

# POSTAL BULLETIN

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## Customer Relations

### Mail Alert

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

1 million pieces or more, should contact Customer Relations Program Management at 202-268-3612 at least 1 month preceding the requested delivery dates.

Title of Mailing	Class and Type of Mail	Requested Delivery Date	Number of Pieces (Millions)	Distribution	Presort Level	Comments
Sears Mailer	Standard/Letter	May 2–June 4	13.9	Nationwide	CarRt	
Bloomington's Shopping Night	Standard/Postcard	June 3–8	2.0	Nationwide	CarRt, 3/5-Digit	5" x 6 3/4"; Lazarus
JCPenney Father's Day Mass Mailer	Standard/Booklet	June 3–5	10.0	Nationwide	CarRt	Harte-Hanks
Bloomington Private Shopping Night	Standard/Letter	June 4–7	2.2	Nationwide	CarRt, 3/5-Digit	Lazarus Marketing
JCPenney Hot Weather Remedies	Standard/Catalog	June 5–7	8.0	Nationwide	CarRt	World Color, Augusta, GA
L.L. Bean 1997 June Summer Best	Standard/Catalog	June 6–8	1.4	Nationwide	CarRt, 5-Digit, Basic	7 7/8" x 8 15/16"
Sears Jewelry	Standard/Letter	June 6–9	1.2	Nationwide	CarRt	
Nordstrom Men's Half-Yearly Postcard	Standard/Letter	June 9–11	1.7	Nationwide	CarRt, 3/5-Digit, Basic	5" x 9" card; Graphic Arts Center
Sears Appliance	Standard/Letter	June 9–11	2.0	Nationwide	CarRt	
The Company Store	Standard/Catalog	June 9–12	3.3	Nationwide	CarRt	Quad/Graphics, Saratoga, NY
JCPenney Fall Gift Registry	Standard/Catalog	June 12–14	1.9	Nationwide	CarRt	RR Donnelley, Spartanburg, SC
JCPenney Fall Big Men's	Standard/Catalog	June 12–14	4.3	Nationwide	CarRt	RR Donnelley, Spartanburg, SC
JCPenney Fall Infants Furniture	Standard/Catalog	June 12–14	1.6	Nationwide	CarRt	World Color
JCPenney Home Color Forum	Standard/Catalog	June 12–14	2.7	Nationwide	CarRt	World Color
JCPenney Fall/Winter Catalog	Standard/Catalog	June 12–14	9.5	Nationwide	CarRt	RR Donnelley, Warsaw, IN
Sears Baby Furniture	Standard/Letter	June 13–16	1.0	Nationwide	CarRt	
Carol Wright	Standard/Letter	June 16–21	30.0	Nationwide	CarRt	Cox Direct, Elm City and Washington, NC
Billy Graham Letter	Standard/Letter	June 16–27	1.4	Nationwide	3/5-Digit, Basic	3 7/8" x 7 1/8"; Minneapolis, MN
Eddie Bauer's Ultimate Summer	Standard/Flat	June 18–20	1.1	Nationwide	3-Digit	8 1/2" x 10 7/8"; Harte-Hanks
JCPenney Fall/Winter Uniforms	Standard/Catalog	June 19–21	2.7	Nationwide	CarRt	World Color
The Territory Ahead Lighting Out II	Standard/Catalog	June 23	1.0	Nationwide	CarRt, 3/5-Digit, Basic	8 3/4" x 10"; RR Donnelley
Eddie Bauer's 1997 Ultimate Summer Sale	Standard/Catalog	June 23–25	4.0	Nationwide	CarRt, 3/5-Digit, Basic	RR Donnelley
Sears Cosmetics	Standard/Letter	June 23–25	2.5	Nationwide	CarRt	

Billy Graham DECISION Magazine	Standard/Flat	June 25–30	1.6	Nationwide	CarRt; 3/5-Digit, Basic	8" x 10 5/8"; Minneapolis, MN
L.L. Bean 1997 July Sale Digest	Standard/Catalog	June 25–27	3.0	Nationwide	CarRt, 5-Digit, Basic	5 1/2" x 8 1/2", 88 pages
JCPenney Fall Bridal	Standard/Catalog	June 26–28	1.5	Nationwide	CarRt	World Color
Bloomington's June Home Sale	Standard/Catalog	June 27–July 1	1.0	Nationwide	CarRt, 3/5-Digit	10 1/2" x 10 1/2"; ASG

—Customer Relations Program Management, 6-5-97

REMINDER — NOTICE TO ALL DELIVERY EMPLOYEES

**Social Security Administration Checks “Payment Cycling”**

In June 1997, the Social Security Administration (SSA) will begin mailing monthly SSA checks on a “cycled” basis for all new recipients.

The new payment cycling procedure establishes **three additional delivery dates** for SSA checks on the **second, third, and fourth Wednesday of each month**. This new procedure does not affect those recipients who currently receive their SSA checks on the third day of the month, nor those recipients who currently receive their Supplemental Security Income (SSI) checks on the first day of the month.

All cycled SSA checks will be released to the Postal Service for all ZIP Codes in the United States from the Department of the Treasury Financial Management Service Regional Financial Center in Philadelphia, PA. **The face of the envelope will display the exact month, day, and year of requested delivery**, as indicated in the example below.

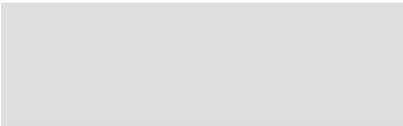
SSA checks destinating to addresses located in 3-day delivery zones will be entered into the mailstream on the Friday prior to the requested Wednesday delivery date. SSA checks destinating to addresses in 1-day and 2-day delivery zones will be entered into the mailstream on the Monday prior to the requested Wednesday delivery date. In the event

there is a federal holiday on any day between Friday and Wednesday, the entry schedule will move forward one day (to the preceding day). Should a federal holiday fall on a Wednesday, the requested delivery date will move to the preceding Tuesday.

Initially, there will be minimal impact on delivery units, as the initial weekly volume of SSA checks to be mailed using this new payment cycling procedure is estimated to be between 2,000 and 20,000 pieces nationwide. As future applicants are approved for benefits, the volume of SSA checks sent out under this procedure will increase accordingly. Initially, there may not be sufficient ZIP Code volume density to qualify or warrant presorting the address file; however, as the file grows, the SSA checks will be presorted as soon as there is sufficient density volume.

All delivery units should alert delivery personnel of this change to ensure that all SSA checks are delivered in accordance with requested delivery dates as reflected on the face of the envelope.

Postal employees should direct all customer inquiries for additional information to the Social Security Administration. Customers may call SSA toll-free at 800-772-1213.

DEPARTMENT OF THE TREASURY FINANCIAL MANAGEMENT SERVICE REGIONAL FINANCIAL CENTER P.O. BOX 7407 PHILADELPHIA, PENNSYLVANIA 19101-7407	<b>REQUESTED DELIVERY DATE</b> (MONTH) (DAY) (YEAR)	FIRST-CLASS POSTAGE AND FEES PAID DEPARTMENT OF THE TREASURY PERMIT NO. G-4
OFFICIAL BUSINESS PENALTY FOR PRIVATE USE \$300		
		
(NOT TO SCALE)		

—Delivery Policies and Programs, Operations Support, 6-5-97

# Domestic Mail

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## DMM REVISION

### Folded Self-Mailers — Additional Options

Effective June 5, 1997, *Domestic Mail Manual* (DMM) C810.7.2 and C810.7.3 are amended to allow mailers to prepare letter-size self-mailers with the final fold positioned as the right side (leading edge) of the piece and to claim an automation rate. In addition, other tabbing format designs for self-mailers have been approved for automation rates.

Because the deadline for DMM Issue 52 has expired, these amendments will be included in DMM Issue 53 (scheduled for release on January 1, 1998).

#### Postal Evaluation

The Postal Service evaluated these self-mailers and found them to be automation-compatible even though they did not meet all current standards in DMM C810.7.0. Including these additional design formats into the automated mailstream will increase the volume of automatable mail while allowing mailers greater creative flexibility when designing letter-size pieces.

These pieces must be presented as part of an automation rate mailing that is 100% barcoded and meets the mailing standards for tabbed letter-size pieces, including the minimum paper basis weight of 20 pounds (17 by 22 inches by 500 sheets), readability, machinability, and sealing.

DMM C810.7.2 identifies the mailing standards for folded self-mailers prepared as tabbed or glue-sealed pieces, and DMM C810.7.3 identifies the mailing standards for booklet-type pieces. In addition to the design formats and styles of tabbed pieces shown in Quick Service Guide 811, Tabs and Wafer Seals, the design formats shown on page 7 will be included in DMM Issue 53.

Self-mailers, whether single-sheet or multiple-sheet, must be tabbed or glue-sealed to prevent the open edges from fanning out and jamming high-speed processing equipment. The tabbing standards in DMM C810.4.0 and C810.7.2 apply to all self-mailers, double postcards, and booklet-type pieces.

The standards for self-mailers are generally based on the basis weight of the paper stock used and the location of the folded or bound edge. Mailpiece construction also plays a significant role in determining the automation compatibility of the piece.

Glue may not be used to seal multiple-sheet mailpieces unless the glue is used to seal a flap or similar closure that will hold all sheets together and not impede postal processing.

### Placement and Quality of Tabs, Wafer Seals, and Glue

Postal evaluations of various types of tabs and wafer seals have revealed that some types of tabs and seals are unacceptable for postal processing. Adhesive value, humidity, shelf life, paper weight of the tab paper, finish of the mailpiece paper, and positioning on the mailpiece contribute to the quality of these sealing methods.

Tabs and seals with glossy finishes that are affixed as sealing methods in the barcode read area of the mailpiece often do not have the absorption needed to allow for adequate drying of ink sprayed to apply a barcode. Therefore, glossy-coated tabs and wafer seals must not be used when the seals will be placed within the barcode clear zone.

Likewise, perforated tabs and plastic wafer seals that have become brittle and do not maintain their sealing strength are also unacceptable for sealing automation rate pieces. Perforated tabs may not be used to close pieces at the bottom of the piece. These tabs and seals, when placed on the bottom of the piece, tend to open as the piece moves through postal equipment.

When perforated tabs are used, the tabs should not contain more than a 50 to 60 percent perforation (eight perforations to an inch). Tabs with 12 perforations to an inch may not be used on self-mailers claiming automation rates. Postal mailpiece design analysts (MDAs) will identify tabs and wafer seals that do not maintain their integrity during processing.

All tabs and wafer seals must be applied flush to the edge of the mailpiece. Tabs that protrude or extend beyond the trimmed edge of the mailpiece are considered improperly sealed. These seals have been found to slide off the edges of pieces or cause an increased incidence of opened edges on automated equipment.

### Single and Multiple Sheets

The standard 8-1/2- by 11-inch sheet size should be used as the guideline for determining single-sheet versus multiple-sheet folded self-mailers. If two or more 8-1/2- by 11-inch sheets can be measured from the mailpiece's unfolded paper stock (whether cut into these dimensions or not), the piece is considered a multiple-sheet self-mailer. The local MDA can help mailers determine the acceptable design of their self-mailers.

An 8-1/2- by 11-inch or an 11- by 11-inch size sheet would form a single-sheet self-mailer. A 17- by 22-inch or a 17- by 11-inch size sheet would form a multiple-sheet self-mailer, regardless of the finished trim size once folded.

Multiple-sheet folded self-mailers that are not booklets must retain their shape and all contents during postal processing. Loose inserts are not permissible enclosures in pieces sealed with tabs, wafer seals, or glue.

**Other Tabbing Options**

During the past year, several post offices have submitted samples of well-constructed self-mailers that do not meet all the design standards in the DMM. These samples were tested and evaluated by Postal Service Engineering and in some cases, when specific preparation conditions are met, were deemed to be automation-compatible.

Any folded self-mailer, prepared in one of these alternative design formats and presented as part of an automation rate letter mailing, must be prepared of paper stock with at least the minimum basis weight as indicated for each of the design formats.

Although DMM standards require that self-mailers be prepared with the final fold at the bottom of the mailpiece, certain specifically identified formats may have the final fold on the right side of the piece (the leading edge). The left edge (the trailing edge) and other open edges must be secured with a single tab or glue spot or glue line. The number of tabs required is determined by the final trim size of the piece and paper basis weight of the piece as shown. In all cases, additional tabs, seals, or glue spots and glue lines may be used.

A mailpiece prepared as a gatefold (that is, a piece open at the top and bottom but sealed on the left and/or right sides) with tabs that are found to be insufficient to hold the piece together are not allowed to claim automation rates.

Mailers must submit preproduction samples of pieces prepared under these new design formats to Postal Service MDAs before full production of the pieces to ensure that the design formats meet postal mailing standards.

Additionally, mailers may use glue spots or tape rather than tabs and wafer seals as provided. Staples or saddle stitching may be used only on booklet-type pieces to join the bound edge (spine), and they must fit snugly, parallel to the bound edge, and not protrude out.

The DMM Quick Service Guide is not all-inclusive and does not show all possible design formats for tabbed or glue-sealed self-mailers. This guide is only a representative sampling of acceptable formats.

Local MDAs may use these graphic illustrations for identifying other acceptable formats based on the mailing standards in DMM C810.4.0 and the new design formats included in this notice. These standards explain under which

conditions self-mailers with a final fold on the top or side (leading edge) may be approved to claim automation letter rates.

The mailing standards described below are the minimum requirements for paper basis weight and tabbing placement. Heavier weights are recommended. As the Postal Service gains more experience with these pieces and formats, other formats may be added.

Based on current automation requirements, only the folded self-mailer formats described below are eligible for automation rates. Other formats may be authorized after review and testing by the Postal Service.

**MDA Review of Formats**

Local MDAs should review other proposed formats and, if appropriate, forward the samples to Mail Preparation and Standards at Postal Service Headquarters. Samples of proposed new folded self-mailer formats may be forwarded by local MDAs, with their recommendations, to:

MAIL PREPARATION AND STANDARDS  
 US POSTAL SERVICE  
 475 L'ENFANT PLZ SW RM 6800  
 WASHINGTON DC 20260-2405

Preparation of self-mailers and other tabbed pieces according to these formats does not guarantee acceptance at automation letter rates. The pieces must meet all applicable DMM standards for automation-compatible mail when presented for acceptance to the business mail entry unit or other acceptance office. Any piece that does not meet postal machinability standards and cannot be processed on postal automated equipment may require changes in the sealing methods used by the mailer.

**Domestic Mail Manual (DMM)**

**C Characteristics and Content**  
 \* \* \* \* \*

**C800 Automation-Compatible Mail**

**C810 Letters and Cards**  
 \* \* \* \* \*

**7.0 ADDITIONAL STANDARDS FOR SPECIFIC TYPES OF PIECES**

\* \* \* \* \*

**7.2 Folded Self-Mailer**

*[Amend 7.2 by revising the first sentence of the introductory text and by adding new 7.2c to read as follows:]*

Except as noted in 7.2c, a folded self-mailer must be prepared with the folded edge parallel to the longest dimension and the address of the mailpiece.\* \* \*

\* \* \* \* \*

c. In specifically identified formats, a self-mailer may have the final fold on the right side (leading edge) of the piece. The left edge (trailing edge) and other open edges must be secured with at least one tab or a glue line. The number of tabs required is determined by the final trim size and paper basis weight of the piece. If the piece is 7 inches long or more, the piece must be sealed on the top and the bottom. In all cases, additional tabs, seals, or glue spots or glue lines may be used. Newsprint paper is acceptable if the basis weight of the paper meets the minimum standards in 7.2 and the piece is certified by the USPS mailpiece design analyst to be acceptable for automated processing.

### 7.3 Booklet-Type Piece

[Amend 7.3 by reorganizing the text and adding new 7.3d to read as follows:]

A booklet-type piece must meet these standards:

a. The front and back covers must be prepared from paper with a minimum basis weight of 20 pounds (measured weight for 500 17- by 22-inch sheets).

b. Except as noted in 7.3d, the bound edge (spine) must be the longest edge of the piece and at the bottom, parallel to the address.

c. The unbound edge (top) must be secured with at least two tabs or wafer seals. One tab or wafer seal must be placed within 1 inch of the left edge of the piece; the second tab or seal, within 1 inch of the right edge of the piece. As an

alternative, one tab or wafer seal must be placed within 1 inch from the top left side (trailing edge) of the piece; the second tab or seal, within 1 inch from the top right side (leading edge) of the piece.

d. In specifically identified formats, prepared with a minimum paper basis weight of 24-pound bond paper, the spine may be on the shorter side (leading edge) of the piece. The address must still be parallel to the longest side of the piece. The unbound edges must be secured with at least two tabs or wafer seals. If the outside covers are prepared with a minimum paper basis weight of 20-pound bond or equivalent, the spine may be on the right side (leading edge) of the piece. The address must still be parallel to the longest side of the piece. The following restrictions apply:

(1) If the final trim size of the piece is no more than 4 1/4 inches high and no more than 6 inches long, the unbound left edges must be secured with at least one tab or wafer seal placed at the vertical center of the piece.

(2) If the final trim size of the piece is more than 4 1/4 inches high or more than 6 inches long, the unbound left edge must be secured with two tabs or wafer seals placed within 1 inch of the top and bottom edges.

\* \* \* \* \*

—Mail Preparation and Standards,  
Marketing Systems, 6-5-97

## Use of Form 3601-C, Postage Meter Activity Report

PS Form 3601-C, *Postage Meter Activity Report*, is used to record postage meter installations, withdrawals, and replacements. When one of these transactions takes place, the form is completed by the meter manufacturer's representative and is subsequently submitted to the Postal Service for the updating of USPS meter inventory records.

Currently, a separate form is completed for each transaction, with the exception of replacements. A replacement is defined in the PS Form 3601-C instructions, which are printed on the back of the form, as "a meter installation of the same model number as a faulty one being withdrawn from service." Both the withdrawn meter and the replacement meter may be shown on the same form.

The number of meter transactions is increasing with the decertification of mechanical postage meters and their replacement with more secure meters. To make the process of recording these meter movements more efficient, **effective immediately the Postal Service will allow the manufacturer's representatives to use a single form when any**

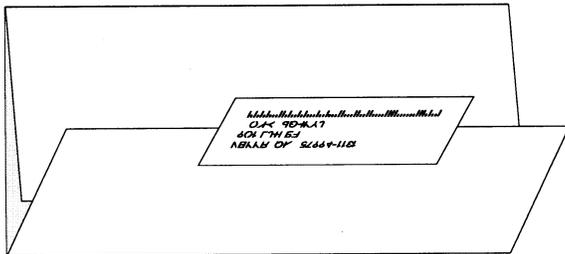
**meter is replaced.** The use of a single form is allowed under the following conditions:

1. Both meters are from the same manufacturer.
2. The transaction involves a customer at the same physical location with the same meter license number.
3. Both the withdrawal and the replacement are taking place simultaneously.
4. The block at the top of the form marked "replacement" must be checked.
5. Block A 5 "model change" must be checked.
6. Section D must be completed for the meter being withdrawn and Section E for the installed meter.
7. Postal clerks processing the form will complete Section F to show any postage transfers or refunds.

