

POSTAL BULLETIN

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

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Postal Bulletin Indexes

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

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

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

See page 26
for corrected article
on Federal
Income Tax
Withholding

Customer Relations

NATIONAL CONSUMER PROTECTION WEEK

National Consumer Protection Week: Know the Rules, Use the Tools

The first week of February (February 1–7, 1999) has been designated National Consumer Protection Week (NCPW). Organizations all across the country will be highlighting consumer protection and education efforts relating to fraudulent schemes.

Credit fraud was selected as a subject by both public- and private-sector organizations as this year's focus. The subject is a natural because it is based on information from consumers. We know that the most effective consumer protection is education. National Consumer Protection Week should urge all consumers to **Know the Rules and Use the Tools**. However, the U.S. Postal Service's efforts will encompass additional fraud schemes.

This year, the national sponsors for NCPW have created a special website containing online ideas to help you promote NCPW activities. For more information — and for materials to download for your own use — visit the NCPW web page at www.consumer.gov.

The Postal Service's Consumer Advocate's Office is again partnering with the U.S. Postal Inspection Service and joining the National Association of Consumer Agency Administrators, the Federal Trade Commission, the American Association of Retired Persons, the National Consumer League, the Consumer Federation of America, and the National Association of Attorneys General in promotion and oversight activities.

The U.S. Postal Inspection Service will issue three video news releases (VCR tapes) — *Conning Older Americans*, *How They Scam Older Americans*, and *Fraud Fighters* — in support of NCPW. The tapes will be sent to local television stations the week of January 25, 1999. For tips and information regarding consumer fraud, visit the U.S. Postal Inspection Service website at <http://www.usps.gov/postalinspectors>, and then click on "Consumer Fraud."

Two nationally sponsored contests will also serve to promote consumer protection and education efforts. All participating organizations are welcome to enter. One will recognize outstanding education and outreach efforts developed and implemented during the designated week and the other will recognize consumer achievement by a nonprofessional consumer advocate.

Postmasters and Facility Managers

Postmasters and facility managers are encouraged to support this consumer education effort by sponsoring suggested activities during this timeframe including the additional suggested activities.

In planning National Consumer Protection Week activities, we encourage you to make a special effort to involve consumers with special needs, including elderly consumers, low-income consumers, consumers with differing abilities, and those from diverse cultural backgrounds.

District Consumer Affairs and Claims Manager

The Consumer Affairs and Claims Manager for the district should serve as a consultant and resource for postmasters and managers planning National Consumer Protection Week activities. The district Consumer Affairs and Claims office should also be the clearinghouse for additional information and materials.

Postal Service districts should forward entries for the consumer education/outreach contest to Consumer Affairs at Headquarters, which will, in turn, send all submissions to the NCPW Awards Committee.

Getting Started

Useful tips for planning include:

- Appoint a planning committee. Whenever possible, involve Customer Advisory Council members in planning events.
- Contact and involve the local Postal Inspection Service.
- Seek assistance on media notification and guidance from the Area Corporate Relations Center.
- List the events. Set a date for each event, incorporating a contingency plan for possible last-minute changes. If ordering postal- or nonpostal-related materials, remember to allow enough time for delivery. **Note:** If ordering bulk quantities of FTC credit-related publications from the NCPW web page, allow 2–3 weeks for shipping.

- Identify the audience for each event — residential, business, students, or special interest groups.
- If you plan to team with other consumer groups, pick an event and contact the other groups to share ideas. For names of consumer groups in the area, contact the local Society of Consumer Affairs Professionals (SOCAP) or visit their web page at www.socap.org.
- Seize this opportunity to educate our customers about our products and services.

Listed below are suggested activities to highlight the week's event:

- *Monday:* Have a National Consumer Protection Week kick-off Open House. Focus on the different types of mail protection programs coordinated by the Postal Inspection Service.
- *Tuesday:* Center activities around information services available to elderly customers, especially in the area of credit, financial fraud, and telemarketing.
- *Wednesday:* Partner with other federal agencies, community groups, educational institutions, and businesses to sponsor educational workshops or seminars for consumers with special needs. Topics can include travel fraud education, insurance education, and contract and warranty rights information.
- *Thursday:* Hold a joint press conference or seminar with a local postal inspector. The postal inspector could discuss the latest postal-related scams and how to avoid being victimized.
- *Friday:* Ask the Inspection Service to speak about the different methods used to stamp out fraudulent practices in the marketplace, etc. Provide materials that explain the role of the Inspection Service in mail fraud investigations.
- *Saturday:* Work with the local postal inspector to involve senior citizens in combating fraud against the elderly. Hold seminars at local retirement communities. Postal inspectors can discuss issues such as recent fraudulent schemes and how to detect spurious offers.
- *Sunday:* Present an appreciation award from the post office to one or more local television and radio consumer reporters.

Additional Activity Suggestions

- Design a check stuffer to accompany employee paychecks informing them about National Consumer Protection Week activities that will be held at your office.

- Plan a day centered on postal products and services. Emphasize Publication 201, *A Consumer's Guide to Postal Services and Products*, and other local literature established to provide customers with information. If possible, involve your local Postal Business Centers.
- Educate customers about the other consumer services we offer, such as forwarding and hold mail service, money orders, stamp services, and stamp collecting information. Provide a forum to educate customers about claims processing and about our complaints and inquiry service.
- Hold an open house and postal fair during National Consumer Protection Week. Hand out consumer publications such as Publication 201, *A Consumer's Guide to Postal Services & Products*, and Publication 300, *A Consumer's Guide to Crime Prevention*. Have a postal representative available to answer questions about products and services to help customers learn how to get the most from what we offer. Consider including consumer-related informational brochures from other federal and state agencies and local consumer bureaus.
- If your facility is open on Sunday, partner with a local restaurant or food franchise to provide refreshments during a "Conversation with the Postmaster" session.
- Celebrate or announce something recently done to improve local service and to enhance customer satisfaction. For example, promote extended hours, an expanded post office box section, an improved facility, a new handicap ramp, or the availability of Publication 551, *Point Talk Customer Service Translator*.
- Start a regular tour program during National Consumer Protection Week, if the office does not already have one. Advertise the program to the media. Have tour guides discuss how customers can get better service and help the Postal Service utilize full automation capabilities through correct addressing, packaging, mail preparation, and correct ZIP Codes.
- Hold special training sessions on mail preparation for business and nonprofit mailers.
- Consider establishing a Customer Advisory Council. The district Consumer Affairs and Claims Manager can provide tips on how to get started. A good first project for the council could be to link consumer protection efforts with the Postal Inspection Service and local law enforcement. If a Customer Advisory Council is already established, involve its members in National Consumer Protection Week planning activities.

- Demonstrate the Wee Deliver Program and invite school children to display their stamp collections in a postal lobby or sponsor a competition for the best stamp suggestion entry. Involve local schools. Hold an old-fashioned ice-cream social.
- Letter carriers can help to explain some of the dangers and impediments to safe mail delivery and how customers can ensure that pets do not disrupt service. Partner with the local Humane Society to provide tips on how best to restrain dogs and other pets.

Postal Brochures and Notices Useful for National Consumer Protection Week

The following is a list of postal notices, publications, posters, and kits that may be useful as handouts for customers during National Consumer Protection Week, and as resource material for postmasters and managers when preparing for the week's events. Please check on availability before ordering these items from the Topeka Material Distribution Center. **Note:** To check for availability of any item related to the January 1999 rate increase, dial 1-800-332-0317 and choose option 3. Option 3 is an automated feature which allows you to obtain item information by keying in the 13-digit PSN or 3-digit Quick Pick Number. To speak to a customer service representative at Materials Customer Service, dial 1-800-332-0317 and choose option 4.

NCPW Related Publications:	Postal Stock No.	Quick Pick No.
Kit 8, SOA <i>Consumer Protection Packet</i>	7530-01-000-9373	033
Notice 50, <i>Theft? Protect Your Mail</i>	7610-02-000-9874	
Publication 281, <i>Don't Take the Bait</i>	7610-02-000-9388	
Publication 281-S, <i>Don't Take the Bait (Spanish)</i>	7610-03-000-9401	
Publication 300, <i>A Consumer's Guide to Crime Prevention</i>	7610-03-000-9175	426
Publication 301, <i>Postal Crime Prevention: A Guide for Businesses</i>	7610-03-000-9332	427
Publication 546, <i>Sweepstakes Advertising</i>	7610-03-000-4600	465
Publication 548, <i>Mail Fraud Targets Young Consumers</i>	7610-03-000-4637	466

Additional Resources:	Postal Stock No.	Quick Pick No.
Notice 38, <i>Approaches to Curbside Mailboxes</i>	7610-03-000-9147	066
Poster 123-L, <i>Postal Rates and Fees (large)</i>	7690-03-000-4150	463
Poster 123-S, <i>Postal Rates and Fees (small)</i>	7690-03-000-4151	464
Poster 201, <i>Ask About Pub 201</i>	7690-02-000-7079	
Publication 2, <i>Packaging for Mailing</i>	7610-01-000-9774	421
Publication 5, <i>Let's Do Business</i>	7610-03-000-9156	
Publication 25, <i>Designing Letter Mail</i>	7610-03-000-9119	267
Publication 28, <i>Postal Addressing Standards</i>	7610-03-000-3688	268
Publication 123, <i>Consumer's Guide to Postal Rates and Fees</i>	7610-03-000-5306	069
Publication 201, <i>Consumer's Guide to Postal Services & Products</i>	7610-02-000-9960	263
Publication 221, <i>Addressing for Success</i>	7610-03-000-9513	377
Publication 225, <i>Introduction to Stamp Collecting</i>	7610-02-000-7089	264
Publication 227, <i>Preparing Packages for Mailing</i>	7610-02-000-7905	265
Publication 290, <i>The Saga of the Pony Express — 1860–1861</i>	7610-03-000-9149	425
Publication 551, <i>Point Talk Customer Service Translator</i>	7610-03-000-5173	467

—Policy and Program Development,
Office of Consumer Advocate, 12-31-98

December 1998

Have You Seen Any of These Children?

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



Peter Kema
 Born: 5-1-91
 Date Missing: 9-11-97
 Missing From: Honolulu, HI



Robert Owens
 Born: 10-25-97
 Date Missing: 11-17-98
 Missing From: Los Angeles, CA



Tyler Patterson
 Born: 2-9-91
 Date Missing: 10-7-98
 Missing From: Shawnee, KS



Carlos Bostick
 Born: 2-5-93
 Date Missing: 10-17-98
 Missing From: Lakewood, CO



Tashiana Bostick
 Born: 4-23-91
 Date Missing: 10-17-98
 Missing From: Lakewood, CO



Nicole Benson
 Born: 9-29-83
 Date Missing: 11-13-98
 Missing From: Alexandria, MN

**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*.

December 1998

Have You Seen Any of These Children?

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



Christina Calzadillas
 Born: 1-26-90
 Date Missing: 7-28-98
 Missing From: Pomona, CA



Jasmine Calzadillas
 Born: 12-7-93
 Date Missing: 7-28-98
 Missing From: Pomona, CA



Gilbert Galvan
 Born: 1-11-83
 Date Missing: 10-22-98
 Missing From: Susan Moore, AL



Miguel Molina
 Born: 3-5-82
 Date Missing: 11-6-98
 Missing From: Los Angeles, CA



Tiffani Morris
 Born: 2-23-83
 Date Missing: 9-22-98
 Missing From: Orlando, FL



Gabrielle O'Connor
 Born: 12-11-82
 Date Missing: 6-24-98
 Missing From: Boston, MA

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

December 1998

Have You Seen Any of These Children?

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



Marilu Morales
Born: 2-2-85
Date Missing: 11-25-98
Missing From: Biola, CA



Crystal Marler
Born: 11-28-82
Date Missing: 10-8-98
Missing From: Whitley City, KY

**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.

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

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
Decision Magazine	Standard A/ltr	12/24-12/31	1.5	Nationwide	CarRt, 3/5-digit, basic, barcode	8" x 10 5/8", 44 pages, Minneapolis, MN
Current Valentine 1999	Standard A/flat	12/26-12/31	3.0	Nationwide	CarRt, 3/5-digit, basic	8" x 10", Advance, Harte-Hanks, time sensitive
Current — NCA Book 1999	Standard A/flat	12/26-1/4	4.9	Nationwide	CarRt, 3/5-digit, basic	8" x 10", Advance, Harte-Hanks, time sensitive
San Francisco Music Box Company	Standard A/flat	12/27-1/3	1.0	Nationwide	CarRt, 3/5-digit, barcode	8 1/2" x 10 1/2", 64 pages, Banta, MN
Women's December Multi	Standard A/ltr	12/28-1/4	1.0	Nationwide	CarRt, 3/5-digit, automation, basic	Haband Co., Scranton, PA
Sally Beauty Supply	Standard A/ltr	12/29-12/31	2.6	Nationwide	CarRt, 3/5-digit, basic	Time sensitive
Kmart — Rebate Promotion	Standard A/flat	12/29-12/31	5.7	Nationwide	3/5-digit	Harte-Hanks
JC Penney — Styling Salon	Standard A/flat	12/29-12/31	2.2	Nationwide	CarRt	Harte-Hanks
Reader's Digest — Prize Council	Standard A/ltr	12/30-12/31	7.4	Nationwide	CarRt, automation, barcode	Experian, Seward, NE
Reader's Digest — Reward Entitlement	Standard A/ltr	12/30-12/31	4.0	Nationwide	CarRt, automation, barcode	Experian, Rutland, VT
Coldwater Creek — Northcountry	Standard A/flat	1/2-1/4	2.3	Nationwide	CarRt, 3/5-digit	RR Donnelley, Warsaw, IN
The Territory Ahead — Sale Catalog	Standard A/flat	1/4-1/6	1.2	Nationwide	CarRt, 3/5-digit, basic, barcode	RR Donnelley, Lancaster, PA
Service Merchandise — Home	Standard A/flat	1/4-1/5	9.0	Nationwide	CarRt, 3/5-digit	WC Corinth, RR Donnelly, Lynchburg, VA
Eddie Bauer — Ultimate Winter Sale	Standard A/flat	1/4-1/7	4.5	Nationwide	CarRt, 3/5-digit	RR Donnelley, Warsaw, IN
Eddie Bauer — January Home	Standard A/flat	1/4-1/7	1.6	Nationwide	CarRt, 3/5-digit	RR Donnelley, Warsaw, IN
Men's December Multi	Standard A/ltr	1/4-1/8	1.0	Nationwide	CarRt, 3/5-digit, automation, basic	Haband Co., Scranton, PA
Current — Valentine 2 1999	Standard A/flat	1/6-1/11	2.2	Nationwide	CarRt, 3/5-digit, basic	8" x 10", Advance, Harte-Hanks, time sensitive
Bloomingdale's — End of Year Clearance	Standard A/ltr	1/8-1/12	1.1	Nationwide	CarRt, 3/5-digit	12" x 9", Lazarus
Kaiser's Member News #4	Standard A/flat	1/10-1/13	2.2	Nationwide	CarRt	Kaiser Permanente
Coldwater Creek — Spirit of the West	Standard A/flat	1/11-1/13	2.7	Nationwide	CarRt, 3/5-digit	RR Donnelley, Lancaster, PA
The Company Store — Kitchen and Home	Standard A/flat	1/11-1/14	5.7	Nationwide	CarRt, presorted	Quad Graphics, Saratoga Springs, NY
Eddie Bauer — January Home Solo Mailer IH2	Standard A/ltr	1/13-1/15	1.0	Nationwide	CarRt, 3/5-digit	5 1/4" x 8", Harte-Hanks

Domestic Mail

DMM REVISION

Identification of Periodicals Walk-Sequenced Packages

Effective July 1, 1999, *Domestic Mail Manual* (DMM) M013.1.1, M014.2.4, and M014.2.5 are revised to show specific markings for optional endorsement and carrier route information lines used to identify packages of matter mailed at Periodicals saturation walk-sequenced, high density walk-sequenced, and basic carrier route rates. At the mailer's option, these new optional endorsement or carrier route information lines may be used immediately.

DMM M200.2.3 requires that packages of Periodicals walk-sequence mail bear a facing slip that shows the appropriate phrase "HIGH DENSITY WALK-SEQUENCED CARRIER ROUTE MAIL" or "SATURATION WALK-SEQUENCED CARRIER ROUTE MAIL." This section further states that if a facing slip is not used, an optional endorsement line or carrier route information line must be placed on each piece in the package to provide the equivalent information. Currently, however, no examples are provided in DMM M013 and M014 to indicate that this practice is permissible or what the "equivalent markings" might be. This revision provides the applicable optional endorsement lines and carrier route information lines for this information.

