

POSTAL BULLETIN

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HoliDay Publicity Kit for Postmasters



Looks like Santa's not the only one staffing up. This holiday, *Fly Like an Eagle.*™



98



Contents moved to page 2

See
New OSHA
Requirements
on page 65

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1998 Postal Bulletin Index **93****Postal Bulletin Indexes**

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

Ordering Information: Following is the list of postal stock numbers (PSNs) to use when ordering copies of the *Postal Bulletin* from the MDCs:

PB 21984: 7690-04-000-3963	PB 21976: 7690-04-000-2608
PB 21983: 7690-04-000-3962	PB 21975: 7690-04-000-2607
PB 21982: 7690-04-000-3961	PB 21974: 7690-04-000-2606
PB 21981: 7690-04-000-3960	PB 21973: 7690-04-000-2605
PB 21980: 7690-04-000-3959	PB 21972: 7690-04-000-2604
PB 21979: 7690-04-000-3958	PB 21971: 7690-04-000-2603
PB 21978: 7690-04-000-3957	PB 21970: 7690-04-000-2602
PB 21977: 7690-04-000-3956	PB 21969: 7690-04-000-2601

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

HoliDay Publicity Kit for Postmasters

Like never before, the U.S. Postal Service is ready to Fly Like an Eagle™ for our customers this holiday season. Our state of readiness includes more transportation, better equipment, and better trained employees than in the past. This kit will help you share important holiday mailing information with our customers, and generate positive publicity for your office's activities.

As most of you are aware, this is the one time of year that television, radio, and newspaper reporters are eager to come to you to discuss mailing deadlines, Santa letters, and the caring activities involving our employees.

To help get important Postal Service messages to your customers, this kit includes helpful tips and fill-in news releases on package wrapping tips, correct addressing for customers, mailing deadlines, cool stocking stuffers, extended hours, and options for buying stamps.

Further information and advice on publicity are available at local Corporate Relations Centers. Questions about advertising should be directed to area advertising and promotion specialists.

Holiday '98 Campaign Materials

At the end of October, every postmaster was mailed a 90-Day Calendar and a Communication Kit that included Holiday '98 signs.

Area offices were sent the Holiday Drive Multi-Media Advertising Kit that included advertising materials to be customized for local post office use.

Holiday '98 promotional materials should now be on display in all post offices, and the Holiday '98 table tent should be displayed in the swingroom. Postmasters needing additional promotional materials may call the Holiday '98 Hotline at 1-888-999-6623.

Holiday '98 Advertising Campaign

This year's advertising theme for the U.S. Postal Service Holiday '98 Campaign is: "Fly Like an Eagle™." It is designed to establish a brand identity for all postal products well beyond the holidays.

For the current effort, direct mail and television ads will inform customers that the Postal Service is prepared to meet their needs during the holiday mailing season. In addition to the Steve Miller music that links the Postal Service to providing solutions to customers, another element is the "whoosh," an advertising banner trailing behind a flying postal eagle logo.

Television and radio ads began October 19. During the season, holiday television ads will air on shows such as *Cosby*, *Home Improvement*, *Mad About You*, *ER*, and *Touched by an Angel*.



Tangled lights, mall parking and "some assembly required": A few reasons to get a head start on the holidays. Fly Like an Eagle.™

Holiday '98 **Publicity Tips**

1. Use the sample news releases included in this kit or develop your own. Send the completed releases to local newspapers, radio, and television stations. Several days after mailing your release, follow up with a phone call to the local reporter, editor, or news director.
2. Plan special events to get media attention. Special events could include hosting:
 - A wrapping demonstration in the post office lobby; and,
 - A "Mail Early" event. For example, customers mailing cards and packages on a designated day could receive cookies or special postage stamp cancellations, or they could mail items in a giant-sized "Holiday mail only" mail box.
3. Call local radio and television news and talk show producers. Offer to guest on programs airing before Christmas to discuss mailing deadlines, proper addressing and packaging, and the stamp-related gifts available at your post office.
4. Invite radio and television to:
 - Do a "live remote" on December 14, the busiest mailing day; or,
 - Follow employees, dressed as "Santa's helpers," delivering Express Mail items on Christmas Eve or Christmas Day (if applicable).
5. Provide reporters and editors with the handy Holiday Mailing Tips sheet in this kit. Consider making copies of the Holiday Mailing Tips available to your post office lobby customers, as well. *(For post offices covered by the National Call Centers, you can also publicize the toll-free 800 number.)*

Holiday '98 **Season Outlook**

- The domestic Christmas holiday mailing season begins after Thanksgiving and ends on December 31. We expect Americans to mail more than 4.5 billion stamped cards, letters, and packages this year during this time—up 1 percent from last year.
- On an average day from October through December, the Postal Service receives about 100 million letters and cards nationwide. This number is expected to increase to 150 million a day from November 27 through December 31.
- Because Christmas falls on a Friday, the "busiest mail day" will be Monday, December 14. We expect to cancel approximately 280 million cards and letters on that day. Monday, December 21 will also be a busy mail day. The busiest delivery days will be Wednesday, December 16, and Wednesday, December 23.
- We don't have suggested "holiday mail deadlines" for domestic mail. Our goal this holiday is to deliver increased holiday mail volumes at our normal year-round service levels. Delivery standards vary according to location (on average: First-Class Mail takes 1 to 3 days; Priority Mail takes 2 days to most areas; Standard Mail B, or parcel post, takes 1 day per zone; and Express Mail is guaranteed for overnight delivery to most major cities). Post offices can provide information on local delivery standards.
- We want to encourage our customers to keep mailing—even at the last minute! However, we ask the general public to mail early to prevent a backup of mail during Christmas week.
- To move the large volumes of mail during the holiday season we will add: temporary processing facilities; over 50 additional contract airplanes dedicated entirely to moving the mail; thousands of added truck connections; and dozens of additional trains. We will also put about 22 million more mail sacks and trays in service. Nationwide, we plan to add about 40,000 temporary holiday employees.



We've stretched our business hours. This holiday, *Fly Like an Eagle*™



We're keeping the lights on later during the holidays.

This season, there's no sleep night at the Post Office. We're keeping our lights on late. Our doors open longer. And we have some forty thousand extra folks on hand to speed your cards, letters, and packages to everyone on your list.



We deliver.

www.usps.com

Major credit and debit cards accepted at most locations.