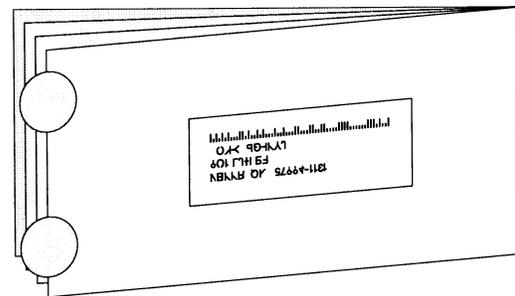
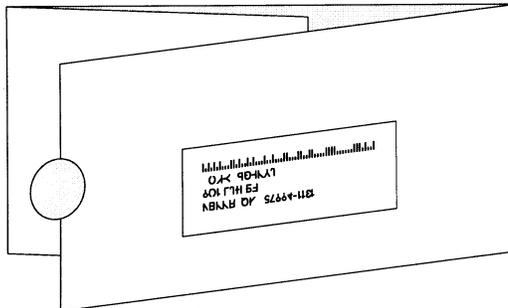
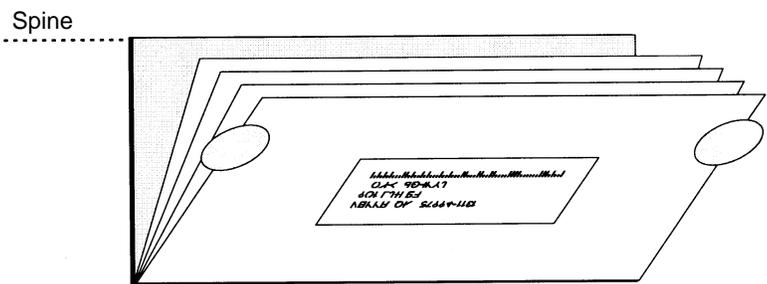
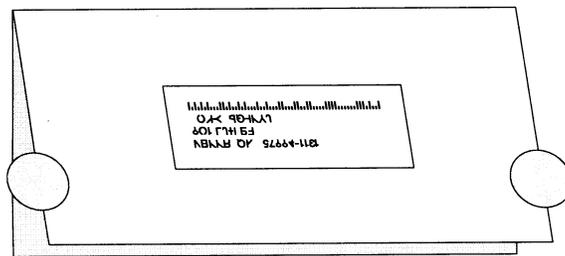
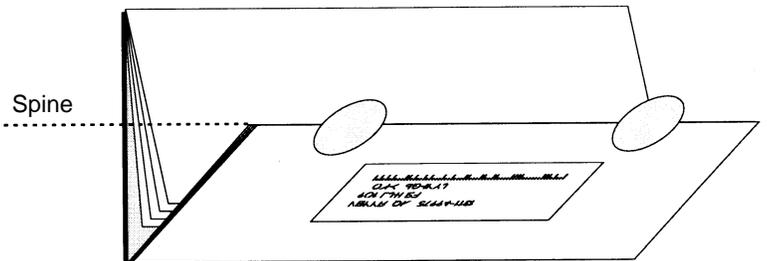
—Metering Technology Management,  
Marketing, 6-5-97

### Tabbed Self-Mailers

Single page

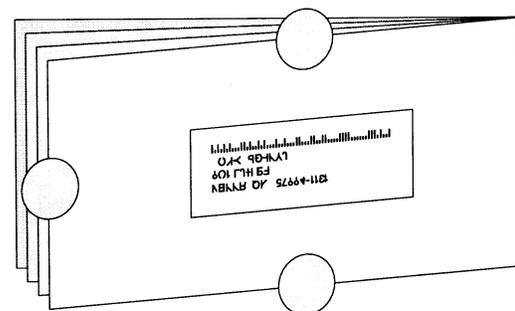
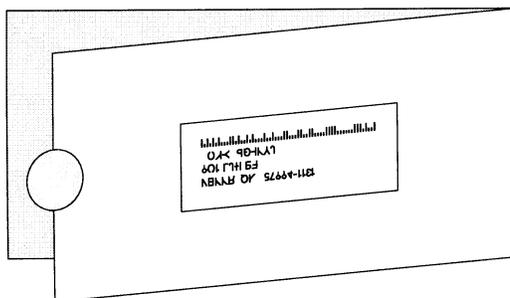


Multiple pages



Card stock

Card stock



Card stock

Bond paper

## New PS Form 6116, *First-Class Metered Mail — Shortpaid Sampling Worksheet*

The First-Class Metered Mail Sampling Worksheet has been revised and assigned an official form number. The new form is PS Form 6116, *First-Class Metered Mail — Shortpaid Sampling Worksheet*. A copy of this new form appears on pages 13-14 of this *Postal Bulletin*.

An initial distribution of PS Form 6116 will be made to each CAG A through H post office and to the District Managers of Business Mail Entry. Distribution of the new forms will be made in the near future. Until that time, the form on pages 13-14 should be reproduced locally as needed.

PS Form 6116 will be stocked in the material distribution centers. A future *Postal Bulletin* article will announce arrival of stock and pertinent ordering information; until that time, the MDCs **will not** accept orders for PS Form 6116. All current stock of the worksheet on hand in BMEUs should be exhausted before using the new PS Form 6116.

—*Business Mail Acceptance, Marketing Systems, 6-5-97*

### POSTAL BULLETIN CLARIFICATION

#### Small Flats Test Clarification

*Postal Bulletin* 21946 (5-22-97) stated that effective July 1, 1997, new mailing standards would be implemented to reduce the height limit from 12 inches down to 9-1/2 inches for smaller size flats measuring 5-3/8 inches wide.

The small flats test that allowed these pieces to claim automation rates began on July 1, 1996. At that time, mailers were allowed to claim automation rates for flats for pieces 5-3/8 inches wide when those pieces measured from 6 to 12 inches high.

The May 22 *Postal Bulletin* notice reduced that height to 9-1/2 inches based on information obtained during the test period. The notice should have also stated that the small flats test *with this change* is extended through December 31, 1997, to allow postal officials to determine whether more specific design formats and mailing standards should be introduced.

—*Mail Preparation and Standards, Marketing Systems, 6-5-97*

#### DMM Issue 51 Changes

The following summary tracks all amendments and revisions to *Domestic Mail Manual* (DMM) Issue 51 (January 1, 1997) that will appear in DMM Issue 52 (July 1, 1997). Any change published after *Postal Bulletin* 21946 will not be included in DMM Issue 52.

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

#### PB 21934 (12-5-96)

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

DMM C032.2.0, C032.3.1, C032.4.1, C032.6.0, C033.1.0, and C033.3.0 reflect changes for filing a single form and for the centralized USPS processing of the forms for the two programs that help customers protect themselves and their children against unwanted sexually oriented advertisement mail. G043 and I021 make conforming amendments to the mailing address of the new processing center

and to the new form used for making the requests. *Effective December 5, 1996.*

#### Periodicals—Documentation Standards

DMM M200.7.0, M810.4.0, M820.5.0, and P012.2.1 change from January 1 to July 1, 1997, the date when Periodicals mailings must be prepared with software certified under the Presort Accuracy Validation and Evaluation (PAVE) program or prepared to meet the criteria for standardized documentation. *Effective January 1, 1997.* Related revisions in PB 21940 (2-27-97) and PB 21944 (4-24-97).

#### PB 21935 (12-19-96)

##### Barcoded Tray and Sack Labels Required July 1, 1997

DMM M032.1.1, M032.2.1, M810.1.1, and M820.1.1 delay by 6 months the required use of barcoded tray and sack labels for automation rate mailings. Originally slated to take effect January 1, 1997, the date of required use moves to July 1, 1997. *Effective January 1, 1997.* Related revision in PB 21939 (2-13-97).

**PB 21936 (1-2-97)****New Tan Label MXD**

DMM M130.2.1d, M130.4.1d, M130.5.2d, M200.2.4f, M610.3.1d, M610.5.3d, M820.2.1d, M820.3.1d, and M820.4.1d change the code from "MS" (for mixed states) to "MXD" (for mixed area distribution centers (ADCs)) on the tan-colored pressure-sensitive label used to identify packages of mixed ADC mail. *Effective January 1, 1997.*

**PB 21937 (1-16-97)****Content Identifier Numbers and Content Line of Tray, Sack, and Pallet Labels**

DMM M031.5.0, M032.1.3, Exhibit M032.1.3c (later redesignated as Exhibit M032.1.3a), M045.4.4, M073.3.2, M120.2.8, M130.2.3, M130.3.3, M130.4.3, M130.5.4, M200.3.2, M200.4.2, M610.3.3, M610.4.3, M610.5.8, M610.6.3, M620.3.2, M620.4.3, M630.2.7, M630.3.6, M630.4.6, M630.6.3, M630.8.0, M810.2.3, M810.3.2, M820.2.3, M820.3.3, and M820.4.4 are amended and DMM M810.3.3 is added to reflect new content identifier numbers (CINs) for the content line of tray and sack labels. Also revised is the human-readable content line information for most tray and sack labels and for some pallet labels. With these revisions, label instructions for the content line throughout the mail preparation sections of module M match the content line of the label associated with a CIN in DMM Exhibit M032.1.3c (later redesignated as DMM Exhibit M032.1.3a). *Effective July 1, 1997.* Related revisions in PB 21938 (1-30-97), PB 21943 (4-10-97), and PB 21946 (5-22-97).

**Labeling List Module Changes**

DMM L004, L102, and L801 reflect changes in mail processing operations. *Effective January 16, 1997; mandatory March 16, 1997.* Related revision in PB 21943 (4-10-97).

**Merchandise Return Service Charges**

DMM S923.1.0 transfers standards for postage collection originally contained in *Domestic Mail Manual Transition Book* (DMMT) 919.7. *Effective January 16, 1997.*

**Penalty Mail—Detention**

DMM E060.5.9 transfers the standard for the detention of penalty mail from *Domestic Mail Manual Transition Book* (DMMT) 137.23. If suspected misuse of the penalty mail privileges occurs, the USPS does not hold or delay processing the mail but refers the matter to the affected government agency. *Effective January 16, 1997.*

**PB 21938 (1-30-97)****Labeling Instructions**

DMM M032.2.4f corrects the content identifier instructions for barcoded sack labels. *Effective July 1, 1997.* Related revision in PB 21937 (1-16-97).

DMM M120.2.3c corrects the Line 1 labeling instruction for the Priority Mail SCF package sort level from L002, Column B, to L002, Column C. *Effective January 30, 1997.*

**Products Mailable at Nonprofit Standard Mail Rates**

DMM E670.5.10 increases from \$6.75 to \$6.93 the permitted amount for low-cost products mailable at Nonprofit Standard Mail rates. *Effective January 1, 1997.*

**PB 21939 (2-13-97)****Barcoded Tray and Sack Labels**

DMM M031.1.4 clarifies the required information on the origin line (Line 3) of a label. DMM M031.1.6 permits the use of the City State File for city and state abbreviations. DMM M031.3.2 makes the paper stock specifications the same for barcoded and nonbarcoded labels. DMM M032 is reorganized with amendments to the standards and specifications for barcoded tray and sack labels. *Effective February 13, 1997.* Related revision in PB 21935 (12-19-96).

**Business Reply Mail—Address Block Barcoding Approved**

DMM E060.11.4, S922.4.8, and S922.5.0 give any business reply mail (BRM) permit holder who uses window envelopes or address labels the option of printing ZIP+4 barcodes as part of the delivery address block for prebarcoded BRM letter-size and flat-size pieces. *Effective March 1, 1997.*

**Placement of Ancillary Service Endorsements**

DMM A010.4.2 and M012.4.0 clarify the required use and placement of a return address on mail with an ancillary service endorsement and expand from one to four locations on a mailpiece where a mailer may print ancillary service endorsements: below the return address, to the left of the postage area, below the postage area, and above the delivery address block. *Effective February 13, 1997.* Related revision in PB 21946 (5-22-97).

**PB 21940 (2-27-97)****Periodicals Documentation**

DMM E230.7.4, E250.1.4, E250.2.6, P012.2.2, P012.2.3, P012.2.4, P012.2.5 and P200.1.5 are amended; DMM P012.3.0 is redesignated as P012.4.0 and amended; and DMM E230.1.5 and new P012.3.0 are added to reflect the standards for use of Presort Accuracy Validation and Evaluation (PAVE)-certified software or standardized documentation for Periodicals. *Effective July 1, 1997.* Related revisions in PB 21934 (12-5-96) and PB 21944 (4-24-97).

**Polywrapped Automation Flats—New Certification Procedures**

DMM C820.3.1 allows mailers who wish to claim automation rates for flat-size polywrapped (plastic-covered) bar-coded pieces to have their pieces evaluated and certified by their local USPS mailpiece design analyst (MDA). *Effective March 21, 1997.*

**PB 21941 (3-13-97)****Unnumbered Insured Articles**

DMM S010.4.1 and S010.4.2 provide that a customer claim for an unnumbered insured article lost or damaged in the mail is adjudicated by the local post office where the claim is received. DMM G043 revises the mailing address for the Office of Claims Appeals at the St. Louis Accounting Service Center. *Effective March 29, 1997.*

**PB 21942 (3-27-97)****Express Mail Corporate Accounts**

DMM P500.2.0 ensures proper accounting procedures are in place to reduce uncollectible Express Mail Corporate Account revenue. *Effective March 27, 1997.* Related revision in PB 21944 (4-24-97).

**Internet Version of PS Form 3575, Change of Address Order**

DMM A910.2.4, A910.6.2, C032.2.4, D910.2.2, D920.2.2, F020.1.4, F030.3.2e, R900.8.3, and I021 reflect the official use of Internet version PS Form 3575-WWW, *Change of Address Order.* *Effective March 27, 1997.*

**PB 21943 (4-10-97)****Content Identifier Numbers**

DMM Exhibit M032.1.3c (later redesignated as DMM Exhibit M032.1.3a) changes the human-readable content line for certain international mail content identifier numbers (CINs) for barcoded tray and sack labels. *Effective July 1, 1997.* Related revisions in PB 21937 (1-16-97), PB 21938 (1-30-97), and PB 21946 (5-22-97).

**FASTforward<sup>SM</sup> System**

DMM E130.3.3 and E140.1.3 are amended, current DMM F030.3.0 and F030.4.0 are redesignated as DMM F030.4.0 and F030.5.0, respectively, and new DMM F030.3.0 is added to reflect the introduction of FASTforward<sup>SM</sup>, a computerized system developed as an additional method of meeting the move update requirement for Presorted First-Class Mail and automation rate First-Class Mail. *Effective July 1, 1997.* Related revision in PB 21946 (5-22-97).

**Labeling Instructions**

DMM L601, M073.3.1d, M610.6.2d, and M630.6.2d clarify and correct labeling instructions. These amendments specify that "MXD" must be added to the beginning of the destination line (Line 1) of labels in DMM L601 for mixed BMC sort levels. This change standardizes the use of the term "MXD" on the destination line for all types of mixed sacks, trays, and pallets. *Effective July 1, 1997.* Related revision in PB 21944 (4-24-97).

**Labeling List Changes**

DMM L002, L003, L004, L005, L102, L601, L603, L604, L801, and L803 reflect changes in mail processing operations. *Effective April 10, 1997; mandatory July 1, 1997.* Related revision in PB 21937 (1-16-97).

**New Simplified Ancillary Service Endorsements**

DMM A010.4.2, A010.7.4, A910.6.1, E130.3.3, E140.1.3, F010.5.0, F010.6.1, F020.3.0, F030.3.0, G091.4.3, and P021.2.5 simplify the system of ancillary service endorsements that mailers use to request an addressee's new address and to provide the Postal Service with consistent instructions on how to handle undeliverable-as-addressed (UAA) mail. *Effective July 1, 1997.*

### Optional Endorsement Lines — ZIP Codes for ADC and AADC Packages

DMM M013.1.1 and M013.2.6 require the appropriate 3-digit ZIP Code prefix or 5-digit ZIP Code for the destination area distribution center (ADC) or automated area distribution center (AADC) for optional endorsement lines (OELs) on packages labeled to an ADC, mixed ADC, AADC, or mixed AADC. *Effective July 1, 1997.*

### Physical Characteristics — Reply Mail and Special Mailing Envelopes

DMM C100.5.0 is added and DMM C810.8.0 and S922.4.10 are amended and reorganized to provide mailers with specific automation standards (including facing identification marks or FIMs) for business reply, meter reply, and courtesy reply mail. DMM C010.6.0 through C010.9.0 are redesignated as DMM C010.7.0 through C010.10.0, respectively. Current DMM C024.15.0 through C024.17.0 are redesignated as new DMM C010.6.1 through C010.6.3, respectively. These new sections present general mailability standards for envelopes constructed with windows, envelopes printed with green diamond borders, and envelopes configured as reusable mailpieces for two-way mailing. *Effective April 10, 1997.*

### Value Added Refunds—Authorization

DMM P014.4.0 clarifies approval required from rates and classification service center for a mailer's authorization for refunds requested for excess postage at the time of mailing (termed *value added refunds*). *Effective April 10, 1997.*

### Written Additions—Circulars

DMM E612.2.1 clarifies that a circular may be mailed as Standard Mail (A) even if it includes handwritten or typewritten dates or addresses on the piece or handwritten or typewritten corrections of typographical errors. *Effective April 10, 1997.*

## PB 21944 (4-24-97)

### Express Mail Corporate Accounts

DMM P500.2.3 changes the minimum balance that must be maintained in an Express Mail Corporate Account to the average 1 week's postage and fees or \$100, whichever is higher. *Effective April 24, 1997.* Related revision in PB 21942 (3-27-97).

### Labeling Instructions—Standard Mail Mixed BMC Sortation

DMM L601, M045.4.1e, M045.4.2d, M073.3.1d, M610.6.2d, and M630.6.2d clarify and correct labeling instructions for Standard Mail prepared at the mixed BMC sortation level (including palletized mail). *Effective July 1, 1997.* Related revision in PB 21943 (4-10-97).

### Periodicals Additional Entry

DMM D230.1.1 and P200.3.0 are amended and DMM E250.1.3 and E250.2.4 are removed to clarify revisions to additional entry standards for Periodicals publications. *Effective April 24, 1997.*

### Periodicals Documentation—August 1 Implementation

DMM E230.7.4, E250.1.4, E250.2.6, P012.2.2, P012.2.3, P012.2.4, P012.2.5, and P200.1.5 are amended; DMM P012.3.0 is redesignated as P012.4.0 and amended; and DMM E230.1.5 and new P012.3.0 are added to reflect the standards for use of Presort Accuracy Validation and Evaluation (PAVE)-certified software or standardized documentation for Periodicals. *Effective August 1, 1997.* Related revisions in PB 21934 (12-5-96) and PB 21940 (2-27-97).

### Registered Mail—Additional Services

DMM S911.1.5 is revised, DMM S911.3.9 is removed, and DMM S911.3.10 is redesignated as DMM S911.3.9 to clarify which additional special services are available with registered mail. *Effective April 24, 1997.*

**PB 21945 (5-8-97)****New Postage Meter and Indicia Approved**

DMM Exhibit P030.4.1 includes a new postage meter indicia approved for Neopost postage meter Model SM26. *Effective May 8, 1997.*

**PB 21946 (5-22-97)****Ancillary Service Endorsements—Relaxation of Placement and Clear Space Standards**

DMM M012.4.3 and M012.4.4 relax the standards for one of the placement locations and for the clearance space required for ancillary service endorsements. *Effective May 22, 1997.* Related revision in PB 21939 (2-13-97).

**Carrier Route Codes on Tray and Sack Labels**

DMM Exhibit M032.1.3a footnote 2 is amended to make the space between the one-letter carrier route type code (for example, "R" for rural route, "C" for carrier route) and the required three digits representing the route number optional on barcoded sack and tray labels. *Effective July 1, 1997.* Related revisions in PB 21937 (1-16-97), PB 21938 (1-30-97), and PB 21943 (4-10-97).