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

Domestic Mail Manual (DMM)

* * * * *

M Mail Preparation and Sortation

* * * * *

M013 Optional Endorsement Lines

1.0 USE

1.1 Basic Standards

* * * * *

[Amend the chart in 1.1 by replacing the current sortation level and OEL example lines for "Carrier Route (Periodicals)" with the following:]

Sortation Level	OEL Example
* * * * *	
Carrier Route (basic, high density, and saturation carrier route Periodicals)	***** CAR-RT SORT**C-001 ***** CAR-RT WSH**C-001 ***** CAR-RT WSS**C-001
* * * * *	

* * * * *

M014 Carrier Route Information Lines

* * * * *

2.0 FORMAT AND CONTENT

* * * * *

2.4 Other Elements

[Insert new 2.4d to read as follows:]

The following elements are also included in the carrier route information line:

* * * * *

- d. The carrier route information line may also include information to identify packages of Periodicals matter mailed at:
 - (1) carrier route saturation rates (“SATURATION WALK-SEQUENCED CARRIER ROUTE MAIL” or the abbreviation “CAR-RT WSS”),
 - (2) high density walk-sequenced rates (“HIGH DENSITY WALK-SEQUENCED CARRIER ROUTE MAIL” or the abbreviation “CAR-RT WSH”), or
 - (3) basic carrier route rates (“CARRIER ROUTE PRESORT” or the abbreviation “CAR-RT SORT”).

2.5 Firm Package

[Revise 2.5 to read as follows:]

On a firm package of carrier route presorted Periodicals, “FIRM” may precede “CAR-RT SORT” or “CAR-RT WSH” or “CAR-RT WSS” as applicable, in the carrier route information line.

* * * * *

—Mail Preparation & Standards,
Marketing Systems, 12-31-98

DMM REVISION

Merchandise Return Service Electronic Labels

Effective December 31, 1998, *Domestic Mail Manual* (DMM) S923.1.0, S923.2.0, and S923.5.0 are amended to allow merchandise return service permit holders to distribute merchandise return service labels by facsimile transmission (fax) to customers or by electronic transmission to customers who then download, print, and affix the labels to mailpieces to be returned to the permit holders.

These amendments will appear in the online DMM available via Postal Explorer (<http://pe.usps.gov>) and will be published in DMM Issue 55.

Domestic Mail Manual (DMM)

S	Special Services	*	*	*	*	*
S900	Special Postal Services	*	*	*	*	*
S923	Merchandise Return Service					
1.0	BASIC INFORMATION	*	*	*	*	*

1.5 Distribution

[Amend 1.5 to read as follows to allow the faxing or electronic transmission of labels:]

The permit holder may distribute merchandise return service labels to customers with written instructions on how to use the labels. Distribution may be as an enclosure with merchandise, as a separate item, as part of a double postcard, as a facsimile transmission (fax), as an electronic transmission for customer downloading and printing, or through one of the permit holder’s designated pickup facilities.

* * * * *

2.0 PERMITS

2.1 Application Process

[Amend 2.1 to read as follows to add a reference to labels that are faxed or electronically transmitted:]

The applicant must submit a completed Form 3615 and the annual permit fee to the post office issuing the permit. If the applicant already has a completed Form 3615 on file at that office, the form may be amended by adding the merchandise return service authorization to existing permit

authorizations. The Form 3615 must be accompanied by copies of the merchandise return service labels (including printed copies of labels intended to be faxed to customers or transmitted to customers electronically) and the instructions provided to the permit holder's customers. If articles are to be returned from customers as registered mail, the applicant must write "Registered Mail" on the application. After a permit is obtained, any change to label formats or customer instructions must be approved by the post office where the permit is held. The permit is valid for 12 months after the approval date of the application.

* * * * *

5.0 FORMAT

5.1 Label Preparation

[Amend 5.1 to read as follows to provide instructions to customers for printing labels:]

Any photographic, mechanical, or electronic process or any combination of such processes other than typewriting or handwriting may be used to prepare the merchandise return service label or tag and detachable acknowledgment form. The background may be any light color that allows the address, postmark, and other endorsements to be readily discerned. Brilliant colors may not be used for the background. If labels are faxed to customers or electronically transmitted to customers for their local printing, the permit holder must advise customers of these preparation requirements as part of the instructions required by 5.5.

[Revise the heading of 5.2 to read as follows:]

5.2 Labeling Methods

[Amend 5.2 to read as follows:]

If all applicable content and format standards are met (including the written instructions required by 5.5), a merchandise return service label may be produced by any of the following methods:

- a. As an impression printed by the permit holder directly onto the mailpiece to be returned.
- b. As a separate label preprinted by the permit holder for affixing by the customer onto the mailpiece to be returned. The reverse side of the label must bear an adhesive strong enough to bond the label securely to the mailpiece.
- c. As a facsimile transmission (fax) of a preprinted label sent by the permit holder to the customer. The facsimile transmission must include instructions that explain how to affix the label securely to the mailpiece to be returned and that caution against covering with tape or other material any part of the label where postage and fee information is to be recorded.
- d. As an electronic file created by the permit holder for local output and printing by the customer. The electronic file must include instructions that explain how to affix the label securely to the mailpiece to be returned and that caution against covering with tape or other material any part of the label where postage and fee information is to be recorded.

* * * * *

—*Mail Preparation & Standards,
Marketing Systems, 12-31-98*

DMM NOTICE

Rate Error in Insured Mail Chart

Effective January 10, 1999, *Domestic Mail Manual* R000.4.0 and R900.9.0 are amended to correct rates originally published in *Special Postal Bulletin* 21984A.

Special Postal Bulletin 21984A (11-12-98) contained an error in the bulk rates for insurance coverage of \$1,000.01 or more. This error also will appear in the printed version of DMM Issue 54. The corrected text of R900.9.0 appears below.

This notice also corrects the denomination for Express Mail stamps in R000.4.0.

The correct tables will appear in the online version of DMM 54 available on January 10, 1999, via Postal Explorer (<http://pe.usps.gov>).

Domestic Mail Manual (DMM)

* * * * *

R Rates and Fees

* * * * *

R000 Stamps and Stationery

* * * * *

4.0 POSTAGE STAMPS

[Correct the first entry in the table to read as follows:]

Purpose	Form	Denomination
Regular Postage	Panes of up to 100	\$0.01, .02, .03, .04, .05, .10, .15, .20, .22, .23, .25, .28, .29, .30, .32, .33, .40, .45, .46, .50, .52, .55, .60, .75, .77, .78, \$1, \$2, \$3.20, \$5, \$11.75

* * * * *

R900 Services

* * * * *

9.0 INSURED MAIL

[Correct the last entry in the table to read as follows:]

Insurance Coverage Desired	Fee	Bulk Insurance Fee ¹
1,000.01 to 5,000.00	10.35 plus \$0.95 for each \$100 or fraction thereof over \$1,000 in desired coverage	9.95 plus \$0.95 for each \$100 or fraction thereof over \$1,000 in desired coverage

¹ Includes discount of \$0.40 per piece.

* * * * *

DMM NOTICE

Expansion of Location-Based Post Office Box Fees**General Information**

Effective January 10, 1999, *Domestic Mail Manual* (DMM) D910.5.3 is revised to expand the application of location-based fees for post office box service to include 29 specific facilities. This expansion marks the first step toward development of a redesigned fee structure with greater emphasis on space costs and box utilization at individual locations. Data gathered on the impact of these changes will help guide development of a redesigned fee structure.

Background

During Docket No. R97-1, the Postal Service presented a plan to reassign a limited number of facilities to the next higher or lower fee group based on their space costs and box utilization. This plan was considered a first step in moving toward better alignment of post office box costs and fees. The Postal Rate Commission's Recommended Decision addressed the Postal Service plan and encouraged development of the location-based cost information needed to align fees with costs using improved data and additional analysis. The Postal Service has now identified 29 offices that meet cost and utilization criteria for transfer among fee groups A, B, and C. In fee groups A and B, facilities proposed for transfer to the next lower fee group incur rental costs lower than \$17/square foot and have box utilization of less than 75 percent. In fee groups C and B, facilities proposed for transfer to the next higher fee groups incur rental costs exceeding \$30/square foot and have box utilization above 90 percent. Baseline costs and usage measurement for the selected offices have been validated and will be monitored following implementation to assess impact on customer activity. In addition, 58 "control" facilities in neighboring areas will be monitored to serve as a benchmark against which to measure activity in the affected facilities.

Administration

Fee changes for post office box service will continue to be administered in accordance with DMM D910.4.4.

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

Domestic Mail Manual (DMM)**D Deposit, Collection, and Delivery**

* * * * *

D900 Other Delivery Services**D910 Post Office Box Service**

* * * * *

5.0 FEE GROUP ASSIGNMENTS

* * * * *

5.3 Location-Based Box Fees

[Revise 5.3 to read as follows:]

The facilities defined by the ZIP Codes in Exhibit 5.3a and by name in Exhibit 5.3b constitute exceptions to the fee groupings described in 5.1 and 5.2. Group A, B, or C fees apply as indicated.

[Renumber current Exhibit 5.3 as Exhibit 5.3a. Add new Exhibit 5.3b as follows:]

Exhibit 5.3b Location-Based Box Fees by Location

Group	Facility Name	Address
A	Wellesley Hills	337 Washington Street, Wellesley, MA 02181
	Neptune	532 Neptune Avenue, Brooklyn, NY 11224
	Will Rogers	1217 Wilshire Boulevard, Santa Monica, CA 90403
	North Beach	1640 Stockton Street, San Francisco, CA 94133
B	Prudential Center	800 Boylston Street, Boston, MA 02199
	Charles Street	136 Charles Street, Boston, MA 02114
	Cos Cob	152 E. Putnam Avenue, Cos Cob, CT 06807
	Glennville	25 Glen Ridge Road, Greenwich, CT 06831
	Englewood Cliffs	650 E. Palisade Avenue, Englewood Cliffs, NJ 07632
	Port Authority	76 9th Avenue, New York, NY 10011
	Morningside	232 W. 116th Street, New York, NY 10026
	Island	694 Main Street, New York, NY 10044
	Heathcote	1112 Wilmot Road, Heathcote, NY 10583
Old Village	661 Middle Neck Road, Great Neck, NY 11023	

Group	Facility Name	Address
	Fourth Avenue	336 4th Avenue, Pittsburgh, PA 15222
	Buckhead	3393 Peachtree Road, N.E., Atlanta, GA 30326
	Station A	335 S. County Road, Palm Beach, FL 33480
	Station #3	2510 Packard Street, Ann Arbor, MI 48103
	Pacific Palisades	15243 La Cruz, Pacific Palisades, CA 90272
	Woodside	2995 Woodside Road, Redwood City, CA 94062
	18th Street	4304 18th Street, San Francisco, CA 94114
	Arden	2801 Arden Way, Sacramento, CA 95825

Group	Facility Name	Address
	Kapahulu Contract Station	870 Kapahulu Avenue, Honolulu, HI 96816
	Wellesley	1 Grove Street, Wellesley, MA 02181
C	Boston University	775 Commonwealth Avenue, Boston, MA 02215
	Stapleton	160 Tompkins Avenue, Staten Island, NY 10304
	Red Hook	615 Clinton Street, Brooklyn, NY 11231
	Bush Terminal	900 3rd Avenue, Brooklyn, NY 11232
	Ryder	1739 E. 45th Street, Brooklyn, NY 11234

* * * * *

—Special Services, Core Business Marketing, 12-31-98

DMM NOTICE

Exchanges of Breast Cancer Research Semi-Postal Stamps

Effective January 10, 1999, *Domestic Mail Manual* (DMM) P014.2.10 is amended to change requirements for the exchange or refund of Breast Cancer Research Semi-Postal stamps. This amendment modifies DMM language originally published in PB 21976 (7-16-98).

Effective January 10, 1999, the Postal Service will not require that customers produce a receipt when exchanging or converting Breast Cancer Research Semi-Postal stamps. Also, the postage value of the exchange or conversion is equivalent to the First-Class Mail single-piece rate in effect at the time of exchange.

Employees are reminded that self-adhesive stamps (such as the Breast Cancer Research Semi-postal stamp) can be exchanged only under limited circumstances (see DMM P014.1.8).

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

Domestic Mail Manual (DMM)

* * * * *

P Postage and Payment Methods

* * * * *

P014 Refunds and Exchanges

* * * * *

2.0 POSTAGE AND FEES REFUNDS

* * * * *

[Amend 2.10 to read as follows:]

2.10 Breast Cancer Research Semi-Postal Stamps

Customers may exchange or convert Breast Cancer Research Semi-Postal Stamps for their postage value, i.e., the price of the stamps less the contribution amount, to the extent exchange or conversion of postage stamps is permitted under P014. The postage exchanged or converted is equivalent to the First-Class Mail single-piece rate in effect at the time of exchange. The contribution amount is not included in the exchange or conversion value.

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—Mail Preparation & Standards,
Marketing Systems, 12-31-98

DMM NOTICE

Corrections to DMM 54

Effective December 31, 1998, *Domestic Mail Manual* (DMM) M820.1.9 is amended to correct language originally published in *Postal Bulletin* 21982 (10-8-98). Effective January 10, 1999, DMM P100.3.2 and 3.3 are deleted to correct information originally published in *Postal Bulletin* 21984A (11-12-98).

DMM references within M820.1.9 are amended to show that for Periodicals, packages of automation mail and packages of nonautomation mail may be sacked together in 3-digit, SCF, ADC, and mixed ADC sacks under M820.3.2b through 3.2e. As information, such sacks must be labeled as automation mail under M820.3.2 and M820.3.3. P100.3.2 and 3.3 pertain to payment methods for Presorted Priority Mail and are deleted because Presorted Priority Mail is no longer available.

These changes are not included in the printed copy of DMM Issue 54 (effective 1-10-99), which will be arriving in the field in early January. These changes will appear in the online version of DMM 54 available on January 10, 1999, via Postal Explorer (<http://pe.usps.gov>).

Domestic Mail Manual (DMM)**M Mail Preparation and Sortation****M800 All Automation Mail**

* * * * *

M820 Flat-Size Mail**1.0 BASIC STANDARDS**

* * * * *

1.9 Exception—Periodicals Automation and Nonautomation

[Amend the first sentence to read as follows:]

For Periodicals, packages of automation mail (both FSM 881 and FSM 1000 packages) prepared under 3.1 and packages of nonautomation mail prepared under M200.2.4c through 2.4f may be sacked together under 3.2b through 3.2e of this unit. * * *

* * * * *

P Postage and Payment Methods**P100 First-Class Mail**

* * * * *

3.0 PRIORITY MAIL RATES

[Delete 3.2 and 3.3. Renumber 3.4 as 3.2.]

* * * * *

—Mail Preparation & Standards,
Marketing Systems, 12-31-98

DMM NOTICE

Parcel Post ZIP Code Changes

Effective January 10, 1999, *Domestic Mail Manual* (DMM) E652 Exhibits 5.0, 6.0, and 7.0 are amended to change and add ZIP Codes for Parcel Post discounts. These amendments affect DMM Issue 54, which will arrive in the field and to customers in early January.

These amendments will appear in the online DMM available via Postal Explorer (<http://pe.usps.gov>) and will appear in the printed version of DMM 55.

Domestic Mail Manual (DMM)

E	Eligibility	*	*	*	*	*
E600	Standard Mail	*	*	*	*	*
E652	Parcel Post	*	*	*	*	*

Exhibit E652.5.0 BMC Deposit of DSCF Rate Pallets

[Amend Exhibit E652.5.0 by changing ZIP Codes for Parcel Post discounts:]

BMC	Destination ZIP Code
PHILADELPHIA BMC	[Change existing 190 series of ZIP Codes to:] 19001-99
SAN FRANCISCO BMC	[Change existing 945 series of ZIP Codes to:] 94506, 13, 15-16, 18-24, 26-27, 29, 33, 35-44, 55-56, 58-61, 63, 70, 74-75, 77-81, 83, 85, 89-99 [Add 948 series of ZIP Codes:] 94801-04, 06-08

* * * * *

Exhibit E652.6.0 Delivery Facility Exceptions to the "Majority of City Carriers" Rule

[Amend Exhibit E652.6.0 by deleting some ZIP Codes and adding one to read as follows:]

ZIP Code	Facility Name
MASSACHUSETTS	[Delete 02584, Nantucket]
NEW YORK	[Delete 14304, Niagara Falls]
RHODE ISLAND	[Delete 02842, Middleton]
WASHINGTON	[Add the following:] 98223, Smokey Point Branch

* * * * *

Exhibit E652.7.0 Delivery Facilities Different From Those in the Drop Shipment Product

[Amend Exhibit E652.7.0 by making changes to the ZIP Codes to read as follows:]

ZIP Codes Served	Destination Delivery Unit Location
MASSACHUSETTS	
[Delete all current entries. Add the following new entries:]	
02456, 58-59, 61-62, 64-66, 68, 95	Newtonville Post Office, 897 Washington Street, Newtonville MA 02460-9998
02445-47, 51-54, 67	Northwest Boston P&DC, 200 Smith Street, Waltham MA 02451-0002
02108-11, 14-16, 18-22, 24-25, 27, 34-35, 38-42, 63	Boston P&DC, 25 Dorchester Avenue, Boston MA 02205-9998
* * *	* * *
NEW YORK	
[Add the following new entries:]	
11004	Long Island City Main Office, 4602 21st Street, Long Island City, NY 11101-9998
11101-06, 09	Long Island City Parcel Post Annex, 4310 10th Street, Long Island City, NY 11101-9998
11354-55, 58, 67	Flushing Main Office, 4165 Main Street, Flushing, NY 11355-9998
[Change existing Elmira entry to:]	
14901-05	Elmira Post Office, 1 Industrial Park Boulevard, Elmira NY 14901-9998
* * *	* * *
WASHINGTON	
[Add the following new entries:]	
98052	Redmond Carrier Annex, 7241 185th Avenue NE, Redmond, WA 98052-9997
98225, 26	Mount Baker Station, 3150 Orleans Street, Bellingham, WA 98226-9998
98907	Yakima Main, 205 W. Washington Avenue, Yakima, WA 98903-9998
98405, 66	Tacoma Central Carrier Facility, 3825 S. Warner Street, Tacoma, WA 98409-9998
* * *	* * *

—Operational Requirements, Operations Support, 12-31-98

*DMM SUMMARY OF CHANGES***DMM Issue 53 Changes**

The following summary tracks all amendments and revisions to *Domestic Mail Manual* (DMM) Issue 53 (January 1, 1998) that will appear in DMM Issue 54 (January 10, 1999). Except for the revisions published in *Special Postal Bulletin* 21984A, any change published after PB 21983 (10-22-98) will be included in DMM Issue 55.