© 1998 USPS



Holiday '98 Volume Figures

(November 27 through December 31, 1998)

	Holiday '97	Holiday '98 (Projected)	% Increase (Projected)
Stamped cards and letters	4.4 billion	4.5 billion	1%
Priority parcels/parcel post	126 million	138 million	10%
Total mail volume	16.2 billion	16.7 billion	3%

Holiday '98 Stamps

Date of Issuance	Stamp	Stamp Type
October 15	Florentine Madonna and Child Holiday Traditional series	Self-Adhesive Booklets of 20
October 15	Wreaths Holiday Contemporary series	Self-Adhesive Panes of 20 Self-Adhesive Booklets of 20 Self-Adhesive Sheets of 50
1997	Kwanzaa Holiday Celebrations series	Self-Adhesive Sheets of 50
1996	Hanukkah Holiday Celebrations series	Self-Adhesive Panes of 20

Total: 2.2 billion self-adhesive stamps

Note: This is the second season that all holiday stamps are self-adhesive

Holiday '98 Mailing Tips

Santa has elves to help deliver his bounty around the globe; the U.S. Postal Service has you to help make it possible for us to deliver the billions of cards and parcels that come our way during the holiday season. No pointy-toed shoes, little red hats, or green felt jackets are required for your chores, but we do ask that you practice the following mailing tips:

Addressing Tips

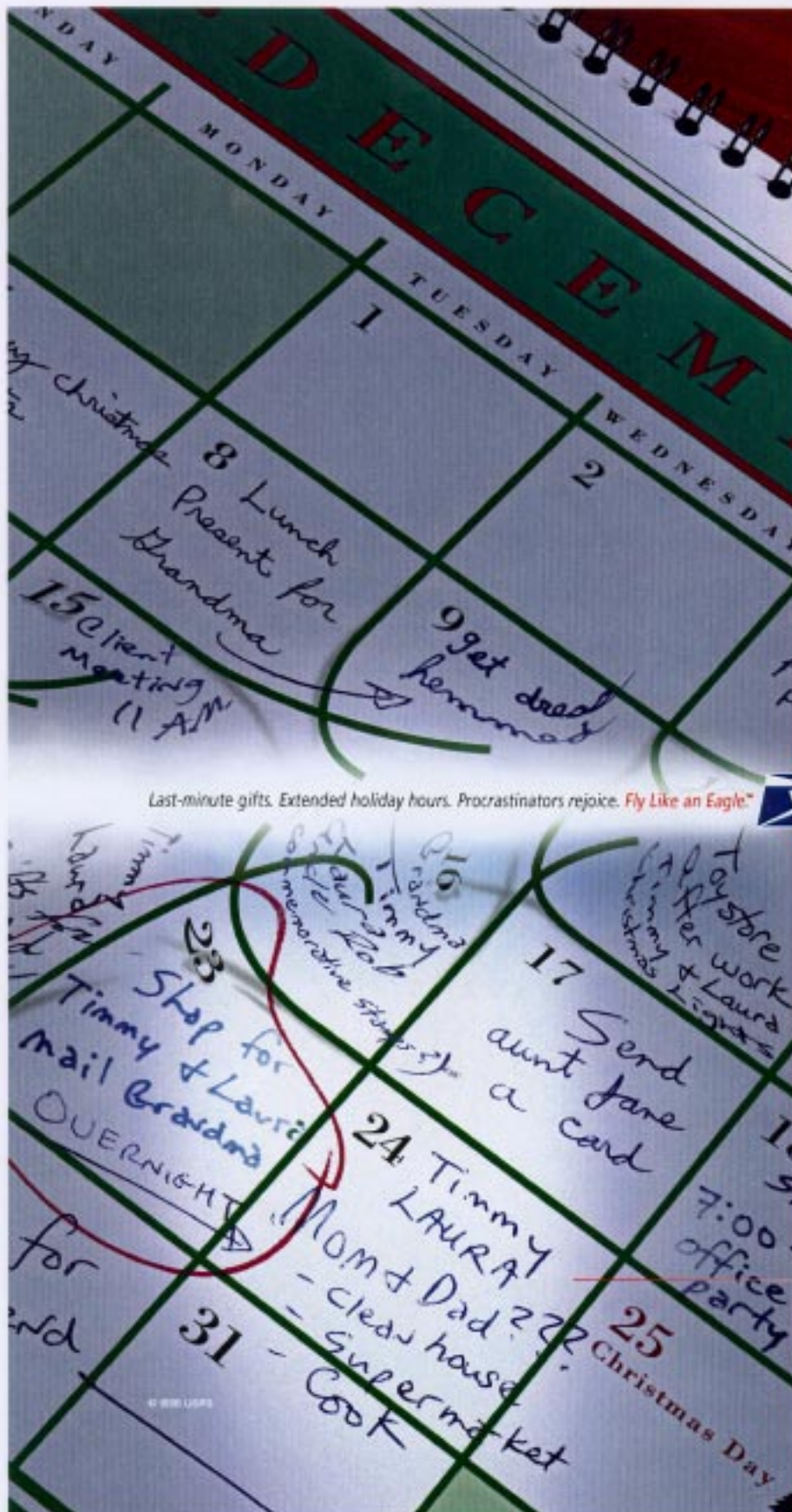
- Write, type, or print the complete address neatly.
- Always use a return address.
- Always use complete address information, such as Ave., Blvd., and St. Always use the apartment or suite number. Always use correct directionals, such as N, W, and SW.
- Don't let an incorrect ZIP Code delay delivery of cards and letters. Local post offices and the Postal Service website—www.usps.com—offer ZIP Code information.

Packaging Tips

- Select a box that's strong enough to protect the contents. Leave space for cushioning inside the carton.
- Cushion package contents with shredded or rolled news paper, bubble wrap, or Styrofoam peanuts. Plain air-popped popcorn is also good for cushioning, it's inexpensive and environmentally friendly, and you can string leftover popcorn for holiday decoration.
- Always use tape that is designed for shipping, such as pressure-sensitive tape, nylon-reinforced craft paper tape, or glass-reinforced pressure-sensitive tape.
- The only addresses on packages for mailing should be the delivery and return addresses. **Tip:** Place a return address label inside the package.
- Carefully pack glass and fragile hollow items, like vases, with newspaper or packing material to avoid damage due to shock. When mailing framed photographs, take the glass out of the frame and wrap it separately.
- Remove batteries from toys. Wrap and place them next to the toys in the mailing box.
- Packages that weigh at least one pound must be taken into the post office for mailing.