**Experimental Nonletter-Size Business Reply Mail Categories and Fees**

DMM G092 is added to provide standards adopted by the Postal Service to implement the Decision of the Board of Governors of the United States Postal Service on the Recommended Decision of the Postal Rate Commission on the Experimental Nonletter-Size Business Reply Mail Categories and Fees, Docket No. MC97-1. *Effective June 8, 1997.*

**Markings on Automation Mail**

DMM M810.1.3 and M820.1.4 clarify which markings are required on letter-size and flat-size mail sent at automation rates. *Effective May 22, 1997.*

**Small Flats Test Mailing Standards**

DMM C820.2.3 allows mailers to claim the automation rate for flats for flat-size pieces prepared as booklets, catalogs, and magazines measuring at least 5-3/8 inches long when these pieces are no more than 9-1/2 inches high. These pieces may not be enclosed in polywrap (plastic) material. *Effective July 1, 1997.*

**Special Services Reform: Implementation Standards**

DMM D910, D920, D930.1.0, R000.3.0, R900, S010.2.0, S500.1.0, S500.3.0, and S930 present the standards and fees adopted by the Postal Service to implement the Decision of the Governors of the United States Postal Service on the Recommended Decision of the Postal Rate Commission on Special Services Fees and Classifications, Docket No. MC96-3. *Effective June 8, 1997.*

**Window Envelopes and FASTforward<sup>SM</sup>**

DMM C830.4.1 specifies that window envelopes processed on multiline optical character readers (MLOCs) using FASTforward<sup>SM</sup> software must meet the FASTforward standards in DMM F030.3.3. *Effective May 22, 1997.* Related revision in PB 21943 (4-10-97).

—*Mail Preparation and Standards,  
Marketing Systems, 6-5-97*



**Instructions**

- A. Complete all information at top of form. Indicate whether mailings are identical or nonidentical weight and whether all pieces in mailing are metered by single company or multiple clients/departments.
- B. List the scale make and model used to weigh pieces.

**Mailings of Identical Pieces****Report Sampling Results on Worksheet in Part A.**

1. For the initial sample, randomly select 5 pieces which are possible candidates for shortpaid mail from no more than 5 trays/sacks.
2. Weigh each item and check for correct postage.
3. If no shortpaid pieces are found, sampling is complete. Record "0" in column 3. If one or more shortpaid pieces are found, go to step 4.
4. Select and weigh 25 additional pieces. If only 1 shortpaid piece out of 30 is found, the sampling is complete. Record "1" in column 3; "0" in column 5; "1" in column 7. If 2 or more are found, continue with steps 5-9.
5. Calculate percent of shortpaid pieces in the sample (truncate to three decimal places). Enter this figure in column 8.  
EXAMPLE: 2 shortpaid pieces in a 30 piece sample  $\rightarrow 2 \div 30 = 0.066$ .
6. Calculate total postage due for shortpaid pieces in the sample and enter in column 9.  
EXAMPLE: 2 pieces weighing 1.3 ounces each bear postage at the "one ounce" rate. Total postage due =  $\$0.23 \times 2 = \$0.46$ .
7. Calculate the average postage due per piece by dividing total postage due for shortpaid pieces in sample (column 9) by the number of shortpaid pieces reported (column 7). Enter the result in column 10.
8. Calculate additional postage due for mailing. Report total number of pieces in mailing in column 11. Multiply total pieces times percent of shortpaid pieces in sample (column 8) times average postage due (column 10). Enter result in column 12.  
EXAMPLE: 962 pieces in mailing  $\times 0.066$  (6.6%)  $\times \$0.23 = \$14.60$  additional postage due for mailing.
9. Notify customer of postage due for shortpaid pieces and give them copy of shortpaid worksheet.

**Mailings of Nonidentical Pieces****Report Sampling Results on Worksheet in Part B.**

1. For initial sample, randomly select 30 pieces which are possible candidates for shortpaid mail. Select approximately equal numbers of pieces from no more than five trays/sacks.
2. Weigh each piece and check for correct postage.
3. If you find none or one shortpaid piece, sampling is complete. Record the number of pieces sampled (30) in column 2 next to Client #1 and record "0" or "1" in column 3. If 2 or more shortpaid pieces are found, continue with steps 4-11.

4. By individual client/department, log the number of pieces in initial sample size in column 2 and log the number of shortpaid pieces found in column 3, if none, enter "0". Alternatively, log the entire sample size in column 2 as Client #1 and log the number of shortpaid pieces found in column 3.
5. If total number of pieces in initial sample size (column 2) for any client/department with shortpaid pieces is not at least 11, attempt to locate additional pieces in mailing for that client/department to reach 11. If necessary, look into additional trays/sacks.

EXAMPLE 1: 8 pieces for ABC Company are in the initial sample with 1 shortpaid. Attempt to locate 3 more pieces from ABC Co. If you cannot find 11 total pieces for a client/department, record the number you did locate (column 4) and the number shortpaid (column 5). If none, report "0", place an "X" in column 4a. Base shortpaid calculations on total pieces found (8). Go to next client/department with shortpaid pieces.

EXAMPLE 2: 14 pieces for Quality Mailers are found in the initial sample with 2 pieces shortpaid. Base postage due calculations for Quality Mailers on the 14 pieces found in the initial sample.

6. Weigh additional pieces and log additional shortpaid pieces by client/department in column 5.
7. Calculate percent of shortpaid pieces in sample by dividing total pieces shortpaid (column 7), by total pieces for a client/department (column 6) (truncate to three decimal pieces). Enter this figure in column 8.  
EXAMPLE: 2 shortpays in 11 piece sample  $\rightarrow 2 \div 11 = 0.181$ .
8. Calculate total postage due for shortpaid pieces in sample by client/department and enter in column 9.  
EXAMPLE: 1 piece weighing 1.3 ounces bears postage at the "one ounce" rate and 1 piece weighing 2.2 ounces bears postage at "one ounce" rate. Total postage due =  $\$0.23 + \$0.414 = \$0.644$ .
9. Calculate the average postage due per piece by dividing total postage due for shortpaid pieces in sample (column 9) by the total number of shortpaid pieces (column 7) and enter the result in column 10.
10. Calculate additional postage due for client/department. Report total number of pieces in mailing for client/department in column 11. Multiply total pieces times the percent of shortpaid pieces in sample (column 8) times average postage due (column 10). Enter the result in column 12.  
EXAMPLE: 13,362 pieces in mailing for ABC Company;  $13,362 \times 0.181$  (18.1%)  $\times \$0.23 = \$556.26$  additional postage due for ABC Company's pieces in the mailing.
11. Notify customer of postage due for shortpaid pieces and give them copy of shortpaid worksheet.

**When postage due is identified, the mailer may agree to pay determined charges or retrieve and correct entire mailing. A new sample must be taken on reentry of the mailing. File worksheet in "mailer's" file.**

# Finance

## FirstClass Phonocard™ Inventory Recall

All post offices and stations selling FirstClass Phonecards™ should immediately return the selected cards listed below. Some cards are already expired, others will expire soon, and some are holiday designs that should not be on the market. Failure to return the cards will result in expired cards being sold to customers who will not be able to use them. The terms of our agreement with American Express require that these cards be recalled before expiration.

All of the recalled cards are wrapped in cellophane and do not have magnetic strips on the backside.

Do not return any FirstClass Phonecards™ displayed in the new time-of-sale packaging (visible magnetic strip on the card backside and no cellophane wrapping). These cards do not expire until the year 2000.

Send the recalled cards by Registered Mail, no return receipt, to:

ANDREW PLITT  
STANDARD REGISTER  
7001 W ERIE ST STE 1  
CHANDLER AZ 85226-2421

Please do not send the cards to any other address.

Include an *Inventory Return Form* with the cards. The *Inventory Return Form* appears on page 17 of this *Postal Bulletin*. This form should be reproduced locally as needed.

## Recalled FirstClass Phonocard™ Inventory

Card Design	Card Denomination
Santa In Workshop (holiday)	\$5
Santa on Roof (holiday)	\$10
Angel With Wreath (holiday)	\$20
Carousel Horses	\$5, \$10, \$20
Flag Over Porch	\$50
Space Shuttle	\$100
Flags on Parade (paper card)	\$5
Sand Dune (paper card)	\$5
Puppy Love	\$5
Love Birds	\$10
Love Cherub	\$20
Mastodon Prehistoric Animal	\$5
Eohippus Prehistoric Animal	\$10
Saber Tooth Cat Prehistoric Animal	\$20
Cardinal (holiday)	\$10
Family Fireplace (holiday)	\$20
Hanukkah (holiday)	\$20

—New Business, 6-5-97

## New PS Form 1000

A new PS Form 1000, *Domestic Claim or Registered Mail Inquiry* (April 1997), has been developed to accommodate the changes with local adjudication of claims (see *Postal Bulletin* 21941 (3-13-97)).

Every office must keep a supply of these forms on hand. PS Form 1000 may be ordered using PS Form 3780, *MDC Supply Requisition*, or TTOE via touch-tone telephone from your servicing material distribution center (MDC). Please use the following ordering information:

PSIN: PS Form 1000  
Title: Domestic Claim or Registered Mail Inquiry  
Edition Date: April 1997  
NSN: 7530-02-000-9931  
Quick Pick Number: 109  
Unit of Issue: EA (each)

See page 19 of this *Postal Bulletin* for a sample copy of the new PS Form 1000. Stock of older editions of PS Form 1000 should be recycled or destroyed locally.

## How to Use PS Form 1000

In section B, item 5, enter your office's 6-digit finance number and 4-digit unit ID. Also in section B, item 11 is added to include approval or denial of local adjudication, signature of approval authority, and a reason for denial. The back cover of the form, under Distribution, lists where to send each copy of PS Form 1000.

## New Form Letters

In addition, the following forms have been obsoleted and replaced by form letters that appear on pages 20–23 of this *Postal Bulletin*. Offices may reproduce these copies locally using their own letterhead. **These forms will no longer be stocked by the MDCs:**

PS 3861, *Loss Claim Filed Mail*  
PS 3861-A, *Numbered Loss Claim*  
PS 3862, *Damage Claim Filed*  
PS 3863, *Damage Claim Address*

Destroy all outdated stock of PS Forms 1000, 3861, 3861-A, 3862, and 3863.

—Corporate Accounting, Finance, 6-5-97

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## FirstClass Phonocard Inventory Return Form

Date: \_\_\_\_\_ Registered Mail # : \_\_\_\_\_

Location Returning Phone Cards:

Name: \_\_\_\_\_ Finance #: \_\_\_\_\_

Address: \_\_\_\_\_ Unit #: \_\_\_\_\_

District #: \_\_\_\_\_

Check 1 Box Per Line						
Batch	Card	Batch or Card #	Card Qty.	Denom.	Description	\$ Value
<input type="checkbox"/>	<input type="checkbox"/>			\$		\$
<input type="checkbox"/>	<input type="checkbox"/>			\$		\$
<input type="checkbox"/>	<input type="checkbox"/>			\$		\$
<input type="checkbox"/>	<input type="checkbox"/>			\$		\$
<input type="checkbox"/>	<input type="checkbox"/>			\$		\$
<input type="checkbox"/>	<input type="checkbox"/>			\$		\$
<input type="checkbox"/>	<input type="checkbox"/>			\$		\$
<input type="checkbox"/>	<input type="checkbox"/>			\$		\$
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<input type="checkbox"/>	<input type="checkbox"/>			\$		\$
<input type="checkbox"/>	<input type="checkbox"/>			\$		\$
<input type="checkbox"/>	<input type="checkbox"/>			\$		\$
<input type="checkbox"/>	<input type="checkbox"/>			\$		\$
<input type="checkbox"/>	<input type="checkbox"/>			\$		\$
<input type="checkbox"/>	<input type="checkbox"/>			\$		\$
<b>TOTALS</b>						\$

**Reason for Return:**

- Excess Inventory     
  Expired Inventory     
  Other \_\_\_\_\_

**Attested (First Officer)**

**Attested (Second Officer)**

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Title: \_\_\_\_\_ Title: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_

Send this form by Registered Mail, no return receipt, to:  
 ANDREW PLITT  
 STANDARD REGISTER  
 7001 W ERIE ST STE 1  
 CHANDLER AZ 85226-2421

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United States Postal Service

**Domestic Claim or Registered Mail Inquiry**

(Type or Print Legibly with Ball-Point Pen)



**A. Completed by Customer (File at any Post Office)**

1. Sender's Name and Address		2. Addressee's Name and Address (Person or firm to whom article was addressed)	
------------------------------	--	--	--

3. Service Type Used for Article (Check one)		Express Mail COD	
<input type="checkbox"/> Numbered Insured	<input type="checkbox"/> Registered w/ Insurance	<input type="checkbox"/> Express Mail (Merchandise Insurance)	<input type="checkbox"/> Registered COD
<input type="checkbox"/> Unnumbered Insured	<input type="checkbox"/> Registered w/o Insurance (Inquiry Only - No Indemnity)	<input type="checkbox"/> Express Mail (Document Reconstruction)	<input type="checkbox"/> COD

4. Mailing Receipt Number	5. Mailing Date (Mo., Day, Yr.)	6. Signature of Addressee/Agent Waived? (Express Mail Only) <input type="checkbox"/> Yes <input type="checkbox"/> No	7. If COD, Amount Due Sender \$
---------------------------	---------------------------------	--	---------------------------------

8. Reason for Claim		Repair of Damaged Contents	
<input type="checkbox"/> Article Not Delivered	<input type="checkbox"/> Some Contents Delivered	<input type="checkbox"/> Only Some Contents Damaged	<input type="checkbox"/> Delay of Express Mail Containing Non-Negotiable Documents
<input type="checkbox"/> No COD Remittance Received	<input type="checkbox"/> Container Only Delivered	<input type="checkbox"/> All Contents Damaged	

9. Description of Lost or Damaged Article(s). (Give brand name(s) where possible and specify value of each. Attach another sheet if necessary. INSTRUCTION: If a damage claim, the ADDRESSEE must immediately present the article, container, wrapping, and packing material to the local post office.)

10. Total Value Claimed for All Lost or Damaged Articles (Excluding postage and fees). Attach Evidence of Value (See cover sheet, item 2, for acceptable evidence.) \$	11. Nondelivered Items Require Proof of Loss (See cover sheet, item 3b, for acceptable documentation.)
--	--

12. Completed by SENDER ONLY	12a. Send Payment To: <input type="checkbox"/> Sender <input type="checkbox"/> Addressee (Enter address if different from above)		12b. Other Identification (Enter information that will help match the payment check with your claim, e. g., purchase order number.)	
	12c. Signature X		12d. Date Signed	12e. Telephone No. ( )

13. Completed by ADDRESSEE ONLY	13a. Did you receive items listed above?	COD Only (Complete items b-g)	13b. Did You Pay COD Charge?	13c. Check No. (If applicable)	13d. Date of Check	13e. Amount \$
	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Refused		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Cash <input type="checkbox"/> Check	13f. Where (Post Office at: City, State, and ZIP)		13g. Date Paid
	13h. Signature X			13i. Date Signed	13j. Telephone No. ( )	

I certify that all information furnished on this form is accurate and truthful. The submission of a false, fictitious, or fraudulent statement may result in imprisonment of up to 5 years and a fine of up to \$10,000 (18 USC 1001). In addition, a civil penalty of up to \$5,000, and an additional assessment of twice the amount falsely claimed may be imposed (31 USC 3802).

**B. Completed by Post Office at Facility Where Claim Filed (See Reverse)**

1a. Postage Paid \$	1b. Insured/Reg./COD Fees \$	1c. Declared Actual Value \$	1d. Registered Handling Charge \$	1e. Other Reg./Exp. Fees \$
---------------------	------------------------------	------------------------------	-----------------------------------	-----------------------------

1f. Other Services (Check all that apply)		<b>On Damage Claims, the Post Office MUST Describe the Condition of the Item and Container.</b>		
<input type="checkbox"/> Restricted Delivery <input type="checkbox"/> Return Receipt After Mailing <input type="checkbox"/> Return Receipt		9. If claim is for damage or loss of contents, were wrapper, container, and article presented? <input type="checkbox"/> Yes <input type="checkbox"/> No		
2. Postmark of Accepting PO	3. Signature of Employee Accepting Claim		10. Location of Damaged Article(s) (Attach description of damage)	
	4. Post Office (City, State, & ZIP + 4)		<input type="checkbox"/> Sender <input type="checkbox"/> Post Office at (City, State, ZIP + 4):	
	5. Finance Number and Unit ID	6. Telephone Number ( )	<input type="checkbox"/> Addressee	
	7. Date Accepted	8. Evidence of Insurance or COD <input type="checkbox"/> Mailing Receipt <input type="checkbox"/> Wrapper	<input type="checkbox"/> Discarded by Post Office <input type="checkbox"/> Verified By: (Name) (Phone) ( )	

11a. Local Adjudication <input type="checkbox"/> Approved <input type="checkbox"/> Denied	11b. Signature of Approval Authority	11c. Reason for Denial
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**C. Completed by Delivery Post Office (Attach copy of delivery receipt unless record keeping is computerized)**

1. Date Delivered	2. Date Forwarded (See Instructions)	3. Date Returned to Sender (See Instructions)	4a. <input type="checkbox"/> No Record of Delivery	5. Postmark of Delivery PO and initial
4b. <input type="checkbox"/> No Record of Delivery on Return to Sender	6. MO Number		7. Check Number	
8. Check/MO Amt. \$	9. Date Check/MO Sent	10. <input type="checkbox"/> Check/MO Not Issued for COD	11. <input type="checkbox"/> Addressee Did Not Respond to COD Inquiry	

**COD Loss Claim Filed by Sender**

Date:

To:

The attached Form 1000 reports the possible loss of a COD package mailed to you. This claim was filed by the sender whose name appears in **Item 1**.

To help the Postal Service settle this claim, please review Form 1000 and complete the following items:

1. Check the appropriate block in **Item 13** indicating whether you received the article described in **Item 9**.
2. If you checked YES in **Item 13a**, please also complete **Items 13b through 13g**.
3. Sign and complete **Items 13h through 13j**.

When you have finished, place all the papers you received with this letter in the enclosed preaddressed envelope and mail it. No postage is required.

Your promptness is sincerely appreciated.

---

(Signature)

---

(Title)

Attachment

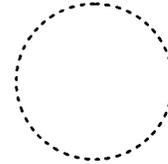
### Loss Claim



Date:

Postmark of Office  
Accepting Claim

To:



You are requested to check your delivery records within the next five (5) days and complete Section C on the attached Form 1000 for the following reason(s):

The attached Form 1000 reports the possible loss of accountable mail that was directed to your post office for delivery to the addressee shown in Item A2.

The attached Form 1000 reports the possible loss of accountable mail that was forwarded or returned to the following address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date Forwarded or Returned: \_\_\_\_\_

Reason Returned: \_\_\_\_\_

\_\_\_\_\_

Mail your response to the following address:

## Damage Claim Filed by Sender



Date:

To:

The attached Form 1000 was filed by the sender whose name appears in **Item 1**. It is a claim for damage to the contents of a package mailed to you.

To help the Postal Service settle this claim, please review the Form 1000 and follow the instructions below:

1. Complete **Item 13a** on the attached claim form.
2. If you plan to have the article repaired:
  - a) Obtain a signed estimate of repairs or a paid repair bill from a repair shop or dealer.
  - b) Attach the estimate or paid bill to the enclosed claim form and show the amount in **Item 10**.
3. Sign and complete Items 13h through 13j.
4. Take the claim form with the damaged article, wrapper, mailing container, packaging, estimate or repair bill, and any other papers you may have received with this letter to your local post office for inspection.

