U
09510	B-C-I	09567	B	09625	B-B1-C-F-U
09511	B	09568	B	09626	B-B1-C-F-U
09512	Not Active	09569	B	09627	B-B1-C-F-U
09513	Not Active	09570	B	09628	B-B1-C-F-F1-U
09514	Not Active	09571	Not Active	09629	Not Active
09515	Not Active	09572	Not Active	09630	B-B1-C-F-U
09516	Not Active	09573	B	09631	B-B1-C-F-U
09517	B	09574	B	09632	Not Active
09518	Not Active	09575	B	09633	Not Active
09519	Not Active	09576	B	09634	Not Active
09520	Not Active	09577	B	09635	Not Active
09521	B	09578	B	09636	B-B1-C-F-U
09522	Not Active	09579	B	09637	Not Active
09523	Not Active	09580	Not Active	09638	B-B1-C-E2-F-U
09524	B	09581	B	09639	Not Active
09525	Not Active	09582	B	09640	Not Active
09526	Not Active	09583	Not Active	09641	Not Active
09527	Not Active	09584	Not Active	09642	B-B1-N-U
09528	Not Active	09585	Not Active	09643	B-B1-U
09529	Not Active	09586	B	09644	B-B1-U
09530	Not Active	09587	B	09645	B-B1-U
09531	Not Active	09588	B	09646	Not Active
09532	B	09589	Not Active	09647	B-B1-N-U
09533	Not Active	09590	B	09648	Not Active
09534	B	09591	B	09649	Not Active
09535	Not Active	09592	Not Active	09650	Not Active
09536	B	09593	B	09651	Not Active
09537	Not Active	09594	B	09652	Not Active
09538	Not Active	09595	B	09653	Not Active

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
09654	Not Active	09712	Not Active	09769	Not Active
09655	Not Active	09713	B-B1-C-F1	09770	Not Active
09656	Not Active	09714	B-B1	09771	Not Active
09657	Not Active	09715	B-B1-F1	09772	Not Active
09658	Not Active	09716	B-B1-C-D-N-U	09773	Not Active
09659	Not Active	09717	B-B1-M-W	09774	Not Active
09660	Not Active	09718	B-B1-F-I-N-U	09775	Not Active
09661	Not Active	09719	Not Active	09776	Not Active
09662	Not Active	09720	B-B1-U	09777	A-B-B1-C-E1-N
09663	Not Active	09721	B-B1-N-U	09778	Not Active
09664	Not Active	09722	B-B1-C-D-N-U	09779	A-B-B1-C1-F-R
09665	Not Active	09723	B-B1-N-U	09780	A-B-B1-C1-F-R
09666	Not Active	09724	B-B1	09781	A-B-B1-C1-F-R
09667	Not Active	09725	B-C	09782	A-B-B1-C1-F-R
09668	Not Active	09726	B-B1-N-U	09783	A-B-B1-C1-F-I-N-R
09669	Not Active	09727	Not Active	09784	Not Active
09670	Not Active	09728	B-C	09785	A-B-B1-C1-F-I-N-R
09671	Not Active	09729	B-C	09786	A-B-B1-C1-F-I-N-R
09672	Not Active	09730	Not Active	09787	A-B-B1-C1-F-I-N-R
09673	Not Active	09731	Not Active	09788	A-B-B1-C1-F-R
09674	Not Active	09732	B-B1	09789	A-B-B1-C1-F-R
09675	Not Active	09733	B-B1-I	09790	A-B-B1-C1-F-I-N-R
09676	Not Active	09734	Not Active	09791	A-B-B1-C1-E1-F-I-M-R
09677	Not Active	09735	B-B1	09792	B-B1-C-F-U
09678	Not Active	09736	Not Active	09793	A-B-B1-C1-F-R
09679	Not Active	09737	Not Active	09794	A-B-B1-C1-F-R
09680	Not Active	09738	Not Active	09795	A-B-B1-C1-F-I-N-R
09681	Not Active	09739	Not Active	09796	A-B-B1-C1-F-I-N-R
09682	Not Active	09740	Not Active	09797	Not Active
09683	Not Active	09741	Not Active	09798	Not Active
09684	Not Active	09742	Not Active	09799	Not Active
09685	Not Active	09743	Not Active	09801	Not Active
09686	Not Active	09744	Not Active	09802	B-B1-E2-E3-F-H1-I-R-R1-U1-Z1
09687	Not Active	09745	Not Active		
09688	Not Active	09746	Not Active	09803	B-B1-E2-E3-F-H1-I-R-R1-U1-Z1
09689	Not Active	09747	Not Active		
09690	Not Active	09748	Not Active	09804	B-B1-E2-E3-F-H1-I-R-R1-U1-Z1
09691	Not Active	09749	Not Active		
09692	Not Active	09750	Not Active	09805	B-B1-E2-E3-F-H1-I-R-R1-U1-Z1
09693	Not Active	09751	Not Active		
09694	Not Active	09752	Not Active	09806	Not Active
09695	Not Active	09753	Not Active	09807	Not Active
09696	Not Active	09754	Not Active	09808	B-B1-E2-E3-F-H1-I-R-R1-U1-Z1
09697	Not Active	09755	Not Active		
09698	Not Active	09756	Not Active	09809	B-B1-E2-E3-F-H1-I-R-R1-U1-Z1
09699	Not Active	09757	Not Active		
09701	Not Active	09758	Not Active	09810	B-B1-E2-E3-F-H1-I-R-R1-U1-Z1
09702	Not Active	09759	Not Active		
09703	B-B1-C-F1	09760	Not Active	09811	B-B1-E2-E3-F-H1-I-R-R1-U1-Z1
09704	B-B1-C-D	09761	Not Active		
09705	B-B1-U	09762	Not Active	09812	B-B1-E2-E3-F-F1-I-N-R-U-Z1
09706	B-B1-C-D-U	09763	Not Active	09813	Not Active
09707	B-B1-C-D-N-U	09764	Not Active	09814	B-B1-E2-E3-F-F1-I-N-R-U-Z1
09708	B-B1	09765	Not Active	09815	Not Active
09709	B-B1-F1	09766	Not Active	09816	Not Active
09710	B-B1	09767	Not Active	09817	Not Active
09711	Not Active	09768	Not Active	09818	Not Active
				09819	A-B-F-P-Z1

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
09820	Not Active	09874	Not Active	09929	Not Active
09821	A-B-F-Z1	09875	B-B1-E2-F-H1-R-R1-U2-Z1	09930	Not Active
09822	A-B-F-Z1	09876	B-B1-E2-F-H1-I-R-R1-U2-Z1	09931	Not Active
09823	A-B-F-Z1	09877	B-B1-E2-F-H1-R-R1-U2-Z1	09932	Not Active
09824	A-B-F-Z1	09878	Not Active	09933	Not Active
09825	Not Active	09879	B-B1-E2-F-H1-I-R-R1-U2-Z1	09934	Not Active
09826	B-B1-E2-F-H1-I-R-R1-U1-Z1	09880	B-B1-E2-F-H1-I-R-R1-U2-Z1	09935	Not Active
09827	A-B-F-Z1	09881	B-B1-E2-F-H1-I-R-R1-U2-Z1	09936	Not Active
09828	B-I-N-Z1	09882	B-B1-E2-E3-F-H1-I-R-R1-U2-Z1	09937	Not Active
09829	B-I-N-Z1			09938	Not Active
09830	B-B1-C-Z1	09883	B-B1-E2-F-H1-R-R1-U2-Z1	09939	Not Active
09831	B-B1-F-N-U-Z1	09884	B-B1-E2-F-H1-R-R1-U2-Z1	09940	Not Active
09832	B-B1-U1-Z1	09885	B-B1-E2-F-H1-R-R1-U2-Z1	09941	Not Active
09833	B-B1-U1-Z1	09886	B-B1-E2-F-H1-R-R1-U2-Z1	09942	Not Active
09834	B-B1-Z1	09887	B-B1-E2-F-H1-R-R1-U2-Z1	09943	Not Active
09835	A-B-B1-Z1	09888	B-B1-E2-F-H1-I-R-R1-U2-Z1	09944	Not Active
09836	A-B-B1-C-F-M-Z1	09889	B-B1-E2-F-H1-I-R-R1-U2-Z1	09945	Not Active
09837	B-B1-Z1	09890	B-B1-E2-F-H1-I-R-R1-U3-Z1	09946	Not Active
09838	B-B1-Z1	09891	B-B1-E2-F-H1-R-R1-U2-Z1	09947	Not Active
09839	A-B-B1-U-Z1	09892	A-B-B1-F-I-R-R1-Z1	09948	Not Active
09840	Not Active	09893	B-B1-E2-F-H1-I-R-R1-U2-Z1	09949	Not Active
09841	A-B-B1-U-Z1	09894	B-B1-E2-E3-F-H1-I-R-R1-U1-Z1	09950	Not Active
09842	A-B-B1-Z1			09951	Not Active
09843	A-B-B1-Z1	09895	B-B1-E2-F-H1-R-R1-U2-Z1	09952	Not Active
09844	Not Active	09896	B-B1-E2-E3-F-H1-I-R-R1-U2-Z1	09953	Not Active
09845	Not Active			09954	Not Active
09846	Not Active	09897	B-B1-Z1	09955	Not Active
09847	Not Active	09898	B-B1-E2-F-H1-I-R-R1-U2-Z1	09956	Not Active
09848	Not Active	09899	B-F-N-Z1	09957	Not Active
09849	Not Active	09901	Not Active	09958	Not Active
09850	Not Active	09902	Not Active	09959	Not Active
09851	Not Active	09903	Not Active	09960	Not Active
09852	B-B1-E2-E3-F-H1-I-R-R1-U1-Z1	09904	Not Active	09961	Not Active
		09905	Not Active	09962	Not Active
09853	B-B1-E2-F-H1-I-R-R1-U2-Z1	09906	Not Active	09963	Not Active
09854	B-B1-E2-F-H1-I-R-R1-U2-Z1	09907	Not Active	09964	Not Active
09855	B-B1-F-H1-I-R-U1-Z1	09908	Not Active	09965	Not Active
09856	Not Active	09909	Not Active	09966	Not Active
09857	Not Active	09910	Not Active	09967	Not Active
09858	B-B1-E2-E3-F-H1-I-R-R1-U1-Z1	09911	Not Active	09968	Not Active
		09912	Not Active	09969	Not Active
09859	Not Active	09913	Not Active	09970	Not Active
09860	Not Active	09914	Not Active	09971	Not Active
09861	Not Active	09915	Not Active	09972	Not Active
09862	Not Active	09916	Not Active	09973	Not Active
09863	Not Active	09917	Not Active	09974	Not Active
09864	Not Active	09918	Not Active	09975	Not Active
09865	A-B-B1-Z1	09919	Not Active	09976	Not Active
09866	Not Active	09920	Not Active	09977	Not Active
09867	A-B-B1-F-I-R-R1-Z1	09921	Not Active	09978	Not Active
09868	A-B-B1-U-Z1	09922	Not Active	09979	Not Active
09869	Not Active	09923	Not Active	09980	Not Active
09870	Not Active	09924	Not Active	09981	Not Active
09871	B-B1-E2-E3-F-H1-I-R-U1-Z1	09925	Not Active	09982	Not Active
09872	B-B1-E2-E3-F-H1-I-R-R1-U2-Z1	09926	Not Active	09983	Not Active
		09927	Not Active	09984	Not Active
09873	B-B1-E2-F-H1-R-R1-U2-Z1	09928	Not Active	09985	Not Active

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
09986	Not Active	34044	Not Active	96202	Not Active
09987	Not Active	34045	B-B1-I-N	96203	A-B
09988	Not Active	34046	Not Active	96204	A-B-B1
09989	Not Active	34047	Not Active	96205	A-B-B1-U
09990	Not Active	34048	Not Active	96206	A-B-B1-U
09991	Not Active	34049	Not Active	96207	A-B-B1
09992	Not Active	34050	B	96208	A-B-B1-U
09993	Not Active	34051	B	96209	Not Active
09994	Not Active	34052	Not Active	96210	Not Active
09995	Not Active	34053	B	96211	Not Active
09996	Not Active	34054	Not Active	96212	A-B-B1-U
09997	Not Active	34055	B-N	96213	Not Active
09998	Not Active	34056	Not Active	96214	A-B-B1-U
09999	Not Active	34057	Not Active	96215	A-B-B1-U
34001	B-B1-U	34058	B-B1	96216	Not Active
34002	B-B1-U	34059	Not Active	96217	A-B-B1-U
34003	Not Active	34060	Not Active	96218	A-B-B1-U
34004	B-B1-U	34061	B-B1-U	96219	A-B-B1-U
34005	B-B1-U	34062	Not Active	96220	A-B-B1-U
34006	B-B1	34063	Not Active	96221	A-B-B1-U
34007	Not Active	34064	Not Active	96222	Not Active
34008	Not Active	34065	Not Active	96223	Not Active
34009	B-B1	34066	Not Active	96224	A-B-B1-U
34010	Not Active	34067	Not Active	96225	Not Active
34011	B-B1	34068	Not Active	96226	Not Active
34012	B-B1-U	34069	Not Active	96227	Not Active
34013	Not Active	34070	Not Active	96228	Not Active
34014	Not Active	34071	Not Active	96229	Not Active
34015	Not Active	34072	Not Active	96230	Not Active
34016	Not Active	34073	Not Active	96231	Not Active
34017	Not Active	34074	Not Active	96232	Not Active
34018	Not Active	34075	Not Active	96233	Not Active
34019	Not Active	34076	Not Active	96234	Not Active
34020	B-B1-M-N	34077	B-Y	96235	Not Active
34021	B-M-N	34078	Not Active	96236	Not Active
34022	B-B1-D-F-M	34079	Not Active	96237	Not Active
34023	B-B1-M-N	34080	Not Active	96238	Not Active
34024	B-B1-M-N	34081	Not Active	96239	Not Active
34025	B-B1-F-N-U	34082	Not Active	96240	Not Active
34026	Not Active	34083	Not Active	96241	Not Active
34027	Not Active	34084	Not Active	96242	Not Active
34028	Not Active	34085	Not Active	96243	Not Active
34029	Not Active	34086	B	96244	Not Active
34030	B-B1-I-M	34087	Not Active	96245	Not Active
34031	B-B1-M-N	34088	Not Active	96246	Not Active
34032	B-M-N	34089	Not Active	96247	Not Active
34033	B-C-F-M-N	34090	B	96248	Not Active
34034	B-B1-M-N	34091	B	96249	Not Active
34035	B-B1-H-M-N	34092	B	96250	Not Active
34036	B-M-N	34093	B	96251	A-B-B1-U
34037	B-B1-C-F-H-I-M-N	34094	Not Active	96252	Not Active
34038	B-B1-M-N	34095	B	96253	Not Active
34039	B	34096	Not Active	96254	Not Active
34040	B	34097	Not Active	96255	Not Active
34041	B-B1-M-N-U	34098	B	96256	Not Active
34042	B-B1-D-F-M	34099	B	96257	A-B-B1-U
34043	Not Active	96201	A-B	96258	A-B-B1-U

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
96259	A-B-B1-U	96317	Not Active	96374	B-B1-M-W
96260	A-B-B1-U	96318	Not Active	96375	B-B1-M-W
96261	Not Active	96319	B-B1-M-W	96376	B-B1-M-W
96262	A-B-B1-U	96320	Not Active	96377	B-B1-M-W
96263	Not Active	96321	B-B1-F-F1-F2-M-W	96378	B-B1-M-W
96264	A-B-B1-U	96322	B-B1-F-F1-F2-M-W	96379	B-B1-M-W
96265	Not Active	96323	B-B1-M-W	96380	Not Active
96266	A-B-B1-U	96324	Not Active	96381	Not Active
96267	A-B-B1-U	96325	Not Active	96382	Not Active
96268	Not Active	96326	B-B1-M-W	96383	Not Active
96269	A-B-B1-U	96327	Not Active	96384	B-B1-M-W
96270	Not Active	96328	B-B1-M-W	96385	Not Active
96271	A-B-B1-U	96329	Not Active	96386	B-B1-M-W
96272	Not Active	96330	B-B1-M-W	96387	B-B1-M-W
96273	Not Active	96331	Not Active	96388	B-B1-M-W
96274	Not Active	96332	Not Active	96389	Not Active
96275	A-B-B1	96333	Not Active	96390	Not Active
96276	A-B-B1	96334	Not Active	96391	Not Active
96277	Not Active	96335	Not Active	96392	Not Active
96278	A-B-B1-U	96336	B-B1-M-W	96393	Not Active
96279	Not Active	96337	B-B1-M-W	96394	Not Active
96280	Not Active	96338	B-B1-M-W	96395	Not Active
96281	Not Active	96339	B-B1-M-W	96396	Not Active
96282	Not Active	96340	Not Active	96397	Not Active
96283	A-B-B1-U	96341	Not Active	96398	Not Active
96284	A-B-B1-U	96342	Not Active	96399	Not Active
96285	Not Active	96343	B-B1-M-W	96401	Not Active
96286	Not Active	96344	Not Active	96402	Not Active
96287	Not Active	96345	Not Active	96403	Not Active
96288	Not Active	96346	Not Active	96404	Not Active
96289	Not Active	96347	B-B1-F-F1-F2-M-W	96405	Not Active
96290	Not Active	96348	B-B1-F-F1-F2-M-W	96406	Not Active
96291	Not Active	96349	B-B1-F-F1-F2-M-W	96407	Not Active
96292	Not Active	96350	B-B1-F-F1-F2-M-W	96408	Not Active
96293	Not Active	96351	B-B1-F-F1-F2-M-W	96409	Not Active
96294	Not Active	96352	Not Active	96410	Not Active
96295	Not Active	96353	Not Active	96411	Not Active
96296	Not Active	96354	Not Active	96412	Not Active
96297	A-B-B1-U	96355	Not Active	96413	Not Active
96298	Not Active	96356	Not Active	96414	Not Active
96299	Not Active	96357	Not Active	96415	Not Active
96301	Not Active	96358	Not Active	96416	Not Active
96302	Not Active	96359	Not Active	96417	Not Active
96303	Not Active	96360	Not Active	96418	Not Active
96304	Not Active	96361	Not Active	96419	Not Active
96305	Not Active	96362	B-B1-M-W	96420	Not Active
96306	B-B1-M-W	96363	Not Active	96421	Not Active
96307	Not Active	96364	B-B1-L-M-W	96422	Not Active
96308	Not Active	96365	B-B1-M-W	96423	Not Active
96309	B-B1-M-W	96366	Not Active	96424	Not Active
96310	B-B1-M-W	96367	B-B1-L-M-W	96425	Not Active
96311	Not Active	96368	B-B1-M-W	96426	Not Active
96312	Not Active	96369	Not Active	96427	Not Active
96313	B-B1-F-F1-F2-M-W	96370	B-B1-M-W	96428	Not Active
96314	Not Active	96371	Not Active	96429	Not Active
96315	Not Active	96372	B-B1-M-W	96430	Not Active
96316	Not Active	96373	B-B1-M-W	96431	Not Active