Holiday '98 Special Tips

- Purchase convenient packaging materials, including boxes and padding materials, at your local post office. Express Mail and Priority Mail boxes, envelopes, and tubes are free.
- Access the Postal Service's Web site—www.usps.com—for postage calculations, the latest address information, and unique gift ideas.
- Avoid waiting in line for holiday stamps by buying holiday Stamps by Phone (1-800-STAMP-24), Stamps by Mail, or stamps from postal vending machines.
- Don't forget that most post offices are open on the day of Christmas Eve, which means last-minute packages can still make it by Christmas Day to most major metropolitan areas via Express Mail.
- Last-minute international mailers should not despair. Global Priority Mail averages 4 days to many countries for items up to 4 pounds. Express Mail International Service averages 3 days to most major cities.
- For those traditional domestic procrastinators, we offer Priority Mail, which gets packages to their destinations in 2 days to most major areas. It's a great buy at \$3 for up to two pounds. For \$10.75, we also have Express Mail Service that gets mail to most major cities overnight.
- Last minute shoppers will find great stocking stuffers at their local post office along with packaging materials to get those gifts on their way in a hurry.
- When writing Santa, be sure to use a return address. Santa may write back!



Last-minute gifts. Extended holiday hours. Procrastinators rejoice. Fly Like an Eagle™



Money Order



FIRST CLASS INVOICED CARD™



Packaging Supplies



Priority Mail™ 2-3 day delivery, including Saturday at no extra cost*



Express Mail™ Overnight delivery, including Saturday/Sunday and holidays at no extra cost

We're staying up late during the holidays. For last-minute gifts. Quick shipping. So pay us a visit.



We deliver.

www.usps.com

*As part of regular Saturday postal delivery. Average delivery of 2-3 days, up to 2 day surcharge for any on-demand pickup. Not all products available in all locations. Major credit and debit cards accepted at most locations.

Holiday '98 News Releases

News releases should be typed on postal letterhead stationery and double spaced. The City/State on the first line should be from the site where the release originates. Note: News releases use Associated Press style rules.

(Ready to serve like never before)

(date, year)

FOR IMMEDIATE RELEASE

(Contact Name)

(Contact Phone No.)

POST OFFICE AT MAXIMUM READINESS FOR HOLIDAYS

CITY, STATE -- The (city) Post Office is ready, willing and more able than ever before to "Fly Like an Eagle" and swiftly take care of (city) resident's mailing needs during the holiday season.

"Just like the rest of the U. S. Postal Service, we have more connections with planes, trains and trucks than last year to get your cards, letters and gifts across country, and for that matter—the world," said Postmaster (full name).

The volume of mail throughout the nation this holiday season is expected to rise to 16.7 billion, or 3 percent overall, with a 1 percent increase in for cards and letters and 10 percent increase in Priority Mail and regular package delivery.

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(Help for the holidays)

(date, year)

FOR IMMEDIATE RELEASE

(Contact Name)

(Contact Phone No.)

(CITY) POST OFFICE IS READY FOR THE HOLIDAYS

CITY, STATE -- This year the (city) Post Office has extended hours and new services designed to make time “Fly Like an Eagle” for postal customers mailing holiday items.

“We have a number of new conveniences that will make the mailing experience at our post office fast and fun for customers,” says (city) Postmaster (full name). Illustrating the point, Postmaster (last name) offers the following list of “holiday helpfuls:”

Special hours, deliveries and conveniences

- To help customers this 1998 holiday season, we have earlier and later hours. (List hours.) *(For post offices covered by the National Call Centers, you can also publicize the toll-free 800 number.)*
- We will deliver Express Mail packages on Christmas Eve and Christmas Day.
- We accept all major debit and credit cards.

Stamps offer selection with ease

- This year, we have a wide variety of self-adhesive holiday stamps: Florentine Madonna and Child, Hanukkah, Kwanzaa, Wreaths, as well as a slightly smaller version of the Wreath stamps offered through vending machines.
- Most holiday stamps are available at selected grocery stores, banks and various other locations. There is also a toll-free, 1-800-STAMP-24, number for ordering stamps.
- Priority and Express Mail stamps are available for last-minute mailings.
- Forms to receive Stamps by Mail are available from our letter carriers.

Holiday help

- Call the post office [provide number] or the holiday mail information line [if applicable] for answers to questions about mailing options, best dates to mail, and packaging pointers.
- The Postal Service’s Web site—www.usps.com—also offers advice, ZIP Codes and other information.

“As these ‘holiday helpfuls’ show,” Postmaster (last name) said, “we’re prepared to meet the needs of our customers. We’re serious when we say the holidays are here, and we’re ready for the holidays. Are you?”

(Mail early message)

(date, year)

FOR IMMEDIATE RELEASE

(Contact Name)
(Contact Phone No.)

POST OFFICE ASKS CUSTOMERS TO MAIL EARLY; PROVIDES TIPS

CITY, STATE -- The (city) Post Office is ready to help you "Fly Like an Eagle" through the holiday season, but with mail volume continuing to increase, "Mail Early" are again the watchwords this year.

"This 1998 holiday season, U.S. Postal Service customers will bring 16.7 billion cards, letters and packages to post offices during the holiday season starting after Thanksgiving," (city) Postmaster (full name) said.

"We are asking customers to keep it coming during the busiest time of the year, but please start early so we can make sure everything is delivered on time," (he/she) added.

Postmaster (last name) said that customers can help by providing window clerks with full information on packages, such as requirements for insurance, delivery confirmation, desired time for package arrival and other pertinent information.

To help customers, (he/she) suggests the following mailing tips:

- Write, type, or print the complete delivery address neatly.
- Always use a return address.
- Always use complete address information, such as Ave., Blvd. and St. Always use the apartment or suite number. Always use correct directionals, such as N, W and SW.
- Don't let an incorrect ZIP Code delay delivery of cards and letters. Local post offices and the Postal Service website—www.usps.com—offer ZIP Code information. *(For post offices covered by the National Call Centers, you can also publicize the toll-free 800 number.)*
- Select a container that's strong enough to protect the contents. Leave space for cushioning inside the carton.
- Always use tape that is designed for shipping, such as pressure-sensitive tape, nylon-reinforced craft paper tape or glass-reinforced pressure-sensitive tape.
- Plain air-popped popcorn, shredded or rolled newspaper, bubble wrap, or Styrofoam peanuts work well for cushioning package contents.

-more-

-2-

- The only addresses on packages for mailing should be the delivery and return addresses. **Tip:** Place a return address label inside the package.
- Carefully pack glass and fragile hollow items, like vases, with newspaper or packing material to avoid damage due to shock. When mailing framed photographs, take the glass out of the frame and wrap it separately.
- Packages that weigh at least one pound must be taken into the post office for mailing.
- Access the Postal Service’s Web site—www.usps.com—for postage calculations, the latest address information and unique gifts.
- When writing to Santa, be sure to use a return address. Santa may write back!

“The holidays are here, and we’re here to make sure mail flies like an eagle and is delivered on time. Just help us by mailing early,” (last name) said.

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(Post office extends hours)

(date, year)

FOR IMMEDIATE RELEASE

(Contact Name)
(Contact Phone No.)