If you have any questions, your local post office will be glad to assist you.

Your promptness is sincerely appreciated.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Title)

Attachment

## Damage Claim Filed by Addressee



Date:

To:

The attached Form 1000 was filed by the person or firm whose name appears in **Item 2**. It is a claim for damage to the contents of a package you mailed.

To help the Postal Service settle this claim, please review the Form 1000 and follow the instructions below:

1. Complete **Item 10**. Indicate the value of the items described. Attach a copy of the sales receipt. If you do not have a sales receipt, show in **Item 10** the purchase price, the place where purchased, and the approximate date of purchase.
2. Designate to whom payment of the claim should be made in **Item 12a**.
3. Sign and complete **Items 12c through 12e**.
4. Take the original of the mailing receipt you were given when you mailed the article, and the attached claim form to your nearest post office. A postal employee will endorse the receipt and complete **Items B1 and B8** on Form 1000.

If you have any questions, your local post office will be glad to assist you.

Your promptness is sincerely appreciated.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Title)

Attachment

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U.S. POSTAL SERVICE																						
13-Period Year Calendar - 1998-1999 *																						
POSTAL FY 1998							POSTAL FY 1999															
September 13, 1997 - September 11, 1998							September 12, 1998 - September 10, 1999															
PP	S	S	M	T	W	T	F	Month	Wk	Qtr	AP	Holidays	Month	PP	S	S	M	T	W	T	F	
	09/13						19	SEP	1					SEP	09/12							18
20	20						26		2					20	19							25
	27						3		3	I	1				26							2
21	4						10	OCT	4					21	3							9
	11		13				17		5			Columbus Day		22	10		12					16
22	18						24		6					22	17							23
	25						31		7	I	2				24							30
23	1						7		8					23	31							6
	8			11			14	NOV	9			Veterans' Day		24	7			11				13
24	15						21		10					24	14							20
	22					27	28		11	I	3	Thanksgiving Day			21				26			27
25	29						5		12					25	28							4
	6						12	DEC	13					26	5							11
26	13						19		14					26	12							18
	20					25	26		15	II	4	Christmas Day New Year's Day		1	19							25
1	27					1	2		16					1	26							1
	3						9	JAN	17					2	2							8
2	10						16		18					2	9							15
	17					19	23		19	II	5	Martin Luther King Jr's Birthday		3	16			18				22
3	24						30		20					3	23							29
	31						6		21						30							5
4	7						13	FEB	22			(Presidents' Day) Washington's Birthday		4	6							12
	14		16				20		23	II	6			4	13			15				19
5	21						27		24					5	20							26
	28						6		25						27							5
6	7						13	MAR	26					6	6							12
	14						20		27	III	7			6	13							19
7	21						27		28					7	20							26
	28						3		29						27							5
8	4						10	APR	30					8	3							9
	11						17		31	III	8			8	10							16
9	18						24		32					9	17							23
	25						1		33						24							30
10	2						8	MAY	34					10	1							7
	9						15		35	III	9			10	8							14
11	16						22		36					11	15							21
	23		25				29		37			Memorial Day		12	22							28
12	30						5		38					12	29			31				4
	6						12	JUN	39	IV	10			13	5							11
13	13						19		40					13	12							18
	20						26		41						19							25
14	27						3		42					14	26							2
	4						10	JUL	43	IV	11	Independence Day		14	3		4					9
15	11						17		44					15	10							16
	18						24		45						17							23
16	25						31		46					16	24							30
	1						7		47	IV	12			16	31							6
17	8						14	AUG	48					17	7							13
	15						21		49						14							20
18	22						28		50					18	21							27
	29						4		51					18	28							3
19	5		7				11	SEP	52			Labor Day		19	4			6				10

\* This two-year calendar conforms to the Postal Service 13-period accounting year and represents fiscal year 1998.  
 Note: Legal Holidays observed are: Columbus Day, the 2nd Monday in October; Veterans' Day, November 11; Thanksgiving, the 4th Thursday in November; Christmas, December 25; New Year's Day, January 1; Martin Luther King Jr's Birthday, the 3rd Monday in January; Washington's Birthday, the 3rd Monday in February; Memorial Day, the last Monday in May; Independence Day, July 4; and Labor Day, the first Monday in September. See DMM G011 Exhibit 1.5 for Holiday Service Levels and ELM 518 for Holiday Leave.

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# Fraud Alert

## Domestic Orders

False representation is enforced by postmasters at the cities listed below:

State/City	Names Covered	Product
CA, Santa Ana 92799-8404	Lane Fife and Fifer, Inc. both d/b/a Express Processing Service, P.O. Box 28404	A false billing scheme.
FL, Deltona 32728-5339	D. G. Enterprises, P.O. Box 5339	An envelope stuffing program.

—Judicial Officer, 6-5-97

## Withholding of Mail Orders

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

State/City	Names Covered
AZ, Tucson 85717-1040	Any And All Various Names Other Than Leon Spitzer, Firriolo Collectibles, Southwest Trading Post, and The Gallery, P.O. Box 40401
AZ, Tucson 85713-2940	Any And All Various Names Other Than Teresa Verdugo, Ronald Taylor, and Rosemary Calderon, 208 E. 30th Street

—Judicial Officer, 6-5-97

## Missing U.S. Money Order Forms

### Do Not Cash

To be posted and used by retail window employees. As directed, destroy previous notices. All interim notices should be destroyed when the numbers listed appear in the *Postal Bulletin*. The actual serial numbers consist of the first 10 digits on the money orders. Check for altered dollar amounts by holding money orders to the light.

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

"The Business Section," then to "Business Publications," and then to "The Postal Bulletin."

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

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

<b>210 221 0548 to</b>	390 001 3500 to	3699	404 347 5356 to	5399	418 633 5922 to	5999
<b>210 221 0599</b>	390 545 5974 to	5999	404 347 5548 to	5599	418 719 8520 to	8599
<b>273 775 7700 to</b>	391 104 6146 to	6199	404 726 4500 to	4599	418 744 2235 to	2299
<b>273 775 7899</b>	391 574 1466 to	1499	404 961 5001 to	5199	418 962 2848 to	2899
<b>302 000 0000 to</b>	391 783 3020 to	3599	405 325 0188 to	0198	419 543 0286 to	0299
<b>302 123 9999</b>	391 792 6100 to	6199	406 009 4587 to	4599	419 730 0300 to	0399
<b>349 746 2056 to</b>	392 668 2956 to	2999	406 260 6830 to	6899	<b>420 277 0015 to</b>	<b>0049</b>
<b>350 518 7350 to</b>	392 854 8500 to	8899	406 459 6641 to	6999	420 599 0734 to	0798
<b>360 011 1690 to</b>	393 584 7566 to	7699	406 733 3000 to	3999	420 661 4115 to	4199
360 168 6008 to	393 650 0074 to	0099	407 545 1557 to	1599	420 758 9500 to	9699
360 173 8800 to	393 838 8316 to	8499	407 594 0412 to	0599	420 969 3951 to	3971
362 861 3064 to	393 893 6007 to	6099	407 692 9100 to	9299	420 969 3973 to	3999
<b>373 006 2176 to</b>	394 126 6907 to	6999	407 959 2190 to	2199	421 116 3565 to	3599
374 768 2600 to	394 189 0405 to	0599	408 265 2275 to	2288	421 130 9300 to	9399
375 169 4400 to	394 822 3243 to	3278	408 499 7700 to	7799	421 313 4500 to	4999
375 829 3400 to	394 990 1810 to	1899	408 499 7900 to	7999	421 364 5537 to	5599
375 851 9100 to	395 343 3264 to	3299	408 682 8484 to	8599	421 656 2609 to	2699
376 196 0911 to	395 373 3035 to	3099	408 698 7015 to	7099	421 988 9700 to	9799
378 085 3679 to	395 396 9649 to	9799	409 072 3941 to	3999	422 172 4667 to	4699
378 351 1063 to	395 970 3240 to	3299	<b>410 491 2311 to</b>	<b>2399</b>	422 484 4212 to	4299
379 843 5100 to	397 622 4054 to	4099	410 694 8400 to	8599	422 556 1270 to	1299
<b>380 093 9600 to</b>	397 819 8902 to	8999	410 775 1500 to	1599	422 587 7024 to	7099
380 165 1165 to	398 149 7200 to	7699	410 795 7927 to	7999	422 819 7533 to	7599
381 325 4500 to	399 070 0872 to	0899	410 867 0917 to	0966	422 842 5073 to	5087
381 604 2510 to	399 156 7119 to	7199	410 867 0970 to	0999	422 907 7563 to	7599
381 645 9525 to	399 203 5064 to	5099	411 868 1023 to	1199	424 500 6050 to	6099
383 314 3968 to	399 296 9910 to	9999	411 922 2322 to	2399	424 641 8500 to	8599
383 892 1000 to	399 396 8935 to	8999	412 193 0900 to	0999	424 871 6600 to	6699
383 892 1382 to	399 792 7775 to	7799	412 395 8599 to	8699	425 298 2352 to	2399
384 925 3641 to	399 792 8300 to	8399	412 485 6500 to	6599	425 418 4269 to	4299
385 568 2331 to	<b>400 427 1051 to</b>	<b>1999</b>	412 485 6610 to	6699	425 418 4405 to	4499
385 599 7554 to	401 045 1505 to	1549	412 885 5953 to	5999	426 547 4566 to	4599
385 774 2024 to	401 045 1571 to	1599	414 193 3608 to	3674	427 412 6337 to	6499
386 624 1412 to	401 294 2700 to	2799	414 193 3677 to	3699	427 481 0900 to	0999
386 883 8936 to	401 310 9505 to	9599	414 411 7348 to	7399	428 027 2742 to	2752
387 314 5574 to	401 382 5312 to	5399	414 640 0757 to	0799	429 474 4172 to	4199
387 837 6300 to	402 578 7876 to	7899	414 965 1727 to	1799	429 889 2900 to	2999
388 828 0656 to	403 125 6744 to	6799	417 302 8104 to	8199	<b>430 150 4401 to</b>	<b>4599</b>
389 696 2400 to	403 260 7000 to	7499	417 387 6532 to	6599	430 172 9800 to	9899
389 846 3104 to	403 280 6470 to	6499	417 496 6800 to	6999	430 177 1900 to	2099
389 846 3145 to	403 685 8600 to	8699	417 871 9250 to	9299	430 444 9500 to	9699
389 887 9211 to	404 003 0300 to	0399	417 930 9533 to	9599	430 664 4070 to	4099
389 887 9234 to	404 041 8838 to	8899	418 164 6500 to	6799	432 168 8419 to	8499
<b>390 001 3182 to</b>	404 071 4268 to	4299	418 423 9863 to	9899	432 708 6800 to	6999

432 744 1544	to	1599	455 476 0676	to	0699	472 987 0290	to	0299	489 181 8963	to	8999
432 995 9775	to	9799	455 543 0618	to	0699	473 151 2069	to	2199	489 223 2000	to	2099
433 003 5800	to	5899	456 410 9006	to	9099	473 666 9138	to	9199	489 311 1930	to	1999
433 757 3047	to	3099	456 470 4146	to	4299	473 952 3429	to	3499	489 318 6200	to	6300
433 765 4003	to	4099	456 619 4460	to	4499	474 108 5402	to	5499	489 384 0027	to	0099
434 482 7060	to	7199	457 333 2686	to	2699	474 356 5193	to	5299	489 427 0658	to	0899
434 513 2386	to	2399	457 729 1767	to	1777	474 949 3366	to	3399	489 997 5252	to	5299
434 968 3076	to	3092	457 937 8615	to	8699	475 134 9362	to	9399	<b>490 669 5850</b>	<b>to</b>	<b>6099</b>
435 303 1831	to	1842	458 028 9810	to	9899	475 167 9667	to	9699	490 717 7080	to	7099
435 303 1986	to	1999	458 057 2712	to	2999	475 319 3415	to	3499	490 721 6000	to	6099
435 666 6092	to	6399	458 069 9537	to	9599	475 319 3649	to	3799	490 793 1500	to	2099
436 082 6400	to	6899	458 069 9665	to	9699	475 340 6400	to	6599	490 886 8171	to	8199
436 160 6441	to	6499	458 337 5222	to	5299	475 424 8410	to	8499	490 977 9221	to	9240
437 316 7115	to	7199	458 354 7653	to	7999	475 629 9156	to	9199	491 258 8100	to	9099
437 427 0500	to	3499	458 671 8678	to	8699	475 850 6101	to	6199	491 567 1376	to	1399
439 179 2300	to	2399	458 671 8721	to	8798	475 875 2500	to	2599	492 254 4800	to	4899
439 310 0458	to	0499	458 847 5044	to	5999	476 169 8264	to	8299	492 283 5100	to	5199
<b>440 698 1947</b>	<b>to</b>	<b>1999</b>	459 274 7624	to	7699	476 189 3000	to	3499	492 610 6813	to	6899
440 858 6300	to	6399	459 365 5432	to	5499	476 331 2480	to	2499	493 394 5568	to	5599
440 858 6420	to	7299	459 378 5764	to	5799	477 289 8601	to	8699	493 470 2562	to	2599
441 199 1655	to	1699	459 472 4816	to	4999	477 681 5206	to	5299	493 473 7700	to	7799
443 127 3648	to	3699	<b>460 349 6878</b>	<b>to</b>	<b>6899</b>	478 010 4243	to	4268	493 716 2153	to	2199
443 127 4000	to	4099	460 550 1909	to	1999	478 010 4270	to	4291	494 206 2972	to	2999
443 673 7900	to	7999	460 997 5234	to	5299	478 450 5071	to	5099	494 217 3446	to	3999
443 800 9335	to	9399	461 973 6443	to	6499	478 469 7838	to	7858	494 224 0500	to	0599
444 382 8822	to	8899	462 152 0107	to	0299	478 469 7883	to	7899	495 145 0600	to	0699
444 390 1667	to	1699	462 274 1072	to	1099	479 280 9800	to	9899	496 209 7425	to	7499
444 457 3854	to	3899	462 277 8373	to	8399	479 365 9116	to	9176	496 213 8728	to	8799
<b>450 048 4173</b>	<b>to</b>	<b>4199</b>	463 011 5529	to	5540	479 412 9900	to	9999	496 474 5226	to	5248
450 048 4442	to	4699	463 176 4115	to	4199	479 667 6190	to	6199	497 053 8517	to	8699
450 560 5173	to	5199	463 176 4229	to	4299	479 748 9680	to	9699	497 854 8673	to	8699
450 620 3077	to	3099	463 185 2600	to	2799	479 860 7000	to	7199	498 449 8888	to	8899
450 620 3135	to	3199	463 227 7711	to	7799	<b>480 526 2000</b>	<b>to</b>	<b>2099</b>	498 929 8285	to	8499
450 780 2716	to	2799	463 414 4869	to	4899	480 640 6330	to	6399	498 936 5310	to	5399
450 801 2700	to	2799	463 808 3484	to	3499	480 689 5100	to	5199	499 016 5425	to	5499
451 109 2967	to	2984	463 945 7400	to	7899	481 072 9463	to	9499	499 440 8575	to	8899
451 115 4110	to	4125	464 629 9000	to	9399	481 673 0074	to	0095	499 731 6717	to	6799
451 115 4127	to	4199	464 711 4332	to	4399	482 527 1500	to	1599	<b>500 064 1858</b>	<b>to</b>	<b>1869</b>
452 265 0074	to	0099	465 692 3963	to	3999	482 541 5255	to	5299	500 070 5725	to	7799
452 265 0246	to	0299	465 698 8300	to	8599	482 729 6800	to	6899	<b>600 645 3223</b>	<b>to</b>	<b>3299</b>
452 265 0335	to	0999	465 743 7745	to	7799	483 363 7207	to	7299	601 339 1200	to	1399
452 509 1169	to	1199	466 798 6056	to	6067	483 402 2356	to	2399	601 661 7700	to	7799
452 855 6471	to	6499	467 147 4300	to	4399	483 486 5100	to	5199	601 682 5343	to	5399
452 890 4679	to	4799	468 079 5782	to	5799	483 632 1521	to	1599	601 928 1600	to	1699
452 900 8215	to	8238	469 067 2817	to	2899	483 632 2600	to	2799	602 512 2972	to	2999
453 117 9146	to	9199	469 127 8000	to	8199	483 849 1615	to	1699	602 555 2400	to	2799
453 334 3631	to	3699	469 213 0359	to	0399	484 174 4803	to	5299	602 829 7061	to	7099
453 603 7841	to	7891	469 213 0500	to	0599	484 323 8900	to	9199	603 483 9572	to	9599
453 650 1140	to	1199	469 561 8011	to	8099	484 680 5000	to	5038	603 490 7200	to	7299
453 741 1300	to	1399	469 658 1961	to	1999	484 680 5040	to	5074	603 678 7100	to	7199
454 013 2919	to	2999	469 666 9900	to	9999	484 680 5077	to	5099	603 678 7662	to	7699
454 186 2411	to	2499	469 678 1900	to	1999	485 029 4913	to	4999	603 678 7902	to	7999
454 268 4883	to	4899	469 781 4900	to	4999	486 176 0600	to	0699	603 678 8418	to	8499
454 302 5400	to	5499	469 947 6960	to	6999	486 559 7555	to	7599	603 678 8700	to	9999
454 490 8300	to	8399	<b>470 755 5800</b>	<b>to</b>	<b>5818</b>	486 696 3023	to	3199	604 086 0880	to	0899
454 547 7434	to	7499	471 918 0300	to	0999	488 173 7900	to	7999	604 349 1414	to	1499
454 922 4867	to	4895	471 985 2408	to	2419	488 206 4100	to	4199	604 503 7776	to	7799
455 221 1348	to	1499	472 191 6700	to	6799	488 226 0200	to	0299	605 520 9037	to	9099
455 364 2147	to	2199	472 270 2555	to	2599	488 709 3906	to	3999	605 685 4010	to	4099
455 399 5400	to	5499	472 987 0213	to	0241	488 855 8359	to	8399	605 988 6467	to	6499