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
96432	Not Active	96489	Not Active	96547	B-B1-F-U3
96433	Not Active	96490	B-B1	96548	A-B-B1-H-M-U
96434	Not Active	96491	Not Active	96549	A-B-B1-H-M-U
96435	Not Active	96492	Not Active	96550	Not Active
96436	Not Active	96493	Not Active	96551	A-B-B1-H-M-U
96437	Not Active	96494	Not Active	96552	A-B-B1-H-M-U
96438	Not Active	96495	Not Active	96553	A-B-B1-H-I-M-N-U
96439	Not Active	96496	Not Active	96554	A-B-B1-H-M-U
96440	B-B1-F	96497	Not Active	96555	B-B1-F-M
96441	Not Active	96498	Not Active	96556	B
96442	Not Active	96499	Not Active	96557	B-B1-F-M
96443	Not Active	96501	Not Active	96558	B
96444	Not Active	96502	Not Active	96559	Not Active
96445	Not Active	96503	Not Active	96560	Not Active
96446	Not Active	96504	Not Active	96561	Not Active
96447	Not Active	96505	B	96562	Not Active
96448	Not Active	96506	B	96563	Not Active
96449	Not Active	96507	Not Active	96564	Not Active
96450	Not Active	96508	B	96565	Not Active
96451	Not Active	96509	Not Active	96566	Not Active
96452	Not Active	96510	Not Active	96567	Not Active
96453	Not Active	96511	B-B1-I-N	96568	Not Active
96454	Not Active	96512	Not Active	96569	Not Active
96455	Not Active	96513	Not Active	96570	Not Active
96456	Not Active	96514	Not Active	96571	Not Active
96457	Not Active	96515	B-B1-F	96572	Not Active
96458	Not Active	96516	B	96573	Not Active
96459	Not Active	96517	B-B1-F-U3	96574	Not Active
96460	Not Active	96518	B-B1	96575	Not Active
96461	Not Active	96519	Not Active	96576	Not Active
96462	Not Active	96520	B-F-U3	96577	Not Active
96463	Not Active	96521	B-F	96578	Not Active
96464	Not Active	96522	B-F-U	96579	Not Active
96465	Not Active	96523	Not Active	96580	A-B-B1-H-I-M-N-U
96466	Not Active	96524	Not Active	96581	Not Active
96467	Not Active	96525	Not Active	96582	Not Active
96468	Not Active	96526	Not Active	96583	Not Active
96469	Not Active	96527	Not Active	96584	Not Active
96470	Not Active	96528	Not Active	96585	Not Active
96471	Not Active	96529	Not Active	96586	Not Active
96472	Not Active	96530	A-B-B1-H-M-N-U	96587	Not Active
96473	Not Active	96531	B-B1-H-M	96588	Not Active
96474	Not Active	96532	Not Active	96589	Not Active
96475	Not Active	96533	Not Active	96590	Not Active
96476	Not Active	96534	A-B-F	96591	Not Active
96477	Not Active	96535	A-B-B1-F	96592	Not Active
96478	Not Active	96536	B-B1	96593	Not Active
96479	Not Active	96537	B-B1	96594	A-B-B1-H-I-M-N-U
96480	Not Active	96538	B-B1	96595	B-B1
96481	Not Active	96539	Not Active	96596	A-B-B1-H-I-M-N-U
96482	Not Active	96540	B-B1	96597	A-B-B1-H-I-M-N-U
96483	Not Active	96541	B-B1	96598	B
96484	Not Active	96542	B-B1	96599	B
96485	Not Active	96543	B-B1-P	96601	B
96486	Not Active	96544	Not Active	96602	B
96487	Not Active	96545	A-B-B1-H-I-M-N-U	96603	B
96488	Not Active	96546	B-F-U3	96604	B

APO/ FPO	See Restrictions	APO/ FPO	See Restrictions	APO/ FPO	See Restrictions
96605	B-O	96638	Not Active	96670	B
96606	B	96639	Not Active	96671	B
96607	B	96640	Not Active	96672	B
96608	B	96641	Not Active	96673	B
96609	B	96642	Not Active	96674	B
96610	B	96643	B	96675	B
96611	B	96644	Not Active	96676	B
96612	B	96645	Not Active	96677	B
96613	Not Active	96646	Not Active	96678	B
96614	Not Active	96647	Not Active	96679	B
96615	Not Active	96648	Not Active	96680	Not Active
96616	Not Active	96649	Not Active	96681	B
96617	Not Active	96650	Not Active	96682	B
96618	B	96651	Not Active	96683	B
96619	Not Active	96652	Not Active	96684	B
96621	B	96653	Not Active	96685	Not Active
96622	B	96654	Not Active	96686	B
96623	B	96655	Not Active	96687	B
96624	B	96656	Not Active	96688	Not Active
96625	B	96657	B	96689	Not Active
96626	Not Active	96658	Not Active	96690	Not Active
96627	Not Active	96659	Not Active	96691	Not Active
96628	B	96660	B	96692	Not Active
96629	B	96661	B	96693	Not Active
96630	Not Active	96662	B	96694	Not Active
96631	Not Active	96663	B	96695	Not Active
96632	Not Active	96664	B	96696	Not Active
96633	Not Active	96665	B	96697	Not Active
96634	B	96666	B	96698	B
96635	B	96667	B	96699	Not Active
96636	Not Active	96668	B		
96637	Not Active	96669	B		

RESTRICTIONS

LEGEND

Form 2976, *Customs* — CN22Form 2976-A, *Customs Declaration and Dispatch Note*

AAFES	= Army and Air Force Exchange Service
APO	= Army/Air Force Post Office
Box R	= Retired military personnel
FPO	= Fleet Post Office
DMM	= <i>Domestic Mail Manual</i>
MOM	= Military Ordinary Mail
MPO	= Military Post Office
PAL	= Parcel Airlift
PSC	= Postal Service Center
SAM	= Space Available Mail
USDA	= United States Department of Agriculture

Note: Mail order catalogs are prohibited as SAM or PAL mail.

A. Securities, currency, or precious metals in their raw, unmanufactured state are prohibited. Official shipments are exempt from this restriction.

B. Form 2976-A is required for all mail weighing 16 ounces or more. **Exceptions:** Prepaid mail from contractors addressed to a military organization for official use need not bear a customs declaration, but must be endorsed "Contents for Official Use-Exempt from Customs Requirement." Official mail from government agencies does not require a customs declaration or exemption endorsement. Known Mailers may use either Form 2976-A on each item or Form 2976 (or facsimile) with a mail manifest in conjunction with a packing list. Form 2976 must state "packing list enclosed." The packing list must include a description of the items, the dollar values of the items, and the complete address including the PSC box number and APO/FPO ZIP Code of the addressee, the date of mailing, the insurance registry number, if applicable, and the serial number of any item over \$25 in value and any electrical item over \$15 in value. The packing list should be enclosed in the parcel or attached to the outside of the parcel. The mail manifest which itemizes all parcels that a Known Mailer deposits will be given to Postal Official at Business Mail Acceptance Unit. Form 2976 may be used if the mailer does not wish to list the contents on the wrapper or in any case if the value exceeds \$400. Affix only the upper portion of the label on the package. A completed Form 2976-A (listing the contents and value in US dollars) must be enclosed in the package.

B1. Form 2976 or 2976-A is required. Articles are liable for customs duty and/or purchase tax unless they are bona fide gifts intended for use by military personnel or their dependents. When the contents of a parcel meet these requirements, the mailer must endorse the customs form, "Certified to be a bona fide gift, personal effects, or items for personal use of military personnel and dependents," under the heading, Description of Contents. **Exceptions:** All other exceptions listed in restriction B above are applicable to this restriction.

C. Cigarettes and other tobacco products are prohibited.

C1. Obscene articles, prints, paintings, cards, films, videotapes, etc., and horror comics and matrices are prohibited.

D. Coffee is prohibited.

E1. Medicines or vaccines not conforming to French laws are prohibited.

E2. Any matter containing religious materials contrary to Islamic faith or depicting nude or seminude persons, pornographic or sexual items, or nonauthorized political materials is prohibited.

E3. Radio transceivers, cordless telephones, global positioning systems, scanners, base stations, and hand-held transmitters are prohibited.

F. Firearms of any type are prohibited in all classes of mail. See definitions of firearms in DMM C022.1.1. This restriction does not apply to firearms mailed to or by official U.S. government agencies.

F1. Privately owned weapons addressed to an individual are prohibited in any class of mail.

F2. Importation of firearms is restricted to one shotgun and one single shot .22 caliber rifle per individual.

G. Only First-Class letters, Periodicals, and Standard Mail (A) are authorized.

H. Meats, including preserved meats, whether hermetically sealed or not, are prohibited.

H1. Pork or pork by-products are prohibited.

I. Mail of all classes must fit in a mail sack. Mail may not exceed the following dimensions:

Length

42" 72" length and girth combined
 over 42" to 44" 24" girth
 over 44" to 46" 20" girth
 over 46" to 48" 16" girth
 Maximum length 48"

This restriction does not apply to registered mail and official government mail marked MOM.

I1. This restriction does not apply to registered mail.

I2. This restriction does not apply to official government mail marked MOM.

K. Mail that includes in the address the words, "Dependent Mail Section," may consist only of letter mail, newspapers, magazines, and books. No parcel of any class containing any other matter may be mailed to the Dependent Mail section. This restriction does not apply if the address does not include the words "Dependent Mail Section."

L. All official mail is prohibited.

M. Fruits, animals, and living plants are prohibited.

N. Registered mail is prohibited.

O. Personal mail addressed to vessels using this number is limited to unregistered First-Class Mail and certified mail. Other classes of mail are prohibited.

P. APO is used for the receipt and dispatch of official mail only.

Q. Mail may not exceed 66 pounds, and size is limited to 42 inches maximum length and 72 inches maximum length and girth combined.

R. All alcoholic beverages, including those mailable under DMM C021, are prohibited.

R1. Materials used in the production of alcoholic beverages (i.e., distilling material, hops, malts, yeast, etc.) are prohibited.

T. Mailings of case lots of food and supplemental household shipments must be approved by the sender's parent agency prior to mailing.

U. Parcels must weigh less than 16 ounces when addressed to Box R. This restriction does not apply to mail endorsed "Free Matter for the Blind or Handicapped."

U1. Mail is limited to First-Class Mail weighing 11 ounces or less when addressed to Box R. This restriction does not apply to mail endorsed "Free Matter for the Blind or Handicapped." Videotapes are prohibited when addressed to Box R, regardless of weight.

U2. Mail is limited to First-Class letters only when addressed to Box R.

U3. Mail is limited to First-Class correspondence (including voice and video cassettes), newspapers, magazines, photographs, not exceeding 16 ounces, when addressed to Box R.

W. Meat products, such as dried beef, salami, and sausage, may be mailed, provided they remain in their original, hermetically sealed packages and bear USDA certification. Other meats, bones, skin, hair, feathers, horns or hoofs of hoofed animals, wool samples, tobacco leaves, including chewing and pipe tobacco, snuff, cigars, and cigarettes, or obscene material, including obscene drawings, photographs, films, and carvings, are prohibited. Exception: 200 grams of tobacco per parcel are permitted duty free.

X. Personal mail is limited to First-Class Mail (to include audio cassettes and voice tapes) weighing 11 ounces or less. This limitation does not apply to official mail.

Y. Mail is limited to First-Class and Priority Mail only. All Periodicals, Standard Mail (A), and Standard Mail (B) (including SAM and PAL) are not authorized. This restriction also applies to official mail.

Z. No outside pieces (OSPs).

Z1. The Anti-Pilferage Seal (Item No O818-A) is required on all pouches and sacks.

—International and Military Mail Operations,
 International Business Unit, 5-21-98

Finance

PURCHASING MANUAL REVISIONS

Policy Revisions

Effective immediately, the Purchasing Policy Committee has decided to revise policy in the four following *Purchasing Manual* (PM) areas:

1.5.1 Authority (Contracting Officers). A new paragraph (PM 1.5.1.d) has been added stating that contracting officers must ensure that funding approval has been obtained before taking a contractual action.

1.5.3 Actions Exceeding a Contracting Officer's Authority. A new paragraph 1.5.3.b has been added stating that when an action exceeds a contracting officer's authority, thereby requiring higher-level approval, he or she must consider the anticipated total dollar value of the action (the actual dollar value of the action plus any associated costs such as termination costs) before determining who is authorized to approve the action. Current PM paragraphs 1.5.3.b and 1.5.3.c should be recodified as 1.5.3.c and 1.5.3.d, respectively, as shown below.

3.5.2 Prequalification. PM 3.5.2 has been revised to allow purchase teams to add new suppliers to previously established prequalification lists. Such suppliers must be evaluated in the same manner used to establish the original list.

3.5.5 Noncompetitive Purchases. PM 3.5.5 has been revised to clarify when noncompetitive contracts with nonprofit institutions do not require justifications and approvals. PM 3.5.5.b.8 has been revised to expand the defined category.

A future edition of the *Purchasing Manual* will include these changes.

Purchasing Manual (PM)

1.5 Contracting Officers

* * * * *

1.5.1 Authority

* * * * *

1.5.1.d Contracting officers must ensure that sufficient funding is available before taking a contractual action (such as a purchase, modification or termination) requiring additional funds.

* * * * *

1.5.3 Auctions Exceeding a Contracting Officer's Authority

* * * * *

1.5.3.b When determining the appropriate approval authority, contracting officers must consider the anticipated total dollar value of the action.

1.5.3.c If the estimated value of a proposed purchase exceeds \$10 million, the VP, P&M must give prior written approval to both the individual purchase plan and the proposed contract award.

1.5.3.d See 6.9.1.b for information regarding prior approval of certain contract termination actions.

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3.5 Commercial Suppliers

* * * * *

3.5.2 Prequalification

* * * * *

3.5.2.b.3 Purchase teams may limit competition solely to prequalified suppliers. Such decisions must be based on the business rationale for the particular purchase (or series of purchases) and its relationship to the business and competitive needs of the Postal Service. These decisions are matters of the purchase team's judgment, as are those determining whether to prequalify suppliers and what means to use. In addition, when in the business interests of the Postal Service, purchase teams may also consider adding suppliers to previously established lists when capable suppliers which did not participate in the prequalification process are identified. Before being placed on the list, such suppliers must be evaluated in the same manner used to establish the original list, but the prequalification process need not be readvertised.

* * * * *

3.5.5 Noncompetitive Purchases

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3.5.5.b.8 Contracts with Federally Funded Research and Development Centers (FFRDCs) and similar nonprofit organizations, for theoretical analysis, exploratory studies, experiments in any field of science and technology, and for engineering or developmental work applying investigative findings and theories of a scientific or technical nature.

*CORRECTION***Handbook F-1 Revision**

In the article on page 31 of *Postal Bulletin* 21968, the exhibits of Forms 2131 and 2134 (appearing on pages 35 and 37) contained an incorrectly formatted address label. Following are the correct versions of the forms.

—*Corporate Accounting, Finance* 5-21-98

U. S. Postal Service

Uncollectable Check Report

Send original to address below. File duplicate by customer name to support AIC 615 entry.

Finance Number -----	Control Number -----	Employee Demand <input type="checkbox"/> Insert "Y" if Accepted Without Following Procedures
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Post Office Information		Customer Information	
Address (City, State, ZIP Code)		Name	
SFAS Unit ID		Address (No., Street, City, State, ZIP Code)	
Telephone Number (Area Code & Commercial No.)		ID Type & Number	

ATTN: LORI LPTIK
 DUN AND BRADSTREET
 P O BOX 280419
 EAST HARTFORD CT 06128-0419

Check No.	Check Date
Check Amount	\$

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U. S. Postal Service

EMCA Uncollectible

Send original to address below. File duplicate by customer name to support AIC 606 entry.