This summary appears in chronological order by *Postal Bulletin* (PB) number, with the articles identified by their published titles and effective dates.

The online version of the DMM available via Postal Explorer (<http://pe.usps.gov>) is updated once a month as changes are published in the *Postal Bulletin*.

PB 21958 (11-6-97)*Ancillary Service Endorsements for Perishable Priority Mail*

F010.5.1 and F030.5.3 are amended to allow use of the endorsement "Change Service Requested" with perishable matter (excluding live animals) mailed at Priority Mail rates under two conditions: 1) the mail participates in electronic Address Change Service (ACS) and the pieces bear the proper ACS codes, and 2) the pieces bear the marking "Perishable." These amendments also exclude use of the endorsement "Change Service Requested" with live animals mailed at First-Class rates. Effective November 7, 1997.

PB 21959 (11-20-97)*Nonprofit Standard Mail Eligibility*

E670.5.9 is added to facilitate acceptance at the Nonprofit Standard Mail rates of certain material requesting donations or payment of membership dues when "premiums" are provided in exchange for the donation or membership dues payment. Effective November 20, 1997.

PB 21961 (12-18-97)*Disaster Field Office Meters*

E060.7.1, G043, and P030 Exhibit 4.1 are amended and E060.7.11 is added to introduce a new style of meter indicia for federal government agency disaster field office use. Effective December 18, 1997.

Weight Per Copy for Periodicals

P013.1.3, P013.7.2, P013.7.3, and P200.2.5 are revised to reflect the weight per copy for Periodicals to include address labels and envelopes, wrappers, and sleeves enclosing individual copies, but to exclude extraneous material such as strapping and package wrap. Effective December 18, 1997.

PB 21962 (1-1-98)*System Certification Program Discontinued*

P710.4.4, P720.2.5, and P730.2.3 are removed to reflect the discontinuation of Stage 1, System Certification Program. Effective December 18, 1997.

PB 21963 (1-15-98)*Presort Requirements for Periodicals Mail*

M011.1.2, M011.1.3, M032.1.3, M200.1.5, M200.3.1, M820.1.8, and M820.3.2 are revised and M200.1.6 and M820.1.9 are added to provide for optional preparation of a sectional center facility (SCF) level of sack for nonletter-size Periodicals mail. Effective January 5, 1998.

PB 21966 (2-26-98)*Advance Payment of Annual Fees*

E110.4.1 is corrected to add information regarding First-Class Mail presort mailing fees that was inadvertently left out. Effective February 26, 1998.

Products Mailable at Nonprofit Standard Mail Rates

E670.5.11 (formerly E670.5.10) is revised to reflect an increase from \$6.93 to \$7.10 for low-cost products mailable at Nonprofit Standard Mail rates. Effective January 1, 1998.

PB 21967 (3-12-98)*Enclosures at Periodicals Rate*

C200.1.4b is revised to remove the restriction that allows only a single sheet of printed matter containing information related exclusively to, and included with, a receipt or request or order for a subscription to the host publication; and to clarify that the receipt, request, or order for a subscription may be prepared as reply mail. Effective March 12, 1998.

PB 21969 (4-9-98)*Postage Meters Outside the Country*

P030.2.2 and P030.2.4 are revised, and P030.2.11 is added to allow for the use of specifically approved postage meters outside the country. Effective April 9, 1998.

Hazardous Materials Mailability Standards

C010, C021, C022, C023, C024, C050, and E110 are revised to clarify the standards for the mailability of hazardous materials. Effective April 9, 1998.

PB 21970 (4-23-98)*Permissible Mailpiece Components*

C200.1.8 is revised to allow attachments to covers or protective covers of Periodicals publications that may consist of advertising, nonadvertising, or a combination of both when the publication is enclosed in a wrapper. Effective April 23, 1998.

Experimental First-Class and Priority Mail Small Parcel Test Expires

G091 is deleted as a result of the expiration of the Experimental First-Class and Priority Mail Small Parcel Test on April 28, 1998. The four-cent per piece discount available to participants of the test will not be offered after April 28, 1998. Effective April 28, 1998.

Correction: Hazardous Materials Mailability Standards

C023 is amended to clarify the hazardous materials standards originally published in PB 21969 (4-9-98).

PB 21972 (5-21-98)*Labeling List Changes*

L002, L003, L004, L005, L604, L801, and L803 are amended to reflect changes in mail processing operations. Effective May 21, 1998.

PB 21975 (7-2-98)*Priority Mail Permit Indicia Content*

P040.3.1 is revised to not require the words "Priority Mail" or "Priority" as part of the permit imprint indicia when using USPS-provided Priority Mail envelopes and containers. Effective July 2, 1998.

Group E Post Office Box Service

D910 is revised to clarify the standards for Group E post office box service. Effective July 2, 1998.

Correction: Hazardous Materials Mailability Standards

C023 is amended to clarify the hazardous materials standards originally published in PB 21969 (4-9-98).

PB 21976 (7-16-98)*Breast Cancer Research Semi-Postal Stamp*

P014.1.1, P014.1.2, P014.1.5, and R000.4.0 are amended and P014.2.10 and P022.1.6 are added to establish terms and conditions for use and determination of value of the Breast Cancer Research Semi-Postal Stamp. Effective July 29, 1998.

Elimination of Mixed ADC and Mixed BMC Pallets for Packages and Bundles

M020, M041, and M045 are revised to eliminate the options for mailers to place packages and bundles of Periodicals on mixed ADC pallets and to place packages and bundles of Standard Mail (A) and Standard Mail (B) on mixed BMC pallets. Effective October 4, 1998.

Revision for the Calculation of Delivery Point Barcode Information

C840.1.4 is amended to change the method by which delivery point barcode (DPBC) information is calculated. Effective July 31, 1998.

PB 21977 (7-30-98)*Ancillary Service Endorsements for Temporary Change-of-Address*

F010.5.1 is amended to allow use of the endorsement "Temp — Return Service Requested" on First-Class Mail so that mailpieces may be forwarded to a temporary address when a temporary change-of-address notice is on file. Effective August 1, 1998.

Correction: Elimination of Mixed ADC and Mixed BMC Pallets for Packages and Bundles

M020 is amended to clarify the standards published in PB 21976 (7-16-98).

Plant-Verified Drop Shipment Forms

P750 and I021 are revised to describe the use of the new PS Form 8125-C and to eliminate references to PS Form 8125-PV. Effective January 10, 1999.

PB 21978 (8-13-98)*Periodicals Identification Statement*

E211.10.4 is revised to allow publishers to print the Periodicals identification statement on one of the last three editorial pages when the publication is mailed with a First-Class Mail or Standard Mail (A) enclosure paid with permit imprint. M071.1.2 and P070.2.6 are revised to no longer require that a permit imprint be printed in the identification statement when the marking "First-Class Mail Enclosed" or "Standard Mail (A) Enclosed" is placed in the identification statement. Effective August 13, 1998.

Use of Nondenominated Stamps on International Mail

P022.2.1 is revised to clarify that nondenominated stamps, except for precanceled stamps with rate markings, may be used for international mail. Effective August 13, 1998.

Customs Declarations for Military Mail

E010.2.6 is revised to clarify when customs declarations are required on mail sent between government agencies and APO and FPO ZIP Codes. Effective August 13, 1998.

Labeling List Changes

L004 and L801 are amended to reflect changes in mail processing operations. Effective August 13, 1998.

Correction: Hazardous Materials Mailability Standards

C021 and C023 are amended to clarify the hazardous material standards originally published in *Postal Bulletin* 21969 (4-9-98).

PB 21979 (8-27-98)*Locksmithing Devices*

C024.10.5e is added to expand the list of permissible addressees who may receive locksmithing devices through the mail. Effective August 27, 1998.

PB 21982 (10-8-98)*Application for Post Office Box or Caller Service*

D910.2.2 is added and D910.2.3 is revised to require two forms of identification when applying for post office box or caller service. Effective July 31, 1998.

New Specifications for Automated Flats

C820.1.0 through C820.9.0, C840.3.0, M820.1.5 through M820.1.9, and R200 are revised and C820.3.0 and C820.4.0 are added to describe specifications for automated flats processed on FSM 1000 equipment. Effective October 4, 1998.

**PB 21984A, Special Postal Bulletin (11-12-98)
Rate and Classification Changes Resulting From R97-1**

The revised standards summarized in this section were published on July 14, 1998, in the *Federal Register* (63 FR 37946), as approved on June 29, 1998, by the Postal Service to implement the Decision of the Governors of the Postal Service in Postal Rate Commission Docket No. R97-1, Notice of the U.S. Postal Service's Filing of Proposed Postal Rate, Fee, and Classification Changes and Order Instituting Proceedings. These standards take effect on January 10, 1999.

A Module: Addressing

A060.5.3 is amended to eliminate the option to pay postage for excess or undeliverable detached address labels (DALs) or items being returned at the single-piece Standard Mail (A) rates. Postage for excess or undeliverable DALs or items being returned is computed at the applicable single-piece rate (First-Class Mail, Priority Mail, or Standard Mail (B)) for the combined weight of the DAL and the accompanying item, regardless of whether both are being returned.

C Module: Characteristics and Content

References to single-piece Standard Mail (A) are deleted throughout. C010 is amended to change Parcel Post weight limits and add the nonstandard surcharge for First-Class Mail. C050.5.0 and C050.6.0 are amended to add "Nonmachinable" to the title. C100.1.0 is amended to change the weight limit for First-Class Mail. C100.4.0 is amended to include keys and identification devices as items that may be considered nonstandard mail. C600.1.2 is amended to change the maximum weight for Parcel Post pieces mailed at the oversized rate. C600.1.2 also is amended to add a balloon rate for Parcel Post pieces that weigh less than 15 pounds but measure more than 84 inches in combined length and girth. C600.2.0 is amended to delete the nonstandard surcharge criteria that formerly applied to single-piece Standard Mail (A). C810.2.0 is amended to provide new maximum weights for automation heavy letters. C820.2.0 is amended to increase the maximum weight limit for First-Class automation flats. C840.8.0 is amended to add a stipulation for ZIP+4 barcodes for QBRM and other barcoded BRM. A new C850 is added to provide standards for Standard Mail (B) barcodes.

D Module: Deposit, Collection, and Delivery

D010.1.1 is amended to remove single-piece rate Priority Mail. D010.1.2 is amended to exclude pieces mailed at new Parcel Post discounts from pickup service. D100 is amended to remove references to Presorted Priority Mail. D600.2.0 is amended to remove references to single-piece Standard Mail (A).

E Module: Eligibility

E060.5.0 is amended to reflect the new 13-ounce weight limit for First-Class Mail. E060.12.0 is amended to remove references to single-piece Standard Mail (A). E110.4.0 is revised to delete references to Presorted Priority Mail. E120 is revised to remove references to Presorted Priority Mail and to add information on rates and fees applicable to keys and identification devices. E130 is amended for clarity and to add information on rates and fees applicable to keys and identification devices. E150 is added to provide information on

qualified business reply mail. E211.14.0 is amended to delete references to single-piece Standard Mail (A). E230.1.0 and E230.3.0 through E230.5.0 are amended to provide for separate 5-digit and 3-digit rates for Periodicals and to show that the applicable 3-digit rates will apply to both unique and nonunique 3-digit ZIP Code areas. E230.6.0 is amended to allow In-County mail to qualify for high density carrier walk-sequence rates based on either a minimum of 125 pieces per route or 25% of the total active possible deliveries on the carrier route. E230.7.0 is amended to require documentation for pieces and copies mailed to all 3-digit destinations. E240.2.0 is amended to provide for separate 5-digit and 3-digit rates for Periodicals and to show that the applicable 3-digit rates will apply to both unique and nonunique 3-digit ZIP Code areas. E600 is amended throughout to delete references to single-piece Standard Mail (A) and to change the name "nonautomation presort" to "Presorted" or "Presorted Standard." E612 is amended to change the weight breakpoints for the Standard Mail (A) minimum per piece rates, to require Standard Mail (A) mailed at a Standard Mail (B) rate to show the applicable Standard Mail (B) marking, and to move restrictions on use of special services from E612.4.1 to new section E612.4.10. E620 and E630 are reorganized so that E620 contains standards for Standard Mail (A) and E630 contains standards for Standard Mail (B). E620 is amended to add new minimum volume requirements for Presorted Standard mailings, to add provisions for mailing certain matter not eligible for Standard Mail (A) rates that bears Standard Mail (A) markings at the single-piece First-Class or Priority Mail rates, and to add provisions for the new residual shape surcharge. E630 is revised to add provisions for DSCF and DDU rates, OBMC Presort and BMC Presort discounts, oversized parcels, and balloon rate parcels. E630 is amended to add provisions for a barcoded discount for Standard Mail (B) rates. E630 is amended to change marking requirements for Standard Mail (B). E640 is amended to clarify that Nonprofit rate mail may qualify for automation rates. E651 is amended to clarify procedures for depositing mail. E652 is revised to add provisions for DSCF and DDU Parcel Post rates. E670 is amended to delete references to Presorted Priority Mail.

F Module: Forwarding and Related Services

F010 is amended throughout to delete references to single-piece Standard Mail (A), to revise forwarding and related services for Periodicals and Standard Mail (A), and to show that return postage is subject to the First-Class or Priority Mail rates based on weight, except for machinable Standard Mail (A) parcels returned under bulk parcel return service (BPRS). F020 is amended to remove references to single-piece Standard Mail (A).

G Module: General Information

G043 is amended to add names and addresses of organizations from whom barcode specifications and barcode grading requirements can be obtained.

L Module: Labeling Lists

Section L100, including labeling list L102, ADCs — Presorted Priority Mail, is deleted. New labeling list L605, BMCs — Nonmachinable Parcel Post is added.

M Module: Mail Preparation and Sortation

M011.1.0 is amended to add the definition of an overflow sack for Parcel Post DSCF rate mailings and to amend the definition of a mailing. M012 is amended to change marking requirements for First-Class Mail and Standard Mail and to specify time frames for new marking requirements. In M032, Exhibit 1.3a is amended to show headings for new Periodicals rate levels and for new Parcel Post rates and to change the name "bulk Bound Printed Matter" to "Presorted Bound Printed Matter." M033.1.0 is amended to reflect the new 13-ounce weight limit for First-Class Mail. M041 is amended to reflect requirements for new Standard Mail (B) rates. M045 is amended to add preparation requirements for new Standard Mail (B) rates. M050.4.0 is amended to reflect new documentation requirements for high density In-County Periodicals. M072.1.1 is amended for clarity. M072.2.5 is amended to delete references to "Bulk Parcel Post," to rename "bulk Bound Printed Matter" as "Presorted Bound Printed Matter," to add an exception to the zone separation requirement, and to add information on preparation of drop shipment mail for Parcel Post DSCF and DDU rates. M073 is amended to add information about permissibility and preparation requirements for combining Standard Mail (A) and Standard Mail (B) parcels in mailings qualifying for new Parcel Post rates. M120 is revised to delete the sections concerning Presorted Priority Mail. M130.2.0 and M130.3.0 are amended to revise their titles. M130.5.0 is amended to reflect the new 13-ounce weight limit for First-Class Mail. M200.3.0 is revised to require preparation of an SCF sack for nonletters, to delete the provisions for an optional origin/required entry 3-digit sack, and to add provisions for an optional origin/required entry SCF sack. M610 and M620 are revised to change "nonautomation presort" to "Presorted," to amend references to E620 and E630, and to revise rate marking requirements, including time frames, for changing the "Bulk Rate" marking to "Presorted Standard." M630 is amended to add preparation requirements for DSCF and DDU rates and Presorted Library Mail; to change "nonautomation presort" to "Presorted"; to revise references to E620 and E630; and to amend marking requirements for all Standard Mail (B). M810 is reorganized and revised to clarify

documentation requirements, to add new rate categories for Periodicals, and to make the 5-digit/scheme sortation level optional for Periodicals automation letters. M820 is revised to make the SCF sack a required level of presort for Periodicals automation flats, to delete the provisions for an optional origin/required entry 3-digit sack, and to add provisions for an optional origin/required entry SCF sack.