607 689 7951 to 7960	627 384 3907 to 4099	644 373 9083 to 9099	657 710 8100 to 8999
607 728 1276 to 1299	627 496 7549 to 7599	644 380 1460 to 1499	658 877 8000 to 8199
608 727 7100 to 7199	627 708 3605 to 3699	644 733 4715 to 4799	658 880 8000 to 8199
608 727 7273 to 7599	627 776 2500 to 2599	644 900 9712 to 9799	659 398 7300 to 7399
608 813 9950 to 9999	628 226 3100 to 3199	644 901 0109 to 1299	659 706 8113 to 8199
609 067 5325 to 5399	628 814 4702 to 4799	644 901 1325 to 1399	659 846 7837 to 7899
609 067 5488 to 5499	628 851 9689 to 9699	644 923 6800 to 7799	660 673 0400 to 0599
609 067 5600 to 5699	629 510 7200 to 7299	644 932 4655 to 4699	<b>661 488 5000 to 5099</b>
609 289 6123 to 6199	629 964 4200 to 4294	644 932 4792 to 4799	661 609 9100 to 9199
609 438 4400 to 4499	<b>630 389 3056 to 3071</b>	645 318 7240 to 7499	661 716 9420 to 9499
609 493 1100 to 1199	630 463 0588 to 0599	645 333 1766 to 1799	661 906 6522 to 6599
609 766 8091 to 8999	631 459 9117 to 9199	645 790 8632 to 8699	662 553 0774 to 0799
609 825 4100 to 4115	631 762 9325 to 9399	645 821 0657 to 0699	663 078 7034 to 7099
609 884 2981 to 2999	632 217 4933 to 4999	645 930 7948 to 7999	663 763 5300 to 5399
609 893 1000 to 1099	632 500 0000 to 99 9999	645 975 0737 to 0762	664 253 8000 to 8499
<b>610 092 3200 to 3299</b>	633 110 4165 to 4199	646 242 6200 to 6299	666 132 8226 to 8299
610 582 4200 to 4299	633 110 4303 to 4499	646 270 7639 to 7799	<b>700 065 2570 to 2599</b>
611 879 6939 to 6999	633 438 6429 to 6599	646 798 4000 to 4999	700 065 4800 to 4899
612 291 8013 to 8099	633 588 7173 to 7182	647 048 7035 to 7099	700 190 3350 to 3359
612 751 5171 to 5199	634 725 0700 to 0799	647 049 2900 to 2999	700 228 6048 to 6099
612 751 5226 to 5299	634 803 3239 to 3299	647 398 8300 to 8399	700 650 0452 to 0499
612 751 6083 to 6099	634 807 2474 to 2499	647 398 8481 to 8499	700 666 1323 to 1349
612 751 6268 to 6299	634 827 5900 to 5999	647 437 3000 to 4999	700 786 9106 to 9142
612 751 6572 to 6599	634 886 3428 to 3499	648 009 6057 to 6099	700 859 0744 to 0758
612 774 2111 to 2199	635 559 3449 to 3499	648 722 5283 to 5299	701 028 6780 to 6899
612 774 2254 to 2299	636 289 6214 to 6299	648 892 3164 to 3199	701 213 3900 to 3999
612 774 2500 to 2599	636 634 8007 to 8042	649 100 3989 to 3999	701 267 2000 to 3999
614 469 0979 to 0999	637 150 1200 to 1299	649 647 0370 to 0399	701 335 7312 to 7399
614 474 3000 to 3099	637 562 5828 to 5899	649 647 0522 to 0599	701 369 2005 to 2050
614 521 3490 to 3499	638 042 1647 to 1699	649 647 5237 to 5399	701 503 2247 to 2299
614 645 1800 to 1899	638 049 4984 to 4999	649 647 9100 to 9299	701 553 6557 to 6599
614 832 1100 to 2099	638 318 1115 to 1199	649 666 7800 to 8299	701 601 3457 to 3499
615 017 7505 to 7599	638 318 1453 to 1499	<b>650 114 7707 to 7719</b>	701 605 5913 to 5999
617 711 6609 to 6699	638 885 0000 to 0299	650 130 3400 to 3599	701 708 1741 to 1799
617 760 5266 to 5299	638 903 4362 to 4373	650 213 0406 to 0499	701 736 3966 to 3999
617 813 3601 to 3699	639 415 1929 to 1999	650 555 1749 to 1799	701 838 2800 to 2899
618 840 9200 to 9299	639 415 2019 to 2099	650 564 1900 to 1999	701 941 0600 to 0699
619 551 7229 to 7299	639 420 6200 to 6299	650 627 4212 to 4299	702 254 9300 to 9399
619 859 3000 to 3099	639 469 3517 to 3799	650 736 2043 to 2099	<b>806 087 1100 to 1499</b>
<b>620 073 9400 to 9499</b>	639 605 2143 to 2199	650 739 1540 to 1699	806 268 9275 to 9299
621 614 7907 to 7930	639 657 8600 to 8799	651 741 4415 to 4499	806 534 3400 to 3477
621 614 7932 to 7999	<b>640 289 7500 to 7599</b>	651 882 2800 to 2899	807 342 3283 to 3399
621 648 8021 to 8199	640 289 7700 to 7999	652 754 6317 to 6399	808 090 3440 to 3499
621 648 8500 to 8599	641 170 4420 to 4499	653 131 4945 to 4999	808 325 5161 to 5699
621 904 8351 to 8599	641 318 3133 to 3199	653 426 3300 to 3399	808 784 8000 to 8299
621 916 1978 to 1989	641 378 6500 to 6999	653 455 4874 to 4899	<b>870 054 4814 to 4899</b>
622 989 8032 to 8099	641 383 8739 to 8799	654 238 0000 to 0399	870 491 4812 to 4849
623 076 9300 to 9399	641 877 3187 to 3299	654 404 3065 to 3092	870 541 7167 to 7239
623 819 5006 to 5099	641 877 3310 to 3399	654 962 2900 to 3199	
623 895 8200 to 8399	642 355 8094 to 8199	655 103 5081 to 5199	
623 917 0000 to 0099	642 355 8308 to 8999	655 523 2600 to 2999	
623 917 0200 to 0299	642 900 0018 to 0099	656 305 2448 to 2499	
624 468 5288 to 5299	643 030 6254 to 6299	657 347 4438 to 4999	
624 665 3162 to 3198	644 066 0882 to 0899		
625 088 6735 to 6799	644 069 0600 to 0699		
625 916 9500 to 9799	644 077 7506 to 7699		
625 968 8956 to 8999	644 085 8157 to 8199		
627 005 3938 to 3999	644 112 9839 to 9899		

## Missing Canadian Money Order Forms

### Do Not Cash

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

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

<b>000 000 001 to</b>	702 128 306 to	8 400	709 733 281 to	3 580	720 227 949 to	7 960
<b>692 600 000</b>	702 179 891 to	9 900	<b>710 046 813 to</b>	<b>6 840</b>	720 368 543 to	8 570
<b>692 720 871 to</b>	702 260 751 to	0 850	710 358 093 to	8 166	720 392 151 to	2 570
692 876 955 to	702 410 595 to	1 050	710 358 257 to	8 270	720 556 491 to	6 640
693 290 380 to	702 660 151 to	0 540	711 021 501 to	1 510	720 558 621 to	8 650
693 290 426 to	702 723 429 to	3 450	711 049 411 to	9 560	720 575 361 to	5 570
694 063 700 to	703 004 401 to	4 820	711 408 045 to	8 090	720 590 152 to	0 179
694 063 900 to	703 083 819 to	4 020	712 003 381 to	3 650	721 638 331 to	9 170
694 550 501 to	703 432 131 to	2 230	712 104 220 to	4 230	721 815 391 to	5 420
694 595 031 to	703 626 061 to	6 090	712 327 861 to	7 890	721 969 713 to	9 740
694 595 087 to	703 863 121 to	3 240	712 327 952 to	7 980	722 072 137 to	2 160
694 698 551 to	703 863 477 to	3 540	712 647 061 to	7 090	722 378 265 to	8 280
695 105 313 to	703 867 801 to	7 980	713 284 171 to	4 260	722 413 990 to	4 004
695 142 809 to	704 030 628 to	0 640	713 292 871 to	2 990	722 764 948 to	4 980
695 144 666 to	704 154 024 to	4 120	714 035 101 to	5 160	722 825 840 to	5 889
695 272 601 to	704 227 561 to	7 829	714 155 011 to	5 400	723 153 841 to	3 850
695 277 576 to	704 227 831 to	8 069	714 328 231 to	8 440	723 237 616 to	7 630
695 530 761 to	704 228 071 to	8 100	714 442 952 to	2 980	723 331 081 to	1 110
696 487 701 to	704 420 344 to	0 490	714 562 843 to	2 860	723 967 291 to	7 320
696 784 101 to	704 568 751 to	8 990	714 590 391 to	0 430	724 655 196 to	5 340
696 870 601 to	704 965 301 to	5 770	714 609 811 to	9 930	724 711 451 to	1 467
697 047 501 to	705 116 780 to	6 790	714 609 961 to	9 990	724 711 471 to	1 500
697 052 101 to	705 280 801 to	0 980	714 807 181 to	7 240	724 711 538 to	1 560
697 217 251 to	705 475 651 to	6 040	714 871 321 to	1 500	724 793 221 to	3 250
697 249 952 to	705 566 127 to	6 280	714 928 529 to	8 590	724 908 109 to	8 120
697 414 886 to	705 740 581 to	0 730	715 128 183 to	8 330	724 937 461 to	7 670
697 469 606 to	705 782 796 to	2 820	715 144 171 to	4 470	725 163 118 to	3 151
697 850 401 to	705 822 271 to	2 480	715 197 211 to	7 570	725 202 735 to	2 750
698 098 446 to	706 180 148 to	0 290	715 595 910 to	6 180	725 398 591 to	8 800
698 300 251 to	706 184 041 to	4 220	715 941 781 to	1 810	725 464 591 to	4 920
698 504 383 to	706 357 861 to	8 190	715 962 421 to	2 480	725 475 321 to	5 330
698 533 927 to	706 382 419 to	2 430	716 298 241 to	8 510	725 711 057 to	1 070
698 562 268 to	706 628 735 to	8 820	716 477 396 to	7 430	725 738 581 to	8 730
699 090 686 to	706 638 211 to	8 420	716 556 635 to	6 660	725 981 311 to	1 430
699 752 699 to	706 817 959 to	8 000	717 191 648 to	1 690	725 987 835 to	7 880
<b>700 068 473 to</b>	707 034 391 to	4 450	717 193 161 to	3 490	726 060 811 to	0 900
700 161 501 to	707 292 636 to	2 660	717 228 591 to	8 680	726 391 970 to	2 520
700 202 522 to	707 441 401 to	1 687	717 333 902 to	3 950	726 493 351 to	5 300
700 290 275 to	707 441 836 to	1 940	717 739 745 to	9 910	726 504 031 to	4 063
700 465 730 to	707 958 541 to	8 570	717 884 991 to	5 050	726 504 070 to	4 090
700 561 444 to	707 960 107 to	0 160	718 026 171 to	6 290	726 905 011 to	5 040
701 423 101 to	708 059 941 to	60 000	718 466 370 to	6 420	726 504 331 to	4 390
701 625 469 to	708 115 830 to	5 860	718 590 741 to	0 770	726 563 701 to	4 060
701 643 829 to	708 116 251 to	6 310	718 714 210 to	4 370	726 599 371 to	9 460
701 945 451 to	708 138 301 to	8 480	718 795 881 to	6 000	727 182 271 to	2 510
702 033 701 to	709 222 591 to	2 920	718 961 721 to	1 780	727 749 241 to	9 780
702 051 501 to	709 243 479 to	3 500	718 982 001 to	2 300	<b>730 722 991 to</b>	<b>3 230</b>
702 053 601 to	709 411 101 to	1 320	719 869 731 to	9 760	730 768 471 to	8 500
702 104 368 to	709 649 804 to	9 820	<b>720 227 871 to</b>	<b>7 930</b>	730 927 591 to	7 680

## Counterfeited Canadian Money Order Forms

### Do Not Cash

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

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

—*Inspection Service, 6-5-97*

## 800 Number Available to Verify Canadian Money Orders

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

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

—*Inspection Service, 6-5-97*

### Invalid Express Mail Corporate Account Numbers

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

"agreement number" section of the label or form.

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

005075	009018	014226	015140	016300	018267	018941	019902	021861	022967	028689	031117	042052
005156	009030	014244	015149	016306	018293	018951	019930	021939	023299	028701	031121	042072
005202	009135	014247	015152	016350	018303	018988	019935	021969	023388	028732	031151	042079
005215	009316	014265	015154	016382	018333	018989	019967	022014	023399	028734	031183	042089
005219	009459	014270	015171	016387	018334	019005	019968	022024	023449	028765	032107	042096
005256	009626	014344	015172	016389	018335	019027	019970	022051	023516	028843	033017	042300
005262	009672	014345	015199	016395	018355	019048	019974	022085	023529	028848	033206	042301
005436	009741	014373	015209	016396	018379	019050	019986	022098	023556	028896	034007	043028
005481	009767	014374	015218	016398	018386	019054	020107	022125	023567	028944	034018	043039
005538	010160	014386	015234	016408	018390	019136	020263	022187	023588	028949	034027	044081
005547	010261	014422	015242	016419	018394	019150	020266	022189	024027	029040	034028	044092
005652	010440	014428	015250	016452	018419	019157	020351	022191	024034	029069	034031	044118
005673	010472	014445	015264	016465	018449	019178	020354	022195	024104	029070	034604	044305
005679	010483	014470	015280	016492	018455	019203	020400	022200	024114	029072	036001	046005
005707	010495	014495	015294	016534	018466	019220	020476	022235	025213	029087	037042	046046
005709	010532	014500	015317	016540	018484	019221	020522	022249	025217	029113	038025	047127
005735	010572	014569	015328	016557	018486	019229	020548	022267	025270	029121	038028	047129
005819	010581	014593	015335	016579	018497	019236	020554	022307	025272	029196	038036	048056
005820	010584	014623	015338	016596	018519	019240	021011	022313	025348	029281	038039	048057
005884	010612	014633	015379	016642	018527	019268	021087	022345	025373	029332	038047	048064
005902	011037	014640	015387	016653	018529	019335	021114	022346	025382	029399	038053	048070
005924	011067	014648	015423	016655	018543	019393	021115	022400	025427	029439	038058	049008
005927	011164	014650	015427	016664	018557	019399	021137	022409	025437	029571	038078	049014
005961	011260	014667	015430	016746	018563	019416	021150	022428	026030	029590	038133	049019
006026	011284	014675	015439	016817	018595	019430	021181	022438	026040	029617	038176	049046
006106	011337	014688	015440	016887	018603	019491	021212	022440	026124	029640	038193	049071
006350	011338	014722	015452	016920	018634	019516	021248	022446	026131	029647	038301	049084
006674	012161	014725	015461	016958	018649	019571	021279	022459	026158	030013	038406	049086
006754	012180	014730	015470	016981	018660	019573	021298	022497	026191	030016	038418	050012
006808	012188	014765	015506	016990	018669	019624	021305	022524	026290	030024	038419	052027
006876	012304	014779	015527	016991	018674	019641	021310	022538	026421	030033	038464	052043
006971	012332	014784	016014	018004	018749	019653	021317	022623	026493	030051	038474	053027
007137	012375	014793	016040	018006	018760	019684	021393	022653	026497	030089	038478	053028
007400	013144	014801	016064	018023	018764	019690	021406	022688	026576	030120	038480	054010
008050	014005	014826	016082	018032	018769	019694	021421	022693	027004	030131	039006	054019
008091	014009	014855	016085	018036	018772	019697	021425	022706	027040	030141	040071	054049
008178	014019	014879	016091	018065	018774	019730	021426	022720	027302	030222	040089	054156
008202	014029	014881	016104	018079	018777	019736	021438	022740	027600	030237	040304	054205
008208	014034	014913	016105	018091	018789	019744	021457	022800	027718	030258	040310	054229
008318	014046	014919	016111	018131	018791	019750	021496	022807	027744	030321	040314	054263
008345	014053	014933	016172	018146	018805	019756	021508	022810	027761	030343	040323	055004
008431	014057	014965	016188	018161	018813	019783	021567	022815	027882	030402	040331	055006
008564	014058	014992	016201	018166	018833	019788	021573	022818	027934	030420	040332	055009
008565	014062	015035	016226	018168	018848	019798	021581	022833	028040	030446	040339	055013
008730	014065	015050	016238	018171	018857	019811	021587	022853	028090	031006	041021	055024
008759	014076	015052	016240	018184	018859	019814	021683	022863	028125	031012	041023	055025
008770	014090	015081	016246	018199	018860	019819	021706	022867	028171	031033	041048	055032
008771	014095	015082	016249	018211	018866	019833	021732	022871	028375	031037	041073	055036
008839	014106	015098	016263	018218	018869	019843	021755	022873	028378	031067	041079	055051
008869	014137	015106	016270	018227	018876	019862	021789	022884	028416	031076	041112	055060
008901	014155	015130	016280	018245	018881	019866	021797	022916	028501	031083	042017	055071
008903	014173	015131	016281	018254	018893	019869	021810	022949	028523	031086	042040	055077
008930	014222	015135	016296	018260	018930	019882	021853	022957	028533	031088	042043	055084

055100	060628	062059	066254	069165	075351	078867	085674	089419	093425	097694	104624	109450
055113	060650	062089	066273	069182	075439	078873	085683	089449	093688	097721	104634	109497
055134	060670	062116	066332	069208	075471	078891	085684	089465	093758	097758	104638	109515
055143	060682	063119	066337	069217	075518	078897	085689	089466	093773	097876	105074	109562
055149	060685	063120	066347	069222	075608	078907	085694	089484	093844	097881	105209	109619
055167	060701	063165	066364	069242	075647	079016	085907	089487	093921	097897	105268	109674
055170	060702	063167	066416	069252	075692	079034	085915	089499	093935	097950	105285	109753
055179	060756	063303	067008	069278	075699	079071	085924	089551	093969	097969	105325	109789
055185	060761	063484	067019	069308	075706	079075	088004	089566	094126	097972	105524	109804
055203	060778	063500	067025	069361	075835	079079	088152	089575	094219	097994	105639	109867
055205	060812	064036	067039	069367	075850	079087	088174	089667	094276	098016	105701	109880
055206	060822	064045	067052	069413	075856	079116	088178	089694	094438	098026	105716	109884
055217	060825	064191	067055	069421	075870	079124	088187	089795	094450	098054	105732	109890
055220	060857	064325	067071	069525	075911	079151	088223	089799	094456	098058	105879	109936
055230	060897	064333	067078	069528	075949	079160	088238	089826	094861	098061	106205	109962
055243	060902	064359	067112	069667	076025	079360	088239	089848	094885	098103	106233	110053
056060	060906	064368	067116	069706	076062	079410	088256	089850	094913	098104	106234	110113
057003	060918	064398	067121	069720	076119	079558	088283	089852	094932	098119	106249	110260
057023	060933	064426	067124	069744	076293	079721	088297	089862	095104	098179	106252	110270
057024	060934	064438	067141	069827	076373	079759	088301	089898	095129	098187	106307	110551
057061	060940	064442	067145	069841	076382	079763	088336	089953	095521	098221	106434	110561
057080	061076	064452	067165	069850	076461	079779	088348	089966	095528	098239	106491	110635
058058	061088	064521	067181	069858	076619	079811	088388	089977	095544	098288	106519	110788
060014	061089	064561	067189	069906	076641	079897	088390	090027	095559	098296	106544	110863
060016	061116	064645	067212	069952	076672	079910	088395	090098	095575	098298	106573	111095
060024	061117	064665	067234	070009	076753	079929	088396	090151	095613	098310	106594	111430
060034	061122	064675	067296	070021	076828	079943	088437	090264	095691	098404	107104	111456
060046	061123	064722	067297	070039	076924	079971	088465	090280	095709	<b>100246</b>	107144	111507
060056	061136	064741	067323	070042	077115	079997	088476	090410	095751	100291	107173	111783
060073	061199	064794	067350	070234	077116	080004	088501	090432	095781	100405	107186	111817
060082	061205	064848	067401	070247	077212	080045	088510	090618	095808	100506	107252	111981
060088	061288	064885	067405	070297	077225	080124	088527	090794	095839	100852	107284	112098
060155	061289	064980	067418	070360	077242	080129	088540	090807	095940	101644	107302	112174
060168	061322	065039	068034	070381	077244	080197	088551	090875	095989	101677	107330	112309
060174	061346	065147	068072	070384	077275	080204	088554	091104	096126	101900	107332	112341
060176	061369	065187	068079	070394	077311	080211	088557	091420	096263	101951	108060	112429
060178	061404	065223	068099	070396	077326	080239	088566	091592	096290	101975	108127	112979
060184	061405	065234	068147	070464	077457	080286	088580	091665	096336	102055	108172	113145
060185	061433	065294	068155	070545	077471	080422	088601	091791	096354	102186	108262	113359
060195	061447	065302	068156	070660	077575	080471	088604	091799	096416	102330	108312	113496
060228	061450	065337	068188	070904	077651	080478	088614	091804	096425	102357	108396	113659
060248	061484	065339	068193	070932	077659	080557	088615	091826	096452	102546	108418	113795
060268	061498	065364	068194	071438	077671	080590	088630	091865	096579	102810	108419	113830
060310	061526	065370	068205	071447	077727	080657	088641	091867	096580	102878	108464	113878
060324	061538	065378	068280	071510	077738	080736	088645	091931	096687	102947	108559	115022
060326	061551	065500	068293	071562	077875	085034	088649	091996	096697	102990	108645	115103
060346	061562	065509	068299	071607	077879	085053	088654	092047	096785	103011	108660	115117
060357	061591	065531	068313	071629	077918	085139	088673	092103	096885	103023	108690	115291
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531411	551613	553893	600042	601376	604583	606926	617177	631768	666985	701635	741696	752698
531436	551643	553908	600086	601379	604640	606939	617186	631782	667030	701795	741727	752769
531480	551666	553910	600098	601391	604666	606953	617190	631804	671001	705122	741762	752866
531487	551689	553925	600117	601424	604726	606981	618009	631837	672017	705158	741913	752955
531529	551693	553940	600130	601440	604740	606982	618043	631838	672057	706095	741928	752991
531565	551696	553979	600142	601472	604916	606988	619018	631843	672080	706162	741976	755001
531568	551703	553995	600154	601483	605038	607024	624017	631847	672145	708240	743055	756007
531570	551718	554006	600202	601494	605074	607063	624028	631881	672179	708275	744003	757134
531630	551720	554019	600210	601527	605155	607072	624031	631913	672194	708339	745010	757188
532219	551732	554023	600213	601532	605187	607082	624059	631961	672334	708388	745020	757267
532350	551738	554058	600222	601587	605208	607095	626016	631970	672390	708414	746050	757291
532400	551744	554068	600233	601593	605229	607118	628004	637135	675035	708423	749153	757336
532430	551765	554083	600236	601676	605247	607124	628036	641067	678030	708435	750007	757358
532443	551788	554325	600243	601687	605314	607130	628042	641088	679028	708475	750012	757371
532478	551807	554342	600244	601691	605354	607143	629061	641147	680044	708518	750053	757507
532584	551827	554530	600261	601703	605448	607172	629074	641167	681110	708594	750094	757526
532634	551856	554642	600265	601744	605693	607194	629075	641173	681112	708606	750103	757591
532665	551857	554655	600267	601757	605701	607257	629086	641183	681144	711487	750139	757622
532668	551858	554656	600283	601761	605723	607276	629095	641184	681156	711663	750143	758005
532694	551859	554662	600297	601766	605733	607306	629124	641302	681165	712093	750177	760014
532708	551880	554834	600338	601821	605771	607354	631035	641338	681170	712209	750284	760025
532745	551882	554840	600339	601841	605818	607381	631036	641352	681202	722134	750293	760039
532860	551892	554932	600342	601949	605826	607387	631070	641432	681243	722195	750314	760077
532895	551903	554994	600366	601950	605846	607415	631072	641490	681354	723057	750390	760086
532961	551920	557025	600393	602037	606004	607457	631107	641497	681426	729052	750458	760108
537175	551934	558024	600427	602068	606041	607466	631113	641517	681514	730074	750598	760380