Finance Number	Control Number
_____	_____

Post Office Information		Customer Information	
Address (City, State, ZIP Code)		Name	
SFAS : Unit ID		Address (No., Street, City, State, ZIP Code)	
Telephone Number (Area Code & Commercial No.)	EMCA Number	Date Closed	Telephone Number (if available)

ATTN: LORI LPTIK
 DUN AND BRADSTREET
 P O BOX 280419
 EAST HARTFORD CT 06128-0419

Neg. Amount	\$

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Fraud Alert

Withholding of Mail Orders

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

State/City	Names Covered
AL, Mobile 36608-1582	Any And All Known And Unknown Names, Except Kok Meng Tan, P.O. Box 81582 and
AL, Mobile 36608-3971	6920 Airport Blvd., #117, Box 116 and
AL, Mobile 36608-1636	Any And All Known and Unknown Names, Except Tiow Sian Tan, P.O. Box 81636
MO, St. Louis 63114-0481	Any And All Of Various Names Other Than Donald Marshall, Midwest Ballroom Dancer, September Singles, and Romantic Pen Pals, P.O. Box 2481
MO, St. Louis 63135-0151	Any And All Of Various Names Other Than Donald Marshall, Midwest Ballroom Dancer, Zip Code Date Club, Area Code Date Club, September Singles, and Romantic Pen Pals, P.O. Box 11151

—Judicial Officer, 5-21-98

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

Do Not Cash — Upon Receipt, Notify Local Postal Inspectors

This listing will be provided to all Postal Service employees responsible for accepting and cashing Postal money orders. All interim notices should be destroyed when the numbers listed appear in the *Postal Bulletin*. The actual serial numbers consist of the first 10 digits on the money orders. Check for altered dollar amounts by holding money orders to the light.

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

“Business,” then to “Business Publications,” and then to “The Postal Bulletin.”

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

Back issues through *Postal Bulletin* 21883A (1-1-95) are available for downloading, as are the 1995, 1996, and 1997 annual indexes and 1998 quarterly index. Once downloaded, the *Postal Bulletin*, including all forms and posters, may be read and printed.

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

430 444 9500	to	9699	454 547 7434	to	7499	469 947 6960	to	6999	485 029 4913	to	4999
430 664 4070	to	4099	454 922 4867	to	4895	470 755 5800	to	5818	486 176 0600	to	0699
432 168 8419	to	8499	455 221 1348	to	1499	471 918 0300	to	0999	486 559 7555	to	7599
432 708 6800	to	6999	455 364 2147	to	2199	471 985 2408	to	2419	486 696 3023	to	3199
432 744 1544	to	1599	455 399 5400	to	5499	472 191 6700	to	6799	488 173 7900	to	7999
432 995 9775	to	9799	455 476 0676	to	0699	472 270 2555	to	2599	488 206 4100	to	4199
433 003 5800	to	5899	455 543 0618	to	0699	472 987 0213	to	0241	488 226 0200	to	0299
433 757 3047	to	3099	456 410 9006	to	9099	472 987 0290	to	0299	488 709 3906	to	3999
433 765 4003	to	4099	456 470 4146	to	4299	473 151 2069	to	2199	488 855 8359	to	8399
434 482 7060	to	7199	456 619 4460	to	4499	473 666 9138	to	9199	489 181 8963	to	8999
434 513 2386	to	2399	457 333 2686	to	2699	473 952 3429	to	3499	489 223 2000	to	2099
434 968 3076	to	3092	457 729 1767	to	1777	474 108 5402	to	5499	489 311 1930	to	1999
435 303 1831	to	1842	457 937 8615	to	8699	474 356 5193	to	5299	489 318 6200	to	6300
435 303 1986	to	1999	458 028 9810	to	9899	474 949 3366	to	3399	489 384 0027	to	0099
435 666 6092	to	6399	458 057 2712	to	2999	475 134 9362	to	9399	489 427 0658	to	0899
436 082 6400	to	6899	458 069 9537	to	9599	475 167 9667	to	9699	489 997 5252	to	5299
436 160 6441	to	6499	458 069 9665	to	9699	475 319 3415	to	3499	490 669 5850	to	6099
437 316 7115	to	7199	458 337 5222	to	5299	475 319 3649	to	3799	490 717 7080	to	7099
437 427 0500	to	3499	458 354 7653	to	7999	475 340 6400	to	6599	490 721 6000	to	6099
439 179 2300	to	2399	458 671 8678	to	8699	475 424 8410	to	8499	490 793 1500	to	2099
439 310 0458	to	0499	458 671 8721	to	8798	475 629 9156	to	9199	490 886 8171	to	8199
440 698 1947	to	1999	458 847 5044	to	5999	475 850 6101	to	6199	490 977 9221	to	9240
440 858 6300	to	6399	459 274 7624	to	7699	475 875 2500	to	2599	491 258 8100	to	9099
440 858 6420	to	7299	459 365 5432	to	5499	476 169 8264	to	8299	491 567 1376	to	1399
441 199 1655	to	1699	459 378 5764	to	5799	476 189 3000	to	3499	492 254 4800	to	4899
443 127 3648	to	3699	459 472 4816	to	4999	476 331 2480	to	2499	492 283 5100	to	5199
443 127 4000	to	4099	460 349 6878	to	6899	477 289 8601	to	8699	492 610 6813	to	6899
443 673 7900	to	7999	460 550 1909	to	1999	477 681 5206	to	5299	493 394 5568	to	5599
443 800 9335	to	9399	460 997 5234	to	5299	478 010 4243	to	4268	493 470 2562	to	2599
444 382 8822	to	8899	461 973 6443	to	6499	478 010 4270	to	4291	493 473 7700	to	7799
444 390 1667	to	1699	462 152 0107	to	0299	478 450 5071	to	5099	493 716 2153	to	2199
444 457 3854	to	3899	462 274 1072	to	1099	478 469 7838	to	7858	494 206 2972	to	2999
450 048 4173	to	4199	462 277 8373	to	8399	478 469 7883	to	7899	494 217 3446	to	3999
450 048 4442	to	4699	462 554 6051	to	6099	479 280 9800	to	9899	494 224 0500	to	0599
450 560 5173	to	5199	463 011 5529	to	5540	479 365 9116	to	9176	495 145 0600	to	0699
450 620 3077	to	3099	463 176 4115	to	4199	479 412 9900	to	9999	496 209 7425	to	7499
450 620 3135	to	3199	463 176 4229	to	4299	479 667 6190	to	6199	496 213 8728	to	8799
450 780 2716	to	2799	463 185 2600	to	2799	479 748 9680	to	9699	496 474 5226	to	5248
450 801 2700	to	2799	463 227 7711	to	7799	479 860 7000	to	7199	497 053 8517	to	8699
451 109 2967	to	2984	463 414 4869	to	4899	480 526 2000	to	2099	497 854 8673	to	8699
451 115 4110	to	4125	463 808 3484	to	3499	480 640 6330	to	6399	498 449 8888	to	8899
451 115 4127	to	4199	463 945 7400	to	7899	480 658 0568	to	0599	498 929 8285	to	8499
452 265 0074	to	0099	464 629 9000	to	9399	480 689 5100	to	5199	498 936 5310	to	5399
452 265 0246	to	0299	464 711 4332	to	4399	481 072 9463	to	9499	499 016 5425	to	5499
452 265 0335	to	0999	465 692 3963	to	3999	481 673 0074	to	0095	499 440 8575	to	8899
452 509 1169	to	1199	465 698 8300	to	8599	482 527 1500	to	1599	499 731 6717	to	6799
452 855 6471	to	6499	465 743 7745	to	7799	482 541 5255	to	5299	500 064 1858	to	1869
452 890 4679	to	4799	466 798 6056	to	6067	482 729 6800	to	6899	500 070 5725	to	7799
452 900 8215	to	8238	467 147 4300	to	4399	483 363 7207	to	7299	600 645 3223	to	3299
453 117 9146	to	9199	468 079 5782	to	5799	483 402 2356	to	2399	601 339 1200	to	1399
453 334 3631	to	3699	469 067 2817	to	2899	483 486 5100	to	5199	601 661 7700	to	7799
453 603 7841	to	7891	469 127 8000	to	8199	483 632 1521	to	1599	601 682 5343	to	5399
453 650 1140	to	1199	469 213 0359	to	0399	483 632 2600	to	2799	601 928 1600	to	1699
453 741 1300	to	1399	469 213 0500	to	0599	483 849 1615	to	1699	602 512 2972	to	2999
454 013 2919	to	2999	469 561 8011	to	8099	484 174 4803	to	5299	602 555 2400	to	2799
454 186 2411	to	2499	469 658 1961	to	1999	484 323 8900	to	9199	602 829 7061	to	7099
454 268 4883	to	4899	469 666 9900	to	9999	484 680 5000	to	5038	603 483 9572	to	9599
454 302 5400	to	5499	469 678 1900	to	1999	484 680 5040	to	5074	603 490 7200	to	7299
454 490 8300	to	8399	469 781 4900	to	4999	484 680 5077	to	5099	603 678 7100	to	7199

603 678 7662	to	7699	623 895 8200	to	8399	642 355 8308	to	8999	653 455 4874	to	4899
603 678 7902	to	7999	623 917 0000	to	0099	642 900 0018	to	0099	654 238 0000	to	0399
603 678 8418	to	8499	623 917 0200	to	0299	643 030 6254	to	6299	654 404 3065	to	3092
603 678 8700	to	9999	624 468 5288	to	5299	644 066 0882	to	0899	654 962 2900	to	3199
604 086 0880	to	0899	624 665 3162	to	3198	644 069 0600	to	0699	655 103 5081	to	5199
604 349 1414	to	1499	625 088 6735	to	6799	644 077 7506	to	7699	655 523 2600	to	2999
604 503 7776	to	7799	625 916 9500	to	9799	644 085 8157	to	8199	656 305 2448	to	2499
605 520 9037	to	9099	625 968 8956	to	8999	644 112 9839	to	9899	657 347 4438	to	4999
605 685 4010	to	4099	627 005 3938	to	3999	644 373 9083	to	9099	657 710 8100	to	8999
605 988 6467	to	6499	627 384 3907	to	4099	644 380 1460	to	1499	657 780 0985	to	0999
607 689 7951	to	7960	627 496 7549	to	7599	644 733 4715	to	4799	658 586 1400	to	1499
607 728 1276	to	1299	627 708 3605	to	3699	644 900 9712	to	9799	658 877 8000	to	8199
608 727 7100	to	7199	627 776 2500	to	2599	644 901 0109	to	1299	658 880 8000	to	8199
608 727 7273	to	7599	628 226 3100	to	3199	644 901 1325	to	1399	659 398 7300	to	7399
608 813 9950	to	9999	628 814 4702	to	4799	644 901 1325	to	1399	659 398 7300	to	7399
609 067 5325	to	5399	628 851 9689	to	9699	644 923 6800	to	7799	659 706 8113	to	8199
609 067 5488	to	5499	629 510 7200	to	7299	644 932 4655	to	4699	659 846 7837	to	7899
609 067 5600	to	5699	629 964 4200	to	4294	644 932 4792	to	4799	660 510 4100	to	4199
609 289 6123	to	6199	630 389 3056	to	3071	645 318 7240	to	7499	660 673 0400	to	0599
609 438 4400	to	4499	630 463 0588	to	0599	645 333 1766	to	1799	661 488 5000	to	5099
609 493 1100	to	1199	631 459 9117	to	9199	645 790 8632	to	8699	661 609 9100	to	9199
609 766 8091	to	8999	631 762 9325	to	9399	645 821 0657	to	0699	661 716 9420	to	9499
609 825 4100	to	4115	632 217 4933	to	4999	645 930 7948	to	7999	661 906 6522	to	6599
609 884 2981	to	2999	632 500 0000	to	99 9999	645 975 0737	to	0762	662 021 8332	to	8399
609 893 1000	to	1099	633 110 4165	to	4199	646 242 6200	to	6299	662 068 0700	to	0899
610 092 3200	to	3299	633 110 4303	to	4499	646 270 7639	to	7799	662 553 0774	to	0799
610 582 4200	to	4299	633 438 6429	to	6599	646 798 4000	to	4999	663 078 7034	to	7099
611 879 6939	to	6999	633 588 7173	to	7182	647 048 7035	to	7099	663 763 5300	to	5399
612 291 8013	to	8099	634 725 0700	to	0799	647 049 2900	to	2999	663 883 7039	to	7499
612 751 5171	to	5199	634 803 3239	to	3299	647 398 8300	to	8399	664 253 8000	to	8499
612 751 5226	to	5299	634 807 2474	to	2499	647 398 8481	to	8499	664 656 3055	to	3099
612 751 6083	to	6099	634 827 5900	to	5999	647 437 3000	to	4999	665 174 6400	to	6499
612 751 6268	to	6299	634 886 3428	to	3499	647 811 2188	to	2199	665 274 8208	to	8299
612 751 6572	to	6599	635 559 3449	to	3499	648 009 6057	to	6099	665 669 5400	to	5499
612 774 2111	to	2199	636 289 6214	to	6299	648 163 5300	to	5499	666 132 8226	to	8299
612 774 2254	to	2299	636 634 8007	to	8042	648 722 5283	to	5299	666 696 2209	to	2299
612 774 2500	to	2599	637 150 1200	to	1299	648 892 3164	to	3199	666 696 2309	to	2399
614 469 0979	to	0999	637 562 5828	to	5899	649 100 3989	to	3999	667 032 9300	to	9399
614 474 3000	to	3099	638 042 1647	to	1699	649 647 0370	to	0399	667 729 5529	to	5599
614 521 3490	to	3499	638 049 4984	to	4999	649 647 0522	to	0599	668 383 8400	to	8699
614 645 1800	to	1899	638 318 1115	to	1199	649 647 5237	to	5399	670 368 3400	to	3499
614 832 1100	to	2099	638 318 1453	to	1499	649 647 9100	to	9299	670 369 7336	to	7399
615 017 7505	to	7599	638 885 0000	to	0299	649 666 7800	to	8299	670 750 7169	to	7199
617 711 6609	to	6699	638 903 4362	to	4373	650 130 3400	to	3599	671 046 6200	to	6399
617 760 5266	to	5299	639 415 1929	to	1999	650 213 0406	to	0499	671 251 5448	to	5499
617 813 3601	to	3699	639 415 2019	to	2099	650 555 1749	to	1799	671 926 5600	to	5799
618 840 9200	to	9299	639 420 6200	to	6299	650 564 1900	to	1999	672 444 2000	to	2999
619 551 7229	to	7299	639 469 3517	to	3799	650 627 4212	to	4299	672 828 3410	to	3499
619 859 3000	to	3099	639 605 2143	to	2199	650 736 2043	to	2099	673 167 5776	to	5799
620 073 9400	to	9499	639 657 8600	to	8799	650 739 1540	to	1699	675 464 3700	to	3799
621 614 7907	to	7930	640 289 7500	to	7599	651 741 4415	to	4499	675 464 4000	to	4199
621 614 7932	to	7999	640 289 7700	to	7999	651 882 2800	to	2899	676 365 5958	to	5999
621 648 8021	to	8199	641 170 4420	to	4499	652 754 6317	to	6399	677 126 6734	to	6799
621 648 8500	to	8599	641 318 3133	to	3199	653 131 4945	to	4999	677 466 1088	to	1099
621 904 8351	to	8599	641 378 6500	to	6999	653 426 3300	to	3399	678 071 4500	to	4799
621 916 1978	to	1989	641 383 8739	to	8799				678 096 7531	to	7599
622 989 8032	to	8099	641 877 3187	to	3299				679 909 2578	to	2599
623 076 9300	to	9399	641 877 3310	to	3399				680 112 9565	to	9599
623 819 5006	to	5099	642 355 8094	to	8199						

680 244 0903	to	0999	700 228 6048	to	6099	701 695 3982	to	3999	806 534 3400	to	3477
681 677 0540	to	0699	700 650 0452	to	0499	701 695 4148	to	4199	807 342 3283	to	3399
682 956 6280	to	6299	700 666 1323	to	1349	701 695 4227	to	4299	808 086 7100	to	7199
682 956 6490	to	6499	700 786 9106	to	9142	701 708 1741	to	1799	808 090 3440	to	3499
682 965 1178	to	1199	700 859 0744	to	0758	701 736 3966	to	3999	808 325 5161	to	5699
682 965 1201	to	1299	701 028 6780	to	6899	701 838 2800	to	2899	808 784 8000	to	8299
683 378 2000	to	2099	701 213 3900	to	3999	701 941 0600	to	0699	869 800 0000	to	9999
683 378 2117	to	2299	701 267 2000	to	3999	702 171 1603	to	1699	870 054 4814	to	4899
683 415 1200	to	1499	701 335 7312	to	7399	702 195 5109	to	5199	870 491 4812	to	4849
686 071 2694	to	2799	701 369 2005	to	2050	702 254 9300	to	9399	870 541 7167	to	7239
686 176 3333	to	3354	701 503 2247	to	2299	702 264 7568	to	7599			
688 120 9000	to	9999	701 553 6557	to	6599	702 713 1800	to	1809			
700 065 2570	to	2599	701 601 3457	to	3499	806 087 1100	to	1499			
700 065 4800	to	4899	701 605 5913	to	5999	806 268 9275	to	9299			
700 190 3350	to	3359									