(NAME) POST OFFICE EXTENDS HOURS FOR THE HOLIDAY SEASON

CITY, STATE -- The (city) Post Office, (address), will extend its business hours for the 1998 holiday mailing season. “Just like our new ad campaign says, ‘We’re Ready for the Holidays. Are You? Fly Like an Eagle,’” (city) Postmaster (full name) said.

The new hours will be from (list new hours) beginning (date) and continue through (date), (he/she) said.

“We will also be open on Sundays beginning (date) between the hours of (list times),” Postmaster (last name) added.

Postmaster (last name) noted also that the (city) Post Office will continue to provide its other convenient services to assist customers, such as Stamps by Mail, Stamps by Phone (1-800-STAMP-24), Internet Web site—www.usps.com—and Priority Mail and Express Mail services.

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(Several post offices offer Sunday hours)

(date, year)

FOR IMMEDIATE RELEASE

(Contact Name)
(Contact Phone No.)

MANY (CITY) POST OFFICES OPEN SUNDAY, DECEMBER 20;
EXPRESS MAIL WILL GUARANTEE CHRISTMAS DELIVERY

CITY, STATE – Time keeps on slipping for procrastinators that have not yet sent off holiday cards, letters and packages. “To help make packages ‘Fly Like an Eagle,’ a number of (city) area post offices will be open on Sunday, Dec. 20,” said (city) Postmaster (full name) said.

“(City) post offices will be also be open on the day of Christmas Eve, Dec. 24, for regular customer service hours, mail delivery and parcel pick up,” added Postmaster (last name). (See attached list.) *If applicable, include information pertaining to other holiday celebrations, such as Hanukkah and Kwanzaa.*

To have last-minute holiday gifts and cards arrive on time, Postmaster (last name) advises customers to use guaranteed, overnight Express Mail, that is delivered every day of the year—even Christmas Day.

[List local plans for mail collection or processing on Christmas Eve.]

[If applicable: As a reminder, the (office name), (address), is open every day of the year including Christmas (list hours).]

Post offices will be closed on Christmas Day, (he/she) added.

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[The attached page should list the full schedule, including operating hours, of post offices open Sunday, Dec. 20, and other special holiday hour information.]



(Stocking stuffers)

(date, year)

FOR IMMEDIATE RELEASE

(Contact Name)
(Contact Phone No.)NEED GIFT IDEAS? POST OFFICE IS A GREAT PLACE FOR 'STOCKING' UP

CITY, STATE -- Customers can "Fly Like an Eagle" through the holiday shopping experience by giving thoughtful and unique gifts available at the (city) Post Office.

"Today's post office is a great place to find stocking stuffers to give to friends, co-workers and others that customers regularly come in contact with throughout the year, such as barbers, hairdressers and newspaper deliverers," said (city) Postmaster (full name).

During the holidays, customers purchasing \$15 worth of merchandise will receive ten free minutes of telephone time and customers purchasing postal money orders will receive a free holiday gift envelope. "These are perfect gifts for college students and relatives," (he/she) added.

Among the choices [select those that apply to local office]:

- Colorful stamp art gifts featuring Superman, Tweety, Bright Eyes pets and holiday stamps—Kwanzaa, Midnight Angel, Wreaths and Hanukkah.
- A new 1998 Commemorative Stamp Collection that features the best of the Postal Service's commemorative stamps for the year.
- Stamp collecting starter kits.
- FirstClass Phonocards featuring holiday stamps.
- Postal Service money orders and free holiday gift envelope.

Postmaster (last name) also suggested customers pick up a free *Consumer's Guide to Postal Services and Products (Publication 201)* that provides wrapping and addressing information. It also explains the types of services and mailing options that are available, such as insured, Registered, Priority and Express Mail service.

"These gifts will keep on giving because stamp-collecting is the hobby of a lifetime for the young and old," (he/she) said.

(One pound reminder)

(date, year)

FOR IMMEDIATE RELEASE

(Contact Name)
(Contact Phone No.)

BRING PACKAGES INTO LOCAL POST OFFICE FOR WEIGHING

CITY, STATE -- The U.S. Postal Service remains an important part of a government service that strives to ensure the safety of the public and its employees, especially during the holidays, said (city) Postmaster (full name).

In order to avoid delays, as a reminder to (city) residents, special security rules still apply when mailing stamped packages that weigh one pound or more.

“Even if you’ve carefully calculated and applied the correct amount of postage, you must bring these packages to the post office for mailing,” (last name) said.

Packages found in mail collection boxes, because of security guidelines, may be returned to the sender, Postmaster (last name) explained. The only exceptions are business packages and letters that use metered postage, (he/she) added.

Packages for international destinations, including military APO and FPO addresses, have special Customs requirements and must also be mailed personally at the post office, (last name) added.

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(Santa Express, if applicable)

(date, year)

FOR IMMEDIATE RELEASE

(Contact Name)
(Contact Phone No.)

PHOTO OPPORTUNITY
LETTER CARRIER ‘SANTA’S’ DELIVER ON CHRISTMAS DAY

CITY, STATE -- Last-minute Express Mail gifts will be delivered personally by a “Santa’s Helper” on Christmas Eve (and/or) Christmas Day *(if applicable...again)* this year to customers living in (city), said (city) Postmaster (full name).

The tradition began 13 years ago when several U.S. Postal Service delivery employees decided to make working on the holiday more fun by donning Santa outfits and becoming “Santa-for-a-Day.”

[Talk about local program]:

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Administrative Services

ASM AND PS FORM 8170 REVISIONS

Reporting Procedures Revised for Freedom of Information Act and Privacy Act

Effective immediately, *Administrative Support Manual* (ASM) 352.8 is revised to add exceptions to the general requirement that records custodians must complete a PS Form 8170, *Freedom of Information Act and Privacy Act Request Report* (see pages 19 and 20), for each request processed that cites the Freedom of Information Act (FOIA) and/or the Privacy Act. In addition, PS Form 8170 is revised to reflect the exceptions. These amendments will appear in ASM 13.

When Must the Form Be Completed?

PS Form 8170 must be completed when a response to the FOIA and/or Privacy Act request is made. With certain exceptions listed below, it must be completed for all written requests for Postal Service information if the requester mentions, either in the letter or on the envelope, any of the following:

- a. Freedom of Information Act.
- b. FOIA.
- c. 5 U.S.C. 552 (the legal citation for the FOIA).
- d. Privacy Act.
- e. 5 U.S.C. 552a (the legal citation for the Privacy Act).

What Are the Exceptions?