760447	771939	787974	802078	809098	840551	856406	895586	901132	903498	907951	917049	918602
761031	771978	787977	802094	809106	841003	856498	898035	901174	903575	907980	917055	918609
761060	772082	788065	802166	809130	841065	860079	898037	901188	903722	907990	917073	918616
761062	772095	788076	802201	809131	841097	860105	898038	901233	903757	910276	917075	918639
761082	772363	789003	802220	809133	841235	870001	898043	901234	903758	910282	917078	918661
761101	772463	790007	802258	809153	841378	871403	898062	901239	903780	910324	917087	918670
761105	772868	790041	802271	809162	841453	871412	898069	901265	903863	910362	917111	918760
761317	773132	791019	802350	809175	841477	871510	898089	901297	903993	910364	917119	918774
761475	773400	791226	802396	809212	841666	871533	<b>900026</b>	901326	904134	910380	917158	918784
761534	773409	794027	802421	809233	841739	871595	900055	901370	904229	910403	917175	918792
761559	773438	794029	802426	809353	841797	871602	900057	901377	904238	911272	917209	918800
761611	773469	794030	802447	809354	841894	871614	900083	901412	904297	912222	917214	918806
761702	773470	794177	802464	810002	841904	875019	900087	901431	904352	912319	917250	918817
761801	773496	794228	802509	810005	841931	891208	900093	901488	904355	912358	917253	918828
761809	773518	794257	802518	810012	841942	891240	900097	901574	904363	912422	917261	918834
761823	773524	794296	802529	810050	841963	891251	900105	901599	906044	913461	917308	918841
763069	773530	794409	802531	810068	841978	891255	900123	901668	906052	913611	917309	918860
763102	773538	794419	802564	811008	841983	891270	900141	901774	906105	913668	917332	918867
763119	773553	796510	802603	812025	843021	891330	900143	901809	906128	913693	917348	918868
763142	774349	796549	802622	812032	844102	891391	900156	901864	906159	913701	917360	918873
765589	775339	796555	802679	812042	844153	891412	900161	901890	906204	913705	917371	918885
765609	775352	797015	802708	812055	844224	891486	900164	901927	906239	913712	917377	918888
767527	775360	797149	802720	813020	846093	891490	900173	901983	906240	913827	917383	918943
767580	778306	797175	802721	813067	846230	891514	900189	902004	906301	913866	917385	918982
769536	778318	797193	802820	813075	850112	891517	900222	902036	906397	913882	917388	918996
770014	780056	799027	802821	813255	850121	891562	900237	902043	906413	913902	917390	920166
770031	780064	799077	802867	814027	850384	891579	900266	902067	906427	913961	917393	920204
770037	780128	799100	802874	814300	850499	891619	900385	902094	906441	913997	917401	920276
770071	782095	799211	802889	815086	850692	891650	900456	902097	906445	914089	917403	920279
770113	782488	799232	802899	815216	850709	891658	900458	902174	906489	914114	917419	920315
770316	782619	<b>800182</b>	802901	815229	850824	891677	900459	902192	906490	914138	917501	920378
770329	782761	800188	802917	815230	850850	891684	900516	902243	906522	914378	917606	921004
770337	782784	800316	802934	815237	852062	891714	900524	902282	906526	914520	917612	921052
770339	782834	800367	802982	815245	852074	891724	900533	902297	906539	914630	917615	921080
770341	782857	800409	802994	816006	852121	891728	900546	902313	906569	914663	917655	921120
770366	782875	800426	803182	816011	852229	891787	900564	902370	906612	914881	917784	921122
770367	782886	800432	803194	816030	852325	895021	900625	902495	906614	914912	917852	921169
770384	782944	800449	803296	816138	852339	895026	900637	902508	906825	914942	917863	921180
770410	782952	800468	803306	816208	852416	895060	900684	902520	906827	914991	917978	921204
770476	784282	800517	803324	816800	852465	895078	900736	902527	907001	915006	918024	921244
770482	784294	800522	803334	824100	852625	895081	900740	902597	907006	915008	918031	921274
770487	785510	800539	804031	826421	852635	895099	900763	902610	907066	915115	918038	921284
770532	785706	800546	804139	829501	852667	895104	900773	902639	907076	915205	918045	921341
770553	786006	801208	804182	832043	852727	895266	900856	902646	907185	915241	918051	921448
770591	786021	801238	805046	832056	852824	895273	900875	902652	907230	915277	918055	921478
770604	786046	801246	805065	833214	852856	895320	900884	902685	907280	915361	918061	921520
770624	786097	801291	805162	833219	852953	895337	900886	902686	907310	915384	918190	921522
770688	786102	801387	805188	834041	852983	895351	900931	902701	907399	915434	918251	921619
770710	787374	801571	805337	837090	853002	895367	900952	902725	907430	915436	918280	921666
770717	787378	801611	805350	837142	853056	895380	900958	902773	907441	915445	918292	921876
771031	787406	801614	805449	837161	853079	895388	900987	902869	907447	915497	918321	921920
771136	787668	801625	805517	837194	853085	895403	901008	902981	907549	915531	918322	921922
771212	787736	801634	805581	840052	853104	895410	901009	903009	907605	915545	918332	921987
771299	787737	801649	806026	840134	853119	895435	901035	903012	907612	915561	918338	922130
771350	787796	801656	806042	840360	853124	895442	901043	903088	907651	915591	918344	922178
771425	787807	801671	806155	840418	853180	895450	901064	903134	907748	915596	918345	922223
771601	787902	801675	806188	840421	853196	895521	901076	903180	907750	917013	918414	922224
771675	787911	801679	807017	840432	853203	895528	901081	903251	907779	917023	918471	922303
771803	787916	801698	809020	840469	856027	895532	901091	903300	907796	917026	918479	922316
771924	787939	802040	809056	840529	856234	895536	901107	903345	907833	917045	918533	922321
771938	787952	802076	809085	840541	856387	895577	901111	903369	907841	917046	918574	922328

924234	926466	927116	927693	928565	932622	940534	945394	950023	951618	968864	973306	992306
924272	926471	927119	927694	928594	933236	940613	945485	950024	951744	968949	973346	992369
924351	926475	927144	927697	928595	933376	940688	945543	950035	951751	968990	974050	992393
924479	926477	927146	927716	928629	933482	940713	945572	950042	951759	970007	974129	992398
924580	926490	927151	927722	928639	933483	940759	945580	950047	951765	970023	974151	992424
924624	926495	927152	927726	928651	933518	940803	945602	950065	951798	970087	974161	992425
924634	926503	927187	927731	928675	933519	940833	945658	950173	951817	970141	980027	992446
924638	926514	927189	927737	928740	933520	940884	945725	950338	951823	970152	980142	992510
924642	926529	927212	927742	928747	933531	940894	945814	950346	951849	970166	980179	992558
925091	926531	927218	927757	928749	934207	940903	945832	950360	952300	970219	980205	992565
925141	926534	927222	927766	928753	934223	940931	945913	950370	952317	970244	980216	992575
925148	926537	927228	927776	928779	934248	940986	945930	950390	952321	970258	980363	992616
925179	926542	927230	927790	928793	934253	941080	945946	950515	952332	970305	980421	992674
925192	926565	927242	927822	928800	935068	941093	946159	950547	953007	970352	980449	992686
925204	926571	927269	927827	928806	935225	941096	946172	950555	953008	970372	980591	992708
926016	926593	927312	927842	928877	935232	941199	946184	950557	953264	970382	980646	992709
926025	926605	927314	927843	928885	935267	941203	946244	950570	953338	970398	980681	995010
926026	926610	927318	927868	930300	936076	941226	946335	950573	954180	970425	980727	995127
926044	926631	927330	927899	930301	936078	941254	946361	950593	954364	970436	980731	995148
926052	926637	927332	927925	930322	937317	941281	946450	950595	954433	970438	980736	995297
926055	926639	927350	927936	930325	937370	941296	946461	950619	954447	970447	980758	995315
926079	926644	927366	927986	930330	937519	941308	946509	950664	955306	970470	980770	995317
926082	926646	927369	927996	931022	937691	941314	946518	950680	958314	970474	980829	995379
926096	926666	927396	928118	931045	937710	941324	948039	950726	958796	970478	980834	995471
926118	926701	927398	928136	931086	937746	941326	948073	950754	958804	970486	980838	995582
926125	926721	927408	928198	931088	937790	941336	948086	950779	958852	970498	980846	995901
926193	926724	927432	928248	931093	937816	941348	948121	950810	958856	970505	980861	995947
926217	926727	927437	928255	931099	939038	941381	948242	950814	958866	970519	980978	995985
926218	926732	927456	928261	931105	939082	941390	948276	950819	958882	970527	980984	995995
926222	926760	927463	928303	931129	939086	941498	948289	950835	959026	970545	981142	997058
926223	926798	927485	928304	931145	939533	941528	948308	950851	967028	970618	981366	997136
926226	926806	927494	928310	931193	939535	941547	948326	951027	967174	970641	981575	997142
926242	926811	927507	928319	931357	939585	941578	948348	951085	967176	970696	981607	997160
926253	926822	927546	928331	931370	939598	941749	948369	951087	967251	970698	981850	997241
926256	926826	927588	928340	931395	940005	941757	948382	951092	967393	972379	981860	997255
926265	926828	927590	928362	931400	940006	941758	948384	951101	967394	972443	981887	997288
926287	926833	927600	928375	931404	940058	941779	948422	951106	967423	972509	981944	998179
926294	926864	927601	928378	931489	940136	941784	948437	951120	968069	972529	982011	998306
926310	926868	927602	928386	931588	940148	941794	948459	951125	968158	972738	982078	
926321	926877	927604	928413	931631	940158	941884	948466	951154	968198	972756	982168	
926325	926895	927607	928436	931671	940184	941888	948469	951157	968313	972859	984178	
926330	926896	927622	928439	931721	940186	941900	949100	951229	968404	972947	984245	
926336	926955	927638	928455	931778	940380	941911	949129	951265	968437	972957	984259	
926344	926968	927646	928459	931840	940411	941917	949164	951281	968542	973127	985016	
926384	927028	927649	928461	931890	940421	941939	949174	951283	968569	973209	985023	
926389	927031	927650	928475	931946	940460	941947	949225	951505	968581	973213	985048	
926411	927067	927659	928538	931955	940487	945300	949302	951521	968625	973264	985096	
926413	927075	927662	928539	931969	940518	945340	949554	951532	968638	973272	985202	
926433	927080	927685	928543	931976	940522	945365	949562	951600	968725	973294	992186	
926448	927092	927692	928550	931997	940529	945386	950011	951604	968780	973301	992277	

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# GET TO KNOW THEM.

**Security Features for the Standard and New Versions of the Domestic U.S. Postal Service Money Order Sold in Selected Locations.**



These and previous versions are in circulation and continue to be valid.  
For additional information contact your local post office.



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# International Mail

IMM REVISION

## International Money Order Service Changes

### Inauguration of Service to Spain

Effective May 1, 1997, standard international money order service is available between the United States and Spain. This service requires the use of the *Authorization to Issue an International Money Order* form set. Issuing clerks must follow the procedures in *International Mail Manual* (IMM) 391. The maximum amount for a single money order payable in Spain is \$1,000. The fee to purchase an *Authorization to Issue an International Money Order* for Spain is \$7.50 per money order.

### Suspension of Service to Costa Rica

Effective June 5, 1997, international money order service to Costa Rica is suspended until further notice. Postal personnel must not sell international money orders for payment in Costa Rica.

### International Mail Manual Revision

Accordingly, the *International Mail Manual* (IMM) is revised as follows:

#### 390 Supplementary Services

#### 391 International Postal Money Orders

##### 391.1 Description

\* \* \* \* \*

##### 391.12 Maximum Amount

The maximum amount for a single international postal money order is \$700.

**Exception:** Money orders may not exceed \$200 when payable in Azerbaijan and Great Britain, \$400 when payable in Norway, and \$500 when payable in El Salvador, Guyana, Mexico, Nigeria, and Senegal, and \$1,000 when payable in Spain. There is no limit on the number of money orders that may be sent to a payee during any time period. There is a limit on the total face value of money orders an individual customer may purchase on any one day (see DMM S020).

\* \* \* \* \*

### 391.2 Availability

Postal money orders are exchanged with countries in one of two ways:

a. *Standard international postal money orders.* This method uses the *Authorization to Issue an International Money Order* form set. See Individual Country Listings.

b. *Direct international postal money orders.* This method uses the pink *International Postal Money Order Form (MP1)*. The following countries accept this form: Anguilla, Antigua and Barbuda, Bahamas, Barbados, Belize, Bolivia, British Virgin Islands, Canada, Cape Verde, Dominica, Ecuador, El Salvador, Grenada, Guyana, Honduras, Jamaica, Japan, Mali, Mexico, Montserrat, Nigeria, Peru, St. Christopher 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.

### 391.3 Fees

There are two separate fees for international money orders:

a. The fee for money orders payable in countries that accept the pink *International Postal Money Order Form (MP1)* is \$3 per money order. The maximum amount for a single postal money order is \$700, unless otherwise noted in parentheses. These countries are:

- Anguilla
- Antigua and Barbuda
- Bahamas
- Barbados
- Belize
- Bolivia
- British Virgin Islands
- Canada
- Cape Verde
- Dominica
- Ecuador
- El Salvador (\$500)
- Grenada
- Guyana (\$500)
- Honduras
- Jamaica

Japan  
 Mali  
 Mexico (\$500)  
 Montserrat  
 Nigeria (\$500)  
 Peru  
 St. Christopher (St. Kitts) and Nevis  
 St. Lucia  
 St. Vincent and the Grenadines  
 Sierra Leone  
 Trinidad and Tobago

b. The fee for countries for money orders payable in countries for which application must be made via the *Authorization to Issue an International Money Order* is \$7.50 per money order. The maximum amount for a single postal money order is \$700, unless otherwise noted in parentheses. These countries are:

Algeria  
 Argentina  
 Armenia  
 Austria  
 Azerbaijan (\$200)  
 Bangladesh  
 Belarus  
 Belgium  
 Benin  
 Botswana  
 Brazil  
 Burkina Faso  
 Chile  
 China  
 Colombia  
 Corsica  
 Côte d'Ivoire (Ivory Coast)  
 Croatia  
 Czech Republic  
 Denmark  
 Dominican Republic  
 Egypt  
 Estonia  
 Faroe Islands  
 Finland  
 France  
 French Guiana  
 French Polynesia  
 Germany  
 Great Britain and Northern Ireland (\$200)  
 Greece  
 Guadeloupe  
 Hungary  
 Iceland  
 Indonesia  
 Ireland  
 Israel  
 Italy  
 Korea, Republic of  
 Latvia

Lesotho  
 Liechtenstein  
 Lithuania  
 Luxembourg  
 Malaysia  
 Martinique  
 Monaco (France)  
 Morocco  
 Mozambique  
 Namibia  
 Netherlands  
 New Caledonia  
 Norway (\$400)  
 Paraguay  
 Philippines  
 Poland  
 Reunion  
 St. Bartholomew (Guadeloupe)  
 St. Martin (French Guadeloupe)  
 St. Pierre and Miquelon  
 San Marino  
 Senegal (\$500)  
 Slovak Republic (Slovakia)  
 Slovenia  
 South Africa  
 Spain (\$1,000)  
 Sri Lanka  
 Suriname  
 Swaziland  
 Sweden  
 Switzerland  
 Syria  
 Taiwan  
 Thailand  
 Togo  
 Tunisia  
 Uruguay  
 Vatican City  
 Vietnam  
 Yemen  
 Zambia  
 Zimbabwe

\* \* \* \* \*

### Individual Country Listings

#### Costa Rica

Revise the Individual Country Listing for Costa Rica to remove standard international money order service.

#### Spain

Revise the Individual Country Listing for Spain to include standard international money order service.

—*International Postal Affairs, Marketing, 6-5-97*

## International Postal Money Orders — List of Available Countries

On page 45 of this *Postal Bulletin* is a revised chart of all countries that accept international postal money orders from

the United States as of June 5, 1997. Post this chart to aid window clerks and postal customers. This chart replaces the one published in *Postal Bulletin* 21935 (12-19-96).