—Inspection Service, 5-21-98

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

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

725 464 591 to 4 920	729 838 940 to 9 070	732 355 201 to 5 380	736 145 971 to 6 000
725 475 321 to 5 330	729 839 101 to 9 130	732 446 761 to 6 850	736 366 021 to 6 110
725 711 057 to 1 070	730 077 683 to 7 840	732 472 320 to 2 560	736 624 456 to 4 530
725 738 581 to 8 730	730 109 847 to 9 880	732 507 811 to 7 900	736 670 851 to 1 060
725 981 311 to 1 430	730 373 761 to 3 850	732 541 605 to 1 620	736 767 061 to 7 090
725 987 835 to 7 880	730 501 951 to 2 130	732 572 221 to 2 490	736 767 093 to 7 120
726 060 811 to 0 900	730 519 379 to 9 470	732 586 479 to 6 710	736 857 115 to 7 390
726 391 970 to 2 520	730 569 278 to 9 360	732 961 261 to 1 320	736 982 191 to 2 370
726 484 771 to 4 800	730 711 711 to 1 740	732 994 037 to 4 080	736 982 551 to 2 730
726 493 351 to 5 300	730 722 991 to 3 230	733 163 449 to 3 460	737 185 501 to 5 710
726 504 031 to 4 063	730 845 970 to 5 990	733 297 171 to 7 290	737 317 321 to 7 350
726 504 070 to 4 090	730 888 291 to 8 320	733 446 631 to 7 110	737 628 098 to 8 120
726 504 331 to 4 390	730 927 591 to 7 680	733 474 665 to 4 770	737 628 181 to 8 210
726 563 701 to 4 060	731 307 914 to 7 930	733 704 482 to 4 570	737 634 258 to 4 270
726 599 371 to 9 460	731 402 431 to 2 460	733 704 571 to 4 720	738 849 811 to 9 900
726 626 356 to 6 370	731 407 232 to 7 320	733 751 041 to 1 130	
727 182 271 to 2 510	731 588 301 to 8 340	733 971 138 to 1 210	
727 416 181 to 6 240	731 703 211 to 3 240	734 290 759 to 0 770	
727 481 431 to 1 460	731 767 273 to 7 320	734 389 273 to 9 290	
727 749 241 to 9 780	731 781 061 to 1 120	734 440 031 to 0 111	
728 382 331 to 2 480	731 841 377 to 1 450	734 588 040 to 8 370	
728 458 201 to 8 260	731 837 821 to 7 910	734 736 661 to 6 810	
728 702 338 to 2 400	732 018 481 to 8 600	734 797 201 to 7 320	
728 915 371 to 5 850	732 067 972 to 8 370	734 950 111 to 0 170	
728 953 141 to 3 410	732 086 374 to 6 400	735 120 331 to 0 840	
729 169 081 to 9 140	732 188 649 to 8 670	735 123 061 to 3 690	
729 363 841 to 3 870	732 193 460 to 3 470	735 283 008 to 3 020	
729 682 891 to 3 190	732 201 241 to 1 390	735 293 131 to 3 220	
	732 220 431 to 0 440	735 783 961 to 3,990	
		735 788 131 to 8 250	

—Inspection Service, 5-21-98

Counterfeited Canadian Money Order Forms

Do Not Cash

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

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

—Inspection Service, 5-21-98

800 Number Available to Verify Canadian Money Orders

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

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

—Inspection Service, 5-21-98

Invalid Express Mail Corporate Account Numbers

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

"agreement number" section of the label or form.

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

005032	009161	018117	021820	027992	042066	065360	069891	076837	089920	095539	098144	104615
005094	009217	018149	021855	028155	043006	065478	070082	076849	089967	095637	098237	104621
005111	009296	018233	021875	028170	043036	065587	070250	076857	090144	095657	098260	104647
005299	009356	018242	021933	028221	046032	065617	070272	076866	090260	095694	098274	105079
005381	009383	018394	021948	028575	048002	065652	070339	076907	090389	095717	098304	105386
005503	009460	018435	022004	028694	048041	065662	070529	077075	090637	095806	098330	105420
005582	009486	018463	022149	028716	048301	065789	070547	077099	090889	095965	098331	105429
005678	009513	018476	022211	028762	049309	065900	070604	077263	091189	096125	098361	105446
005782	009574	018481	022234	028888	050059	066116	070606	077294	091301	096233	098379	105466
005905	009586	018493	022264	028969	053007	066156	070657	077337	091367	096260	098398	105588
005913	009592	018501	022271	029269	053014	066188	070678	077466	091376	096283	098407	105632
005976	009806	018662	022278	029440	054043	066221	070756	077840	091449	096319	098420	105644
005996	010203	018668	022337	029486	054213	068010	070978	078173	091720	096509	098475	105654
006007	010432	018724	022430	029513	055174	068048	071090	079082	091722	096514	098487	105656
006123	010690	018734	022443	029528	056075	068124	071092	079109	091745	096551	098491	105679
006229	011109	018765	022499	029530	056082	068148	071094	079803	091784	096554	098549	105795
006422	011367	018812	022519	029543	057008	068154	071737	079947	091821	096570	098552	105931
006446	012365	018906	022553	029621	057052	068173	071855	080054	091891	096585	098562	105951
006608	012374	018965	022593	029645	060160	068186	071856	080055	091991	096727	098580	105996
006625	013137	019051	022619	029665	060192	068221	071974	080077	092131	096801	098587	106162
006763	013141	019053	022631	029674	060223	068244	075018	080281	092159	096898	098613	106288
006775	013206	019243	022651	029680	060291	068258	075149	080481	092318	096899	098648	106363
006811	013218	019244	022701	029695	060338	068267	075206	080486	092619	096974	098654	106392
006822	014043	019261	022812	029700	060363	068335	075248	080553	092870	097042	098656	106438
006825	014292	019287	022901	029756	060597	068365	075277	080662	092908	097082	098688	106478
006837	014296	019305	022980	029831	060610	068380	075283	080694	092918	097085	100294	106517
006856	014332	019332	022982	029984	061017	068398	075311	085080	092958	097088	100417	106558
006924	014421	019514	023125	030014	061398	068472	075314	085087	093014	097132	100789	106582
006935	014479	019787	023411	030088	061709	068489	075436	085341	093030	097263	101354	106593
007002	014494	019863	023507	030153	061776	068513	075491	085357	093102	097264	101672	107026
007077	014544	019937	023508	030400	062030	068607	075558	085373	093157	097265	101901	107089
007127	014652	019966	023542	030452	063108	068619	075696	085425	093182	097279	101944	107114
007139	014903	019984	023595	030493	063116	069001	075800	085495	093260	097314	102082	107185
007266	014963	020081	023604	031055	063151	069096	075843	085571	093365	097389	102140	107266
007321	014967	020098	023616	031084	064010	069170	075885	085766	093379	097401	102158	107294
007377	015138	020158	025185	032045	064079	069179	075933	085926	093403	097480	102375	108118
008011	015310	020342	025345	033025	064090	069184	076028	088232	093564	097499	102427	108220
008020	015377	020367	025398	034032	064138	069218	076070	088234	093583	097562	102438	108225
008039	015414	020376	026156	034601	064205	069248	076101	088249	093812	097670	102468	108329
008279	015557	020466	026448	034616	064248	069437	076122	088293	093884	097675	102675	108347
008300	016027	020474	026463	034627	064271	069442	076128	088518	093886	097678	102995	108357
008339	016291	021155	026465	036105	064309	069476	076281	088570	093895	097712	103045	108372
008472	016311	021179	026479	037041	064319	069512	076335	088598	094440	097743	103256	108424
008504	016582	021263	026525	038269	064337	069591	076347	088647	094672	097784	103538	108432
008615	016612	021331	026559	038514	064390	069617	076361	089116	094706	097791	103748	108513
008634	016662	021381	027077	040057	064549	069650	076509	089124	094969	097811	104143	108580
008689	016742	021522	027184	040130	064599	069676	076514	089229	095238	097855	104153	108610
008745	016821	021550	027369	041173	064608	069690	076578	089319	095240	097916	104279	108628
008752	016893	021582	027470	041310	064834	069691	076611	089704	095244	098065	104300	108647
008938	016895	021600	027622	041319	065090	069713	076618	089881	095441	098071	104411	108677
008986	018033	021718	027628	041334	065309	069809	076620	089882	095450	098081	104569	108783
009014	018106	021778	027933	041340	065358	069887	076730	089916	095508	098097	104582	108846

108849	119307	150258	191263	200664	209250	276286	321138	332042	344183	392638	432794	452396
109199	119375	151068	191307	200710	209266	278008	321158	332133	349454	392658	432804	452397
109311	119476	151201	191332	200731	210061	278025	321173	332413	349541	392676	432809	452405
109414	121238	151219	191353	200773	210402	278075	322045	332596	349616	395202	432833	452437
109548	121262	152030	191481	200830	210438	281125	322063	332598	349643	402249	432868	452451
109627	122280	152039	191821	200866	210529	281134	322140	332624	349679	402256	432880	452487
109821	122356	152146	191985	200901	210563	282226	322211	332630	349680	402379	432888	452501
109891	124022	152212	192047	200921	212656	282834	322221	332834	349917	402657	432894	452622
109928	124025	152450	192272	200940	212832	283441	322274	333032	349999	402761	432908	452632
109929	124069	152486	192335	200945	212913	283488	322279	333093	350026	402828	432921	452633
110175	124105	152594	192339	200950	220258	285008	322346	333191	351062	404100	437016	452854
110312	124123	152621	192364	206032	220528	286005	322442	333241	352270	405023	437052	454191
110830	124137	152639	192467	206059	220856	286179	322611	333326	352288	405094	441076	454218
110866	124146	152693	192535	207240	221362	287058	322614	333332	352309	410001	441426	454235
111159	125015	152711	192551	207268	221641	292225	322636	333532	352316	410011	441433	454319
111454	125050	152788	192618	207591	222153	292279	322796	333569	352336	410012	441439	454381
111477	125073	152803	192638	207642	222273	292562	322882	333628	352362	410014	441507	454388
111505	125099	152917	192694	207646	222334	292600	322891	333666	352371	410016	441619	454701
111708	125109	153045	192771	207769	223253	293010	323527	333729	352377	410044	447159	454741
112942	125131	156052	192777	207809	223287	293280	324460	333762	352428	410052	447184	454800
112948	125169	156094	192830	207824	223362	293326	325050	333792	352517	410054	447187	457101
113248	125181	156197	192873	207877	223380	294393	325625	333805	352552	410060	448001	457111
113263	125218	156239	192912	208073	223388	294502	325629	334058	352591	410077	448043	458038
113264	125221	159010	192916	208159	232276	295371	325706	334915	352593	410089	449019	458062
113963	125242	159019	192948	208169	232324	296014	326228	335096	352631	410090	450018	461088
114314	125320	165035	193106	208180	232326	296234	326435	335099	352634	410092	450044	462010
114383	125333	165165	193107	208182	232339	296471	326479	335151	352642	410097	450086	462389
114608	125409	165197	193199	208191	232341	300106	326681	335153	352683	410120	450101	462626
114876	125431	165312	193221	208223	232342	300325	326698	335320	352700	410140	450125	462733
115027	126014	165377	193576	208238	235187	300464	326752	335690	352733	410183	450164	462952
115108	127024	171141	193696	208286	235392	300681	327113	335751	354011	410198	450174	463064
115112	127026	172051	196054	208407	235439	300814	327789	335837	354092	410210	450177	464011
115138	128935	173075	196056	208430	235449	300968	327811	336042	355024	410216	450185	464048
115154	128975	175061	196061	208460	235479	300999	328236	336054	355032	420077	451003	465070
115179	129809	175090	196097	208467	240529	301051	328757	336073	356041	423034	451018	467081
115183	129900	176117	196104	208502	240537	301089	329150	336321	356044	424012	451022	468288
115285	132038	176127	196142	208577	242176	302819	329633	336432	357006	424039	451036	468417
115327	132301	177080	196155	208644	243324	305033	329635	336579	361248	424042	451070	471037
115468	138006	178036	198210	208718	245200	305038	330013	337030	365012	424083	451077	472047
115542	139601	178048	198224	208744	245201	305511	330039	337371	370019	430065	451089	473101
115857	142141	178057	199022	208784	251202	305808	330092	338002	372039	430145	452007	476002
117059	142266	179067	200095	208788	253298	306535	330198	338095	372065	430150	452063	477068
117076	142451	180017	200117	208848	254006	306689	330247	339005	372077	430163	452072	477083
117105	146255	180075	200165	208877	254007	309013	330273	339012	372543	430172	452082	477096
117112	146277	181006	200199	208900	257155	311146	330405	339018	372692	431018	452090	477166
117144	146329	181015	200319	208908	261100	311231	330587	339022	372811	431047	452101	480022
117231	146533	182001	200343	208914	270037	311264	330593	339024	372830	432299	452128	480243
117236	146654	191019	200345	208936	270064	312184	330806	339275	372840	432334	452130	480257
117242	146684	191028	200361	208939	271115	312224	330857	339276	373015	432405	452149	480353
117261	146768	191038	200373	208949	271192	314196	331069	339597	379513	432434	452218	480363
117262	146816	191059	200401	208960	271201	314460	331122	340045	381491	432461	452233	480419
117351	146829	191077	200406	208983	272077	314814	331141	340220	381498	432554	452241	480511
117357	148303	191097	200414	208985	273042	317186	331177	340238	381697	432562	452270	480649
117394	148327	191108	200415	208993	273105	320061	331232	340297	381939	432658	452302	480651
117447	148328	191150	200442	208996	274012	320085	331508	340317	392359	432678	452314	480702
117797	148361	191160	200516	208999	274123	320727	331669	340525	392374	432684	452315	480843
117935	150169	191165	200547	209137	275102	320828	331942	340617	392484	432707	452321	480898
118175	150177	191166	200565	209178	276051	321023	331981	340919	392554	432709	452322	481310
118626	150241	191167	200595	209210	276105	321061	331990	344103	392570	432726	452347	481858
119250	150255	191181	200602	209224	276148	321083	332004	344182	392605	432777	452370	481928

481956	531549	600526	605767	631230	672421	730418	757021	800492	804249	841058	891504	895552
481973	531689	600552	605787	631260	672436	730787	757026	800511	804256	841130	891541	895571
483101	532411	600703	605789	631311	672505	730880	757049	800521	805031	841132	891586	898015
483144	532868	600761	605800	631340	672518	731018	757069	800533	805040	841155	891631	898046
483158	537104	600822	606157	631373	674265	731377	757071	800536	805232	841275	891649	898079
483198	537119	600845	606201	631375	675030	731408	757073	801034	805425	841640	891702	900006
483200	537206	600861	606393	631432	676630	731467	757522	801051	805438	841670	891722	900061
483276	537293	601116	606500	631467	678003	731856	757564	801113	805444	841770	891760	900096
483360	537297	601136	606520	631744	678014	735072	759005	801240	805453	841827	891809	900107
483362	537310	601163	606668	631773	679003	740039	760096	801263	805489	841952	895005	900162
483365	537341	601282	607010	631810	679015	740365	760101	801342	805506	843074	895008	900256
483520	537352	601394	607115	631820	680019	740442	760116	801385	805515	844174	895035	900455
483527	537360	601463	607399	631855	680059	740522	760120	801396	805573	844186	895036	900639
483564	537371	601544	607508	631904	681127	740663	760652	801433	806010	844190	895039	900649
483690	541130	601565	607553	631975	681148	740700	760711	801471	807008	844192	895041	900683
483713	543260	601683	607667	636105	681204	740732	761081	801495	807027	846237	895043	900916
483774	543820	601798	607683	638104	681239	740793	761103	801563	808018	847127	895048	900986
483788	544046	601853	607694	641252	681240	740919	761109	801580	809030	847134	895053	901044
483822	549054	601939	607777	641292	681250	740923	766509	801637	809034	847166	895058	901055
483995	549155	601960	608023	641314	681256	741031	767579	801709	811059	850251	895067	901063
484014	549185	601983	608110	641391	681344	741199	770364	801713	812014	850678	895068	901161
485180	551092	602167	608422	641440	681425	741212	770388	801724	813211	852051	895071	901166
486271	551104	602190	608438	641539	681455	741537	770526	801728	813307	852146	895083	901189
487239	551560	602261	608490	641639	681469	741596	770606	802004	814215	852211	895085	901194
487268	551654	602355	608902	641673	681499	741620	770633	802008	815004	852556	895092	901214
488008	551697	602471	609104	641711	681543	741631	770686	802050	815018	852867	895118	901260
488012	551822	602477	609318	641718	681583	741940	770698	802064	815073	853001	895120	901269
489319	551918	602565	610152	641949	681585	741996	771412	802079	815119	853043	895140	901272
489379	551974	602719	611111	641960	681611	743027	771501	802080	816054	853127	895141	901280
489427	551985	602763	613127	648161	681613	744158	771557	802103	816093	853190	895145	901286
490068	553723	602848	616062	648900	681619	746006	771863	802141	816105	853193	895151	901393
490142	553772	602851	616169	652160	685070	746010	773556	802144	816120	853214	895167	901467
490591	553805	602859	616172	652440	685096	747039	775375	802182	816127	853215	895271	901487
490622	553842	602871	617149	652470	685102	748027	779102	802186	816142	853218	895310	901493
490650	554012	603057	618017	655101	685116	750044	782162	802236	816168	853287	895324	901500
492115	554420	603161	622010	658170	685126	750114	782839	802287	816179	853311	895331	901636
494100	554832	603199	624013	658241	687016	750169	782959	802326	816190	853312	895346	901650
494143	554881	603217	624038	660024	691503	750296	784149	802337	816191	853337	895355	901671
495378	554910	603241	624079	660679	691507	750300	784165	802351	816303	853362	895373	901695
495426	554920	604162	626006	662151	693501	750320	784290	802365	816401	853364	895376	901711
495458	554974	604170	627019	662240	701016	750817	785540	802425	816433	853412	895387	901739
495675	570022	604176	627025	662251	701032	750972	786023	802644	816601	856055	895413	901752
496042	571132	604204	627052	662280	701145	751184	787013	802654	816610	856077	895420	901756
496117	572030	604245	627112	662281	701253	752055	787768	802674	820804	856535	895428	901772
497108	577095	604262	628003	662291	701306	752198	787855	802780	820812	871025	895436	901794
497109	581135	604267	628090	662365	701324	752380	787874	802828	820821	871405	895440	901815
497237	591038	604278	628106	662496	701346	752454	787881	802847	824104	871477	895467	901827
497277	591300	604647	628116	662671	701348	752470	787882	802854	833240	871517	895468	901918
503050	596527	604747	628119	665165	701370	752471	787905	802863	834012	871573	895470	901966
503132	598598	605193	629080	666230	708476	752530	787957	802871	837180	871616	895492	902011
503143	600049	605224	629110	666500	711655	752543	790009	802885	840059	871617	895497	902133
503223	600225	605287	631011	666905	717009	752587	790042	802923	840088	871631	895498	902189
508002	600242	605378	631017	670024	722065	752611	791034	802964	840133	871634	895500	902292
515021	600276	605485	631060	672004	722157	752829	799267	803093	840258	884107	895503	902393
515034	600317	605540	631064	672008	723084	752850	800134	803100	840310	891247	895505	902401
520064	600377	605563	631067	672025	724061	752999	800161	803270	840323	891268	895508	902418
525056	600383	605596	631127	672053	730041	753038	800309	803271	840339	891329	895515	902420
527001	600415	605692	631155	672066	730100	754001	800328	803281	840358	891355	895520	902469
531333	600504	605718	631158	672139	730209	754031	800360	803333	840520	891365	895522	902498
531395	600516	605761	631172	672172	730278	754042	800471	803335	840535	891400	895548	902523