P Module: Postage and Payment Methods

P011 is amended to delete references to single-piece Standard Mail (A). P012 is amended to standardize documentation for Periodicals by adding separate 5-digit and 3-digit rates for both automation and nonautomation and by adding new rate abbreviations for nonautomation 5-digit and 3-digit rates. P013 is amended to reflect payment for keys and identification devices at First-Class Mail and Priority Mail rates plus a \$0.30 fee, to delete sections concerning computation of single-piece Standard Mail (A) rates, to revise the breakpoints for Standard Mail (A) rates, to delete references to Bulk Parcel Post, and to revise the term "bulk Bound Printed Matter" to "Presorted Bound Printed Matter." P014.2.0 is amended to delete references to single-piece Standard Mail (A). P030.1.5 is amended to reflect the new 13-ounce weight limit for First-Class Mail. P030.5.4 is amended to delete a reference to single-piece Standard Mail (A). P040.4.1 is amended to reflect the new rate marking requirements for First-Class Mail and Standard Mail and to delete examples for single-piece Standard Mail (A). P100 is amended to add payment provisions for mailing residual Standard Mail (A) pieces at single-piece First-Class or Priority Mail rates. P600 is amended to establish postage payment methods for Standard Mail (B) containing a combination of discounts, to delete information on payment and markings for single-piece Standard Mail (A), and to clarify that for mailings of identical weight Standard Mail (A) pieces, postage may be affixed to all pieces in the mailing at the lowest rate in the mailing job. P750 is amended to include instructions on the new Parcel Post DSCF and DDU rates. P760 is revised to change "nonautomation" to "Presorted" for Standard Mail (A) and to delete references to single-piece Standard Mail (A).

R Module: Rates and Fees

R000, R100, R200, R500, R600, and R900 are revised in their entirety to reflect new rates and fees.

S Module: Special Services

S010 is amended to add information on claims for bulk insurance service. S070 is amended to clarify applicability of Priority Mail Drop Shipment. S911 is amended to reflect changes to indemnity coverage for registered mail. S913 is revised to eliminate references to single-piece Standard Mail (A), to clarify insurance eligibility, and to include rules for bulk insurance service. S915.1.0 and S915.2.0 are amended for clarity. S917 is amended to delete availability of return receipt for merchandise with single-piece Standard Mail (A). S921 is amended to delete availability of COD with single-piece Standard Mail (A). S922 is amended to change references from BRMAS to QBRM, to remove eligibility requirements for BRMAS, and to require all BRM bearing barcodes to meet specified standards and requirements. S923 is amended to eliminate the return of merchandise return pieces at single-piece Standard Mail (A) rates, to prescribe new rates and corresponding markings for returned mailpieces, and to reflect new standards for use of registered mail with merchandise return service. S924 is amended to eliminate references to single-piece Standard Mail (A). S930 is amended to end availability of special handling service for single-piece Standard Mail (A) and to allow First-Class Mail and Priority Mail to receive special handling.

—*Mail Preparation & Standards,
Marketing Systems, 12-31-98*

PLANT-VERIFIED DROP SHIPMENT

Mail Acceptance: New Postal Rates and Fees Effective January 10, 1999

Special Postal Bulletin 21984A (11-12-98) announced the dates that apply to the verification and deposit of plant-verified drop shipment (PVDS) mailings before and after the January 10, 1999, effective date for the new postage rates. To better accommodate the needs of our customers, the previously announced January 15, 1999, final date for deposit of PVDS mailings paid at the pre-January 10, 1999, rates of postage is extended to January 21, 1999.

The PVDS information published on page 3 of the *Special Postal Bulletin* is revised as follows:

Plant-Verified Drop Shipment

Plant-verified drop shipment (PVDS) mailings will be verified and accepted as follows:

- a. PVDS mailings verified and paid for before January 10, 1999, will be accepted into the mailstream at destination entry postal facilities through January 21, 1999, if presented with appropriate documentation of verification and payment (PS Form 8125).

- b. PVDS mailings may be verified and paid for beginning December 11, 1998, under the rates and preparation standards that take effect January 10, 1999, if the shipment is not accepted into the mailstream at destination entry postal facilities until January 10, 1999, or later.

—*Business Mail Acceptance, Marketing Systems, 12-31-98*

APO/FPO Changes

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

APO/ FPO	Action	Effective Date	See Restrictions
09340	ADD "B"-“B1”-“C”-“Z1”	Immediately	B-B1-C-Z1

—*International Operations Support, Networks Operations Management, 12-31-98*

Finance

Federal Income Tax Withholding

Effective pay period (PP) 01-99, payroll checks reflect this year's changes in federal tax withholding. The exemption value increases for each allowance from \$103.85 to \$105.77.

The following tables are based on a biweekly payroll period:

Federal Income Tax Withholding Table*

Wages (minus withholding allowances, FSA contributions, TSP contributions and FEHB contributions)		Income Tax Rates	
Single Person (including head of household)			
Not over \$102		0	
Over. . .	But not over. . .		of excess over
\$102	\$1,050	15%	\$102
\$1,050	\$2,250	\$142.20 plus 28%	\$1,050
\$2,250	\$5,069	\$478.20 plus 31%	\$2,250
\$5,069	\$10,950	\$1,352.09 plus 36%	\$5,069
\$10,950		\$3,469.25 plus 39.6%	\$10,950
Married Person			
Not over \$248		0	
Over. . .	But not over. . .		of excess over
\$248	\$1,827	15%	\$248
\$1,827	\$3,788	\$236.85 plus 28%	\$1,827
\$3,788	\$6,269	\$785.93 plus 31%	\$3,788
\$6,269	\$11,062	\$1,555.04 plus 36%	\$6,269
\$11,062		\$3,280.52 plus 39.6%	\$11,062

*Based on a biweekly payroll period.

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

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

1. Determine normal biweekly gross wages from earnings statement.
2. Determine normal biweekly Thrift Savings Plan (TSP) contributions from earnings statement.
3. Determine normal biweekly Flexible Spending Account (FSA) contributions from earnings statement. Add both Flexible Spending Account Dependent Child (FSADC) and Flexible Spending Account Health Care (FSAHC), if applicable.
4. Determine normal biweekly pretax health benefit (FEHB) employee contributions from earnings statement (shown as HP on earning statement).
5. Multiply the number of exemptions claimed by the new biweekly exemption value of \$105.77 (withholding allowance). The federal tax line on the earnings statement shows the number of exemptions claimed (i.e., S1 = single with one exemption, M3 = married with three exemptions).
6. Subtract the amounts in step 2 (TSP), step 3 (FSA), step 4 (FEHB), and step 5 (exemptions) from step 1 (gross biweekly wages). This is the amount of wages that is subject to withholding.

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

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

Example

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

1	Total biweekly gross wages		\$2,850.50
2	Amount of TSP contributions		285.05
3	Add amount of FSADC	25.00	
	Add amount of FSAHC	<u>50.00</u>	
	Total amount FSA contributions		75.00
4	FEHB employee contributions		45.13
5	Exemptions (3 x \$105.77)		317.31

Computation is as follows:

Biweekly Gross Wages	\$2,850.50
Minus TSP contributions	- 285.05
Minus FSA contributions	- 75.00
Minus FEHB employee contributions	- 45.13
Minus exemptions	- 317.31
Amount of wages subject to withholding	\$2,128.01

To complete the computation, refer to the married section of the Federal Income Tax Table. The amount of wages subject to withholding, \$2,128.01, falls within the "over \$1,827 but not over 3,788" range.

Final computation is as follows:

Amount subject to withholding	\$2,128.01
Subtract \$1,827.00 from \$2,128.01	301.01
Multiply \$301.01 times 28% (.28)	84.29
Add from the table	236.85
Total federal income tax* that should be withheld from each biweekly payroll check is	\$321.14

*Rounding may vary this total by a few cents.

HANDBOOK F-1 UPDATE

Handbook F-1, Post Office Accounting Procedures, Has Been Updated

Appendix A of Handbook F-1, *Post Office Accounting Procedures*, is updated with seven revised AIC descriptions and three new AICs. This update may be used as a quick reference guide for employees who process mailing statements.

The AIC changes shown in the table below will be published in the next revision of Handbook F-1.

AIC	Title	Description
121	Permit Imprint — First-Class Mail (Other than Priority)	All permit imprint First-Class Mail postage from the "Total Postage Due" line of PS Form 3600-R, <i>Postage Statement — First-Class Mail Permit Imprint</i> .
124	Permit Imprint — Standard Mail (B) (Special Standard Rate postage)	All permit imprint Standard Mail (B) postage from the "Total Postage Due" line of PS Form 3608-R, <i>Postage Statement — Special Standard Mail or Library Mail Permit Imprint</i> .
125	Permit Imprint — Standard Mail (A) (Nonprofit Rate postage)	All permit imprint Nonprofit rate Standard Mail (A) postage from the "Total Postage Due" line of PS Form 3602-N, <i>Postage Statement — Nonprofit Standard Mail Permit Imprint</i> .
130	Permit Imprint — Standard Mail (A) (Regular Rate postage)	All permit imprint Regular rate Standard Mail (A) postage from the "Total Postage Due" line of PS Form 3602-R, <i>Postage Statement — Regular Standard Mail Permit Imprint</i> .
131	Permit Imprint — Standard Mail (B) (Bound Printed Matter Rate postage)	All permit imprint Bound Printed Matter (BPM) rate Standard Mail (B) postage from the "Total Postage Due" line of PS Form 3605-BR, <i>Postage Statement Bound Printed Matter Permit Imprint</i> .
132	Permit Imprint — All Other Postage	All other permit imprint postage from mailings not covered under any other permit imprint postage or fee type account.
135	Periodicals — Outside County (Foreign Rate postage)	All periodicals outside county and foreign rate postage from the "Total Foreign and Outside County Postage" line of PS Forms: 3541-N, <i>Postage Statement — Periodicals Nonprofit Rates</i> 3541-NC, <i>Postage Statement — Periodicals Classroom Rates</i> 3541-R, <i>Postage Statement — Periodicals Regular and Science-of-Agriculture Rates</i> .
223 (new)	Permit Imprint — Standard Mail (B) (Parcel Post Rate postage)	All permit imprint Parcel Post rate Standard Mail (B) postage from the "Total Postage Due" line of PS Form 3605-PR, <i>Postage Statement — Parcel Post Permit Imprint</i> .
224 (new)	Periodicals — In-County Rate Only	All periodicals In-County rate postage (<i>only</i>) from forms PS 3541-N, PS 3541-NC, and PS 3541-R.
237 (new)	Permit Imprint — Priority Mail Postage	All permit imprint Priority Mail postage from the "Total Postage Due" line of PS Form 3600-PM, <i>Postage Statement — Priority Mail Permit Imprint</i> .

—Post Office Accounting, Finance, 12-31-98

W-2 TAX UPDATE


1998 W-2 Tax Information and Illustration

1. Current Mailing Address

To facilitate processing of 1998 tax information and to ensure correct and timely receipt of 1998 IRS Form W-2, *Wage and Tax Statement*, all employees must have a current mailing address on file at their distributed data entry/distributed reporting (DDE/DR) site. Employees who have changed their address in 1998 and have not submitted PS Form 1216, *Employee's Current Mailing Address*, to their DDE/DR site should do so immediately.

2. General W-2 Information

If an employee has earnings in more than one state, a separate Form W-2 will be issued for each state reported. The format of the 1998 Form W-2 has not been changed from the 1997 format (see sample W-2, below).

		Minneapolis Accounting Service Center 2625 Lone Oak Pkwy Eagan MN 55121-9600		Wage And Tax Statement Income Tax Information		1998 COPY B		File With Employees Federal Tax Return OMB No. 1545-0008			
A. Social Security Number		B. Employer's FED ID No. 41-0760000		31. TCOL Allowance		1. Wages, Other Compensation		2. Fed Income Tax Withheld			
C. Employee's Name, Address, and ZIP Code Finance No.				32. Employee Business Expense		3. Social Security Wages		4. Social Security Tax Withheld			
				33. Taxable Emp. Bus. Expense *		5. Medicare Wages		6. Medicare Tax Withheld			
				34. Alt Trans Incent. *		9. Advance EIC		13. Flex Spending Acct.			
				35. Imputed Inc. Life Ins. *		14. Employee Contrib (TSP)		15. Pension Plan Coverage			
				36. Miscellaneous *		37. Pre-Tax HB		38. Occupation Tax Withheld			
16. Employer's State ID No.		17. State/Terr. Gross Wages		18. State Inc. Tax Withheld		19. Locality Name		20. Local Wages		21. Local Tax Withheld	
<p>FORM W2 DEPARTMENT OF THE TREASURY - INTERNAL REVENUE SERVICE * This Amount Is Included In Box 1</p>											

3. Obtaining Duplicate or Corrected Forms W-2 or 1099R

If you need to obtain a duplicate or corrected Form W-2 or Form 1099R, *Distributions from Pensions, Annuities, Retirement or Profit-Sharing Plans, IRAs, Insurance Contracts, etc.*, please see the following table:

If you are requesting a...	Then submit a written request to...	And include...
Duplicate Form W-2 for wages or relocation	The finance office at your local DDE/DR site	Name
Corrected W-2 for wages	ATTN PAYROLL PROCESSING BR W2 MINNEAPOLIS ACCOUNTING SERVICE CENTER US POSTAL SERVICE 2825 LONE OAK PKWY EAGAN MN 55121-9600	Current address Social Security number
Corrected W-2 for relocation (see Notes 1 and 2)	ATTN RELOCATION SECTION SAN MATEO ACCOUNTING SERVICE CENTER US POSTAL SERVICE 2700 CAMPUS DR SAN MATEO CA 94497-9420	Name of office where employed (or where previously employed if not a current Postal Service employee)
Duplicate or corrected 1099R (if retired)	ANNUITANT SERVICES DIVISION OFFICE OF PERSONNEL MANAGEMENT PO BOX 989 WASHINGTON DC 20044-0989	Relevant year or years A reason for the correction Office telephone number

Notes:

1. Although the MNASC issues relocation Form W-2, written requests for corrected relocation Form W-2 should be submitted to the San Mateo Accounting Service Center.
2. The MNASC will issue a separate W-2 for relocation payments; however, the Social Security and Medicare taxes withheld on relocation payments are reported on the employee's Form W-2 for wages.

4. Source of Reported Wages

The Wages and Other Compensation amount reported in Box 1 of Form W-2 is derived from year-to-date totals reflected on the employee's Pay Period 26-98 (or last pay period in a pay status in 1998) Earnings Statement, plus several other totals from the Form W-2. Use the Reconciliation Table below to reconcile your Earnings Statement with your Form W-2.

If any checks issued during 1998 were returned or canceled after the last Earnings Statement was printed, this reconciliation table is not applicable.

Earnings Statement/Form W-2 Reconciliation Table

Earnings Statement Year-to-Date Totals	
Gross Pay	\$
- FSA Contribution (W-2, Box 13)	-\$
- TSP Contribution (W-2, Box 14)	-\$
- Pre-Tax Health Benefits (W-2, Box 37)	-\$
+ Taxable Carrier Drive-Out (W-2, Box 33)	+\$
+ Taxable Vehicle Hire (W-2, Box 33)	+\$
+ Taxable Special Delivery (W-2, Box 33)	+\$
+ Taxable Supervisor Vehicle Usage (W-2, Box 33)	+\$
Form W-2 Totals	
+ Box 35, Imputed Income— Life Insurance	+\$
+ Box 36, Miscellaneous (see Note)	+\$
Box 1 on Form W-2 =	\$
Note: Compensation not related to wages and/or benefits not shown above, e.g., rent, noncash awards, spousal travel, outstanding travel advances.	

—Corporate Accounting, Finance, 12-31-98

PAY PERIODS UPDATE

1999 Pay Dates, Organization Dues, and Leave Year

The following chart lists the Postal Service pay periods for 1999. For the convenience of timekeepers, the week's beginning and ending dates are shown under **Week One** and **Week Two** of each biweekly pay period.

An asterisk under **Pay Period** indicates when monthly dues for unions and employee organizations are deducted.

The official 1999 **Pay Dates** and **Holidays** are also listed.

The leave year always begins the first day of the first *full* pay period in the calendar year. The 1999 leave year begins pay period 2, January 2, 1999 (02-1999), extends for 26 full pay periods, and ends pay period 1, December 31, 1999 (01-2000).