—*International Postal Affairs, Marketing, 6-5-97*



## International Postal Money Order Service (Effective June 5, 1997)

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.

Anguilla	Canada	Honduras	Peru
Antigua and Barbuda	Cape Verde	Jamaica	St. Christopher (St. Kitts) and Nevis
Bahamas	Dominica	Japan	St. Lucia
Barbados	Ecuador	Mali	St. Vincent and the Grenadines
Belize	El Salvador (\$500)	Mexico (\$500)	Sierra Leone
Bolivia	Grenada	Montserrat	Trinidad and Tobago
British Virgin Islands	Guyana (\$500)	Nigeria (\$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 \$7.50. The maximum amount for a single money order is \$700, except as noted in parentheses

Algeria	Egypt	Lithuania	Slovenia
Argentina	Estonia	Luxembourg	South Africa
Armenia	Faroe Islands	Malaysia	Spain (\$1,000)
Austria	Finland	Martinique	Sri Lanka
Azerbaijan (\$200)	France	Monaco (France)	Suriname
Bangladesh	French Guiana	Morocco	Swaziland
Belarus	French Polynesia	Mozambique	Sweden
Belgium	Germany	Namibia	Switzerland
Benin	Great Britain and Northern Ireland (\$200)	Netherlands	Syria
Botswana	Greece	New Caledonia	Taiwan
Brazil	Guadeloupe	Norway (\$400)	Thailand
Burkina Faso	Hungary	Paraguay	Togo
Chile	Iceland	Philippines	Tunisia
China	Indonesia	Poland	Uruguay
Colombia	Ireland	Reunion	Vatican City
Corsica	Israel	St. Bartholomew (Guadeloupe)	Vietnam
Cote d'Ivoire (Ivory Coast)	Italy	St. Martin (French Guadeloupe)	Yemen
Croatia	Korea, Republic of	St. Pierre and Miquelon	Zambia
Czech Republic	Latvia	San Marino	Zimbabwe
Denmark	Lesotho	Senegal (\$500)	
Dominican Republic	Liechtenstein	Slovak Republic (Slovakia)	

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)

## IMM REVISION

**Global Priority Mail to Mexico**

Effective June 9, 1997, Global Priority Mail (GPM) is available to Mexico. Destinations within Mexico will be limited as shown below. *International Mail Manual* (IMM) Issue 18 is revised as follows. Issue 19 of the IMM will include this change.

**International Mail Manual****2 Conditions for Mailing**

\* \* \* \* \*

**226 Global Priority Mail**

\* \* \* \* \*

**226.2 Availability**

Global Priority Mail is available to the following countries. Countries specifically identified will have service only to specific cities within those countries, as noted below:

**Countries of Destination**

Western Europe	Pacific Rim	North America	South America	Middle East
Austria	Australia	Canada	Brazil <sup>4</sup>	Saudi Arabia <sup>6</sup>
Belgium	China <sup>2</sup>	Mexico <sup>3</sup>	Chile <sup>5</sup>	
Denmark	Hong Kong			
Finland	Japan			
France (including Monaco)	New Zealand			
Germany	Philippines			
Great Britain & Northern Ireland <sup>1</sup>	Singapore			
Iceland	Rep. of South Korea			
Ireland	Taiwan			
Liechtenstein	Thailand			
Luxembourg	Vietnam			
The Netherlands				
Norway				
Portugal				
Spain				
Sweden				
Switzerland				

<sup>1</sup> Includes: England, Northern Ireland, Scotland, Wales, Guernsey, Jersey, and the Isle of Man.

<sup>2</sup> Destinations in China are limited to: Beijing, Guangzhou, and Shanghai ONLY.

<sup>3</sup> Destinations in Mexico are limited to: Mexico City, Guadalajara, and Monterrey ONLY.

<sup>4</sup> Destinations in Brazil are limited to: Sao Paulo and Rio de Janeiro ONLY.

<sup>5</sup> Destinations in Chile are limited to: Santiago, Valparaiso, and Viña del Mar ONLY.

<sup>6</sup> Destinations in Saudi Arabia are limited to: Riyadh, Jeddah, and Dammam ONLY.

\* \* \* \* \*

**Exhibit 226.41, Flat-Rate Envelope Postage Rates**

Destination	Small	Large
Western Europe & Middle East	\$3.75	\$6.95
Canada & Mexico	\$3.75	\$6.95
Pacific Rim & South America	\$4.95	\$8.95
Weight Limit 4 Lbs.		

\* \* \* \* \*

**Exhibit 226.42, Variable Weight Sticker Option — Single Piece Rates**

Weight Level	Western Europe & Middle East	Pacific Rim & South America	Canada & Mexico
1/2 lb.	\$7.00	\$8.00	\$5.95
1.0 lb.	10.50	12.50	10.00
1.5 lbs.	12.50	16.95	13.50
2.0 lbs.	15.00	21.00	16.50
2.5 lbs.	17.50	23.95	18.00
3.0 lbs.	19.95	27.25	19.50
3.5 lbs.	22.00	31.50	21.00
4.0 lbs.	24.75	34.50	22.50
Weight Limit 4 Lbs.			

\* \* \* \* \*

**Exhibit 226.43, Variable Weight Sticker Option — Volume Rates**

Weight Level	Western Europe & Middle East	Pacific Rim & South America	Canada & Mexico
1/2 lb.	\$5.95	\$6.95	\$5.00
1.0 lb.	8.50	10.00	7.50
1.5 lbs.	10.00	13.50	10.00
2.0 lbs.	12.00	16.95	12.50
2.5 lbs.	14.00	19.25	13.50
3.0 lbs.	16.95	21.95	14.50
3.5 lbs.	19.95	25.50	15.50
4.0 lbs.	22.50	27.75	16.50
Weight Limit 4 Lbs.			

## Philately

### Pictorial Cancellations Announcement 97-12

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

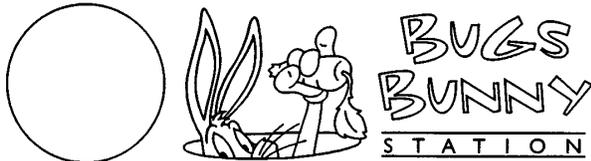
People attending these local events may obtain the cancellation in person at the temporary post office station established there. Those who cannot attend the event, but who wish to obtain the cancellation, may submit a mail order request. Pictorial cancellations are available only for the dates indicated,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

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

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

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

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



May 23, 1997

BUGS BUNNY STATION  
POSTMASTER  
PO BOX 9998  
BROOKLYN IA 52211-9998

May 23, 1997

BUGS BUNNY STATION  
POSTMASTER  
5201 W SPRUCE ST  
TAMPA FL 33630-9998

May 23, 1997

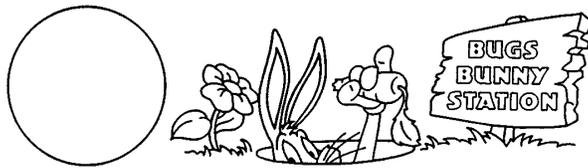
BUGS BUNNY STATION  
POSTMASTER  
9355 113TH ST  
SEMINOLE FL 33772-9998

May 27, 1997

BUGS BUNNY STATION  
POSTMASTER  
135 N CENTER  
MESA AZ 85201-9998

May 30, 1997

BUGS BUNNY STATION  
POSTMASTER  
3621 NW 16TH ST  
OKLAHOMA CITY OK 73107-9998



May 23, 1997  
 BUGS BUNNY STATION  
 POSTMASTER  
 PO BOX 9998  
 CLARKSVILLE AR 72830-9998

May 23, 1997  
 BUGS BUNNY STATION  
 POSTMASTER  
 501 FLORIDA CENTRAL PKY  
 LONGWOOD FL 32750-9998

May 23, 1997  
 BUGS BUNNY STATION  
 POSTMASTER  
 PO BOX 27130  
 WINSTON-SALEM NC 27130-9998

May 23, 1997  
 BUGS BUNNY STATION  
 POSTMASTER  
 PO BOX 9998  
 CLAVERACK NY 12513-9998

May 23, 1997  
 BUGS BUNNY STATION  
 POSTMASTER  
 PO BOX 9998  
 LIBERTY NY 12754-9998

May 23, 1997  
 BUGS BUNNY STATION  
 POSTMASTER  
 2300 N HARRIS ST  
 HELENA MT 59601-9998

May 23, 1997  
 BUGS BUNNY STATION  
 POSTMASTER  
 657 2ND AVE N  
 FARGO ND 58102-9998

May 23, 1997  
 BUGS BUNNY STATION  
 POSTMASTER  
 404 MAIN ST  
 MOBRIDGE SD 57601-9998

May 23, 1997  
 BUGS BUNNY STATION  
 POSTMASTER  
 PO BOX 9998  
 NASHVILLE KS 67112-9998

May 23, 1997  
 BUGS BUNNY STATION  
 POSTMASTER  
 108 ALBANY AVE SE  
 ORANGE CITY IA 51041-1230

May 23, 1997  
 BUGS BUNNY STATION  
 POSTMASTER  
 951 20TH ST  
 DENVER CO 80202-9998

May 23, 1997  
 BUGS BUNNY STATION  
 POSTMASTER  
 PO BOX 9998  
 SAGINAW MI 48605-9998

May 23, 1997  
 BUGS BUNNY STATION  
 POSTMASTER  
 105 4TH AVE E  
 POLSON MT 59860-9998

May 23, 1997  
 BUGS BUNNY STATION  
 POSTMASTER  
 850 TWIN RIVERS DR  
 COLUMBUS OH 43216-9998

May 23, 1997  
 BUGS BUNNY STATION  
 POSTMASTER  
 25 SOUTH AVE  
 HILTON NY 14468-9998

May 23, 1997  
 BUGS BUNNY STATION  
 POSTMASTER  
 1000 AVE SANCHEZ OSORIO  
 CAROLINA PR 00984-9998

May 23, 1997  
 BUGS BUNNY STATION  
 POSTMASTER  
 120 AVE SANCHEZ OSORIO  
 CAROLINA PR 00983-9998

May 23, 1997  
 BUGS BUNNY STATION  
 POSTMASTER  
 125 FOREST AVE  
 PORTLAND ME 04101-9998

May 23, 1997  
 BUGS BUNNY STATION  
 POSTMASTER  
 PO BOX 9998  
 MOLINE IL 61265-9998

May 23, 1997  
 BUGS BUNNY STATION  
 POSTMASTER  
 130 E MARION AVE  
 PUNTA GORDA FL 33950-9998

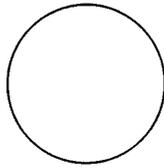
May 23, 1997  
 BUGS BUNNY STATION  
 POSTMASTER  
 1051 STATE RD 544E  
 HAINES CITY FL 33844-9998

May 23, 1997  
 BUGS BUNNY STATION  
 POSTMASTER  
 PO BOX 9998  
 SAN YSIDRO NM 87053-9998

May 23, 1997  
 BUGS BUNNY STATION  
 POSTMASTER  
 PO BOX 9998  
 GREENSBORO NC 27420-9998

May 23 & 24, 1997  
 BUGS BUNNY STATION  
 POSTMASTER  
 35 S LIBERTY  
 DELAWARE OH 43015-9998

May 24, 1997  
 BUGS BUNNY STATION  
 POSTMASTER  
 PO BOX 9998  
 STERLING IL 61081-9998



# BUGS BUNNY STATION

May 23, 1997  
 BUGS BUNNY STATION  
 POSTMASTER  
 PO BOX 9998  
 WEST SHOKAN NY 12494-9998

May 23, 1997  
 BUGS BUNNY STATION  
 POSTMASTER  
 PO BOX 9998  
 VALHALLA NY 10595-9998

May 23, 1997  
 BUGS BUNNY STATION  
 POSTMASTER  
 PO BOX 9998  
 IRVINGTON NY 10533-9998

May 23, 1997  
 BUGS BUNNY STATION  
 POSTMASTER  
 PO BOX 9998  
 NORTH LITTLE ROCK AR 72114-9998

May 23, 1997  
 BUGS BUNNY STATION  
 POSTMASTER  
 PO BOX 9998  
 LITTLE ROCK AR 72202-9998

May 23, 1997  
*Tama IA Post Office*  
 BUGS BUNNY STATION  
 POSTMASTER  
 412 STATE ST  
 TAMA IA 52339-9998

May 23, 1997  
 BUGS BUNNY STATION  
 POSTMASTER  
 230 N 4TH ST  
 SEYMOUR IA 52590-9998

May 23, 1997  
 BUGS BUNNY STATION  
 POSTMASTER  
 PO BOX 9998  
 STANFORDVILLE NY 12581-9998

May 23, 1997  
 BUGS BUNNY STATION  
 POSTMASTER  
 1430 FRONT ST  
 RICHLANDS VA 24641-9998

May 23, 1997  
 BUGS BUNNY STATION  
 POSTMASTER  
 PO BOX 9998  
 UPHAM ND 58789-9998

May 23, 1997  
 BUGS BUNNY STATION  
 POSTMASTER  
 1095 6TH AVE  
 MARIION IA 52303-9998

May 23, 1997  
 BUGS BUNNY STATION  
 POSTMASTER  
 PO BOX 9998  
 KNOXVILLE TN 37950-9998

May 23, 1997  
 BUGS BUNNY STATION  
 POSTMASTER  
 112 CARTER BLVD  
 POLK CITY FL 33868-9998

May 23, 1997  
 BUGS BUNNY STATION  
 POSTMASTER  
 PO BOX 9998  
 RINGWOOD IL 60072-9998

May 23, 1997  
 BUGS BUNNY STATION  
 POSTMASTER  
 PO BOX 31905  
 LOUISVILLE KY 40231-9905

May 23, 1997  
 BUGS BUNNY STATION  
 POSTMASTER  
 PO BOX 9998  
 TIJERAS NM 87059-9998

May 23, 1997  
 BUGS BUNNY STATION  
 POSTMASTER  
 PO BOX 9998  
 EDGEWOOD NM 87105-9998

May 23-June 23, 1997  
 BUGS BUNNY STATION  
 POSTMASTER  
 PO BOX 9998  
 WEST COVINA CA 91793-9998

May 26, 1997  
*USPS*  
 BUGS BUNNY STATION  
 POSTMASTER  
 PO BOX 9998  
 SELIGMAN AZ 86337-9998

May 29, 1997  
 BUGS BUNNY STATION  
 POSTMASTER  
 PO BOX 9998  
 MUNDELEIN IL 60060-9998

May 29, 1997  
 BUGS BUNNY STATION  
 POSTMASTER  
 PO BOX 9998  
 VERNON HILLS IL 60061-9998

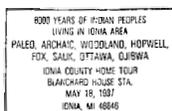
June 5, 1997  
 BUGS BUNNY STATION  
 POSTMASTER  
 2000 ROYAL OAKS DR  
 SACRAMENTO CA 95813-9998



HISTORIC HADDONFIELD STATION  
 HISTORY  
 HOSPITALITY  
 GREAT SHOPPING  
 HADDONFIELD, N.J. 08033  
 MAY 17, 1997

May 12-17, 1997  
 FINE ARTS FESTIVAL STATION  
 POSTMASTER  
 PO BOX 9998  
 DOWAGIAC MI 49047-9998

May 17 & 18, 1997  
*Haddonfield Business & Professional Association*  
 HISTORIC HADDONFIELD STATION  
 POSTMASTER  
 25 S HADDON AVE  
 HADDONFIELD NJ 08033-9998



May 18, 1997  
 BLANCHARD HOUSE STATION  
 POSTMASTER  
 PO BOX 9998  
 IONIA MI 48846-9998



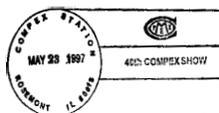
May 18, 1997  
 GRAND OPENING STATION  
 POSTMASTER  
 1500 N ELM AVE  
 JACKSON MI 49202-9998



May 22, 1997  
 HOMETOWN DAY STATION  
 POSTMASTER  
 542 DEKALE ST  
 CAMDEN SC 29020-9998



May 23 & 24, 1997  
 CATFISH FEASTIVAL STATION  
 POSTMASTER  
 101 MCLANE AVE  
 WARE SHOALS SC 29692-9998



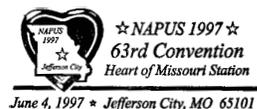
May 23-25, 1997  
 COMEX STATION  
 POSTMASTER  
 PO BOX 9998  
 DES PLAINES IL 60018-9998



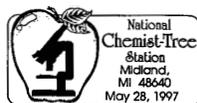
June 4, 1997  
 ZIP CODE DAY STATION  
 POSTMASTER  
 PO BOX 9998  
 STRATFORD CT 06497-9998



May 26, 1997  
 PARADE STATION  
 POSTMASTER  
 PO BOX 9998  
 JENISON MI 49428-9998



June 4, 1997  
 NAPUS 1997 63RD CONVENTION HEART OF MISSOURI STATION  
 POSTMASTER  
 PO BOX 9998  
 JEFFERSON CITY MO 65101-9998



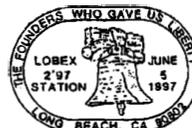
May 28, 1997  
 NATIONAL CHEMIST TREE STATION  
 POSTMASTER  
 PO BOX 9998  
 MIDLAND MI 48640-9998



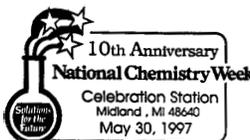
June 4-14, 1997  
 FIESTA 97 STATION  
 POSTMASTER  
 1400 W JORDAN ST  
 PENSACOLA FL 32501-9998



May 29, 1997  
 HISTORICAL CHEMICAL LANDMARK STATION  
 POSTMASTER  
 PO BOX 9998  
 MIDLAND MI 48640-9998



June 5-8, 1997  
 LOBEX 97 STATION  
 POSTMASTER  
 PO BOX 9998  
 LONG BEACH CA 90802-9998



May 30, 1997  
 CELEBRATION STATION  
 POSTMASTER  
 PO BOX 9998  
 MIDLAND MI 48640-9998



June 6, 1997  
 REUNION STATION  
 POSTMASTER  
 2800 PRESIDENTIAL DR  
 FAIRBORN OH 45324-9998

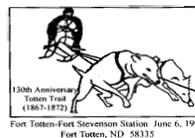


May 30, 1997  
 COURT SQUARE STATION  
 POSTMASTER  
 PO BOX 9998  
 EAST BRANCH NY 13756-9998



June 6, 1997  
 POSTAL RETAIL STORE STATION  
 POSTMASTER  
 PO BOX 9998  
 FRAMINGHAM MA 01701-9998

June 1, 1997  
 PUERTO RICAN/HISPANIC DAY PARADE STATION  
 POSTMASTER  
 PO BOX 9998  
 BRENTWOOD NY 11717-9998



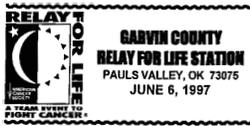
June 6, 1997  
 FORT TOTTEN-FORT STEVENSON STATION  
 POSTMASTER  
 PO BOX 9998  
 FORT TOTTEN ND 58315-9998



June 3, 1997  
 CENTENNIAL STATION  
 POSTMASTER  
 PO BOX 9998  
 DEQUEEN AR 71832-9998



June 6, 1997  
 WATERFORD STATION  
 POSTMASTER  
 STATE ROUTE 662  
 WATERFORD VA 20197-9998



June 6, 1997  
RELAY FOR LIFE STATION  
POSTMASTER  
PO BOX 9998  
PAULS VALLEY OK 73075-9998



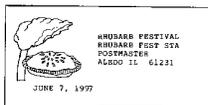
June 6-8, 1997  
EDINA ART FAIR STATION  
POSTMASTER  
3928 49 1/2 ST  
EDINA MN 55424-9998