902559	911320	917515	918874	921698	926573	927534	931894	948493	951300	968756	973280	984265
902600	912232	917526	918899	921737	926576	927606	932528	948501	951307	968892	973315	985098
902629	913871	917534	918900	921788	926637	927609	932617	948506	951533	969135	973316	992013
902698	914008	917551	918919	921828	926659	927630	932691	948526	951558	969142	973323	992158
902857	914023	917556	918944	921899	926672	927631	933335	948535	951638	970026	973341	992199
902877	914142	917574	918957	921944	926695	927657	933463	949118	951649	970041	973348	992207
903112	914375	917580	918993	922215	926699	927678	933465	949172	951703	970049	974024	992214
903370	914506	917588	920062	922310	926716	927690	933513	949388	951707	970067	974043	992273
903469	914550	917635	920093	924086	926739	927709	933523	950048	951739	970169	974131	992281
903570	914780	917670	920175	924091	926759	927748	933555	950080	951750	970271	974224	992305
903873	915118	917701	920260	924435	926825	927753	934215	950104	951752	970276	975001	992329
904029	915176	917721	920321	924445	926850	927782	935250	950107	951763	970314	976004	992352
904096	915426	917744	920340	924451	926890	927825	935275	950117	951764	970399	976032	992372
904169	915427	917755	920351	924487	926898	927993	937555	950120	951768	970417	976034	992389
904517	915467	917758	920385	924609	926908	928147	937587	950130	951777	970427	976052	992419
904547	915570	917804	920386	924623	926915	928202	937668	950133	951785	970504	977032	992422
904610	915613	917807	921002	924661	926916	928211	937719	950144	951814	970525	977047	992427
906002	915623	917829	921054	924677	926939	928229	937803	950244	951857	970535	980003	992431
906086	915632	917873	921094	925059	926941	928240	939089	950252	952001	970546	980042	992432
906158	917005	917894	921105	925194	926945	928265	939110	950287	952259	970560	980090	992450
906178	917121	918030	921132	925201	926958	928301	939152	950308	953009	970612	980192	992475
906274	917129	918033	921191	926022	926977	928302	939576	950325	953310	970629	980299	992486
906276	917197	918048	921194	926046	926980	928323	939586	950327	953324	970674	980467	992508
906597	917217	918116	921207	926051	927025	928411	939589	950386	954318	970712	980487	992521
906805	917259	918128	921209	926062	927082	928496	939738	950387	954442	970730	980534	992544
906812	917260	918163	921212	926087	927083	928505	940161	950518	958409	972233	980545	992566
906851	917280	918263	921275	926121	927112	928557	940201	950541	958830	972261	980661	992579
906891	917284	918289	921283	926139	927137	928584	940222	950553	958858	972411	980837	992583
907023	917286	918315	921285	926161	927139	928623	940232	950563	958904	972426	980857	992600
907172	917318	918369	921331	926238	927165	928653	940582	950566	959059	972437	980937	992607
907180	917325	918398	921372	926244	927181	928719	940589	950604	967012	972438	981740	992647
907184	917333	918432	921403	926292	927199	928727	940780	950618	967075	972458	981817	992681
907275	917335	918440	921416	926301	927201	928729	940885	950639	967102	972467	981822	992731
907309	917344	918468	921442	926303	927215	928778	940925	950669	967129	972481	981876	995039
907381	917347	918472	921462	926305	927216	928789	940958	950675	967207	972590	982009	995131
907437	917352	918541	921471	926347	927219	928824	941206	950699	967214	972630	982012	995163
907586	917358	918563	921516	926371	927233	928836	941219	950730	967328	972651	982015	995228
907652	917360	918569	921517	926394	927234	928863	941456	950731	967413	972687	982028	995330
907696	917362	918580	921534	926410	927238	928873	941752	950766	967445	972745	982066	995365
907751	917363	918618	921535	926415	927264	928884	941899	950774	967449	972793	982069	995545
907762	917378	918629	921561	926417	927272	930299	945785	950824	968160	972823	982136	995642
907788	917441	918633	921566	926430	927374	931048	946490	950866	968247	972908	982183	995725
907905	917456	918687	921582	926444	927378	931189	946538	951002	968397	973082	982193	997091
910247	917467	918717	921596	926449	927423	931410	947082	951022	968516	973126	982198	997170
910357	917475	918758	921621	926454	927426	931470	947246	951047	968536	973205	982229	997179
910370	917483	918765	921623	926473	927438	931561	948319	951176	968697	973246	983067	998216
910430	917498	918775	921652	926503	927451	931771	948431	951177	968730	973248	983079	999300
911308	917504	918801	921687	926506	927515	931843	948452	951180	968744	973261	984260	

International Mail

IMM REMINDER

International Mail — Parcel Post Customs Declaration

Canada Post Corporation (CPC) has advised that they have been receiving significant numbers of U.S.-originating parcels that are either missing a customs declaration form or that bear a customs declaration form that does not specify the value of the contents. This often results in delayed delivery of the affected items to Canadian addressees.

A parcel that does not bear a fully completed customs form must be separated and opened by the Canadian customs authorities, in order to determine whether or not it is compatible with Canadian import regulations and/or is susceptible to duty assignment. Accordingly, acceptance personnel must ensure that a properly completed PS Form 2976-A, *Customs Declaration and Dispatch Note CP 72*, is

affixed to each air or surface parcel that is mailed to Canada or other foreign countries. Dispatching USPS international exchange offices may return parcels that do not comply with that mail preparation requirement.

See *International Mail Manual* (IMM) sections 123.721, 123.722, and 123.73 for a detailed description of the sender preparation, clerk acceptance, and enveloping procedures that are attendant to the placement by the customer of the PS Form 2976-A on international parcels.

—Pricing, Costing, & Classification,
International Business Unit, 5-21-98

IMM REVISION

International Mail — Mailing to Ukraine

Effective May 21, 1998, the following entry is being added to both the Country Conditions for Mailing and the International Express Mail service page for Ukraine, as specified below:

Country Conditions for Mailing

Prohibitions (130)

Passports and personal identity cards are prohibited entry in all classes of mail, including Express Mail International Service shipments.

* * * * *

International Express Mail Service

- Note: 4. Passports and personal identity cards are prohibited entry in Express Mail International Service shipments to Ukraine.

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These changes to the Individual Country Listing for Ukraine will be incorporated into Issue 20 of the *International Mail Manual* (IMM).

—Pricing, Costing, & Classification,
International Business Unit, 5-21-98

Philately

STAMP ANNOUNCEMENT 98-16

Trans-Mississippi — Western Cattle in Storm Commemorative Stamp



Copyright USPS 1998

The Postal Service will issue a \$9.00 Trans-Mississippi — Western Cattle in Storm Souvenir Sheet, in a gummed pane of nine (Item 5574) \$1.00 commemorative stamps, on June 18, 1998, in Anaheim, CA. The stamp goes on sale nationwide June 19, 1998, and will only be sold as a souvenir sheet. No individual stamps are available. Designed by Richard Sheaff, of Scottsdale, AZ, the souvenir sheet features cattle in a storm. It is a bicolor reissue of the 1898 Trans-Mississippi stamp designs.

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:

TRANS-MISSISSIPPI — WESTERN CATTLE
 IN STORM STAMP
 POSTMASTER
 701 N LOARA ST
 ANAHEIM CA 92803-9998

After applying the first day of issue postmark, the Postal Service will return the envelopes through the mail. There is no charge for the postmark. All orders must be postmarked by July 17, 1998.

Issue:	Trans-Mississippi — Western Cattle in Storm
Denomination & Type of Issue:	\$1.00; Special Pane
Format:	Gummed Pane of Nine (One design)
Catalog Item Number:	557400 Pane of Nine — \$9.00 557462 First Day Cover — \$10.00 557482 Matted Pane — \$19.95 557484 Uncut Press Sheet — \$40.00
Series:	Trans-Mississippi Exposition of 1898
Issue Date & City:	June 18, 1998, Anaheim, CA 92803
National Sale Date:	June 19, 1998
1898 Designer:	Raymond Ostrander Smith
1998 Designer/Typographer/Art Director:	Richard Sheaff, Scottsdale, AZ
Modeler:	Banknote Corporation of America
Printer:	Banknote Corporation of American (BCA)
Manufacturing Process:	Intaglio
Colors (PMS Colors):	Modified PMS 401 (Light Gray) and modified PMS 404 (Dark Gray) for offset printed border of souvenir sheet. Intaglio: Red, Black (Vignette)
Image Area:	1.345 x 0.870 in./34.163 x 22.098 mm
Overall Size:	1.550 x 0.080 in./39.370 x 27.432 mm
Full Pane Size:	7.375 x 6.313 in./187.325 x 150.350 mm
Plate Numbers:	N/A
Marginal Markings:	N/A

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

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

or by telephoning 1-800-STAMP-24.

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

Distribution

Stamp distribution offices (SDOs) and stamp distribution networks (SDNs) will receive an automatic distribution for this nine-stamps-per-pane souvenir sheet in master cartons of 3,000 panes.

Initial Supply

The Minneapolis Information System Service Center **will not** use Form 3309, *Advice of Shipment/Stamp Invoice*, to distribute this souvenir sheet. To obtain initial quantities of this souvenir sheet, post offices must immediately submit Form 17, *Stamp Requisition*, to their designated SDOs or SDNs. SDOs and SDNs must not distribute souvenir sheets to post offices before June 11, 1998.

Philatelic Requirements

SDOs and SDNs **will not** receive a separate quantity of souvenir sheets for their authorized philatelic centers. SDOs with authorized philatelic centers must provide subsequent distribution of these panes to each philatelic center from their initial automatic distribution.

Additional Supply

Post offices requiring additional souvenir sheets must requisition them from their designated SDO or SDN, using Form 17. Accountable paper depositories (APDs) will not receive additional souvenir sheets for filling supplemental orders to SDOs.

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, usually 1 year from the date of issue. If supplies run low, post offices must reorder additional quantities through their normal ordering procedures. Note: *Sales are restricted to full panes of nine stamps. No individual, single-stamp sales are permitted.*

—Stamp Services, Marketing, 5-21-98

STAMP ANNOUNCEMENT 98-17

Trans-Mississippi Multi-Designs Commemorative Stamps



Copyright USPS 1997

The Postal Service will issue a \$3.80 Trans-Mississippi Souvenir Sheet, in a gummed pane of nine (Item 5575), on June 18, 1998, in Anaheim, CA. The stamps go on sale nationwide June 19, 1998, and will only be sold as a souvenir sheet. No individual stamps are available.

Designed by Richard Sheaff, Scottsdale, AZ, the souvenir sheet, released in monochrome 100 years ago, has been reprinted in two colors as originally intended. Each vignette was chosen to illustrate America's westward expansion in support of the 1898 International Exposition held in Omaha, NE, from June 1 to November 1, 1898.

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:

TRANS-MISSISSIPPI STAMPS
 POSTMASTER
 701 N LOARA ST
 ANAHEIM CA 92803-9998

After applying the first day of issue postmark, the Postal Service will return the envelopes through the mail. There is no charge for the postmark. All orders must be postmarked by July 17, 1998. Stamp Fulfillment Services also offers first day covers for new stamp issues and postal stationery items postmarked with the official first day of issue cancellation. Each item has an individual catalog number and is offered in

Issue:	Trans-Mississippi — Multi-Designs
Denomination & Type of Issue:	\$3.80 Souvenir Sheet
Format:	Gummed Pane of Nine (Nine designs)
Catalog Item Number:	557500 Pane of Nine — \$3.80 557562 First Day Cover — \$4.80 557582 Matted Pane — \$12.95 557589 Framed Collectible — \$75.00 557572 Trans-Mississippi Mint Set — \$25.00 557573 Deluxe Collectible — \$50.00
Series:	Trans-Mississippi Exposition of 1898
Issue Date & City:	June 18, 1998, Anaheim, CA 92803
National Sale Date:	June 19, 1998
1898 Designer:	Raymond Ostrander Smith
1998 Designer/Typographer/Art Director:	Richard Sheaff, Scottsdale, AZ
Modeler:	Banknote Corporation of America
Printer:	Banknote Corporation of America (BCA)
Manufacturing Process:	Intaglio
Colors (PMS Colors):	Modified PMS 401 (Lt. Gray) and modified PMS 404 (Dk. Gray) for offset printed border of souvenir sheet. Intaglio: Dark Green (1-cent), Copper Red (2-cent), Orange (4-cent), Dark Blue (5-cent), Dark Lilac (8-cent), Purple (10-cent), Olive (50-cent), Red (\$1.00), Brown (\$2.00), Black (Vignettes)
Image Area:	1.345 x 0.870 in./34.163 x 22.098 mm
Overall Size:	1.550 x 0.080 in./39.370 x 27.432 mm
Full Pane Size:	7.375 x 6.313 in./187.325 x 150.350 mm
Plate Numbers:	N/A
Marginal Markings:	N/A

the quarterly *USA Philatelic* catalog. Customers may request a free catalog by writing to:

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

or by telephoning 1-800-STAMP-24.

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

Distribution

Stamp distribution offices (SDOs) and stamp distribution networks (SDNs) will receive an automatic distribution for this nine-stamps-per-pane souvenir sheet in master cartons of 3,000 panes.

Initial Supply

The Minneapolis Information System Service Center **will not** use Form 3309, *Advice of Shipment/Stamp Invoice*, to distribute this souvenir sheet. To obtain initial quantities of this souvenir sheet, post offices must immediately submit Form 17, *Stamp Requisition*, to their designated SDOs or SDNs. SDOs and SDNs must not distribute souvenir sheets to post offices before June 11, 1998.

Philatelic Requirements

SDOs and SDNs **will not** receive a separate quantity of souvenir sheets for their authorized philatelic centers. SDOs with authorized philatelic centers must provide subsequent distribution of these panes to each philatelic center from their initial automatic distribution.

Additional Supply

Post offices requiring additional souvenir sheets must requisition them from their designated SDO or SDN, using Form 17. Accountable paper depositories (APDs) will not receive additional souvenir sheets for filling supplemental orders to SDOs.