Year 1999 Pay Period Inclusive Dates				
Pay Period	Week One	Week Two	Pay Date	Holidays
01*	12-19 to 12-25	12-26 to 01-01	01-08	12-25, 01-01
02	01-02 to 01-08	01-09 to 01-15	01-22	
03	01-16 to 01-22	01-23 to 01-29	02-05	01-18
04*	01-30 to 02-05	02-06 to 02-12	02-19	
05	02-13 to 02-19	02-20 to 02-26	03-05	02-15
06*	02-27 to 03-05	03-06 to 03-12	03-19	
07	03-13 to 03-19	03-20 to 03-26	04-02	
08*	03-27 to 04-02	04-03 to 04-09	04-16	
09	04-10 to 04-16	04-17 to 04-23	04-30	

Year 1999 Pay Period Inclusive Dates				
Pay Period	Week One	Week Two	Pay Date	Holidays
10*	04-24 to 04-30	05-01 to 05-07	05-14	
11	05-08 to 05-14	05-15 to 05-21	05-28	
12*	05-22 to 05-28	05-29 to 06-04	06-11	05-31
13	06-05 to 06-11	06-12 to 06-18	06-25	
14*	06-19 to 06-25	06-26 to 07-02	07-09	
15	07-03 to 07-09	07-10 to 07-16	07-23	07-04
16	07-17 to 07-23	07-24 to 07-30	08-06	
17*	07-31 to 08-06	08-07 to 08-13	08-20	
18	08-14 to 08-20	08-21 to 08-27	09-03	
19*	08-28 to 09-03	09-04 to 09-10	09-17	09-06
20	09-11 to 09-17	09-18 to 09-24	10-01	
21*	09-25 to 10-01	10-02 to 10-08	10-15	
22	10-09 to 10-15	10-16 to 10-22	10-29	10-11
23*	10-23 to 10-29	10-30 to 11-05	11-12	
24	11-06 to 11-12	11-13 to 11-19	11-26	11-11
25*	11-20 to 11-26	11-27 to 12-03	12-10	11-25
26	12-04 to 12-10	12-11 to 12-17	12-23	

Year 2000 Pay Periods Begin				
Pay Period	Week One	Week Two	Pay Date	Holidays
01*	12-18 to 12-24	12-25 to 12-31	01-07	12-25
02	01-01 to 01-07	01-08 to 01-14	01-21	01-01

ADVANCE EIC NOTICE

Advance Earned Income Credit Payments

Postal Service employees who qualify for Advance Earned Income Credit (EIC) payments must submit the required Internal Revenue Service (IRS) Form W-5, *Earned Income Credit Advance Payment Certificate*, in a timely manner. *Postal Bulletin* articles on EIC are published yearly as a reminder, but this article is being published with the greater detail that is now required by the IRS to ensure that all employees are aware of the program requirements.

Postmasters and other installation heads are requested to post this notice on employee bulletin boards.

A. Definition. Earned Income Credit is a tax credit for eligible employees who have a qualifying child (see B.1). Employees eligible for EIC may choose to receive advance payments totaling \$1,387 (for tax year 1999) with their regular paychecks, instead of waiting to claim their EIC tax credit on their federal income tax return. Employees wanting to receive these advance payments must file an IRS Form W-5, *Earned Income Credit Advance Payment Certificate*, with their personnel office. Eligible employees (see B.2) who do not file a Form W-5 will not receive any advance payments during the current tax year. They are still eligible to claim the EIC on their annual tax return, however.

Eligible employees can collect the EIC even if they owe no federal tax. EIC payments do not change the amount of federal income tax or FICA (Social Security and Medicare) taxes that are normally withheld from an employee's wages. EIC is not definable as wages or compensation for services rendered and, as such, is not subject to payroll taxes.

B. Eligibility. Eligible Postal Service employees may apply for advance payment of the EIC. When received, the EIC is shown as a separate line item on the employee's regular earning statement. Employees who want to receive advance EIC payments *must meet all six* of the following requirements to be eligible for these payments:

1. The employee must have at least one qualifying child; however, employees are limited to no more than one EIC, regardless of the number of qualifying children resident with them. A qualifying child must:
 - a. Be the employee's son, daughter, adopted child, stepchild, foster child, or grandchild.
 - b. Be under age 19 at the end of the tax year; under age 24 if a full-time student at the end of the tax year; or any age if permanently and totally disabled.

- c. Reside with the employee for more than half of the tax year; however, a foster child must reside with the employee for the entire tax year. Short-term absences for school, medical treatment, or vacation are disregarded.

2. The employee's expected earned income and adjusted gross income must both be less than \$26,928 (for tax year 1999). Participating employees should refer to IRS Publication 596, *Earned Income Credit*, for more information concerning applicable inclusions in adjusted gross income amounts and other technical aspects of this program.
3. The employee must file federal tax returns as: single, head of household, married filing jointly, or qualifying widow(er) with dependent child. Employees filing as married filing separately do not qualify for EIC.
4. The employee cannot be the qualifying dependent child of another person claiming an EIC.
5. The employee may not exclude any foreign earned income or foreign housing amounts, as shown on IRS Form 2555, *Foreign Earned Income*. An employee who is a nonresident alien for *any part* of the tax year does not qualify for the EIC.
6. The employee's investment income must not exceed the yearly limitation established by the IRS.

C. Filing Requirements. Eligible employees must file or renew their Form W-5 with their personnel offices by the end of each tax year. After receipt, personnel offices submit the forms through established channels to the Minneapolis Accounting Service Center (MNASC).

Blank Forms W-5 are readily available at all IRS offices. After determining the number of employees under their jurisdiction who participate in the EIC program, local personnel offices should request a supply of blank Forms W-5 from their local IRS office to provide employees.

Form W-5 remains in effect for the entire tax year in which filed. All participants must file a new certificate for every year in which they meet the eligibility requirements. If a W-5 for a new tax year is not received by the MNASC, the allowance is discontinued.

D. Computing Advance Payments. Advance EIC payments are distributed on a Pay Period basis, and are included with regular wages. They are based on both gross salary (before deductions), and the federal tax filing status of the employee and their spouse (if applicable). The MNASC uses the Biweekly Payroll Period table shown below to determine the EIC amount to be included in an eligible employee's wages.

E. Statements for Employees. The EIC amount paid to an employee is shown on the PS Form 1223, *Earnings Statement*, as a separate line item identified as EIC. The total amount of yearly EIC payments is shown on the employee's IRS Form W-2, *Wage and Tax Statement*, in Box 9, Advance EIC Payments. It is not included in Box 1, Wages, nor are any other W-2 entries changed because of these payments.

EIC payments to eligible employees begin during the Pay Period following the one in which the W-5 is received by the MNASC. If during the year the employee's wages exceed the EIC income threshold (\$26,928 for 1999) or the payments have reached the maximum amount (\$1,387 for 1999), the Postal Service will discontinue the payments.

Employees must have only one W-5 certificate in effect with the Postal Service at one time. Also, it is the responsibility of the eligible employee to ensure the accuracy of the information on the W-5.

Any change in life status (financial or spousal) that impacts an employee's eligibility for EIC *must* be reported on a new W-5 within 10 days after the effective date of the change.

Biweekly Payroll Period					
(a) SINGLE or MARRIED Without Spouse Filing Certificate			(b) MARRIED With Both Spouses Filing Certificate		
If the amount of wages (before deducting withholding allowances) is:		The amount of payment to be made is:	If the amount of wages (before deducting withholding allowances) is:		The amount of payment to be made is:
Over—	But not over—		Over—	But not over—	
\$0	\$261	20.40% of wages	\$0	\$130	20.40% of wages
\$261	\$479	\$53	\$130	\$239	\$27
\$479	————	\$53 less 9.588% of wages in excess of \$479	\$239	————	\$27 less 9.588% of wages in excess of \$239

Fraud Alert

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

Do Not Cash — Upon Receipt, Notify Local Postal Inspectors

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

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

The *Postal Bulletin* is also available on the Postal Service IntraNet. Click on "Corporate Information," then "Policies and Procedures," then "Postal Bulletin."

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

210 221 0548 to	387 314 5574 to	5599	399 396 8935 to	8999	410 491 2311 to	2399
210 221 0599	387 837 6300 to	6399	399 792 7775 to	7799	410 694 8400 to	8599
273 775 7700 to	388 828 0656 to	0699	399 792 8300 to	8399	410 775 1500 to	1599
273 775 7899	389 696 2400 to	2799	400 427 1051 to	1999	410 795 7927 to	7999
302 000 0000 to	389 846 3104 to	3135	401 045 1505 to	1549	410 867 0917 to	0966
302 123 9999	389 846 3145 to	3195	401 045 1571 to	1599	410 867 0970 to	0999
349 746 2056 to	389 887 9211 to	9230	401 294 2700 to	2799	411 868 1023 to	1199
350 518 7350 to	389 887 9234 to	9299	401 310 9505 to	9599	411 922 2322 to	2399
360 011 1690 to	390 001 3182 to	3199	401 382 5312 to	5399	412 193 0900 to	0999
360 168 6008 to	390 001 3500 to	3699	402 578 7876 to	7899	412 395 8599 to	8699
360 173 8800 to	390 545 5974 to	5999	403 125 6744 to	6799	412 485 6500 to	6599
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362 861 3064 to	391 574 1466 to	1499	403 280 6470 to	6499	412 885 5953 to	5999
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375 851 9100 to	393 584 7566 to	7699	404 347 5356 to	5399	414 965 1727 to	1799
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378 351 1063 to	393 893 6007 to	6099	404 961 5001 to	5199	417 496 6800 to	6999
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381 325 4500 to	394 990 1810 to	1899	406 459 6641 to	6999	418 423 9863 to	9899
381 604 2510 to	395 343 3264 to	3299	406 733 3000 to	3999	418 633 5922 to	5999
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383 892 1382 to	397 622 4054 to	4099	407 959 2190 to	2199	419 543 0286 to	0299
384 925 3641 to	397 819 8902 to	8999	408 265 2275 to	2288	419 730 0300 to	0399
385 568 2331 to	398 149 7200 to	7699	408 499 7700 to	7799	420 277 0015 to	0049
385 599 7554 to	399 070 0872 to	0899	408 499 7900 to	7999	420 599 0734 to	0798
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386 624 1412 to	399 203 5064 to	5099	408 698 7015 to	7099	420 758 9500 to	9699
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421 313 4500 to	4999	450 048 4442 to	4699	462 554 6051 to	6099	479 280 9800 to	9899
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421 656 2609 to	2699	450 620 3077 to	3099	463 176 4115 to	4199	479 412 9900 to	9999
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422 587 7024 to	7099	451 115 4110 to	4125	463 808 3484 to	3499	480 640 6330 to	6399
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430 177 1900 to	2099	454 490 8300 to	8399	469 781 4900 to	4999	484 680 5077 to	5099
430 444 9500 to	9699	454 547 7434 to	7499	469 947 6960 to	6999	485 029 4913 to	4999
430 664 4070 to	4099	454 922 4867 to	4895	470 755 5800 to	5818	486 176 0600 to	0699
432 168 8419 to	8499	455 221 1348 to	1499	471 918 0300 to	0999	486 559 7555 to	7599
432 708 6800 to	6999	455 364 2147 to	2199	471 985 2408 to	2419	486 696 3023 to	3199
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435 303 1831 to	1842	457 937 8615 to	8699	474 356 5193 to	5299	489 318 6200 to	6300
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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
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670 368 3400 to	3499	682 965 1178 to	1199	691 664 1800 to	1999	701 736 3966 to	3999
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673 167 5776 to	5799	685 623 5264 to	5299	700 065 4800 to	4899	740 002 7710 to	7719
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675 464 4000 to	4199	685 669 4200 to	4299	700 228 6048 to	6099	806 268 9275 to	9299
676 365 5958 to	5999	685 757 8452 to	8499	700 650 0452 to	0499	806 534 3400 to	3477
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677 126 6734 to	6799	686 176 3333 to	3354	700 786 9106 to	9142	808 086 7100 to	7199
677 333 9979 to	9999	686 372 3200 to	3299	700 859 0744 to	0758	808 090 3440 to	3499
677 466 1088 to	1099	686 644 5879 to	5899	701 028 6780 to	6899	808 325 5161 to	5699
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678 096 7531 to	7599	687 601 0973 to	0999	701 267 2000 to	3999	869 800 0000 to	999 9999
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680 412 6046 to	6099	690 893 5344 to	5399	701 553 6557 to	6599		
680 761 6800 to	6899	690 893 5512 to	5599	701 601 3457 to	3499		

Missing, Lost, or Stolen Canadian Money Order Forms

Do Not Cash — Upon Receipt, Notify Local Postal Inspectors

This listing will be provided to all Postal Service employees responsible for accepting and cashing Postal money orders. Destroy any interim notices when the numbers listed appear in the *Postal Bulletin*. The new money order serial numbers consist of the first nine digits. The 10th digit is a check digit only.

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

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

726 626 356	to	6 370	731 588 301	to	8 340	735 120 331	to	0 840	740 261 740	to	1 820
727 182 271	to	2 510	731 767 273	to	7 320	735 123 061	to	3 690	740 265 811	to	6 290
727 416 181	to	6 240	731 781 061	to	1 120	735 283 008	to	3 020	740 299 111	to	9 170
727 481 431	to	1 460	731 841 377	to	1 450	735 293 131	to	3 220	740 299 231	to	9 260
727 749 241	to	9 780	731 837 821	to	7 910	735 783 961	to	3,990	740 329 266	to	9 320
728 382 331	to	2 480	732 018 481	to	8 600	735 803 401	to	3 430	741 010 421	to	0 530
728 458 201	to	8 260	732 067 972	to	8 370	736 005 420	to	5 440	741 113 041	to	3 370
728 702 338	to	2 400	732 188 649	to	8 670	736 366 021	to	6 110	741 373 891	to	4 340
728 915 371	to	5 850	732 193 460	to	3 470	736 624 456	to	4 500	741 452 369	to	2 490
728 953 141	to	3 410	732 201 241	to	1 390	736 670 851	to	1 060	741 492 991	to	3 140
728 954 280	to	4 310	732 220 431	to	0 440	736 767 061	to	7 090	741 553 460	to	3 470
729 169 081	to	9 140	732 355 201	to	5 380	736 767 093	to	7 120	741 764 431	to	4 520
729 363 841	to	3 870	732 472 320	to	2 560	736 982 191	to	2 370	742 178 834	to	8 880
729 682 891	to	3 190	732 541 605	to	1 620	736 982 551	to	2 730	742 325 500	to	5 520
729 838 940	to	9 070	732 572 221	to	2 490	737 110 141	to	0 170	742 325 668	to	5 700
729 839 101	to	9 130	732 586 479	to	6 710	737 185 501	to	5 710	742 408 771	to	8 830
730 077 683	to	7 840	732 994 037	to	4 080	737 317 321	to	7 350	742 684 849	to	4 890
730 109 847	to	9 880	733 163 449	to	3 460	737 517 781	to	7 840	742 839 553	to	9 630
730 373 761	to	3 850	733 297 171	to	7 290	737 628 181	to	8 210	742 913 668	to	3 700
730 501 951	to	2 130	733 446 631	to	7 110	737 634 258	to	4 270	742 917 287	to	7 296
730 519 379	to	9 470	733 474 665	to	4 770	738 648 355	to	8 450	742 921 891	to	1 980
730 569 278	to	9 360	733 704 482	to	4 570	738 849 811	to	9 900	742 983 589	to	3 810
730 711 711	to	1 740	733 751 041	to	1 130	738 892 270	to	2 290	743 020 021	to	0 170
730 722 991	to	3 230	733 971 138	to	1 210	738 997 259	to	7 380	743 206 491	to	6 500
730 766 111	to	6 124	734 009 101	to	9 130	739 161 451	to	1 540	743 235 992	to	6 050
730 845 970	to	5 990	734 290 759	to	0 770	739 219 381	to	9 440	743 245 094	to	5 170
730 888 291	to	8 320	734 389 273	to	9 290	739 530 511	to	0 540	743 978 011	to	8 070
730 927 591	to	7 680	734 440 031	to	0 111	739 793 527	to	3 550			
731 307 914	to	7 930	734 797 201	to	7 320	739 999 231	to	9 320			
731 402 431	to	2 460	734 939 611	to	9 640	740 011 517	to	1 530			
731 407 232	to	7 320	734 950 111	to	0 170	740 030 701	to	0 970			