Do *not* complete PS Form 8170 for any of the following:

- a. Requests for customer name or address information pursuant to ASM 352.44 *even if* the FOIA and/or Privacy Act is cited. (**Note:** This is a change from the instruction in *Postal Bulletin* 21972 (5-21-98) which stated the form should be completed for these requests when either Act is cited.)
- b. Requests from federal, state, or local government agencies, even if a request contains a reference to the FOIA and/or Privacy Act. Such requests are frequently for address or personnel information.
- c. Requests from a union, *unless* (1) the request cites the Freedom of Information Act and/or the Privacy Act *and* (2) includes the written consent of the records subject authorizing the Postal Service to release records to the union representative.
- d. Preprinted Postal Service forms that reference the Privacy Act. For example, some Postal Service medical units have developed preprinted request forms that cite the Privacy Act.

- e. Preprinted forms from mortgage companies that reference the Privacy Act.
- f. Requests that cite only the ASM or the Code of Federal Regulations (CFR) and do not cite the FOIA and/or Privacy Act.

Form Distribution and Availability

Records custodians may photocopy the form on page 19. PS Form 8170 also may be requisitioned from the material distribution center (MDC) using National Stock Number (NSN) 7530-04-000-5463.

Questions

Any questions concerning these requirements may be directed to the records office coordinator (see ASM 352.2) in the area or district finance office or to Payroll Accounting/Records, Headquarters, at 202-268-2608.

The ASM is modified as follows:

Administrative Support Manual (ASM)

3	Communications	*	*	*	*	*
35	Records and Release of Information	*	*	*	*	*
352	Freedom of Information Act	*	*	*	*	*

352.8 Reporting

352.81 Situational

At the time a response is made, records custodians must complete Form 8170, *Freedom of Information Act and Privacy Act Request Report*, for each written request processed that cites the Freedom of Information Act and/or the Privacy Act, with the following exceptions:

- a. Requests for customer name and address information pursuant to ASM 352.44.
- b. Requests from federal, state, or local government agencies for any type of information.
- c. Requests from a union, *unless* the request cites the Freedom of Information Act and/or the Privacy Act *and*, when appropriate, includes the written consent of

the records subject authorizing the Postal Service to release records to the union representative.

- d. Preprinted Postal Service forms that reference the Privacy Act.
- e. Preprinted forms from mortgage companies that reference the Privacy Act.
- f. Requests that cite the ASM or the Code of Federal Regulations (CFR).

352.82 Where To Send The Report

Records custodians must submit the completed report as shown in the following table:

Records Custodians:	Send Reports To:
Located in area offices	Records office coordinator in the area office.
Located in processing and distribution center offices	Records office coordinator in the performance cluster.
Located in customer service and sales district offices	Records office coordinator in the performance cluster.
Located in headquarters and headquarters field units	Records office.
Who are postmasters	Records office coordinator in the performance cluster.

—Payroll Accounting/Records,
Corporate Accounting, 11-5-98

PUB 530 REVISION

Updated CFC Operational Guidelines Online

Publication 530, *Combined Federal Campaign Operational Guidelines*, May 1994, is now available on the Postal IntraNet at <http://blue.usps.gov/cpim/pubs>. The on-line document has been updated to show current dates, position titles, and facility locations. The list of national and international agencies has been deleted but can be found in local CFC brochures.

—Personnel Operations Support,
Human Resources, 11-5-98

PS FORM 3816AS UPDATE

PS Form 3816AS Unit of Issue Change

There has been a change to the unit of issue from EA (each) to CT (carton) for PS Form 3816AS, *C.O.D. Card-Firm Mailings, Continuous*. Please exercise extreme caution when placing orders via either Touch Tone or PS 7380, *MDC Supply Requisition*. Excess orders create field returns and stock-outs. The stock number is 7530-02-000-9063 and the Quick Pick number is 312. There are 1,200 per carton so if you order 10, you will get 10 cartons of 1,200 each (12,000 forms).

—Logistics Programs, Purchasing and Materials, 11-5-98

PUB 247 UPDATE

Supplemental Price List Added to Electronic Publication 247

The online version of Publication 247, *Supply and Equipment Catalog*, has been updated to include a price list of supply and Rapid Equipment Deployment Inventory (REDI) items as Appendix B. It can be accessed at: <http://blue.usps.gov/cpim/pubs/pub247/247tc.pdf>. The next

release of the Postal Explorer (version 7.0), due out in January 1999, will also include the Appendix B price list. A hard copy of the price list is scheduled to be printed in a future *Postal Bulletin*.

—Logistics Programs, Purchasing and Materials, 11-5-98



Freedom of Information Act and Privacy Act Request Report

Must be completed if request cites "Freedom of Information Act," "FOIA," "5 U.S.C. 552," "Privacy Act" or "5 U.S.C. 552a".
(See exceptions in Instructions on reverse.)

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

FOIA (or Freedom of Information Act or 5 U.S.C. 552) Privacy Act (or 5 U.S.C. 552a)
 FOIA/PA (both of the Acts)

4. Date(s) Responded Month Day Year
 Completed Response ___/___/___
 Partial Response ___/___/___
 Partial Response ___/___/___
 Partial Response ___/___/___

5. Expedited Processing (See instructions)
 Was "expedited processing" requested? Yes No
 Was "expedited processing" granted? Yes No

6. First Party Requests
 a. Is the request for COPIES OF/ACCESS TO records about the requester? Yes No
 b. Is the request for AMENDMENT of records about the requester? Yes No

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

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

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

a. _____

 b. _____

 c. _____

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

9. Records Search (Indicate which apply to each record type (a), (b), and (c) above:

(a) <input type="checkbox"/>	(b) <input type="checkbox"/>	(c) <input type="checkbox"/>	No records exist	(a) <input type="checkbox"/>	(b) <input type="checkbox"/>	(c) <input type="checkbox"/>	Not an agency record	(a) <input type="checkbox"/>	(b) <input type="checkbox"/>	(c) <input type="checkbox"/>	Duplicate request
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Records were released in full	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Insufficient description	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other (Specify): _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Records were denied in part	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fee-related reason				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Records were denied in full	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Request withdrawn				

10. Denial Information (Complete if records are denied in full or in part) (See Instructions)

a. Authority Cited (Check one or more): ASM CFR FOIA Privacy Act

Section(s) Cited by Record Type in Item 8: (a) _____
 (b) _____
 (c) _____

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

11. Resources Used (Beside each process, indicate time spent (in hours and/or quarter hours) by professional and/or clerical staff)

Example: If searching took 4 1/2 hours, enter 4 under Total Hours and check 30 minutes.