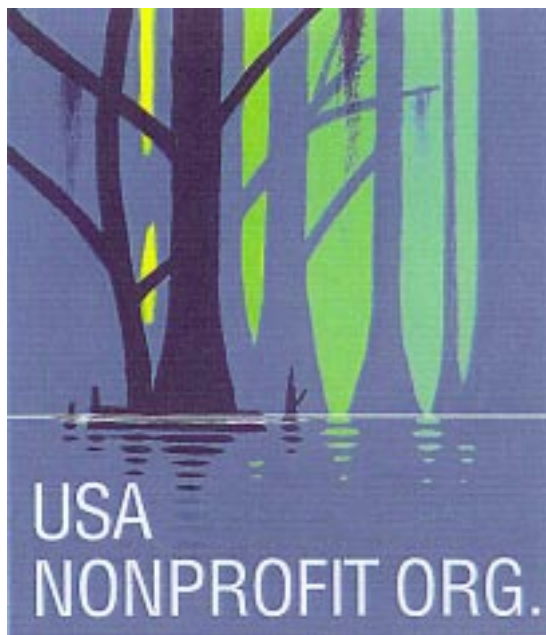
Sales Policy

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, usually one year from the date of issue. If supplies run low, post offices must reorder additional quantities through their normal ordering procedures. Note: *Sales are restricted to full panes of nine stamps. No individual, single-stamp sales are permitted.*

—Stamp Services, Marketing, 5-21-98

STAMP ANNOUNCEMENT 98-18

Wetlands and Diner Stamps



Copyright USPS 1997

The Postal Service will issue the non-profit Wetlands (value: 5-cent) (Item 7974) and the First-Class letter presort rate Diner (value: 25-cent) (Item 7985) stamps, in a gummed coil of 10,000, on June 5, 1998, in Washington, D.C. No official ceremony is planned.

The stamp coils go on sale nationwide on June 6. For stamp collecting purposes, customers may purchase the stamps in philatelic centers or order the stamps through the mail from:

STAMP FULFILLMENT SERVICES
P O BOX 7247
PHILADELPHIA PA 19101-9014

or by telephoning 1-800-STAMP-24.

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 stamps from philatelic centers nationwide or by following the ordering instructions above. Customers should affix the stamps to envelopes of their choice, address the envelopes (to themselves or others), and place them in a larger envelope addressed to:

WETLANDS STAMP AND/OR DINER STAMP
POSTMASTER
900 BRENTWOOD RD NE
WASHINGTON DC 20066-9991

Issue:	Wetlands
Denomination & Type of Issue:	Non-Denominated (Value 5-cent) Non-Profit
Format:	Gummed Coil of 10,000
Catalog Item Number:	797440 Coil of 10,000 — \$500 798561 First Day Cover — \$.56; Will include Two Wetlands Stamps and One Diner Stamp
Series:	American Scenes
Issue Date & City:	June 5, 1998, Washington, DC 20066
National Sale Date:	June 6, 1998
Illustrator:	Tom Engeman, San Francisco, CA
Designer/ Typographer/ Art Director:	Phil Jordan, Falls Church, VA
Modeler:	Donald H. Woo
Printer:	Sennett Security Products (SSP)
Manufacturing Process:	Gravure
Colors (PMS Colors):	Cyan, Yellow, PMS 652 (Light Blue), PMS 2765 (Dark Blue)
Image Area:	0.72 x 0.81 in./18.28 x 20.57 mm
Overall Size:	0.87 x 0.96 in./22.09 x 24.38 mm
Full Pane Size:	N/A
Plate Numbers:	"S" followed by four single digits
Marginal Markings:	N/A

Customers are reminded that the postage affixed to any First-Class Mail envelope must equal at least 32 cents, and to any postcard must equal at least 20 cents. At least one of the new stamps must be affixed to an envelope or postcard in order to receive the first day of issue postmark.

After applying the first day of issue postmark, the Postal Service will return the envelopes or postcards through the mail. There is no charge for the postmark. All orders must be postmarked by September 3, 1998.

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

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

or by telephoning 1-800-STAMP-24.

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

Distribution

Item 7974, non-denominated, non-profit, Wetlands and Item 7985, non-denominated First-Class presort, Diner, gummed coil of 10,000, will be distributed to accountable paper depositories (APDs) and stamp distribution networks (SDNs) in master cartons of 20. There will be no automatic distribution to stamp distribution offices (SDOs).

Initial Supply for Stamp Distribution Offices

SDOs requiring quantities of this non-profit, gummed coil of 10,000 must order them from the appropriate accountable paper depository (APD), using a Form 17, *Stamp Requisition*.

Initial Supply for Post Offices

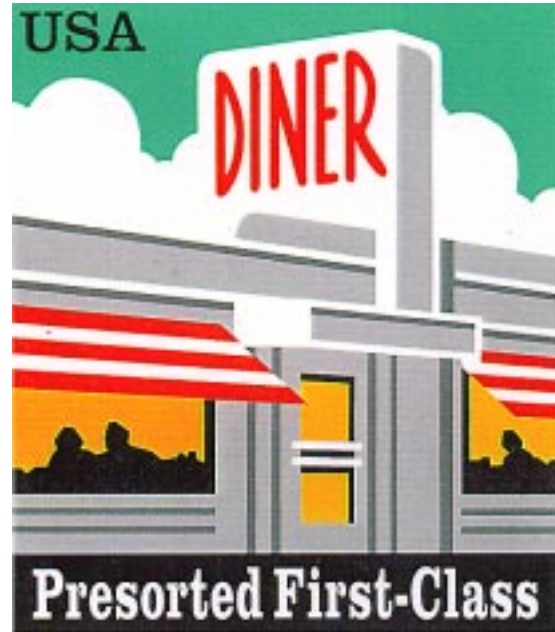
Post offices requiring quantities of this non-profit, gummed coil of 10,000 must order them from the appropriate stamp distribution office using a Form 17. SDOs and SDNs must not distribute coils to post offices before May 28, 1998.

Philatelic Requirement

Philatelic centers requiring these 10,000 stamp coils must order them from their designated SDO or SDN using Form 17.

Additional Supply

Post offices requiring additional coils must requisition them from their designated SDO or SDN using a Form 17. SDOs requiring additional coils must order them from the appropriate accountable paper depository, using a Form 17. APDs requiring additional coils must order them from the Kansas City SDN, using a Form 17.



Copyright USPS 1997

Issue:	Diner
Denomination & Type of Issue:	Non-Denominated First-Class Presort (25-cent value)
Format:	Gummed Coil of 10,000
Catalog Item Number:	798500 Coil of 10,000 — \$2,500 798561 First Day Cover — \$.56; Will include One Diner Stamp and Two Wetlands Stamps
Series:	American Culture
Issue Date & City:	June 5, 1998, Washington, DC 20066
National Sale Date:	June 6, 1998
Illustrator:	Kevin Newman, Santa Monica, CA
Designer/Typographer/Art Director:	Carl Herrman, Laguna Niguel, CA
Modeler:	Donald H. Woo
Printer:	Sennett Security Products (SSP)
Manufacturing Process:	Gravure
Colors (PMS Colors):	PMS 186 (Red), PMS 123 (Yellow), PMS 326 (Light Blue), PMS 429 (Gray), Black
Image Area:	0.72 x 0.81 in./18.28 x 20.57 mm
Overall Size:	0.87 x 0.96 in./22.09 x 24.38 mm
Full Pane Size:	N/A
Plate Numbers:	"S" followed by five single digits
Marginal Markings:	N/A

Pictorial Cancellations Announcement 98-10

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


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

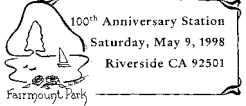
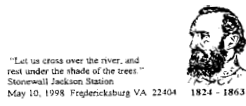
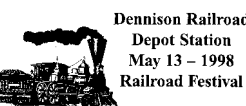

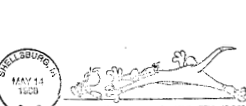


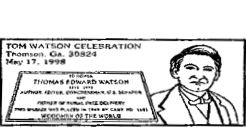
All requests must include a stamped envelope or postcard bearing at least the minimum First-Class Mail postage (32 cents per envelope or 20 cents per postcard). Items sub-

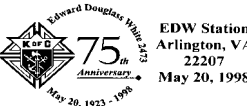





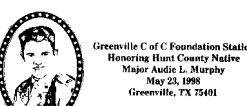

mitted for cancellation may not include postage issued after the date of the requested cancellation. Such items will be returned unserved.



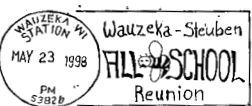


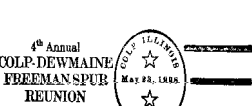


Customers wishing to obtain a cancellation should affix stamps to any envelope or postcard of their choice, address the envelope or postcard to themselves or others, insert a card of postcard thickness in envelopes for sturdiness, and tuck in the flap. Place the envelope or postcard in a larger envelope 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).


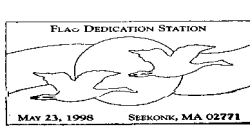

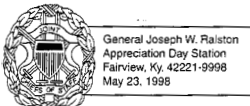
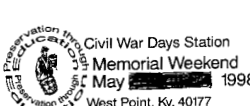


After applying the pictorial cancellation, the Postal Service returns the envelope or postcard through the mail. Customers who want their serviced item returned under protected cover should include a larger, stamped, self-addressed envelope.

	<p>May 29, 1998</p> <p>Rosine Station</p> <p>Rosine, Ky. 42370-9998</p>	<p>May 23-29, 1998</p> <p>ROSINE STATION POSTMASTER P O BOX 9998 ROSINE KY 42370-9998</p>	<p>HORSE BRANCH STATION POSTMASTER P O BOX 9998 HORSE BRANCH KY 42349-9998</p>
		<p>CENTERTOWN STATION POSTMASTER P O BOX 9998 CENTERTOWN KY 42328-9998</p>	<p>MCHENRY STATION POSTMASTER P O BOX 9998 MCHENRY KY 42354-1998</p>
		<p>CROMWELL STATION POSTMASTER P O BOX 9998 CROMWELL KY 42333-9998</p>	<p>OLATON STATION POSTMASTER P O BOX 9998 OLATON KY 42361-9998</p>
		<p>DUNDEE STATION POSTMASTER P O BOX 9998 DUNDEE KY 42338-9998</p>	<p>REYNOLDS STATION POSTMASTER P O BOX 9998 REYNOLDS STATION KY 42368-9998</p>
		<p>FORDSVILLE STATION POSTMASTER P O BOX 9998 FORDSVILLE KY 42343-9998</p>	<p>ROCKPORT STATION POSTMASTER P O BOX 9998 ROCKPORT KY 42369-9998</p>
		<p>HARTFORD STATION POSTMASTER P O BOX 9998 HARTFORD KY 42347-9998</p>	

 <p>100th Anniversary Station Saturday, May 9, 1998 Riverside CA 92501 Fairmount Park</p>	<p>May 9, 1998 FAIRMONT PARK 100TH ANNIERSARY STATION POSTMASTER 4150 CHICAGO AVE RIVERSIDE CA 92507-9998</p>
 <p>"Let us cross over the river, and rest under the shade of the trees." Stonewall Jackson Station May 10, 1998 Fredericksburg VA 22404 1824 - 1863</p>	<p>May 10, 1998 STONEWALL JACKSON STATION POSTMASTER 600 PRINCESS ANNE ST FREDERICKSBURG VA 22401-9998</p>
 <p>Dennison Railroad Depot Station May 13 - 1998 Railroad Festival</p>	<p>May 13-17, 1998 Dennison Railroad Depot Museum RAILROAD DAYS STATION POSTMASTER 115 N 3RD ST DENNISON OH 44621-9998</p>
 <p>BRIER HILL PA 15415 RT 40 25TH ANNIVERSARY NATIONAL ROAD FESTIVAL STATION MAY 1998</p>	<p>May 14, 1998 National Road Festival Committee NATIONAL ROAD FESTIVAL STATION POSTMASTER P O BOX 9998 BRIER HILL PA 15415-9998</p>
 <p>SHELLSBURY IA MAY 14 1998 SYLVESTER & TWEETY STATION</p>	<p>May 14, 1998 USPS SYLVESTER & TWEETY STATION POSTMASTER P O BOX 9998 SHELLSBURY IA 52332-9998</p>
 <p>MESA AZ MAY 16 1998 SYLVESTER & TWEETY STATION</p>	<p>May 16, 1998 Mesa Main Office USPS SYLVESTER & TWEETY STATION POSTMASTER 135 N CENTER MESA AZ 85201-9998</p>
 <p>CELEBRATE THE CENTURY 1960'S STATION MAY 16th 1998 MESA, AZ 86201-9998</p>	<p>May 16, 1998 Mesa Main Office USPS CELEBRATE THE CENTURY 1960'S STATION POSTMASTER 135 N CENTER MESA AZ 85201-9998</p>
 <p>TOM WATSON CELEBRATION Thomson Ga. 30824 May 17, 1998 THOMAS EDWARD WATSON LUTHERAN CHURCH - FREDERICKSBURG VA FATHER OF THE STATE TOM WATSON WAS BORN IN 1824 AND DIED IN 1887 SEVENTH OF HIS BROTHERS</p>	<p>May 17, 1998 TOM WATSON CELEBRATION STATION POSTMASTER 223 JACKSON ST THOMSON GA 30824-9998</p>

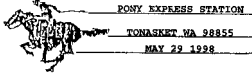


 <p>Edward Douglas White 75th Anniversary May 20, 1923 - 1998 EDW Station Arlington, VA 22207 May 20, 1998</p>	<p>May 20, 1998 EDW STATION POSTMASTER 5115 LITTLE FALLS RD ARLINGTON VA 22207-9998</p>
 <p>STRAWBERRY STATION MAY 20-24 1998 BUCKHANNON WV 26201</p>	<p>May 20-24, 1998 STRAWBERRY STATION POSTMASTER 11 S SPRING BUCKHANNON WV 26201-9998</p>
 <p>Augusta, Arkansas 72006 A port on White River 1848 - 1998 Sesquicentennial Station May 22, 1998</p>	<p>May 22, 1998 SESQUICENTENNIAL STATION POSTMASTER 120 MAIN ST AUGUSTA AR 72006-9998</p>
 <p>Disabled Veterans Sta. MAY 22 1998 Rochester, NY 14627 DAV</p>	<p>May 22, 1998 DISABLED VETERANS STATION POSTMASTER 1335 JEFFERSON RD ROCHESTER NY 14692-9998</p>
 <p>ATWOOD MUSIC FESTIVAL STATION MAY 22-23, 1998 MONTICELLO MS 39654</p>	<p>May 22 & 23, 1998 ATWOOD MUSIC FESTIVAL STATION POSTMASTER 3RD AVENUE OAK VALE MS 39656-9998</p>
 <p>YUCCA VALLEY GRUBSTAKE DAYS STATION MAY 22-25 1998 YUCCA VALLEY CA 92284</p>	<p>May 22-25, 1998 GRUBSTAKE DAYS STATION POSTMASTER 57280 YUCCA TRAIL YUCCA VALLEY CA 92284-9998</p>
 <p>Greenville C of C Foundation Station Honoring Hunt County Native Major Audie L. Murphy May 23, 1998 Greenville, TX 75401</p>	<p>May 23, 1998 GREENVILLE C OF C FOUNDATION STATION POSTMASTER 2810 WESLEY ST GREENVILLE TX 75401-9998</p>
 <p>NARDIN OKLAHOMA 1898 - 1998 MAY 23 1998 CELEBRATING 100 YEARS MAY 22-23, 1998</p>	<p>May 23, 1998 OKLAHOMA STATION POSTMASTER 202 MAIN ST NARDIN OK 74646-9998</p>


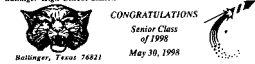
 <p>VISIONLAND STATION "OPENING DAY" MAY 23, 1998 BESSEMER, AL 35020</p>	<p>May 23, 1998</p> <p>VISIONLAND STATION POSTMASTER 1112 4TH AVE N BESSEMER AL 35020-9998</p>
 <p>SALT LAKE CITY UT MAY 23 1998 84111</p> <p>PUT YOUR STAMP ON HISTORY</p> <p>100 YEARS 1898-1998 STATE OF UTAH</p>	<p>May 23, 1998</p> <p>CELEBRATE THE CENTURY POSTMASTER 36 S STATE ST SALT LAKE CITY UT 84147-9998</p>
 <p>WAUZKA WI STATION MAY 23 1998 PM 53828</p> <p>Wauzeka - Steuben FILE IN SCHOOL Reunion</p>	<p>May 23, 1998</p> <p>WAUZKA WI STATION POSTMASTER P O BOX 9998 WAUZKA WI 53826-9998</p>
 <p>100th Willow Centennial Old Willow Station 1898-1998 1898-1998 - willow, OK</p>	<p>May 23, 1998</p> <p>OLD WILLOW STATION POSTMASTER 113 W MAIN ST WILLOW OK 73673-9998</p>
 <p>Onalaska Sunfish Days Fun for the entire Family Sunfish Days Station May 23, 1998 Onalaska, WI 54650</p>	<p>May 23, 1998</p> <p>SUNFISH DAYS STATION POSTMASTER 304 11TH AVE N ONALASKA WI 54650-9998</p>
 <p>4th Annual COLP-DEWMAINE FREEMAN SPUR REUNION ★ Station ★</p> <p>ILLINOIS MAY 23, 1998</p>	<p>May 23, 1998</p> <p>4TH ANNUAL COLP-DEWMAINE FREEMAN SPUR REUNION STATION POSTMASTER P O BOX 9998 COLP IL 62921-9998</p>
 <p>Q125 Station Fairmont, NE 68524 1873-1998 FAIRMONT Anniversary May 23, 1998</p>	<p>May 23, 1998</p> <p>Q125 STATION POSTMASTER P O BOX 9998 FAIRMONT NE 68354-9998</p>
 <p>LILAC TIME STATION LISBON, NH 03585 May 23, 1998 NH's Annual Lilac Time Festival • LILAC TIME</p>	<p>May 23, 1998</p> <p>Lisbon Area Chamber of Commerce LILAC TIME STATION POSTMASTER 80 N MAIN ST LISBON NH 03585-9998</p>