Counterfeited Canadian Money Order Forms

Do Not Cash

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

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

—*Inspection Service, 12-31-98*

800 Number Available to Verify Canadian Money Orders

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

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

—*Inspection Service, 12-31-98*

Invalid Express Mail Corporate Account Numbers

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

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

005034	012245	015522	019247	022547	030116	061442	070346	088316	096793	104438	113722	122274
005134	012309	015529	019275	022564	030234	061466	070598	088370	096834	104450	114191	122307
005298	014169	015545	019462	022777	030418	061547	070759	088633	097009	104479	114208	122339
005455	014216	015602	019466	023504	031062	063106	070999	088682	097177	104504	115044	123041
005506	014269	016227	019470	023526	031148	063428	071019	089217	097237	104532	115091	123042
005596	014290	016297	019474	023619	038451	064046	071182	089305	097377	104589	115134	123080
005683	014311	016412	019515	025195	040009	064122	071355	089448	097665	104600	115149	123153
005696	014320	016681	019529	025359	040077	064133	071397	089922	097697	104604	115310	124095
005728	014334	016682	019541	025459	040083	064268	075173	090204	097720	105212	115342	124112
005750	014361	016732	019548	026010	040085	064396	075403	090319	097741	105247	115568	124121
005880	014389	016826	019556	026053	040087	064427	075497	090737	097870	105285	115569	125034
005998	014429	016997	019569	026261	040100	064610	075842	090746	097941	105289	115587	125035
006089	014434	018038	019586	026447	040116	064672	075855	090789	097942	105348	115721	125047
006195	014521	018052	019597	026594	040128	064769	075887	091031	098022	105369	115795	125065
006290	014524	018094	019602	027147	040342	064873	076054	091187	098133	105778	115903	125107
006623	014531	018150	019620	027256	041122	065040	076091	091189	098140	105798	115929	125111
006764	014595	018230	019648	027378	042020	065122	076149	091542	098371	106058	115951	125119
006886	014631	018266	019669	027847	042024	065214	076166	091753	098414	106278	117012	125243
006969	014672	018283	019671	028029	042059	065348	076406	091977	098432	107031	117035	125304
007007	014692	018286	019748	028051	044026	065349	076602	092945	098475	107111	117117	125337
007053	014702	018362	019763	028285	044040	065369	076789	093102	098501	107134	117197	126023
007162	014713	018384	019777	028666	044109	065492	076886	093148	098572	107171	117224	126054
007170	014742	018439	019806	028755	045009	065835	077204	093153	098581	107205	117286	127065
008198	014745	018460	019848	028819	046020	065927	077365	093157	098606	107212	117287	128106
008219	014750	018490	019849	028864	047197	066052	077538	093177	098614	107287	117398	128917
008315	014756	018572	019872	028869	047303	066077	077572	093273	098641	108085	117482	128961
008317	014819	018614	019889	028890	048018	066389	077756	093376	098652	108102	117601	129882
008455	014839	018647	019900	028927	049028	066437	078050	093770	098653	108555	117699	129909
008470	014846	018664	019938	028930	049083	067024	078245	094006	098678	108819	117954	130023
008561	014860	018667	019978	028954	050054	067413	078431	094185	098697	108824	117956	130024
009034	014872	018672	019979	028976	050072	068013	079005	094207	098711	108885	118095	130025
009267	014877	018673	020415	029008	053040	068140	079117	094278	098715	109253	118195	130904
009317	014914	018675	020443	029143	055087	068179	079959	094293	098724	109637	118275	131277
009556	014932	018682	021057	029270	055119	068209	080253	094374	098754	109808	118417	132040
009615	014966	018694	021102	029285	055135	068304	080259	094494	098800	109943	118609	132187
009660	015034	018709	021175	029294	055193	068378	080305	094759	098827	110193	118629	132229
009720	015041	018723	021418	029438	055247	068459	080479	094918	098828	110231	118759	132401
009740	015055	018748	021459	029520	056083	068479	080506	094945	098838	110559	118828	132415
009745	015075	018756	021519	029559	057004	068484	080520	095120	098850	110596	118921	132428
009785	015086	018819	021523	029587	057013	068557	080524	095147	098855	110833	118959	135105
009821	015124	018858	021525	029607	057071	068615	080679	095513	098862	110873	118979	135106
009872	015129	018878	021620	029673	060469	069175	080746	095648	098863	111323	119262	136020
010285	015175	018955	021677	029689	060527	069348	080750	095730	101626	111474	119270	136058
010458	015281	018977	021821	029727	060878	069554	085178	096386	101774	111478	119398	136118
010510	015283	019026	021849	029750	060888	069645	085440	096479	102794	111758	119419	139604
010642	015286	019033	021898	029813	061005	069730	085478	096487	103267	112823	119557	142132
010661	015295	019065	022148	029840	061020	069897	085768	096524	103288	113100	119594	142205
011119	015348	019073	022160	029858	061336	069966	088066	096525	103790	113113	120171	142215
011121	015357	019098	022335	029900	061386	070010	088126	096528	104092	113259	120313	142255
011153	015401	019107	022385	029924	061400	070152	088157	096551	104145	113267	121263	142367
011220	015508	019174	022387	029953	061439	070153	088176	096663	104167	113537	122169	142370

722232	752619	782906	804242	841758	853415	903955	914280	918264	926677	933542	951091	970268
722237	756002	782947	804269	841771	853444	903977	914332	918337	926684	934241	951195	970307
722247	757050	784378	805235	841776	853463	903988	914385	918612	926702	934278	951248	970319
723065	757148	784408	805246	841969	853467	904077	914440	918627	926772	934279	951591	970381
723070	757150	785424	805460	843076	853488	904123	914572	918674	926817	935264	951831	970492
723082	757171	785535	805511	844207	853499	904153	914841	918703	926835	935272	951853	970541
724009	757199	785754	805565	845055	856290	904177	914878	918967	926910	937206	951907	970542
724042	760090	786094	805566	846107	856365	904467	915139	920009	927228	937419	953222	970558
724053	760283	787022	805588	846203	871638	904541	915144	920161	927307	937837	953328	970583
724064	761084	787032	805599	846234	874041	904618	915151	920171	927527	939061	954434	970685
724067	761128	787474	805605	847094	891664	906023	915236	920292	927528	939064	958615	970733
727056	761132	787548	806051	847147	891704	906063	915258	920296	927530	940015	958616	970737
727062	761483	787611	809012	850546	891846	906167	915270	920319	927545	940182	958765	970762
730048	761576	787827	809045	850601	895049	906283	915373	921374	927611	940197	958934	970786
730205	761597	787830	809076	850707	895197	906298	915432	921518	927618	940242	967047	972590
730313	765603	787866	809093	850913	895511	906479	915456	921536	927675	941427	967066	972907
730404	770032	787949	809101	850960	898030	906861	915532	921599	927759	941577	967072	972918
730738	770120	787955	809120	852048	898048	906866	915548	921736	927803	941855	967157	974031
730775	770149	791326	809127	852152	898093	907015	915678	921794	927806	945743	967181	974221
730873	770155	799112	809147	852202	900492	907144	917031	921836	927913	946376	967281	980088
731274	770321	799147	809148	852240	901024	907265	917059	921979	927953	946550	967441	980557
731402	770578	800376	809234	852478	901097	907274	917063	922156	928116	948124	968030	980566
731428	770610	800382	809251	852483	901180	907307	917166	922335	928132	948171	968041	980673
731601	770672	800401	810007	852721	901584	907477	917184	922344	928142	948181	968246	980729
731691	770706	800506	810058	852843	901606	907478	917193	924534	928292	948413	968282	980888
736001	770728	801217	811056	852852	901818	907503	917219	925199	928372	948521	968305	980943
737016	771038	801536	812008	852865	901884	907701	917239	926017	928415	949127	968315	980955
740080	771497	801630	812019	852912	901914	907787	917242	926027	928422	949702	968367	982086
740128	771572	801682	814213	852920	901965	907963	917290	926138	928442	950125	968411	982129
740838	771742	801692	816140	852980	901971	907978	917310	926170	928468	950239	968419	982154
741160	771778	801711	816811	853035	901990	907984	917327	926171	928703	950398	968428	982199
741256	771827	802035	832051	853048	901992	910347	917355	926264	928757	950412	968471	982263
741391	771936	802039	832062	853140	902024	910376	917379	926272	928794	950616	968491	982296
741563	773012	802218	833225	853160	902170	911241	917426	926281	930291	950652	968583	983086
743005	773103	802366	834013	853175	902286	911286	917430	926313	930370	950697	968630	983088
743056	773455	802491	836712	853226	902287	911289	917455	926400	930372	950809	968724	984141
743091	773544	802709	837196	853245	902337	911311	917470	926406	931002	950826	968771	992449
745013	774306	802723	840203	853285	902397	913610	917484	926474	931023	950832	968793	992675
749004	774383	802808	840537	853307	902422	913811	917527	926496	931224	950852	968818	995055
750230	775016	802833	840540	853317	902450	913897	917544	926502	931253	950857	968931	995209
750372	776004	803147	841103	853324	902515	913916	917545	926527	931310	950863	968945	997062
750393	777227	803345	841172	853360	903146	913970	917560	926562	931672	950865	968963	997113
750439	780021	804126	841184	853380	903327	913984	917649	926577	931696	950868	968973	997135
750924	782036	804128	841196	853383	903654	914073	917943	926603	932761	950897	969060	998302
750946	782677	804174	841516	853410	903872	914112	917960	926660	933464	951042	970073	999313
752521	782871	804194	841541									

International Mail

IMM REVISION

International Mail — Mailing to Estonia

Effective December 31, 1998, the *International Mail Manual* (IMM) is revised to change the Country Conditions for Mailing to Estonia. This change will be incorporated into a future issue of the IMM.

International Mail Manual (IMM)

* * * * *

Country Conditions for Mailing — Estonia

* * * * *

Restrictions

[The existing entry under the Restrictions header, which pertains to the sending of animal products, is deleted and replaced by the following:]

Shipments of food products that weigh 5 kilograms (i.e., 11 pounds) or less do not require a health safety certificate issued by the competent regulatory authority in the country of origin, unless the item(s) being sent include animal products (including canned meat and fish), raw materials of animal origin, thermally untreated food products of animal origin, or food additives and mixtures of animal origin.

* * * * *

—Pricing, Costing, & Classification,
International Business Unit, 12-31-98

IMM REVISION

Suspension of International Money Order Service to Finland, Germany, Ireland, and Spain

Effective December 31, 1998, international money order service to Finland, Germany, Ireland, and Spain has been suspended until further notice. Postal personnel must not sell international money orders for payment in these countries. Revise the Individual Country Listings for Finland, Germany, Ireland, and Spain to remove international money order service. A future issue of the *International Mail Manual* will include this revision.

Page 47 contains a revised chart of all countries that accept international postal money orders from the United States as of December 31, 1998. Post this chart to aid window clerks and postal customers. This chart replaces the chart published in *Postal Bulletin* 21975 (7-2-98).

International Mail Manual (IMM)

* * * * *

3 Special Services

* * * * *

390 Supplementary Services

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[Revise Section 391.2 as follows:]

391.2 Availability

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[391.2b is corrected to include Albania as follows:]

b. *Direct international postal money orders.* This method uses the pink *International Postal Money Order Form (MP1)*. The following countries accept this form: Albania, Anguilla, Antigua and Barbuda, Bahamas, Barbados, Belize, Bolivia, British Virgin Islands, Canada, Cape Verde, Dominica, Dominican Republic, Ecuador, El Salvador, Grenada, Guyana, Honduras, Jamaica, Japan, Mali, Mexico, Montserrat, Nigeria, Peru, St. Christopher (St. Kitts) and Nevis, St. Lucia, St. Vincent and the Grenadines, Sierra Leone, and Trinidad and Tobago. Money orders issued by these countries in U.S. dollars, with the exception of Jamaica and Trinidad and Tobago, are negotiable in the United States. There will be no money orders issued in Bolivia, Cape Verde, Dominican Republic, Ecuador, Honduras, Mexico, Nigeria, Panama, and Sierra Leone for payment in the United States. The MP1 cards issued in Japan for payment in the United States *must* be shown in U.S. dollars preceded by the capital letters "USD." Money orders issued in Mali for payment in the United States will be the standard international postal money order.

[Revise Section 391.3 as follows:]

391.3 Fees

* * * * *

b. The fee for money orders payable in countries for which application must be made via the Authorization to Issue an International Money Order is \$8.50 per money order. The maximum amount for a single postal money order is \$700, unless otherwise noted in parentheses. These countries are:

Algeria	Denmark	Lithuania	San Marino
Argentina	Egypt	Luxembourg	Senegal (\$500)
Armenia	Estonia	Malaysia	Slovak Republic (Slovakia)
Austria	Faroe Islands	Martinique	Slovenia
Azerbaijan (\$200)	France	Monaco (France)	South Africa
Bangladesh	French Guiana	Morocco	Sri Lanka
Belarus	French Polynesia	Mozambique	Suriname
Belgium	Ghana	Namibia	Swaziland
Benin	Great Britain and Northern Ireland (\$200)	Netherlands	Sweden
Botswana	Greece	New Caledonia	Switzerland
Brazil	Guadeloupe	Norway (\$400)	Taiwan
Burkina Faso	Hungary	Paraguay	Thailand
Chile	Iceland	Philippines	Togo
China	Indonesia	Poland	Tunisia
Colombia	Israel	Reunion	Uruguay
Corsica	Italy	St. Bartholomew	Vatican City
Côte d'Ivoire (Ivory Coast)	Korea, Republic of	(Guadeloupe)	Vietnam
Croatia	Latvia	St. Martin (French Guadeloupe)	Yemen
Czech Republic	Lesotho	St. Pierre and Miquelon	Zambia
	Liechtenstein		Zimbabwe

* * * * *

[Revise 391.412 to include Albania as follows:]

391.412 International Postal Money Order Form (MP1)

Use the pink *International Postal Money Order Form (MP1)* for money orders payable in Albania, Anguilla, Antigua and Barbuda, Bahamas, Barbados, Belize, Bolivia, British Virgin Islands, Canada, Cape Verde, Dominica, Dominican Republic, Ecuador, El Salvador, Grenada, Guyana, Honduras, Jamaica, Japan, Mali, Mexico, Montserrat, Nigeria, Peru, St. Christopher (St. Kitts) and Nevis, St. Lucia, St. Vincent and the Grenadines, Sierra Leone, and Trinidad and Tobago. Follow the issuance procedures in DMM S020.1.0.

Note: For money orders payable in Canada, the amount of the money order must be expressed in U.S. currency only. Issuing clerks must use the money order imprinter in the usual manner, printing the amount received in U.S. currency. Clerks must *not* write the word "Canadian," followed by the equivalent amount in Canadian currency, on the money order.

* * * * *

Country Conditions for Mailing — Finland

[Revise the Individual Country Listing for Finland to remove international money order service.]

* * * * *

Country Conditions for Mailing — Germany

[Revise the Individual Country Listing for Germany to remove international money order service.]

* * * * *

Country Conditions for Mailing — Ireland

[Revise the Individual Country Listing for Ireland to remove international money order service.]

* * * * *

Country Conditions for Mailing — Spain

[Revise the Individual Country Listing for Spain to remove international money order service.]

* * * * *

—New Business Group, Marketing, 12-31-98



International Postal Money Order Service (Effective December 31, 1998)

The following countries accept international postal money orders from the United States using the International Postal Money Order form MP1. The fee for this form is \$3. The maximum amount for a single money order is \$700, except as noted in parentheses.

Albania	Canada	Honduras	Peru
Anguilla	Cape Verde	Jamaica	St. Christopher (St. Kitts) and Nevis
Antigua and Barbuda	Dominica	Japan	St. Lucia
Bahamas	Dominican Republic	Mali	St. Vincent and the Grenadines
Barbados	Ecuador	Mexico (\$500)	Sierra Leone
Belize	El Salvador (\$500)	Montserrat	Trinidad and Tobago
Bolivia	Grenada	Nigeria (\$500)	
British Virgin Islands	Guyana (\$500)		

The following countries accept international postal money orders from the United States using the Authorization to Issue an International Money Order form set. The fee for this form set is \$8.50. The maximum amount for a single money order is \$700, except as noted in parentheses.

Algeria	Egypt	Lithuania	San Marino
Argentina	Estonia	Luxembourg	Senegal (\$500)
Armenia	Faroe Islands	Malaysia	Slovak Republic (Slovakia)
Austria	France	Martinique	Slovenia
Azerbaijan (\$200)	French Guiana	Monaco (France)	South Africa
Bangladesh	French Polynesia	Morocco	Sri Lanka
Belarus	Ghana	Mozambique	Suriname
Belgium	Great Britain and Northern Ireland (\$200)	Namibia	Swaziland
Benin	Greece	Netherlands	Sweden
Botswana	Guadeloupe	New Caledonia	Switzerland
Brazil	Hungary	Norway (\$400)	Taiwan
Burkina Faso	Iceland	Paraguay	Thailand
Chile	Indonesia	Philippines	Togo
China	Israel	Poland	Tunisia
Colombia	Italy	Reunion	Uruguay
Corsica	Korea, Republic of	St. Bartholomew (Guadeloupe)	Vatican City
Cote d'Ivoire (Ivory Coast)	Latvia	St. Martin (French Guadeloupe)	Vietnam
Croatia	Lesotho	St. Pierre and Miquelon	Yemen
Czech Republic	Liechtenstein		Zambia
Denmark			Zimbabwe

The former Trust Territories of the United States listed below are the only foreign countries accepting the domestic postal money order from the United States. The fee for this form is \$0.85. The maximum amount for a single money order is \$700.

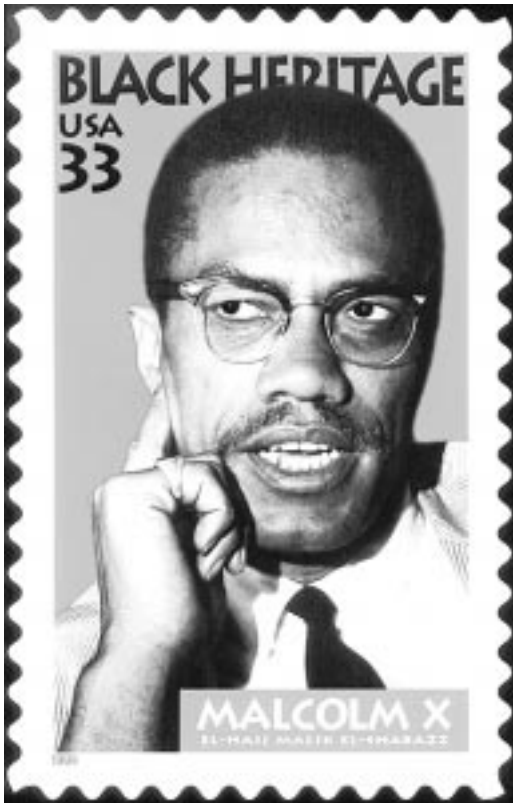
The Federated States of Micronesia (Kosrae, Pohnpei, Chuuk, Yap)
The Republic of the Marshall Islands (Majuro, Ebeye)
The Republic of Palau (Koror)

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Philately

STAMP ANNOUNCEMENT 98-52

Malcolm X (El-Hajj Malik El-Shabazz) Commemorative Stamp



Copyright USPS 1998

The Postal Service will issue the 33-cent *Malcolm X* Commemorative Stamp, self-adhesive pane of 20 (Item Number 4477) on January 20, 1999, in New York, NY. The stamp was designed by Richard Sheaff of Scottsdale, AZ, and goes on sale nationwide January 21, 1999.