	Professional Time			Clerical Time				
	Total Hours	15 Min.	30 Min.	45 Min.	Total Hours	15 Min.	30 Min.	45 Min.
Reading/Interpreting Request								
Searching for Responsive Records								
Reviewing Records for Release								
Writing Response Letter								
Reproducing or Printing Out Records								
Other (Specify)								

12. Accountability

a. Prepared By Name (Print) (Last, First) _____

b. Signature _____ c. Date _____

d. Office/Facility Name: _____

e. District and Area or HQ Organization _____ f. Telephone No. (w/ Area Code) _____

Instructions for Completing PS Form 8170

Must Be Completed For: Any written request for Postal Service records that cites in the letter or on the envelope the "Freedom of Information Act" (may instead refer to "the FOIA" or "5 U.S.C. 552") and/or the "Privacy Act" (may instead refer to "5 U.S.C. 552a"), with the following exceptions: requests (a) for customer name and address information pursuant to ASM 352.44; (b) from federal, state, or local government agencies; (c) from a union unless (1) the request cites the FOIA or Privacy Act and (2) when appropriate, includes the written consent of the records subject; (d) on preprinted Postal Service forms that reference the Privacy Act; (e) on preprinted forms from mortgage companies that reference the Privacy Act; and (f) requests that cite only the ASM or the Code of Federal Regulations (CFR) and do not cite the FOIA and/or Privacy Act.

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

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

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

Customer Relations

Mail Alert

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

1 million pieces or more, should contact Customer Relations Program Management at 202-268-5885 at least 1 month preceding the requested delivery dates.

Title of Mailings	Class and Type of Mail	Requested Delivery Date	Number of Pieces (Millions)	Distribution	Presort Level	Comments
San Francisco Music Box Company	Standard A/flat	11/2-11/6	1.0	Nationwide	CarRt, 3/5-digit, barcode	8.5" x 10.5", 56 pages, Banta, MN
Hallmark — Gold Crown	Standard A/flat	11/2-11/9	12.5	Nationwide	CarRt	World Color, Bensenville, IL
LL Bean — 1998 Christmas Gift	Standard A/flat	11/3-11/5	1.4	Nationwide	CarRt, 5-digit, basic	7 7/8" x 8 15/16", 68 pages
Coldwater Creek — Northcountry	Standard A/flat	11/4-11/6	5.3	Nationwide	3/5-digit	RR Donnelley, Warsaw, IN
JC Penney — Fashion Gift Ideas	Standard A/flat	11/5-11/7	13.4	Nationwide	CarRt	RR Donnelley
JC Penney — Holiday Spec Jewelry	Standard A/flat	11/6-11/9	7.0	Nationwide	CarRt	Harte-Hanks
Bloomington's — November One Day	Standard A/flat	11/7-11/12	1.2	Nationwide	CarRt, 3/5-digit	10" x 10", Arandell
Service Merchandise — Holiday Gift Guide	Standard A/flat	11/9-11/10	14.0	Nationwide	3/5-digit, sort	RR Donnelley
The Swiss Colony	Standard A/flat	11/9-11/12	10.8	Nationwide	CarRt, 3/5-digit, basic, barcode	9 1/4" x 6 1/2", Quad-Graphics, Lomira, WI
Seventh Avenue	Standard A/flat	11/9-11/12	1.0	Nationwide	CarRt, 3/5-digit, basic, barcode	9 1/4" x 6 1/2", Quad-Graphics, Lomira, WI
Current — Final 1998 Christmas Catalog	Standard A/flat	11/9-11/13	1.3	Nationwide	CarRt, 3/5-digit, basic	8" x 10"
LL Bean — 1998 Christmas Prospect November	Standard A/flat	11/10-11/12	11.3	Nationwide	CarRt, 5-digit, basic	7 7/8" x 8 15/16", 92 pages
LL Bean — 1998 Holiday Favorites	Standard A/flat	11/10-11/12	6.7	Nationwide	CarRt, 5-digit, basic	7 7/8" x 8 15/16", 216 pages
JC Penney — November Sale Media Test	Standard A/flat	11/10-11/12	1.0	Nationwide	CarRt	Harte-Hanks
Eddie Bauer — Outerwear North/South	Standard A/flat	11/10-11/13	4.2	Nationwide	3-digit/SCF	5 3/8" x 7", Harte-Hanks
1998 Hot Off The Ice	Standard A/flat	11/10-11/14	1.1	Nationwide	CarRt, 3/5-digit, basic	Quebecor Printing, Olive Branch, MS
JC Penney — Fall Catalog Invite	Standard A/flat	11/11-11/13	14.0	Nationwide	CarRt	Harte-Hanks
JC Penney — Holiday Certificate	Standard A/flat	11/11-11/13	15.5	Nationwide	CarRt	Harte-Hanks
Bloomington's — Pre-Thanksgiving	Standard A/flat	11/14-11/18	1.2	Nationwide	CarRt, 3/5-digit	8 3/8" x 10 1/2", Case Hoyt polybag
Service Merchandise — Pre-Holiday	Standard A/flat	11/16-11/17	12.0	Nationwide	3/5-digit, sort	RR Donnelley
Service Merchandise — Home	Standard A/flat	11/16-11/17	10.0	Nationwide	3/5-digit, sort	RR Donnelley
Coldwater Creek — Milepost Four	Standard A/flat	11/16-11/18	3.6	Nationwide	3/5-digit	RR Donnelley, Lancaster, PA

Title of Mailings	Class and Type of Mail	Requested Delivery Date	Number of Pieces (Millions)	Distribution	Presort Level	Comments
Coldwater Creek — Spirit of the West	Standard A/flat	11/16–11/18	2.6	Nationwide	3/5-digit	RR Donnelley, Lancaster, PA
Bloomington's — Christmas 1	Standard A/flat	11/16–11/19	1.0	Nationwide	CarRt, 3/5-digit	9" x 10 7/8", Quebecor
Billy Graham Letter	Standard A/ltr	11/16–11/30	2.0	Nationwide	3/5-digit, barcode	3 7/8" x 7 1/8", Minneapolis, MN
Bloomington's — Thanksgiving Preview	Standard A/flat	11/19–11/23	1.0	Nationwide	CarRt, 3/5-digit	12" x 9", Lazarus

—Customer Relations, Marketing, 11-5-98

A WORD FROM



Your Best Source for Supplies Just Got Better

GSA's Customer Supply Center is your best choice for one-stop shopping. Choose from a broad range of office supplies, computer accessories, tools, and cleaning products. Shop from thousands of brand names and JWOD (Javits Wagner O'Day) products, without ever leaving the office. Buy smart and pay smart with the new GSA SmartPay card, or your GSA charge account.