 <p>Glasco High School Centennial Station Glasco KS 67445 May 23, 1998</p>	<p>May 23, 1998</p> <p>GLASCO HIGH SCHOOL CENTENNIAL STATION POSTMASTER P O BOX 9998 GLASCO KS 67445-9998</p>
 <p>FLAG DEDICATION STATION MAY 23, 1998 SEEKONK, MA 02771</p>	<p>May 23, 1998</p> <p>FLAG DEDICATION STATION POSTMASTER 160 TAUNTON AVE SEEKONK MA 02771-9998</p>
 <p>Red Belly Day Station Postmaster May 23, 1998 Fanning Springs, FL 32093</p>	<p>May 23, 1998</p> <p>RED BELLY DAY STATION POSTMASTER CEDAR & WILSON STS CROSS CITY FL 32628-9998</p>
 <p>General Joseph W. Ralston Appreciation Day Station Fairview, Ky 42221-9998 May 23, 1998</p>	<p>May 23, 1998</p> <p>Commonwealth of Kentucky, Department of Parks, Jefferson Davis State Historic Site GENERAL JOSEPH W RALSTON APPRECIATION DAY STATION POSTMASTER P O BOX 9998 FAIRVIEW KY 42221-9998</p>
 <p>Civil War Days Station Memorial Weekend May 23-24, 1998 West Point, Ky 40177</p>	<p>May 23, 1998</p> <p>Fort Duffield Heritage Committee CIVIL WAR DAYS STATION POSTMASTER P O BOX 9998 WEST POINT KY 40177-9998</p>
<p>(ARTWORK UNAVAILABLE)</p>	<p>May 23 & 24, 1998</p> <p>Aurora Fossil Festival Committee FOSSIL FESTIVAL STATION POSTMASTER P O BOX 9998 AURORA NC 27806-9998</p>
 <p>LOGAN HILLS FESTIVAL STATION ZANESFIELD, OH 43360 MAY 23, 1998</p>	<p>May 23-25, 1998</p> <p>LOGAN HILLS FESTIVAL STATION POSTMASTER 2856 S SANDUSKY ST ZANESFIELD OH 43360-9998</p>
 <p>DRESSAGE at SARATOGA FAMILY FESTIVAL STATION Saratoga Springs, NY May 23, 1998 12866</p>	<p>May 23-25, 1998</p> <p>FAMILY FESTIVAL STATION POSTMASTER 205 WASHINGTON ST SARATOGA SPRINGS NY 12866-9998</p>

	<p>May 23-25, 1998</p> <p>BOULDER CREEK FESTIVAL STATION POSTMASTER 1905 15TH ST BOULDER CO 80302-9998</p>
	<p>May 23-29, 1998</p> <p>BEAVER STATION POSTMASTER P O BOX 9998 BEAVER DAM KY 42320-9998</p>
	<p>May 24, 1998</p> <p>10TH MT DIVISION STATION POSTMASTER 1300 N FRONTAGE RD W VAIL CO 81657-9998</p>
	<p>May 24, 1998</p> <p>CESTOWHA STATION POSTMASTER IRVIN & TERRELL CESTOWHA TX 78113-9998</p>
	<p>May 25, 1998</p> <p>350TH ANNIVERSARY STATION POSTMASTER P O BOX 9998 HICKSVILLE NY 11801-9998</p>
	<p>May 25, 1998</p> <p>Johnson Space Center Stamp Club</p> <p>25TH ANNIVERSARY STATION POSTMASTER 401 FRANKLIN ST HOUSTON TX 77201-9998</p>
	<p>May 25, 1998</p> <p>BICENTENNIAL CELEBRATION STATION POSTMASTER 11 E CHURCH ST MASONTOWN PA 15461-9998</p>
	<p>May 25, 1998</p> <p>LIONS CLUB SALE STATION POSTMASTER MAIN ST VIRGINVILLE PA 19564-9998</p>

	<p>May 25, 1998</p> <p>BOLDER BOULDER STATION POSTMASTER 1905 15TH ST BOULDER CO 80302-9998</p>
	<p>May 26, 1998</p> <p>KOREAN STATION POSTMASTER 40 MONTGOMERY ST PAWTUCKET RI 02860-9998</p>
	<p>May 27, 1998</p> <p>TRI VILLAGE HOMEMAKERS POSTMASTER 189 TOWNE AVE PLAINFIELD VT 05667-9998</p>
	<p>May 27, 1998</p> <p>SYLVESTER & TWEETY STATION POSTMASTER 55 W JACKSON ST SPRING GROVE PA 17362-9998</p>
	<p>May 28, 1998</p> <p><i>Crescent Valley Historical Society</i></p> <p>MAIDEN'S GRAVE MEMORIAL STATION POSTMASTER P O BOX 9998 CRESCENT VALLEY NV 89821-9998</p>
	<p>May 28, 1998</p> <p>CAPITAL MAIL STATION POSTMASTER 2300 N HARRIS ST HELENA MT 59601-9998</p>
	<p>May 28, 1998</p> <p><i>RJ Corman Railroad Company</i></p> <p>DIXIELAND FLYER STATION POSTMASTER P O BOX 9998 GUTHRIE KY 42234-9998</p>
	<p>May 28, 1998</p> <p><i>Memphis Redbirds</i></p> <p>REDBIRDS BASEBALL STATION POSTMASTER 555 S THIRD ST MEMPHIS TN 38101-9998</p>

	<p>May 29, 1998 <i>Tonasket Commaucheros Inc.</i> PONY EXPRESS STATION POSTMASTER 15 W 5TH ST TONASKET WA 98855-9998</p>
	<p>May 29, 1998 SESQUICENTENNIAL STATION POSTMASTER P O BOX 9998 NEW HOLSTEIN WI 53061-9998</p>
	<p>May 29, 1998 MATHESON CENTER STATION POSTMASTER 4600 SW 34TH ST GAINESVILLE FL 32608-9998</p>

	<p>May 29, 1998 CENTRALIA ANCHOR FESTIVAL STATION POSTMASTER MAIN POST OFFICE CENTRALIA MO 65240-9998</p>
	<p>May 30, 1998 BALLINGER HIGH SCHOOL STATION POSTMASTER 108 S 8TH AVE BALLINGER TX 76821-9998</p>

—Stamp Services, Marketing, 5-21-98

Post Offices

Post Office Changes Number 98-8

Old/ New	Finance No.	ZIP Code	State	P.O. Name	County/ Parish	Station/ Branch/Unit	Unit Type	Effective Date	Comments
Old	03-6364	85024	AZ	Phoenix	Maricopa	Sierra Adobe	Classified Station	7/1/1998	Realign ZIP code boundaries. Use Phoenix AZ 85050 as last line of address for a portion of the deliveries previously in ZIP code 85024.
New	03-6364	85050	AZ	Phoenix	Maricopa	Sierra Adobe	Classified Station	7/1/1998	
Old	03-6364	85024	AZ	Phoenix	Maricopa	Sierra Adobe	Classified Station	7/1/1998	Realign ZIP code boundaries. Use Phoenix AZ 85054 as last line of address for a portion of the deliveries previously in ZIP code 85024.
New	03-6364	85054	AZ	Phoenix	Maricopa	Sierra Adobe	Classified Station	7/1/1998	
Old	03-8269	85374	AZ	Sun City	Maricopa	Main Office	Post Office	7/1/1998	Realign ZIP code boundaries. Use Surprise AZ 85379 as last line of address for a portion of the deliveries previously in ZIP code 85374.
New	03-8269	85379	AZ	Sun City	Maricopa	Main Office	Post Office	7/1/1998	
Old	03-8269	85374	AZ	Sun City	Maricopa	Main Office	Post Office	7/1/1998	Realign ZIP code boundaries. Use Surprise AZ 85387 as last line of address for a portion of the deliveries previously in ZIP code 85374.
New	03-8269	85387	AZ	Sun City	Maricopa	Main Office	Post Office	7/1/1998	
Old	03-7965	85635	AZ	Sierra Vista	Cochise	Main Office	Post Office	7/1/1998	Realign ZIP code boundaries. Use Sierra Vista AZ 85650 as last line of address for a portion of the deliveries previously in ZIP code 85635.
New	03-7965	85650	AZ	Sierra Vista	Cochise	Main Office	Post Office	7/1/1998	
Old	28-5958	63366	MO	O Fallon	Saint Charles	Main Office	Post Office	7/1/1998	Realign ZIP code boundaries. Use O Fallon MO 63367 as last line of address for a portion of the deliveries previously in ZIP code 63366.
New	28-5958	63367	MO	O Fallon	Saint Charles	Main Office	Post Office	7/1/1998	
Old	28-5958	63376	MO	O Fallon	Saint Charles	Main Office	Post Office	7/1/1998	Realign ZIP code boundaries. Use O Fallon MO 63366 as last line of address for a portion of the deliveries previously in ZIP code 63376.
New	28-5958	63366	MO	O Fallon	Saint Charles	Main Office	Post Office	7/1/1998	
Old	29-5796	59802	MT	Missoula	Missoula	Hellgate	Classified Station	7/1/1998	Realign ZIP code boundaries. Use Missoula MT 59808 as last line of address for a portion of the deliveries previously in ZIP code 59802. This amends PB 21970.
New	29-5796	59808	MT	Missoula	Missoula	Mullan	Classified Station	7/1/1998	
Old	46-0882	57229	SD	Bradley	Clark	Crocker	Community Post Office	2/7/1998	Community post office and ZIP code discontinued. Establish a place name. Crocker SD becomes an acceptable last line for use with ZIP code 57217.
New	46-0882	57217	SD	Bradley	Clark	Crocker	Place Name	2/7/1998	
Old	47-3708	37743	TN	Greeneville	Greene	Baileyton	Community Post Office	12/30/1996	Community post office and last line discontinued. Use Greeneville TN 37743 as last line of address.
New	47-3708	37743	TN	Greeneville	Greene	Main Office	Post Office	12/30/1996	
Old	48-1200	79508	TX	Buffalo Gap	Taylor	Main Office	Post Office	7/1/1998	This announcement expands the use of ZIP code 79508 to include delivery.
New	48-1200	79508	TX	Buffalo Gap	Taylor	Main Office	Post Office	7/1/1998	

Old/ New	Finance No.	ZIP Code	State	P.O. Name	County/ Parish	Station/ Branch/Unit	Unit Type	Effective Date	Comments
Old	56-1510	54206	WI	Cato	Manitowoc	Main Office	Post Office	1/10/1998	Post office and ZIP code discontinued. Establish a place name. Cato WI becomes an acceptable last line for use with ZIP code 54230.
New	56-6960	54230	WI	Reedsville	Manitowoc	Cato	Place Name	1/10/1998	
Old	56-5420	54453	WI	Milan	Marathon	Main Office	Post Office	1/10/1998	Post office and ZIP code discontinued. Establish a place name. Milan WI becomes an acceptable last line for use with ZIP code 54411.
New	56-0400	54411	WI	Athens	Marathon	Milan	Place Name	1/10/1998	
Old	55-7050	25272	WV	Rock Castle	Jackson	Main Office	Post Office	1/24/1998	Post office and ZIP code discontinued. Establish a place name. Rock Castle becomes an acceptable last line for use with ZIP code 25245.
New	55-3138	25245	WV	Given	Jackson	Rock Castle	Place Name	1/24/1998	
Old	55-2556	25620	WV	Emmett	Logan	Main Office	Post Office	3/7/1998	Post office and ZIP code and last line discontinued. Use Verner WV 25650 as last line of address.
New	55-8322	25650	WV	Verner	Mingo	Main Office	Post Office	3/7/1998	
Old	55-8256	26446	WV	Valley Chapel	Lewis	Main Office	Post Office	1/24/1998	Post office and ZIP code discontinued. Establish a place name. Valley Chapel WV becomes an acceptable last line for use with ZIP code 26452.
New	55-8562	26452	WV	Weston	Lewis	Valley Chapel	Place Name	1/24/1998	

Postal Employees

1998 Safety Communications Campaign

As a world-class organization whose performance is directly tied to the safety and health of our employees, our commitment and attention to safety must be second to none. The well-being of our employees is our most important corporate goal.

At Home and Work, Safety Matters. That's the theme of our Corporate Safety Communications Program for 1998. It's meant to convey our concern for our employees' safety not only at work, but at home as well. It's the bottom line on posters, videotapes, paycheck inserts, and other safety communication materials that the field will receive throughout the year.

Some 40,000 sets of two different safety posters are disseminated to our larger post offices (CAGs A–G) and plants bi-monthly. The posters on pages 71–73 are black-and-white duplicates of the larger color 18" x 24" posters most recently distributed. Please display the posters in employee work areas.

Safe driving videos will also be distributed to district offices in early June as part of the safety communication plan. If you are interested in showing a brief videotape on driving tips, please contact your local Postal Employee Development Center.

Please incorporate these communication materials into your overall efforts to promote safety awareness and reduce accidents. With your help, our safety performance, like the performance of our organization, will continue to be second to none.

The next set of safety posters is scheduled to be distributed in June 1998. There will, however, be a national distribution of promotional materials in support of Dog Bite Prevention Week which will be the week of June 1–6. Those materials are scheduled to be distributed to field units during the month of May.

—*Safety and Workplace Assistance, 5-21-98*

Safety Standup Talk

Bend Your Knees to Lift With Ease

Whether at home or work, the need to lift something is a common everyday occurrence. You may lift a child, carry groceries from the car, or take out the trash, all in a day's work. Employees also have numerous occasions to lift. Mail handlers move sacks, tubs, and parcels from one piece of equipment to another; clerks lift trays of mail from moveable equipment to letter cases, or from the counter to a waiting container; and carriers load their vehicles by moving a wide variety of mail from the dock to their jeep, LLV, or other vehicle.

What do all these scenarios have in common? They all involve lifting. The need to lift will always be with you, regardless of your profession. The important issue is how to do it safely. In most cases, lifting is a normal activity and can be done in a safe and sensible manner if you follow a few simple guidelines. Before lifting anything, check the immediate area and route of travel to be sure that no obstruction or hazard can cause a slip, trip, or fall, or a "striking against" incident.

The following are techniques for proper lifting:

- Assess the load. If it appears to be too heavy or bulky to lift comfortably, get help.
- Place one foot alongside the object being lifted and one behind. This method gives you greater stability and your rear foot gives you better upward thrust.
- Use the "sit-down" position and keep your back in a straight line (though not necessarily perpendicular to the floor).
- Tuck in your chin so your neck and head are in a straight line with your back.
- Use the palms of your hands to grip the object, not just your fingers.
- Keep the load you are lifting close to your body. When your arms are away from your body they lose much of their strength.
- Avoid twisting during lifting.
- Don't fight to recover a dropping object or "lost load." Get out of the way and let it fall.
- Always lift, move, and lower with smooth motions.

These are some good common sense guidelines to use everyday. And, remember to share this information with your family members, because whether you're at home or work "Safety Matters!"

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Safety Standup Talk

Reduce Speed and Look Both Ways When Approaching Intersections

It is hard to imagine life without an automobile in today's fast-paced society. Let's face it — Americans love to drive. And, with the ever-growing number of automobiles on our roads, the need to drive safely has never been more important.

One of the most dangerous places on our nation's highways is the intersection. Most accidents occur on or near intersections and they demand your full attention and vigilance.

There are many different kinds of intersections: some are four way stops, some have traffic lights, some have warning lights, some have no traffic regulating system at all. All are highly dangerous, both for cars and for pedestrians.

Our theme this month is to "Reduce Speed and Look Both Ways When Approaching Intersections." This is great advice, but it is just the beginning of safe driving at intersections. Enter all unregulated or unprotected intersections slowly and cautiously. Slow down and don't enter the cross street until you are sure you can do so safely.

When approaching any intersection, slow down and look left, then right, then left again. Remember that danger is always closer from the left when the roadway is two-directional. Use your turn signals, tap your breaks, and be sure to look in the rear-view mirrors as you negotiate any turns. Also, be sure to position yourself in the correct lane of traffic. Many modern intersections demand attention to street markings and signs that alert traffic to the proper lane for through traffic or left and right turns. Courtesy, common sense, and an understanding of when another driver has the right-of-way can do much to alleviate the potential dangers associated with any intersection.

We encourage you to become the safest possible driver both at work and in your personal vehicle. Children imitate their parents and watching your good driving habits may influence them to drive safely as well. So remember, whether you're driving for the Postal Service or driving your family to the beach, "At Home or at Work, Safety Matters!"

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How to Give Safety Tips

Planning Prevents Poor Performance

This modern management proverb should be foremost in every supervisor's mind. The truth of the proverb is particularly apparent when supervisors give their weekly safety talks. Very few speakers have the ability to ad lib fluently and effectively. Most of us must plan carefully, well ahead of time, what we intend to say. We must practice delivering the message, and we must set the stage.