June 6, 1997  
MORMON TRAIL SESQUICENTENNIAL  
STATION  
POSTMASTER  
PO BOX 9998  
FORT LARAMIE WY 82212-9501



June 6-8, 1997  
*Merom Improvement Association*  
MEROM BLUFF CHAUTAUQUA STATION  
POSTMASTER  
PO BOX 9998  
MEROM IN 47861-9998



June 6 & 7, 1997  
RHUBARB FEST STATION  
POSTMASTER  
117 N COLLEGE AVE  
ALEDO IL 61231-9998



June 7, 1997  
*USPS*  
MAYER DAZE THE CLOWNS ARE  
COMING STATION  
POSTMASTER  
PO BOX 9998  
MAYER AZ 86333-9998



June 6 & 7, 1997  
130 YEAR CELEBRATION STATION  
POSTMASTER  
117 N COLLEGE AVE  
NILWOOD IL 62672-9998

(ARTWORK UNAVAILABLE)

June 7, 1997  
OLEY FIRE COMPANY CENTENNIAL  
STATION  
POSTMASTER  
408 MAIN ST  
OLEY PA 19547-9998



June 6-8, 1997  
OLD SHAWNEE TOWN STATION  
POSTMASTER  
6029 BROADMOOR  
SHAWNEE MISSION KS 66202-9998



June 7, 1997  
NATIVE AMERICAN APPRECIATION DAY  
STATION  
POSTMASTER  
PO BOX 9998  
GALLUP NM 87301-9998



June 6-8, 1997  
ART CENTER STATION  
POSTMASTER  
405 KEMP AVE E  
WATERTOWN SD 57201-9998



June 7, 1997  
WHITE OAKS STATION  
POSTMASTER  
PO BOX 9998  
FORT STANTON NM 88323-9998

(ARTWORK UNAVAILABLE)

June 6-8, 1997  
CHISHOLM TRAIL STATION  
POSTMASTER  
214 S MAIN  
KINGFISHER OK 73750-9998



June 7, 1997  
100TH ANNIVERSARY STATION  
POSTMASTER  
106 S MAIN ST  
BLACK RIVER NY 13612-9998



June 6-8, 1997  
RODEO STATION  
POSTMASTER  
201 S 1ST ST  
HASKELL TX 79521-9998



June 7, 1997  
ONE LAP OF AMERICA STATION  
POSTMASTER  
2 S ACADEMY ST  
WYOMING NY 14591-9998

June 7, 1997

Commonwealth of Kentucky, Department of Parks

Jefferson Davis State Historic Site

JEFFERSON DAVIS BIRTHDAY CELEBRATION STATION  
POSTMASTER  
PO BOX 9998  
FAIRVIEW KY 42221-9998



June 7, 1997

Foundry Day Committee

ARTS AND CRAFTS FESTIVAL STATION  
POSTMASTER  
PO BOX 9998  
BOILING SPRINGS PA 17007-9998



June 7, 1997

FORT STEVENSON MILITARY STATION  
POSTMASTER  
33 1ST AVE NW  
GARRISON ND 58540-9998



June 7, 1997

EASTFORD 150TH ANNIVERSARY STATION  
POSTMASTER  
6 COUNTY RD  
EASTFORD CT 06242-9998



June 7, 1997

CHILDRENS FESTIVAL DINOSAUR STATION  
POSTMASTER  
2000 ROYAL OAKS DR  
SACRAMENTO CA 95813-9998



—Stamp Services, Marketing, 6-5-97

### Special Cancellation Die Hubs

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

Cancellation	Period of Use
Only You Can Prevent Forest Fires	April 1–Oct. 31
National Flag Day, June 14, Pause for the Pledge	May 1–June 14
Goodwill Industries, Our Business Works for Disabled People	May 1–June 30
Fight Disease, Support City of Hope Pilot Medical Center	May 15–June 15
Defeat Muscular Dystrophy, Support MDAA	May 15–June 17
Conquer Multiple Sclerosis	May 17–June 17
Conquer Cystic Fibrosis	Sept. 1–Sept. 30
Peace Corps Anniversary, Making a Difference	Sept. 1–Oct. 31
Employ People With Disabilities	Sept. 1–Nov. 30
Give, the United Way	Sept. 15–Oct. 31
Learn About Lupus, October, Lupus Awareness Month	Oct. 1–Oct. 31
Radon Action Week	Oct. 1–Oct. 31
Support Infection Control Week	Oct. 1–Nov. 30
National Adoption Month	Nov. 1–Nov. 30
Military Families Recognition Day	Nov. 1–Nov. 30
National Philanthropy Day, Love of Humankind	Nov. 1–Nov. 30
Help Retarded Children	Nov. 1–Nov. 30
Use Christmas Seals, Support Your Lung Association	Nov. 8–Dec. 31
Support American Education Week	Nov. 10–Nov. 30
Autistic Children, Hope Through Research and Education	Dec. 1–Dec. 31

—Business Mail Acceptance, Marketing Systems, 6-5-97

## Post Offices

### Post Office Changes Number 9

Old/ New	Finance No.	ZIP Code	State	P.O. Name	County/ Parish	Station/Branch/ Unit	Unit Type	Effective Date	Comments
Old	03-6364	85045	AZ	Phoenix	Maricopa	Main Office	Post Office	07/01/97	Establish a new ZIP Code for post office boxes. Use Phoenix AZ 85070 as last line of address for new post office boxes in a new classified station.
New	03-6364	85070	AZ	Phoenix	Maricopa	Phoenix Pecos Station	Classified Station	07/01/97	
Old	05-1975	93214	CA	Cuyama	Santa Barbara	Main Office	Post Office	06/21/97	Post office and ZIP Code discontinued. Establish a place name. Cuyama CA becomes an acceptable last line for use with ZIP Code 93254.
New	05-5360	93254	CA	New Cuyama	Santa Barbara	Cuyama	Place Name	06/21/97	
Old	11-0855	33431	FL	Boca Raton	Palm Beach	Main Office	Post Office	09/01/97	Establish a new ZIP Code for post office boxes. Use Boca Raton FL 33488 as last line of address for new post office boxes in a new classified station.
New	11-0855	33488	FL	Boca Raton	Palm Beach	Boca Rio	Classified Branch	09/01/97	
Old	11-9210	32960	FL	Vero Beach	Indian River	Main Office	Post Office	09/01/97	Establish a new ZIP Code for post office boxes. Use Vero Beach FL 32969 as last line of address for post office boxes in a new classified branch.
New	11-9210	32969	FL	Vero Beach	Indian River	Citrus Ridge	Classified Branch	09/01/97	
Old	12-0484	30001	GA	Austell	Cobb	Main Office	Post Office	07/01/97	ZIP Code discontinued. Establish a new ZIP Code for a delivery area. Use Austell GA 30106 as last line of address for a portion of deliveries previously in ZIP Code 30001. This amends PB 21944.
New	12-0484	30106	GA	Austell	Cobb	Main Office	Post Office	07/01/97	
Old	12-0484	30001	GA	Austell	Cobb	Main Office	Post Office	07/01/97	ZIP Code discontinued. Establish a new ZIP Code for post office boxes and a delivery area. Use Austell GA 30168 as last line of address for post office boxes and a portion of deliveries previously in ZIP Code 30001. This amends PB 21944.
New	12-0484	30168	GA	Austell	Cobb	Main Office	Post Office	07/01/97	

Old/ New	Finance No.	ZIP Code	State	P.O. Name	County/ Parish	Station/Branch/ Unit	Unit Type	Effective Date	Comments
Old	20-0640	42607	KY	Beulah Heights	McCreary	Main Office	Post Office	05/31/97	Post office and ZIP Code discontinued. Establish a place name. Beulah Heights KY becomes an acceptable last line for use with ZIP Code 42653.
New	20-8340	42653	KY	Whitley City	McCreary	Beulah Heights	Place Name	05/31/97	
Old	20-3468	42150	KY	Halfway	Allen	Main Office	Post Office	05/24/97	Post office discontinued. Retain ZIP Code. Establish a community post office. Use Halfway KY 42150 as last line of address.
New	20-6908	42150	KY	Scottsville	Allen	Halfway	Community Post Office	05/24/97	
Old	24-0391	01433	MA	Ayers	Middlesex	Fort Devens	Place Name	07/01/97	ZIP Code discontinued. This ZIP Code was for a military installation which was closed in March 1996. Future deliveries in this geographic area will be served by ZIP Code 01432.
New	24-0391	01432	MA	Ayers	Middlesex	Fort Devens	Place Name	07/01/97	
Old	22-0225	04608	ME	Atlantic	Hancock	Main Office	Post Office	05/23/97	Post office and ZIP Code discontinued. Use Swans Island ME 04685 for deliveries previously in ZIP Code 04608.
New	22-8670	04685	ME	Swans Island	Hancock	Main Office	Post Office	05/23/97	
Old	28-7160	63011	MO	Ballwin	Saint Louis	Manchester Meadows	Place Name		Establish a new ZIP Code for post office boxes. Use Ballwin MO 63024 as last line of address for new post office boxes in a new contract station.
New	28-7160	63024	MO	Ballwin	Saint Louis	Manchester Meadows	Contract Station		
Old	37-6800	58768	ND	Norwich	McHenry	Main Office	Post Office	05/04/96	Post office discontinued. Retain ZIP Code. Establish a place name. Norwich ND becomes an acceptable last line of address for use with ZIP Code 58768.
New	37-6288	58768	ND	Minot	McHenry	Norwich	Place Name	05/04/96	
Old	30-5115	68380	NE	Lewiston	Pawnee	Main Office	Post Office	03/15/97	Post office discontinued. Retain ZIP Code. Establish a community post office. Use Lewiston NE 68380 as last line of address.
New	30-1440	68380	NE	Burchard	Pawnee	Lewiston	Community Post Office	03/15/97	
Old	32-2340	03446	NH	East Swanzey	Cheshire	Main Office	Post Office	06/01/97	This announcement changes the name of the East Swanzey NH Post Office to the Swanzey NH Post Office. This amends PB 21945. New finance number was listed incorrectly.
New	32-2340	03446	NH	Swanzey	Cheshire	Main Office	Post Office	06/01/97	

Old/ New	Finance No.	ZIP Code	State	P.O. Name	County/ Parish	Station/Branch/ Unit	Unit Type	Effective Date	Comments
Old	51-1716	22904	VA	Charlottesville	Charlottesville City	Main Office	Post Office	06/01/97	This announcement changes the status of this ZIP Code to a unique ZIP Code for the University of Virginia.
New	51-1716	22904	VA	Charlottesville	Charlottesville City	Main Office	Post Office	06/01/97	
Old	55-7020	25172	WV	Robertsburg	Putnam	Main Office	Post Office	05/10/97	Post office and ZIP Code discontinued. Establish a place name. Robertsburg WV becomes an acceptable last line for use with ZIP Code 25123.
New	55-4656	25123	WV	Leon	Putnam	Robertsburg	Place Name	05/10/97	
Old	55-0540	25014	WV	Beards Fork	Fayette	Main Office	Post Office	05/10/97	Post office and ZIP Code discontinued. Establish a place name. Beards Fork WV becomes an acceptable last line for use with ZIP Code 25173.
New	55-7032	25173	WV	Robson	Fayette	Beards Fork	Place Name	05/10/97	
Old	55-1626	25237	WV	Clifton	Mason	Main Office	Post Office	05/24/97	Post office and ZIP Code discontinued. Establish a place name. Clifton WV becomes an acceptable last line for use with ZIP Code 25260.
New	55-5226	25260	WV	Mason	Mason	Clifton	Place Name	05/24/97	
Old	55-6570	25163	WV	Prenter	Boone	Main Office	Post Office	05/10/97	Post office and ZIP Code discontinued. Establish a place name. Prenter WV becomes an acceptable last line for use with ZIP Code 25181.
New	55-7362	25181	WV	Seth	Boone	Prenter	Place Name	05/10/97	

—Address Management, Operations Support, 6-5-97



This office  
will be closed  
**Friday,**  
**July 4, 1997,**  
to observe  
**Independence Day.**

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This office  
will be closed  
**Friday,**  
**July 4, 1997,**  
to observe  
**Independence Day.**

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# Postal Employees

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## ELM REVISION

### Postmaster Convention Leave

Effective January 1, 1997, *Employee and Labor Relations Manual* (ELM) 519.27, Postmaster Organizations, is changed to comply with the October 9, 1996, Letter of Decision concerning pay policies applicable to postmasters. ELM 519.271 is changed to reduce the number of days for paid convention leave *inclusive of travel time* from up to 10 days, to up to 5 days of administrative leave (leave with pay) to attend postmaster conventions, and limits such leave to postmasters. The former ELM 519.272 is deleted. This change discontinues paid administrative leave for nonresi-

dent officers of the postmaster associations. Subsequent sections are renumbered.

The revised text of ELM 519.27 appears on revision pages at the back of this *Postal Bulletin*. It will also be integrated into the ELM found via the Policies and Procedures page of the intranet found at <http://blue.usps.gov>.

—*Management Association Relations,  
Labor Relations, 6-5-97*

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## ELM REVISION

### Participation in Supervisory and Managerial Organizations

Effective immediately, *Employee and Labor Relations Manual* (ELM) 680, Participation in Supervisory and Managerial Organizations, is revised to update titles and to clarify current policy.

The revised text of ELM 680 appears on revision pages at the back of this *Postal Bulletin*. It will also be integrated into the ELM found via the Policies and Procedures page of the intranet found at <http://blue.usps.gov>.

—*Management Association Relations,  
Labor Relations, 6-5-97*

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## NOTICE TO POSTAL EMPLOYEES

### Business Information Survey

A sample of postal employees will be asked to participate in a telephone survey to answer questions about communication of business information within the Postal Service. An independent research contractor, The Gallup Organization, will randomly select a sample of postal employees in June and September 1997 and mail notifications to them at their work location. These employees will be asked to call a toll-free telephone number. Calls will be accepted 24 hours a day. Each call will last less than 5 minutes. All participation is completely voluntary and on the clock, and individual responses will be kept confidential.

—*Employment & Placement, Human Resources, 6-5-97*

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NOTICE TO ALL EMPLOYEES

# THRIFT SAVINGS PLAN FACT SHEET

C, F, and G Fund Monthly Returns

Released May 9, 1997

<b>MONTHS</b>	<b>C</b>	<b>F</b>	<b>G</b>
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
<b>1996</b>			
MAY	2.56	-.11	.58
JUNE	.38	1.34	.57
JULY	-4.39	.27	.58
AUGUST	2.07	-.18	.58
SEPTEMBER	5.60	1.72	.58
OCTOBER	2.74	2.21	.58
NOVEMBER	7.54	1.69	.53
DECEMBER	-1.97	-.93	.53
<b>1997</b>			
JANUARY	6.22	.30	.56
FEBRUARY	.79	.24	.51
MARCH	-4.13	-1.11	.57
APRIL	6.00	1.49	.58
<b>LAST 12 MONTHS</b>	<b>25.02</b>	<b>7.09</b>	<b>6.97</b>

\*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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519.27 **Postmaster Organizations**

519.271 **Conventions**

- a. *Time Limitation.* Up to 5 working days of administrative leave with pay is authorized for postmasters for the purpose of attending postmaster organization state and/or national conventions. These 5 working days (inclusive of travel time) may be used in a leave year as follows:
  - (1) For actual attendance at one postmaster organization’s annual national convention, and/or at the postmaster organization’s annual state or multi-state convention that is held for the district in which the postmaster’s installation is located.
  - (2) For the travel time that is actually required by a postmaster in order to attend the national and/or state conventions, provided such travel time is also during a regularly scheduled workday.
- b. *Restriction.* Administrative leave is not authorized for any other meeting, including training sessions or any other meetings or conferences sponsored by the management organizations.
- c. *Advance Approval.* Application for the intended absence must be approved in advance by the USPS manager to whom the postmaster directly reports. Any request for annual leave or LWOP to supplement administrative leave must be approved in advance by the postal manager to whom the postmaster directly reports. The postmaster should complete a Form 3971, *Request for or Notification of Absence*, prior to taking such leave.
- d. *Verification of Attendance.* Supporting documentation such as hotel receipts and confirmation of convention registration may be requested by the postal manager to whom the postmaster reports following attendance at any state or national convention for which administrative leave has been extended.

519.272 **Recording Leave at Time Card Offices**

Postmasters record their own leave. Administrative leave is recorded in the “OL” column. LWOP is recorded on time cards in the “WOP” column using the following symbols:

For National Conventions	N/(Number of Hours)
For State Conventions	S/(Number of Hours)
For Convention Travel	T/(Number of Hours)

519.273 **Travel or Per Diem**

The Postal Service does not pay the postmaster’s travel or per diem expenses for travel to or attendance at conventions.

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## 680 Participation in Supervisory and Managerial Organizations

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### 681 **Participation Rights**

Postal personnel have the right, freely and without fear of penalty or reprisal, to form, join, or assist a supervisory or managerial organization or to refrain from such activity. Personnel are protected in the exercise of such rights. No interference, restraint, coercion, or discrimination to encourage or discourage membership in such an organization will be effected in the Postal Service. The limitations set forth in title 39, Code of Federal Regulations, 1004(b), however, are dispositive on whether organizations are officially recognized by the Postal Service as a matter of law for consultative purposes.

### 682 **Postal Service Representation at Organization Gatherings**

#### 682.1 **Explanation**

The Postal Service recognizes the need for effective rapport with the postmasters' and supervisors' associations. Part 682 establishes policies and procedures for official Postal Service representation at meetings and conventions of the National Association of Postmasters of the United States (NAPUS), the National League of Postmasters of the United States (League), and the National Association of Postal Supervisors (NAPS). Any requested exceptions to these policies and procedures must be submitted in advance to the vice president of Labor Relations.

#### 682.2 **National Conventions**

When Postal Service representation is requested by either the League, NAPUS, or NAPS for speakers at a national management association convention, the principal spokesperson will be a representative who is most familiar with the subject matter identified in the letter of invitation. Postal Service officers or PCES managers who are assigned to address national conventions may participate in the convention's workshops, seminars, or other sessions where the subject matter is Postal Service policies, procedures, or operations. Coordination over who may appropriately address or attend management association conventions from Headquarters and Headquarters field units is within the exclusive purview and discretion of the vice president of Labor Relations. Coordination of speakers from the area or field level of the organization is within the purview of the vice president of Area Operations.

682.3 **State Conventions and Other Management Association Conferences**

682.31 **General Policies**

For a management association state convention or locally sponsored conference, the vice president of Labor Relations may designate an officer or PCES manager from Postal Service Headquarters to deliver remarks on behalf of the Postal Service. In addition, the appropriate vice president of Area Operations is encouraged to participate and has discretionary authority to designate one or more representatives from the area or appropriate district and to determine the extent of their participation in the state convention or locally sponsored conference.

682.32 **Request Channels**

Requests for area, Inspection Service, and field management representation at state conventions or locally sponsored management association conferences are coordinated through the vice president of Area Operations, who makes the final determination. The vice president of Labor Relations makes the final determination on all Headquarters and Headquarters field unit representatives who may address or attend state conventions or locally sponsored management association conferences.

683 **District Meetings for Postmasters**

Each district manager may have periodic group meetings with postmasters to discuss and coordinate operational matters and/or provide training on subjects not covered in standard training courses. The time, location, and duration of these meetings, as well as who must attend, are in the sound discretion of the district manager or his or her designee.

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