Now, GSA has made it even easier:

Extended Hours of Business:	7:30 am to 8:00 pm Eastern Standard Time
One National CSC Catalog: Local CSC Catalogs:	Consolidated into the GSA Supply Catalog
Desktop Delivery:	Orders are delivered in 1–5 days to most customers
Nationwide Ordering by Phone: by E-mail:	1-800-525-8027; Fax: 1-800-856-7057 csc.order@gsa.gov
Customer Service (by phone):	1-800-488-3111; DSN: 465-1416
GSA Advantage! home page:	http://www.fss.gsa.gov

—Logistics Programs, Purchasing and Materials, 11-5-98

GREETING CARD

FY 1998 Corporate Greeting Card Program



The holidays are just around the corner and Headquarters Customer Relations is once again providing you with a corporate holiday greeting card specifically designed for the Postal Service. The cards, which have an “old world” feel to them, are an excellent vehicle for account managers and postmasters to convey to our business customers our appreciation for their business. These cards can be ordered by faxing a PS Form 7380, *MDC Supply Requisition*, to 785-861-2939; by using Touch Tone Order Entry (TTOE) — 1-800-332-0317, option 1, then option 2; or by sending your requisition to the following address:

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

ORDER EARLY, MAIL EARLY!

1998 Holiday Greeting Card Verbiage

Left side of card	Right side of card
The letter bearing <i>a familiar name...</i>	<i>We greatly appreciate the opportunity to help keep you connected with your customers.</i>
<i>Pages bursting with ideas and images....</i>	<i>Happy Holidays from the United States Postal Service</i>
<i>A parcel containing something wonderful...</i>	
These can turn even the most ordinary day into an extraordinary day.	

Stock is expected to be at the material distribution centers (MDCs) on November 13 — orders received prior to this date will be placed on backorder and filled after stock is received. This is a no-cost item. The unit of issue is “pg,” i.e., one package = 25 cards, so if you order 5, you will receive 125 cards. Listed below is the information you will need for ordering:

'98 Holiday Greeting Card with Wreath Stamps	
PSN	PSIN
7530-04-000-5424	EGC1 (English Version)
7530-04-000-5425	EGCS (Spanish Version)

—National Accounts, Customer Relations, 11-5-98

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November 1998

Have You Seen Any of These Children?

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



Maria Martinez
 Born: 7-16-86
 Date Missing: 6-17-98
 Missing From: Encinitas, CA



Patricia Garcia
 Born: 7-2-86
 Date Missing: 10-12-98
 Missing From: Lake Placid, FL



Misty Sharp
 Born: 8-27-81
 Date Missing: 8-20-97
 Missing From: Section, AL



Jeffrey Elchin
 Born: 8-13-91
 Date Missing: 6-19-98
 Missing From: Severna Park,
 MD



Jennifer Elchin
 Born: 11-6-87
 Date Missing: 6-19-98
 Missing From: Severna Park,
 MD



Wesley Elchin
 Born: 5-19-89
 Date Missing: 6-19-98
 Missing From: Severna Park,
 MD

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

Missing Children Poster Display Instructions

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

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

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

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

November 1998

Have You Seen Any of These Children?

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



Cody Frilot
 Born: 8-27-93
 Date Missing: 3-7-98
 Missing From: La Mirada, CA



Ian Van Tassel
 Born: 2-7-89
 Date Missing: 7-19-98
 Missing From: Citrus Heights, CA



Jennifer Brown
 Born: 4-9-81
 Date Missing: 8-16-98
 Missing From: Rohnert Park, CA



Myriam Carbajal
 Born: 10-19-84
 Date Missing: 7-21-98
 Missing From: Lodi, CA



Melissa Davis
 Born: 2-28-81
 Date Missing: 1-17-98
 Missing From: Lexington, KY



Kristi Vorak
 Age Progression to 29 Years
 Born: 10-21-69
 Date Missing: 10-31-82
 Missing From: Tacoma, WA

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

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

November 1998

Have You Seen Any of These Children?

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



Missy Cline
 Born: 10-10-82
 Date Missing: 9-15-98
 Missing From: Indianapolis,
 IN



Mariah Cline
 Born: 8-15-98
 Date Missing: 9-15-98
 Missing From: Indianapolis,
 IN



Nicole DeFranco
 Born: 10-24-85
 Date Missing: 7-15-98
 Missing From: Winter Park, FL

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

Missing Children Poster Display Instructions

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

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

Domestic Mail

DMM REVISION

Hazardous Materials — Dry Ice

Effective November 5, 1998, *Domestic Mail Manual* (DMM) C023.11.4 is amended to clarify the standards that apply to the mailing of dry ice in domestic mail via air or surface transportation. These changes are necessary to align the DMM standards with the hazardous materials regulations with which air carriers must comply.

The following revisions will be published in DMM Issue 55. These revisions also are included in the DMM updated online at <http://pe.usps.gov>.

Domestic Mail Manual (DMM)

C	Characteristics and Content	*	*	*	*	*
C023	Hazardous Material	*	*	*	*	*
11.0	MISCELLANEOUS HAZARDOUS MATERIALS (HAZARD CLASS 9)	*	*	*	*	*

11.4 Dry Ice

Dry ice (carbon dioxide solid) is prohibited in international mail. Dry ice is permitted in the domestic mail via air or surface transportation when used as a refrigerant to cool the contents of a mailpiece. A mailpiece containing dry ice must be packed in a container that is designed to permit the release of carbon dioxide gas and prevent a build-up of pressure that could rupture the parcel. Containers must conform to 49 CFR 173.217 and 175.10(a)(13). The quantity of dry ice must not exceed 5 pounds per mailpiece. The address side of each mailpiece must be clearly marked "Carbon Dioxide Solid, UN1845" or "Dry Ice, UN1845," along with the net weight of the dry ice. Additionally, the following applies:

a. Air Transportation. A shipper's declaration prepared in triplicate and a DOT Class 9 warning label for miscellaneous hazardous materials must be affixed to the outside of the mailpiece.

b. Surface Transportation. Each mailpiece must also be marked as "Surface Mail Only" on the address side. A shipper's declaration and a DOT Class 9 warning label is not required for the dry ice.

* * * * *

—Business Mail Acceptance,
Marketing Systems, 11-5-98

APO/FPO Changes

Make the following ink change to the most recent APO/FPO tables published in *Postal Bulletin* 21982 (10-8-98).

APO/FPO	Action	Effective Date	See Restrictions
09397	ADD "X"	Immediately	A-B-B1-C1-F-R-X
09398	ADD "X"	Immediately	B-B1-X
09399	ADD "X"	Immediately	B-B1-C-D-U-X
09791	DELETE "I"	Immediately	A-B-B1-C1-E1-F-M-R

—International and Military Mail Operations,
International Business Unit, 11-5-98

POM REVISION

Congressional Mail

The United States Senate has recently implemented changes in its accounting for individual-piece franked mail entered by state offices of individual senators. This mail will no longer be sampled for billing purposes. Actual piece counts will be generated by each Senator's state office(s) and reported, through the United States Senate, to the Postal Service.