The 22nd stamp in the Black Heritage series honors Malcolm X, one of the most influential African-American leaders of the 1960s. His controversial ideas sharpened America's debate about racial relations and strategies for social change. The photograph featured on the stamp was taken by the Associated Press at a press conference in New York City on May 21, 1964.

Issue:	<i>Malcolm X</i>
Item Number:	4477
Denomination & Type of Issue:	33-cent commemorative
Format:	Self-adhesive pane of 20 (1 design)
Series:	Black Heritage
Issue Date & City:	January 20, 1999, New York, NY 10199
Photo Source:	Associated Press
Designer:	Richard Sheaff, Scottsdale, AZ
Engraver:	N/A
Art Director:	Richard Sheaff, Scottsdale, AZ
Typographer:	Richard Sheaff, Scottsdale, AZ
Modeler:	Banknote Corporation of America (BCA)
Manufacturing Process:	Offset
Printer:	Banknote Corporation of America (BCA)
Printed at:	BCA, Browns Summit, NC
Press Type:	Goebel 670
Stamps per Coil/Pane:	20
Print Quantity:	100 million stamps
Paper Type:	Pre-phosphored Type II
Gum Type:	Self-adhesive
Processed at:	BCA, Browns Summit, NC
Colors:	Special Light Gray, Special Dark Gray, Black
Stamp Orientation:	Vertical
Image Area (w x h):	0.82 x 1.39 in./20.83 x 35.31 mm
Overall Size (w x h):	0.99 x 1.56 in./25.15 x 39.62 mm
Full Pane Size (w x h):	5.90 x 7.26 in./149.86 x 184.40 mm
Plate Size:	320 stamps per revolution
Plate Numbers:	"B" followed by 3 single digits
Marginal Markings:	"© USPS 1998" • Plate Position Diagram • Price • Plate Numbers
Catalog Item Number(s):	447740 pane of 20 w/plate number — \$6.60 447730 block of 10 — \$3.30 447720 block of 4 — \$1.32 447761 first day cover — \$.54 447767 poster — \$7.00

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:

MALCOLM X COMMEMORATIVE STAMP
POSTMASTER SPECIAL EVENTS
POST OFFICE 2001 JAF BLDG
NEW YORK NY 10116-2001

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 February 19, 1999.

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 telephoning 1-800-STAMP-24 or by writing to:

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

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

Distribution

Stamp distribution offices (SDOs) and stamp distribution networks (SDNs) will receive one-half their standard distribution for a 20-stamps-per-pane issue, rounded to the nearest master carton size (40,000 stamps).

Initial Supply For Post Offices

SDOs and SDNs will make a subsequent automatic distribution to post offices for 1/2 of their standard automatic distribution quantities using PS Form 3309, *Advice of Shipment/Stamp Invoice*, and PS Form 17, *Stamp Requisition*. SDOs and SDNs must not distribute stamps to post offices before January 13, 1999.

Additional Supply

Post offices requiring additional stamps must requisition them from their designated SDO or SDN using a PS Form 17. SDOs requiring additional stamps must order them from the appropriate accountable paper depository (APD) using a PS Form 17.

All SDNs and APDs except for the New York, NY, APD will receive 3,200,000 additional stamps for filling supplemental orders. The New York, NY, APD will receive 3,240,000 stamps.

Philatelic Requirement

SDOs and SDNs with authorized philatelic centers will receive an automatic distribution of these stamps in nine positions for subsequent distribution to each philatelic window.

SDOs and SDNs That Serve This Many Philatelic Windows	Will Receive This Quantity of the <i>Malcolm X</i> Commemorative Stamp
1	18,000
2	36,000
3	54,000
4	72,000
6	120,000
9	160,000
12	200,000
16	280,000
20	320,000

Sales Policy

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

—Stamp Services, Marketing, 12-31-98

CORRECTION

The Postal Service Guide to U.S. Stamps Update

An article in *Postal Bulletin* 21987 (12-17-98), gave improper procedures to offices concerning the return of the 24th edition of *The Postal Service Guide to the U.S. Stamps* to stamp distribution networks and stamp distribution offices. Under proper procedures, the 24th edition of the guide should be submitted to the destruction sites according to

local established procedures, under the guidelines of Handbook F-1, *Post Office Accounting Procedures*, Part 45, *Destroying Stamp Stock*.

—Stamp Services, Marketing, 12-31-98

STAMP ANNOUNCEMENT 98-53

Love: Victorian Hearts — Special Stamps and Envelopes

The Postal Service will issue a 33-cent *Love: Victorian Hearts* (1-oz.) self-adhesive convertible booklet of 20 (Item Number 6639), and a 55-cent (2-oz.) self-adhesive pane of 20 *Love: Victorian Hearts* special stamps (Item Number 5594) as well as two *Love: Calligraphic* regular envelopes (Item Numbers 2128 and 2633) and banded envelopes (Item Numbers 2130 and 2650) on January 28, 1999, in Loveland, CO. The stamps were designed by John Grossman and Holly Sudduth of Point Richmond, CA, and the envelope was designed by Julian Waters of Gaithersburg, MD. The stamps and envelopes go on sale nationwide January 29, 1999.

The Victorian designs are offered in two denominations and are the first U.S. self-adhesives die-cut to the shape of the images depicted. These stamps are particularly appropriate for wedding invitations and announcements, wedding RSVPs, Valentine's Day cards, and other greetings of affection.



Copyright USPS 1998

How to Order the First Day of Issue Postmark

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

LOVE (ONE-OUNCE), LOVE (TWO-OUNCE) AND/OR
 LOVE ENVELOPE
 POSTMASTER
 446 E 29TH
 LOVELAND CA 80538-9991

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 February 27, 1999.

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 telephoning 1-800-STAMP-24 or by writing to:

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

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



Copyright USPS 1998



Copyright USPS 1998

Issue:	<i>Love: Victorian Hearts</i>
Item Number:	5594
Denomination & Type of Issue:	55-cent special
Format:	Pane of 20
Series:	Love
Issue Date & City:	January 28, 1999, Loveland, CO 80538
Designer:	John Grossman & Holly Sudduth, Point Richmond, CA
Engraver:	N/A
Art Director:	Richard Sheaff, Scottsdale, AZ
Typographer:	Richard Sheaff, Scottsdale, AZ
Modeler:	Banknote Corporation of America, Inc. (BCA)
Manufacturing Process:	Offset
Printer:	Banknote Corporation of America, Inc. (BCA)
Printed at:	Browns Summit, NC
Press Type:	Goebel 670
Stamps per Coil/Pane:	20
Print Quantity:	300 million stamps
Paper Type:	Pre-phosphored Type II
Gum Type:	Self-adhesive
Processed at:	BCA, Browns Summit, NC
Colors:	4 Process plus Special Cream, Lavender, and Purple
Stamp Orientation:	Horizontal
Image Area (w x h):	1.07 x 0.66 in./27.18 x 16.76 mm
Overall Size (w x h):	1.19 x 0.91 in./30.23 x 23.11 mm
Full Pane Size (w x h):	5.625 x 5.625 in./142.87 x 142.87 mm
Plate Size:	320 stamps per revolution
Plate Numbers:	"B" followed by 7 single digits
Marginal Markings:	"© USPS 1998" • Plate Position Diagram • Plate Numbers • Price
Catalog Item Number(s):	559440 pane of 20 w/plate number — \$11.00 559430 block of 10 w/plate number — \$5.50 559420 block of 4 — \$2.20 559461 first day cover — \$.76

Issue:	<i>Love: Victorian Hearts</i>
Item Number:	6639
Denomination & Type of Issue:	33-cent special
Format:	Convertible booklet of 20
Series:	Love
Issue Date & City:	January 28, 1999, Loveland, CO 80538
Designer:	John Grossman & Holly Sudduth, Point Richmond, CA
Engraver:	N/A
Art Director:	Richard Sheaff, Scottsdale, AZ
Typographer:	Richard Sheaff, Scottsdale, AZ
Modeler:	Avery Dennison (AVR)
Manufacturing Process:	Gravure
Printer:	Avery Dennison (AVR)
Printed at:	AVR, Clinton, SC
Press Type:	Dia Nippon Kiko
Stamps per Coil/Pane:	20
Print Quantity:	1.5 billion stamps
Paper Type:	Pre-phosphored Type I
Gum Type:	Self-adhesive
Processed at:	AVR, Clinton, SC
Colors:	Yellow, Magenta, Cyan, Black
Stamp Orientation:	Vertical
Image Area (w x h):	0.972 x 1.032 in./24.688 x 26.212 mm
Overall Size (w x h):	0.826 x 0.958 in./20.98 x 24.358 mm
Full Pane Size (w x h):	5.32 x 4.875 in./135.128 x 123.825 mm
Plate Size:	240 stamps per revolution
Plate Numbers:	"V" followed by 4 single digits
Marginal Markings:	Plate numbers • Peel here to fold • Self-adhesive stamps • DO NOT WET
Catalog Item Number(s):	663940 booklet of 20 — \$6.60 663961 first day cover — \$.54

Issue:	<i>Love: Calligraphic</i>
Item Number:	2128
Denomination & Type of Issue:	33-cent envelope
Format:	#10 regular envelope
Series:	Love
Issue Date & City:	January 28, 1999, Loveland, CO 80538
Designer:	Julian Waters, Gaithersburg, MD
Engraver:	N/A
Art Director:	Ethel Kessler, Bethesda, MD
Calligrapher:	Julian Waters, Gaithersburg, MD
Modeler:	N/A
Manufacturing Process:	Offset, phosphor tagging
Printer:	Westvaco
Printed at:	Westvaco, Williamsburg, PA
Press Type:	Offset
Stamps per Coil/Pane:	N/A
Print Quantity:	15 million envelopes
Paper Type:	100% recycled paper, 20% post consumer
Gum Type:	Water-activated
Processed at:	Westvaco, Williamsburg, PA
Colors:	Violet (PMS 2725)
Envelope Orientation:	Horizontal
Envelope Size (w x h):	9.50 x 4.125 in./241.30 x 104.77 mm
Image Size (w x h):	1.125 x 1.375 in./28.85 x 35.26 mm
Marginal Markings:	"© USPS 1998" • Recycle logo followed by "Printed on Recycled Paper in Keeping With Our Commitment to the Environment"
Catalog Item Number(s):	212840 #10 regular envelope — \$.40 212800 box of 500 — \$176.50 212861 canceled envelope — \$.50

Issue:	<i>Love: Calligraphic</i>
Item Number:	2633
Denomination & Type of Issue:	33-cent envelope
Format:	#6-3/4 envelope
Series:	Love
Issue Date & City:	January 28, 1999, Loveland, CO 80538
Designer:	Julian Waters, Gaithersburg, MD
Engraver:	N/A
Art Director:	Ethel Kessler, Bethesda, MD
Calligrapher:	Julian Waters, Gaithersburg, MD
Modeler:	N/A
Manufacturing Process:	Offset, phosphor tagging
Printer:	Westvaco
Printed at:	Westvaco, Williamsburg, PA
Press Type:	Offset
Stamps per Coil/Pane:	N/A
Print Quantity:	10 million envelopes
Paper Type:	100% recycled paper, 20% post consumer
Gum Type:	Water-activated
Processed at:	Westvaco, Williamsburg, PA
Colors:	Violet (PMS 2725)
Envelope Orientation:	Horizontal
Envelope Size (w x h):	6.5 x 3.625/165.10 x 92.07 mm
Image Size (w x h):	1.125 x 1.375 in./28.85 x 35.26 mm
Marginal Markings:	"© USPS 1998" • Recycle logo followed by "Printed on Recycled Paper in Keeping With Our Commitment to the Environment"
Catalog Item Number(s):	263340 #6 3/4 regular envelope — \$.40 263300 box of 500 — \$173.50 263361 canceled envelope — \$.50

Distribution, Love Special Pane, Item 5594

Stamp distribution offices (SDOs) and stamp distribution networks (SDNs) will receive **two** full standard distributions for a 20-stamps-per-pane issue rounded to the nearest master carton size (40,000 stamps).

Initial Supply For Post Offices

SDOs and SDNs will make a subsequent automatic distribution to post offices for **one** full automatic distribution using PS Form 3309, *Advice of Shipment/Stamp Invoice*, and PS Form 17, *Stamp Requisition*. SDOs and SDNs must not distribute stamps to post offices before January 20, 1999.

Additional Supply

Post offices requiring additional stamps must requisition them from their designated SDO or SDN using a PS Form 17, *Stamp Requisition*. SDOs requiring additional stamps must order them from their designated accountable paper depository (APD) using a PS Form 17.

For filling supplemental orders, the Dulles, VA, SDN and all APDs except for the New York, NY, APD will receive 8,880,000 stamps. The Kansas City, MO, SDN and the New York, NY, APD each will receive 8,920,000 stamps.

Philatelic Requirement

SDOs and SDNs with authorized philatelic centers will receive an automatic distribution of these stamps in nine positions for subsequent distribution to each philatelic window.

SDOs and SDNs That Serve This Many Philatelic Windows	Will Receive This Quantity of the Love: Victorian Hearts Special Stamp
1	16,000
2	32,000
3	48,000
4	64,000
6	120,000
9	160,000
12	200,000
16	280,000
20	320,000

Sales Policy

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

Distribution, Love, Convertible Booklets, Item Number 6639

All stamp distribution offices (SDOs) and stamp distribution networks (SDNs) will receive 1/2 their standard quantities for convertible self-adhesive booklets, rounded to the nearest master carton size (2,000 booklets).

SDOs and SDNs will make subsequent automatic distribution to post offices using PS Form 3309, *Advice of Shipment/Stamp Invoice*, and PS Form 17, *Stamp Requisition*. SDOs and SDNs must not distribute stamps to post offices before January 20, 1999.

Philatelic Requirement

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

Additional Supply

Post offices requiring additional stamps must requisition them from their designated SDO or SDN, using a separate PS Form 17, *Stamp Requisition*. SDOs requiring additional stamp booklets must order them from their designated accountable paper depository (APD), using a separate PS Form 17.

The New York, NY, and San Francisco, CA, APDs and both SDNs and will receive 806,000 additional stamp booklets for filling supplemental orders. The Washington, DC, Chicago, IL, Memphis, TN, and Denver, CO, APDs will receive 804,000 additional stamp booklets for filling supplemental orders.

Distribution of Love Calligraphic Envelope

SDOs and SDNs will receive an automatic distribution of *Love: Calligraphic* envelopes based on the automatic distribution schedule for commemorative envelopes. The first shipment began November 30. The second shipment will begin January 18. Shipments will continue for 4 weeks.

Initial Supply For Post Offices

Post offices with authorized philatelic centers will receive an automatic distribution from their SDO or SDN based on their previously established quantities. All other post offices must requisition an initial quantity of envelopes from their SDO or SDN by submitting a separate PS Form 17. SDOs and SDNs must not distribute envelopes to post offices before January 20, 1999.

Item Number	Description	Size	Price of Each Plain Envelope	Price of Plain Envelope Per Box of 500
2128	<i>Love: Calligraphic (Regular)</i>	10	\$0.40	\$176.50
2633	<i>Love: Calligraphic (Regular)</i>	6 3/4	0.40	173.50
2130	<i>Love: Calligraphic (Banded)</i>	10	0.40	NA
2650	<i>Love: Calligraphic (Banded)</i>	6 3/4	0.40	NA

Love: Calligraphic envelopes are available in the styles and sizes listed above. Banded envelopes may be purchased through self-service units only. Availability of other envelopes will be announced in a future *Postal Bulletin*.

Additional Supply

SDOs, SDNs, and authorized CAG A–G post offices requiring additional bulk quantities of envelopes should submit a PS Form 3205, *Requisition for Plain Stamped Envelopes*, to:

STAMP FULFILLMENT SERVICES
 PO BOX 419178
 KANSAS CITY MO 64179-0988

PS Form 3205 should be submitted according to the following schedule:

For Week	Requisitions Arriving	Envelopes Will Be Shipped Week Of
1	January 4	January 18
2	January 11	January 25
3	January 18	February 1
4	January 25	February 8

Philatelic Requirement

SDOs and SDNs with authorized philatelic centers must provide subsequent distribution of envelopes to each philatelic center from their initial distribution.