Prepare for the Meeting

1. **Select the subject.** Select the subject of your talk and schedule the meeting at least 1 week in advance. Your local Safety Office can help you select talk topics which are of interest and importance to your employees.
2. **Study and Practice.** If you use a canned talk prepared by someone else, study and practice it so that you can present the material in an enthusiastic and convincing manner without reading it. If you prepare your talk from scratch, plan the talk carefully and check your facts. Remember, a 5-minute safety talk should be just that — 5 minutes (about 300 words in length).
3. **Schedule Space.** Normally, 5-minute safety talks should be given at the work site or in adjacent swing rooms, and seating is not usually required.
4. **Schedule time.** Schedule talks at the start of the work day, or just before or after a regularly scheduled work break. Select both your space and your time so as to avoid competing with noisy distractions. Rotate the times and days talks are given so that employees will have several opportunities to attend to accommodate those who may be on leave or scheduled off.
5. **Assemble Materials.** Assemble all posters, handouts, displays, or demonstration materials that you intend to use to supplement your talk.

Running the Meeting

You are the leader of the band. Start the meeting on time and run it in a business-like way. In particular:

- a. Compliment particularly good work of individuals in the unit.
- b. Use your notes to keep your talk organized, but don't read your talk! Be enthusiastic.
- c. Encourage employee participation by inviting comments and opinions.
- d. Stay on the subject yourself, and do not permit others to ramble.

- e. Close the meeting on time, with an appropriate summary.
- f. Dismiss the employees to resume their normally scheduled activities. Do not permit the meeting to just die away.

Presentation Tips

1. **How do you Look and Sound?** To improve your effectiveness as a safety discussion leader, follow these simple tips:
 - a. **Volume.** Speak loud enough to be heard by everybody.
 - b. **Tone of Voice.** In normal, everyday conversations, your tone of voice and inflection are constantly changing. Don't fall into the habit of a "sing-song," disinterested tone of voice. Try to be natural.
 - c. **Enunciation.** Speak clearly and don't slur any words. When speaking in front of a group, remember that you have to enunciate a little more clearly (and speak with a little more volume) to project your voice to the back of the room. To get this clarity and volume, you may have to speak just a little slower than usual.
 - d. **Breathing.** This is simply a concern for not running out of breath before you finish a sentence. Most of us don't have any trouble in normal conversation. In a speech, however, where a part of the material may be read (although we advise against reading to groups) you should ensure that the material can be read aloud without difficulty.
 - e. **Speed and Pacing.** Don't go too fast or too slow. The main thing to avoid is droning—a monotonous way of speaking. Rehearse in front of people, if possible. Get some honest, positive criticism.
 - f. **Skill in Phrasing.** This means not hooking all your sentences together with "and" or "uh." You can get away from a halting delivery by adequate rehearsal. Relaxation.
 - g. **Relaxation.** Nervousness is easily communicated to an audience. It makes them nervous. Again, rehearsal is the best cure for this condition...particularly in front of people.
 - h. **Enthusiasm.** Honest interest and enthusiasm for your subject is also highly communicable to your audience. Develop and exhibit a real interest in the safety topic you're talking about. Remember, you're talking to employees about the safety and health program. Be enthusiastic!

- i. **Posture.** Try to command a certain amount of attention by the way you stand. This means that you shouldn't slouch, or drape yourself over the lectern, desk, case, etc. Stand up straight without looking stiff or uncomfortable.
 - j. **Rehearsal.** Rehearse your safety discussion when possible, or when you are nervous or unsure of yourself. Practice makes perfect. Try to avoid reading directly from the discussion guideline. Read it several times prior to your meeting and memorize the highlights.
 - k. **Self-confidence.** Don't be overly self-conscious. Remember that you probably look and sound better than you think you do. Take advantage of any interruptions or loud noises by trying to work them into your discussions.
2. **Summary.** Remember these points:
- a. **Prepare.** Think, write, read, listen, organize, and practice your talks.
 - b. **Pinpoint.** Don't try to cover too much ground. Concentrate on one main idea.
 - c. **Personalize.** Bring the subject close to home. Make it personal and meaningful to your listeners.
 - d. **Visualize.** Create a clear mental picture for your listeners. Use physical objects or visual aids whenever possible.
 - e. **Prescribe.** Make sure you tell your listeners what to do.
 - f. **Follow up.** Here's an additional word of advice: Make it a point to check on the employees during the week following the safety talk to see if they're practicing what you preached. That is the surest way to determine whether your safety talks are effective. Employees who have shown initiative by asking questions or coming up with good ideas should be given a word of praise after the meeting or when you pass their workplace.

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BEND Your Knees to Lift with Ease



AT HOME AND WORK
Safety Matters!



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Reduce Speed and LOOK Both Ways When Approaching Intersections



AT HOME AND WORK
Safety Matters!



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BUCKLE UP AMERICA

For the public to endorse **Buckle Up America**, they need to know why seat belts and child safety seats are so important and they need to understand the consequences we all face from those who don't buckle up. The best way to provide that information is through public education. To effectively and most widely educate people means using all the tools at the campaign's disposal – company newsletters, special events, media outreach and even one-on-one contacts between individuals. It's letting people know the dangerous and costly effects unbuckled occupants have on individual lives, families and society.

CREATING AN ENVIRONMENT FOR CHANGE

But public education can do more than just inform. It can create an environment for change. By focusing on messages that work, public education can build public and political understanding and endorsement for local **Buckle Up America** partnerships and their efforts to pass stronger legislation and support enforcement.

It's this dynamic combination of stronger legislation, enforcement and public education that has proven effective in changing behavior. While public education may alter the *attitudes* of people who refuse to buckle up full time, it may not be enough to change their *actions*. When you combine public education with primary seat belt laws, enforcement and penalties, these people begin to buckle up and buckle up their children.

MESSAGES THAT MOVE THE PUBLIC: EVERYONE IS PAYING THE PRICE

Failure to buckle up affects everyone, not just those involved in a crash. It's important to keep that in mind when educating the public to support legislation and enforcement.

Families are paying the price. Every nine seconds someone is injured in a traffic crash. Every 13 minutes someone is killed.

Our children and young people are paying the price. Traffic-related injuries are the leading cause of death for children and young adults ages six to twenty-seven. Research also shows that minority youth are at even greater risk because they are less likely to be buckled up. And adult behavior affects children. Research shows that when a driver is unbuckled, 70 percent of the time children riding in that vehicle are unbuckled too.

Businesses are paying the price. On-the-job crashes are costing employers \$22,000 per crash and \$110,000 per injury due to lost productivity and higher insurance and medical costs.

Society is paying the price. Eighty-five percent of all medical costs of crash victims fall on society, not the individuals involved. Medicare, Medicaid and other taxpayer funded sources pay 24 percent of those costs. When crash victims are unbuckled, their medical treatment costs are 50 percent higher. Traffic-related injuries are the leading cause of all injury deaths in America. This problem is serious and it is immediate.



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EVERYONE HAS A ROLE TO PLAY

Everyone can play a part to educate and urge those they know to buckle up. Community groups can use their existing communications tools – like newsletters or web sites – to spread the word. Businesses can hold safety meetings and implement strong seat belt policies as part of a comprehensive employee safety program.

And individuals can take part by setting the example. It is vital that all

Americans protect themselves and their children by buckling up on each and every trip – whether it's across the country, across town or to the neighborhood store – and talk to those they know about doing the same.

Crime/Crash Clock 1995

 <ul style="list-style-type: none"> One murder every 24 minutes One aggravated assault every 29 seconds One violent crime every 2 seconds One property crime every 3 seconds 	 <ul style="list-style-type: none"> One fatality every 13 minutes One injury every 9 seconds One crash every 5 seconds One property damage every 7 seconds
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Source: NHTSA Traffic Safety Facts, 1995 Uniform Crime Report, 1995, Department of Justice

EVERYONE IS PART OF THE SOLUTION

Unlike many serious threats to public health, the solution to this problem is simple. It's one click away. We must work together – as individuals, community members, public officials, business and health leaders and law enforcement officials – to educate those we touch to support those interventions proven to work in getting more children and adults buckled up. It means closing the gaps in child passenger safety laws, working for primary enforcement laws and supporting law enforcement's efforts to save lives through strict compliance with the laws.

SET THE EXAMPLE AND EDUCATE

- Join the **Buckle Up America** partnership in your community.
- Buckle up.
- Buckle up everyone on every trip, regardless of whether it's across the country or to the corner market.
- Instruct your children to always buckle up in other peoples' vehicles.
- Ask and encourage friends, family and loved ones to buckle up and use child safety seats. Friends don't let friends ride unbuckled.
- Require driving-age teenagers to buckle up themselves and to require their friends to do the same as a condition of driving your vehicle.
- Properly secure every child in a vehicle in a child safety seat, booster seat, or seat belt appropriate for the child's age, height and weight.
- Seek assistance from law enforcement, fire & rescue and health specialists if unsure about the correct way to secure your child in a safety seat.
- Never put an infant in a rear-facing child safety seat in the front seat of a vehicle with a passenger side air bag.
- Always properly restrain children 12 and under in the back seat – the safest place in a vehicle.
- Work with advocacy groups and support strengthening seat belt and child passenger safety laws.
- Work with advocacy groups to support high visibility enforcement of seat belt and child passenger safety laws.
- Write to newspapers and television and radio station general managers supporting your partnership to increase safety belt and child safety seat use and law enforcement's efforts to urge compliance with the seat belt and child passenger safety laws.
- Never allow anyone to ride in the bed of a pick-up truck.

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More than ever — you need bonds.

Every year at this time, the Postal Service gives you the opportunity to join the U.S. Savings Bonds Payroll Savings Plan or to increase your current payroll allotment.

U.S. Savings Bonds have more benefits than ever:

- **Hi-tech Bonds on the World Wide Web:** Earnings Reports can be viewed online or downloaded to your computer.
- **FREE! Savings Bond Wizard software:** Maintain an inventory of your bonds at— www.savingsbonds.gov
- **"Online Savings Bond Redemption Calculator":** Link to the Calculator at the Federal Reserve Bank of New York. Enter your Bonds month and year of issue to determine its value instantly!
- **Invest wisely:** without committing a significant portion of your income.
- **Do it yourself:** without hiring an accountant or certified financial planner.

- **Prepare for life's expensive events:** your children's education, your dream home, taking the vacation of a lifetime, your retirement.
- **Earn interest from the date of purchase:** Take advantage of market based interest rates.
- **Save money on taxes:** Interest on savings bonds is exempt from state and local income taxes. You can defer federal tax on the interest until you cash the bond or it reaches final maturity in 30 years. (If you buy and use bonds for your child's higher education, you may qualify to pay no federal income tax.)
- **Invest in America:** Buying EE Savings Bonds is good for America.

And using payroll savings to buy bonds offers still another benefit:

- **Convenience:** It's a painless and easy way to build your future.

If you're not currently on the Payroll Savings Plan, now is the time to sign up. If you're already on the plan, consider **increasing** your allotment.

**If you have any questions, just call 1-888-588-BOND
Monday through Friday, 6 A.M. – 6 P.M. Central Time**



U.S. Postal Service 1998 Savings Bonds Campaign May 16 to July 3, 1998

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NOTICE TO ALL EMPLOYEES

THRIFT SAVINGS PLAN FACT SHEET

C, F, and G Fund Monthly Returns

Released May 8, 1998

MONTHS	C	F	G
1989 JAN.-DEC. %	31.03	13.89*	8.81
1990	-3.15	8.00*	8.90
1991	30.77	15.75	8.15
1992	7.70	7.20	7.23
1993	10.13	9.52	6.14
1994	1.33	-2.96	7.22
1995	37.41	18.31	7.03
1996	22.85	3.66	6.76
1997	33.17	9.60	6.77
1997			
MAY	6.07	.94	.58
JUNE	4.45	1.18	.56
JULY	7.94	2.69	.57
AUGUST	-5.59	-.86	.53
SEPTEMBER	5.46	1.48	.54
OCTOBER	-3.38	1.45	.54
NOVEMBER	4.61	.46	.50
DECEMBER	1.71	1.01	.52
1998			
JANUARY	1.12	1.28	.51
FEBRUARY	7.20	-.07	.44
MARCH	5.11	.34	.50
APRIL	1.00	.52	.49
LAST 12 MONTHS	40.85	10.87	6.46

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

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

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

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

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

Federal Retirement Thrift Investment Board



Please post on bulletin boards.
Destroy all previous notices.

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Retail

CORRECTION

New Customized USPS Logo Clocks

An incorrect 1-800 number for ordering a color brochure for the new customized USPS logo clocks appeared in *Postal Bulletin*, 21971 (5-7-98), on page 69. The correct number is **1-800-842-8624**.

—*Purchasing and Materials*, 5-21-98



RETAIL MERCHANDISE PROMOTION

Celebrate the Century™ — Crayola Stamp

The week of May 25, approximately 12,000 offices nationwide will begin receiving retail merchandise depicting the Crayola stamp image, from the 1900s “Celebrate the Century (CTC)”™ series. To commemorate this stamp, the following items will be available for sale:

Item Number	Item	Price
98350038	Brass Key Chain	\$4.99
98370013	Lapel Pin	\$3.99
98350039	Magnet	\$2.99
98480029	Stickers	\$2.49
98430037	Self-Stick Memo Pad	\$3.99
98440020	Foil Note Cards	\$6.99
98460030	Postcard Pack	\$4.50
98410019	Mouse Pad	\$7.50
98480032	Color Your Own Puzzles	\$4.99
98430036	Stationery Kit	\$4.99
98480031	Color Your Own Postcards	\$2.99
98480033	Eagle's Activity Book	\$4.49
98400008	Mailing Labels	\$1.49
98400007	Mailer	\$2.95
98450032	Gift Bag	\$3.50

Select mini slatwall offices will receive one box containing items two through seven on the list (lapel pin, magnet, stickers, memo pad, note cards, and postcards) in a counter merchandiser. Large slatwall and mobile slatwall offices will receive a total of three boxes containing the aforementioned full range of product and a floor merchandiser.

Each participating office will receive a one-time distribution. To ensure a total sell-through, limited quantities of each product are being distributed. This promotion begins immediately upon receipt of the merchandise. Merchandise may be transferred among participating offices using the transfer procedures in place. No discounts are planned. **DO NOT** return any product until you receive specific instructions from Headquarters.

Report sales of CTC retail merchandise in AIC 098. Please instruct your employees that all of these products are clearly marked with the correct AIC number to use. AIC 085 is reserved for CTC stamps and stamp products.

Watch for future issues of the *Postal Bulletin* containing articles regarding more CTC retail product promotions.

—*Retail Products and Services, Marketing* 5-21-98

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475 L'ENFANT PLAZA SW
WASHINGTON DC 20260-1540

First-Class Mail
Postage & Fees Paid
USPS
Permit No. G-10

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 _____

- Change Quantity of Subscription
(Include *Postal Bulletin* mailing label.)

Current Quantity _____ New Quantity _____

Distribution: The GPO distributes the *Postal Bulletin* for the Postal Service to all postal facilities except classified stations and branches, contract postal units, and detached mail units, which receive copies from their administrative post office.

Missing Issues: If postal facilities that receive the *Bulletin* from GPO do not receive their order, they should call the *Postal Bulletin* editor at 202-268-2836. All other facilities should contact their administrative post office.

Address and Quantity Changes and Subscription Problems: Postal facilities may send address and quantity changes and subscription queries via cc:Mail to POSTAL BULLETIN or via the Internet to pbulleti@email.usps.gov. Please include old and new address and quantities, and the "P00" subscription number from your address label. Postal facilities may also complete this form and mail it to:

ATTN POSTAL BULLETIN
US POSTAL SERVICE
475 L'ENFANT PLZ SW RM 2800
WASHINGTON DC 20260-1540

All other facilities should contact their administrative post office.

Single Copies (back to 1 year): To order extra copies or back issues, call MDC Customer Service at 800-332-0317 or send PS Form 7380, *MDC Supply Requisition*, to:

MATERIAL DISTRIBUTION CENTER
ATTN SUPPLY REQUISITIONS
500 SW MONTARA PKY
TOPEKA KS 66624-9602

Following is the list of item numbers to use when ordering back issues of the last three *Postal Bulletins* from the MDC:
PB 21971: 7690-04-000-2603; PB 21970: 7690-04-000-2602;
PB 21969: 7690-04-000-2601. To order more copies of this issue, use 7690-04-000-2604.



Public Orders for Postal Bulletin

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

Attention Line _____

Company Name _____

Delivery Address _____

City _____ State _____ ZIP+4 _____
() _____

Daytime Telephone _____

Subscription: Domestic - \$83.00 per year; International - \$103.75 per year

Subscription Orders: 202-512-1800

Subscription Inquiries: 202-512-1806 Fax: 202-512-2250

Single Copies (back to 16 issues): Domestic - \$5.00; International - \$6.25

- Enter _____ Annual Subscription(s).
Total Amount \$ _____

- Send _____ additional copies of Bulletin # _____
Total Amount \$ _____

- GPO deposit account [] [] [] [] [] [] [] - []

- Check/money order payable to: Superintendent of Documents

- VISA MasterCard

Credit Card Number _____ Expiration Date _____

Signature _____

Mail Completed Form and Payment To:

SUPERINTENDENT OF DOCUMENTS
US GOVERNMENT PRINTING OFFICE
PO BOX 371954
PITTSBURGH PA 15250-7954