Personalized Stamped Envelopes

Love: Calligraphic envelopes also are available with a preprinted return address. Customers should indicate envelope styles, correct item numbers, quantities, and prices as noted below on a PS Form 3203, *Printed Stamped Envelopes Order*. Mail the form with proper remittance in a preprinted reply envelope or plain envelope addressed to:

7231 STAMP FULFILLMENT SERVICES
 PO BOX 7247
 PHILADELPHIA PA 19170-7247

Customers must pay by check, money order, or credit card (Visa, MasterCard, Discover or American Express). Customers will not receive envelopes before January 29, 1999. Orders will be mailed 3 to 4 weeks from date of receipt.

Item Number	Description	Size	Price of Personalized Envelope Per Box of 500
2128	<i>Love: Calligraphic (Regular)</i>	10	\$180.00
2633	<i>Love: Calligraphic (Regular)</i>	6 3/4	179.00

Item Number	Description	Size	Price of Personalized Envelope Per Box of 50
2127	<i>Love: Calligraphic (Regular)</i>	10	\$19.75
2631	<i>Love: Calligraphic (Regular)</i>	6 3/4	19.50

Shipping and handling charges must be included for each address printed. Note that for orders greater than 8 boxes of 50, a box of 500 is the best buy.

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

Shipping and Handling Charges for Boxes of 500
1 box \$5.20
2 or more boxes \$9.20
Maximum shipping charge of \$9.20 for each address printed.

Self-Service Postal Centers

The 33-cent *Love: Calligraphic* 6-3/4 stamped envelope, Item Number 2650, and the size 10 stamped envelope, Item Number 2130, are banded in units of 5 envelopes.

—Stamp Services, Marketing, 12-31-98

Pictorial Cancellations Announcement 98-26

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

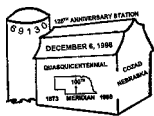
People attending these local events may obtain the cancellation in person at the temporary post office station established there. Those who cannot attend the event, but who wish to obtain the cancellation, may submit a mail order request. Pictorial cancellations are available only for the dates indicated,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

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

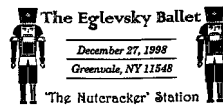
submitted for cancellation may not include postage issued after the date of the requested cancellation. Such items will be returned unserved.

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

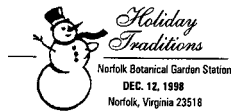
After applying the pictorial cancellation, the Postal Service returns the envelope or postcard through the mail. Customers who want their serviced item returned under protected cover should include a larger, stamped, self addressed envelope.



December 6-8, 1998
125TH ANNIVERSARY STATION
POSTMASTER
102 E 9TH ST
COZAD NE 69130-9998



December 26-28, 1998
THE NUTCRACKER STATION
POSTMASTER
PO BOX 9998
GREENVALE NY 11548-9998



December 12, 1998
NORFOLK BOTANICAL GARDEN STATION
POSTMASTER
2600 ELTHAM AVE STE 109
NORFOLK VA 23513-2504



December 31, 1998
FIRST NIGHT WESTERLY STATION
POSTMASTER
PO BOX 9998
WESTERLY RI 02891-9998



December 12, 1998
BLANCHARD LEGACY STATION
POSTMASTER
PO BOX 9998
BLANCHARD OK 73010-9998



December 31, 1998
TRICENTENNIAL EVE STATION
POSTMASTER
301 W BROAD ST
FALLS CHURCH VA 22046-9998

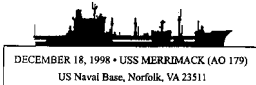


December 18, 1998
GRAND OPENING STATION
POSTMASTER
3 WARREN HILL RD
PALMYRA ME 04965-9998



December 31, 1998
FIRST NIGHT STATION
POSTMASTER
PO BOX 50001
ALBANY NY 12205-9998

DECOMMISSIONING CEREMONY STATION



December 18, 1998
DECOMMISSIONING CEREMONY
STATION
POSTMASTER
2600 ELTHAM AVE STE 109
NORFOLK VA 23513-2504



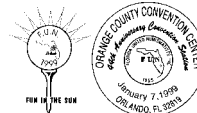
January 1, 1999
Santa Monica Main Post Office
A NEW MILLENNIUM STATION
POSTMASTER
1248 5TH ST
SANTA MONICA CA 90401-9998

The First Lady's Gallery

LBJ Library Station
Austin, Texas 78705
December 22, 1998



December 22, 1998
LBJ LIBRARY STATION
POSTMASTER
4300 SPEEDWAY
AUSTIN TX 78705-9998



January 7-10, 1999
44TH ANNIVERSARY CONVENTION
STATION
POSTMASTER
10401 POST OFFICE BLVD
ORLANDO FL 32862-9998



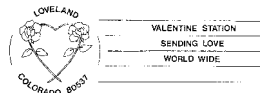
December 24, 1998
100TH ANNIVERSARY KLONDIKE GOLD
RUSH 1898-1998 STATION
POSTMASTER
PO BOX 9998
SKAGWAY AK 99840-9998



January 8, 1999
BELLMONT POST OFFICE STATION
POSTMASTER
PO BOX 9998
BELLMONT IL 62811-9998



January 11, 1999
200th ANNIVERSARY STATION
 POSTMASTER
 15025 WASHINGTON ST
 HAYMARKET VA 20169-9998



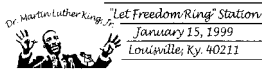
January 28–February 14, 1999
VALENTINE STATION
 POSTMASTER
 446 E 29TH ST
 LOVELAND CO 80538-9998



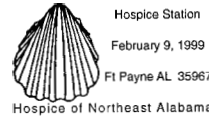
January 13, 1999
FIRST KANSAS COLORED STATION
 POSTMASTER
 424 S KANSAS AVE
 TOPEKA KS 66603-9611



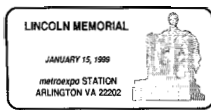
February 6 & 7, 1999
Euclid Stamp Club
EUPEX 99 STATION
 POSTMASTER
 2200 ORANGE AVE RM 206
 CLEVELAND OH 44101-9996



January 15, 1999
US Postal Service
LET FREEDOM RING STATION
 POSTMASTER
 PO BOX 9998
 LOUISVILLE KY 40211-9998



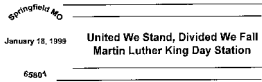
February 9, 1999
HOSPICE STATION
 POSTMASTER
 301 1ST ST E
 FT PAYNE AL 35967-9998



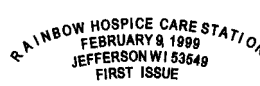
January 15–17, 1999
METROEXPO STATION
 POSTMASTER
 2399 JEFFERSON DAVIS HWY
 ARLINGTON VA 22210-9998



February 9, 1999
HOSPICE CARE STATION
 POSTMASTER
 PO BOX 9998
 MADISON WI 53713-9998



January 18, 1999
MARTIN LUTHER KING DAY STATION
 POSTMASTER
 500 W CHESTNUT EXPY
 SPRINGFIELD MO 65801-9998



February 9, 1999
RAINBOW HOSPICE CARE STATION
FEBRUARY 9 1999
JEFFERSON WI 53549
FIRST ISSUE
RAINBOW HOSPICE CARE STATION
 POSTMASTER
 PO BOX 9998
 JEFFERSON WI 53549-9998



January 22 & 23, 1999
YORCOPEX STATION
 POSTMASTER
 200 S GEORGE ST
 YORK PA 17405-9998



February 9, 1999
HOSPICE OF THE VALLEY STATION
 POSTMASTER
 PO BOX 9998
 CANFIELD OH 44406-9998



January 24, 1999
Village of Clarendon Hills
DAISIES AND DIAMONDS STATION
 POSTMASTER
 PO BOX 9998
 CLARENDON HILLS IL 60514-9998



February 9, 1999
HOSPICE OF THE VALLEY STATION
 POSTMASTER
 PO BOX 9998
 COLUMBIANA OH 44408-9998



January 25, 1999
CHARLES CURTIS STATION
 POSTMASTER
 424 S KANSAS AVE
 TOPEKA KS 66603-9611



February 11, 1999
HARLEM RENAISSANCE STATION
 POSTMASTER
 1335 JEFFERSON RD
 ROCHESTER NY 14692-9998

—Stamp Services, Marketing, 12-31-98

Special Cancellation Die Hubs

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

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

—Business Mail Acceptance, Marketing Systems, 12-31-98

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**This office
will be closed
Monday,
January 18, 1999,
to observe
Martin Luther King,
Jr.'s Birthday.**

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Postal Employees

CORRECTION

Thrift Savings Plan Fact Sheet Poster Correction

In *Postal Bulletin* (PB) 21987 (12-17-98), the 1998 G Fund listing for November should have been .42. Please use the revised poster on page 63 and discard the poster from PB 21987.

—*Benefits Program, Compensation, 12-31-98*

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NOTICE TO ALL EMPLOYEES

THRIFT SAVINGS PLAN FACT SHEET

C, F, and G Fund Monthly Returns

Released December 7, 1998

ANNUAL RETURNS	C	F	G
1989 JAN.–DEC. %	31.03	13.89*	8.81
1990	-3.15	8.00*	8.90
1991	30.77	15.75	8.15
1992	7.70	7.20	7.23
1993	10.13	9.52	6.14
1994	1.33	-2.96	7.22
1995	37.41	18.31	7.03
1996	22.85	3.66	6.76
1997	33.17	9.60	6.77
1997	C	F	G
DECEMBER	1.71	1.01	.52
1998	C	F	G
JANUARY	1.12	1.28	.51
FEBRUARY	7.20	-.07	.44
MARCH	5.11	.34	.50
APRIL	1.00	.52	.49
MAY	-1.72	.95	.51
JUNE	4.05	.85	.48
JULY	-1.09	.21	.49
AUGUST	-14.47	1.66	.49
SEPTEMBER	6.33	2.36	.44
OCTOBER	8.19	-.52	.41
NOVEMBER	6.04	.56	.42
LAST 12 MONTHS	23.52	9.47	5.83

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

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

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

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

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

Federal Retirement Thrift Investment Board



Please post on bulletin boards.
Destroy all previous notices.

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Retail

LABEL 223-E UPDATE

Vending and Label 223-E

Bend & Peel Label 223-E June 1998				
1-33c 2-1c for 35¢	1-33c 2-1c for 35¢	1-33c 2-1c for 35¢	1-33c 1-22c for 55¢	3-33c 1-1c for \$1.00
3-33c 1-1c for \$1.00	5-33c for \$1.65	5-33c for \$1.65	1-23c 2-1c for 25¢	1-23c 2-1c for 25¢
2-22c 1-1c for 45¢	2-22c 1-1c for 45¢	5-22c for \$1.10	5-22c for \$1.10	1-20c for 20¢
1-20c for 20¢	2-20c for 40¢	5-20c for \$1.00	5-20c for \$1.00	5-20c for \$1.00

New postage rates go into effect with all mail entered into the collection system on and after January 10, 1999. All stamps sold through stamp vending equipment must include stamps supporting the new rates effective this date. Label 223-E, *Stamp Vending Machine Labels*, has been issued to each Manager of Retail in all districts. If additional quantities are required, they may be ordered from the material distribution centers. To order, either fax (1-785-861-2939) or mail a PS Form 7380, *MDC Supply Requisition*, to:

SUPPLY REQUISITIONS
MATERIAL DISTRIBUTION CENTER
500 SW MONTARA PKWY
TOPEKA KS 66624-9702

Order information:

NSN	PSIN	Unit of Issue	Bulk Pack Quantity	Edition Date	Price
7690-04-000-4998	LAB223E	EA	1,000	6/98	\$0.39 ea.

This label contains 20 optional stickers which may be used as product identifiers. They are not for use on multi-commodity machines, booklet stamp machines, or booklet vending machines. All stamp vending machines must be equipped with these stickers as soon as the new stamps are placed in them for sale.

—Self Service, Retail, 12-31-98

SELF SERVICE UPDATE

New PS Form 2018, Duplicate Key, PIN & Combination Inventory, Issued

United States Postal Service		Model/Type	
Duplicate Key, PIN & Combination Inventory		Serial No.	
Employee Name <i>(Last, First, and MI)</i>	PIN Enclosed? <input type="checkbox"/> Yes <input type="checkbox"/> No	Combination Enclosed? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Operating Unit/Location		Instructions See section 510 of Handbook PO-102, <i>Self Service Vending Authorized Accounting Procedures</i> . Use a separate envelope for each machine or security combination. After the duplicate keys, PIN, and/or combination are enclosed, seal the flap, and both you (the employee to whom the contents are assigned) and the witness to the sealing must sign across both flaps. Also affix a distinct and legible postmark across both flaps. Give this signed and postmarked envelope to the appropriate supervisor who will be personally responsible for its protection. If you must temporarily withdraw the contents of this envelope, do so in the presence of a witness. Cut along one end leaving the signatures and postmarks intact. Both you and the witness must endorse and date the envelope. When the contents are returned, keep the opened envelope and prepare a new one. If access to one of your machines is necessary while you are not on duty, the designated witness and the emergency repair person will remove the contents from this envelope and show reason for withdrawing the contents. The emergency repair person will determine and correct the cause of the malfunction in the presence of the designated witness.	
Kind of Key	How Many?		Serial No(s).
Door			
Alarm Box			
Coin Box			
Bill Acceptor			
Data			
Printed Designated Witness Name	Printed Designated Witness Name		
PS Form 2018, July 1998			

Self Service Vending Operations, in its continued support of field operations, has issued PS Form 2018, *Duplicate Key, PIN & Combination Inventory*. PS Form 3977, *Key/PIN Duplicate Combination Envelope*, may still be used as long as it is enclosed in PS Form 2018. However, PS Form 2018 *must* be used for new vending equipment installations.

PS Form 2018 can be obtained from the material distribution centers by either using Touch Tone Order Entry, faxing (1-785-861-2939) or mailing a PS 7380, *MDC Supply Requisition* to:

SUPPLY REQUISITIONS
 MATERIAL DISTRIBUTION CENTER
 500 SW MONTARA PKWY
 TOPEKA KS 66624-9702

Comments regarding use and improvements of the form should be directed to:

SELF SERVICE
 475 L'ENFANT PLAZA SW RM 4200E
 WASHINGTON DC 20260-2445

—Self Service, Retail, 12-31-98

POSTAGE METER UPDATE

High-Speed Postage Meters are Decertified

The second phase of the Postal Service’s schedule for the removal of high-speed mechanical postage meters occurs today, December 31, 1998, when all high-speed systems meters are decertified. These are the only meter models affected:

High-Speed Meter Models

Manufacturer	Model
Ascom	13XXX, 25XXX, 43XX, 54XX, 55XXX, 58XX, 62XX, 63XX, 75XXX
Hasler	76XXX, 92XX, 93XX, 96XX, 97XX, 98XX, 99XX
Postalia	None
Singer	All Models
Neopost	923X
Pitney Bowes	53XX

Note that:

1. Customer meters with model numbers other than those listed above are NOT affected, and
2. POSTAL-OWNED meters used in Postal Units or POSTAL-OWNED meters provided to Contract Postal Units *can* continue to be used *until further notice*.

As a courtesy to our customers, and to make the transition as convenient as possible, we will allow ONE refill after this December 31, 1998, date, for no more than \$500 per mechanical meter. The customer may request this one-time refill after they fill out the form accompanying this *Postal Bulletin* article (see page 69). This form may be reproduced locally. The form should be given to each customer requesting the \$500 refill and must be signed **in front of** and **given to** the postal employee resetting the meter. These forms must be mailed or faxed to this office within **5 days of receipt**. The mailing address appears on the form. The form data will be entered into a data base on customers who have not changed over to an electronic meter.

After the resetting for up to \$500, additional settings can be requested in any amount with the presentation to the setting clerk of a copy of a valid manufacturer’s rental agreement for the replacement of the customer’s mechanical meter.

Any customer requesting an exception to the above must fully document this request in writing and submit the request to the address appearing on the form.

—*Metering Technology Management, Retail, 12-31-98*

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High Speed MECHANICAL POSTAGE METER LICENSEE ACKNOWLEDGEMENT

By signing this document I certify my understanding of the following Postal Service procedures:

1. I have presented after December 31, 1998, a meter for resetting that was decertified effective June 30, 1996.
2. As a courtesy, the Postal Service will reset this meter on a *one-time* basis in an amount up to \$500.
3. Additional settings can be requested in any amount with the presentation of a copy of a valid manufacturer's rental agreement for the replacement of my mechanical meter.
4. The Postal Service has instructed all meter manufacturers to remove decertified system meters (refer to previously noted effected model charts) beginning April 1, 1999.

Decertified Meter Model No. _____ Serial No. _____

Licensee Name _____ License No. _____

My Name _____ Telephone No. _____

Signature _____ Date _____

(This form applies only to the one-time resetting, and may not be used thereafter for the same customer)

Postal Clerk: This form must be signed in your presence. Send or Fax this form to the address below within 5 days of receipt:

United States Postal Service
Postage Meter Decertification Coordinator
Room 8430
475 L'Enfant Plaza, SW
Washington, DC 20260-2444
Phone: 202-268-2371
FAX: 202-268-8893
Email: Meters@email.usps.gov

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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 (see Table of Contents for specific PSN), 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

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 - \$108.00 per year; International - \$135.00 per year

Subscription Orders: 202-512-1800

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

Single Copies (back to 16 issues): Domestic - \$7.00; International - \$8.75

- 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