This means that some forms and practices that supported the sampling system will no longer be used. PS Form 103, *Franked Mail — Outside Washington Subsystem*; Notice 4, *Sampling Instructions for Form 103, Franked Mail — Outside Washington Subsystem*; and Notice 4-A, *Administrative Procedures for Form 103, Franked Mail — Outside Washington Subsystem* are obsolete. Existing supplies of the form and notices should be recycled.

Prior to this change, post offices serving a U.S. senator's state office provided that office with orange pouches to assist in the identification of franked mail for sampling. This practice should be discontinued immediately and all appropriate personnel notified. Continued use of orange pouches could result in service delays, since the pouches could be diverted into the Priority Mail network. If this occurs, it would be necessary to return individual mailpieces to the regular First-Class mailstream, creating the potential for delay.

Effective November 5, 1998, *Postal Operations Manual* (POM) 8 is revised as follows:

Postal Operations Manual (POM)

4	Mail Processing Procedures	* * * * *
49	Congressional and Political Campaign Mail	
491	Congressional Mail	* * * * *

491.5 Accounting for Franked Mail Entered at Post Offices Outside Washington, DC

491.51 Mass Mailings

Members of Congress occasionally enter mass mailings at local post offices outside Washington, DC. Members or their vendors must submit a PS Form 3615, *Mailing Permit Application and Customer Profile*, to the entry post office when the first franked bulk mailing is made there. The proper postage statements are also required for all such mailings entered locally. For billing purposes, these postage statements are to be entered into the Official Mail Accounting System (OMAS) side of the permit system. If the office processing these mailings is not on the permit system, forward the statements to the District Finance Office for input by the OMAS coordinator.

491.52 Individual Piece Mailings

491.521 General

Members of Congress make daily individual piece mailings from their state and district offices. Both the U.S. Senate and House of Representatives maintain systems for accounting for individual-piece franked mail entered by the member's state and district offices. The Postal Service accepts these methods for billing the Senate and House of Representatives for this mail.

491.522 Notification of Problems

Advise Government Relations, Headquarters, of any problem in serving a state or district office of a member of Congress.

[Delete 491.523, 491.524, 491.525, 491.526, and renumber 491.527 as 491.522.]

* * * * *

*—Policy/Strategy Development,
Government Relations, 11-5-98*

DMM NOTICE

Mailing OnLine™ Market Test

Effective October 22, 1998, the title of Domestic Mail Manual G090 is amended and G093 is added to provide for the Mailing OnLine™ market test. Other amendments have been made for Mailing Online mailings with respect to postal inspection, the payment of annual fees, and bulk mailing volume requirements in DMM E110.1.3 and E110.4.1; E140.1.1b; E611.1.2; E612.4.7 and E612.4.9; and P040.5.1.

The market test is a limited one involving up to 5,000 customers, starting in the northeastern United States, that will provide a basis for subsequent nationwide experimental and permanent services. Mailing Online is a service that allows postal customers with access to a personal computer and an Internet connection to transmit electronic documents (up to 5,000 addresses per mailing) to a postal website for subsequent batching and transmission to a contract printer, who creates and enters the physical mailpieces at Waltham, Massachusetts. Payment for postage and mailpiece preparation is made online via credit card.

Standard bulk mail acceptance procedures will be followed during the market test of Mailing Online.

These revisions will appear in the DMM online at http://pe.usps.gov and will be published in DMM 55.

Domestic Mail Manual (DMM)

E Eligibility
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E110 Basic Standards

1.0 CLASSIFICATION AND DESCRIPTION

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1.3 Matter Closed Against Postal Inspection

[Amend 1.3 by adding documents created and mailed by means of Mailing Online as follows:]

Matter closed against postal inspection includes First-Class Mail and Express Mail. Electronic documents created by means of Mailing Online (G093) for possible transmission as First-Class Mail are closed against inspection. Hard copy versions of electronic Mailing Online documents, while being prepared for entry as First-Class Mail, also are closed against postal inspection. The USPS may open mail other than First-Class Mail or Express Mail to determine whether the proper rate of postage is paid. Material wrapped or packaged so that it cannot be examined easily or examined without destruction or serious damage is closed against postal inspection and is charged the appropriate First-Class Mail or Express Mail rate.

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4.0 FEES

4.1 Presort Mailing

[Amend 4.1 to indicate Mailing Online mailers pay fees in accordance with G093 as follows:]

A First-Class Mail presort mailing fee must be paid once each 12-month period at each office of mailing by any person or organization entering mailings at automation or Presorted First-Class Mail rates and/or Presorted Priority Mail rates. Payment of one fee allows a mailer to enter mail at all those rates. Persons or organizations paying this fee may enter mail of their clients as well as their own mail. Mailing Online customers pay fees in accordance with G093 and are not required to pay an annual mailing fee.

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E140 Automation Rates

1.0 BASIC STANDARDS

[Amend 1.1b by adding a reference to Mailing Online in G093 as follows:]

1.1 All Pieces

All pieces in a First-Class Mail automation rate mailing must:

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- b. Be part of a single mailing of at least 500 pieces of automation rate First-Class Mail, subject to 1.2, or be provided for entry using Mailing Online service under G093.

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E611 All Standard Mail

1.0 BASIC INFORMATION

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1.2 Postal Inspection

[Amend 1.2 by adding provision for Standard Mail documents created in electronic form by means of Mailing Online and subsequently mailed as follows:]

Standard Mail is not sealed against postal inspection except that electronic documents retained by the Postal Service in connection with Mailing Online are sealed against postal inspection. Regardless of physical closure, the mailing of articles at Standard Mail rates, including mailpieces entered via Mailing Online mailings, constitutes consent by the mailer to postal inspection of the contents.

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E612 Additional Standards for Standard Mail (A)

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4.0 BULK RATES

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4.7 Annual Fees

[Amend 4.7 by adding a reference to fees in G093 as follows:]

Bulk rate Standard Mail (A) is subject to an annual mailing fee once each 12-month period. The fee may be paid in advance only for the next year and only during the last 30 days of the current service period. The fee charged is that in effect on the date of payment. Each mailer who enters mail at bulk rates paid with a meter or precanceled stamps must pay an annual bulk mailing fee at each post office of mailing; a mailer paying this fee may enter clients' mail as well as the mailer's own. The mailer whose permit imprint appears on pieces in a mailing paid with a permit imprint must show that permit number on the postage statement and must pay the annual bulk mailing fee for that permit; this fee is in addition to the fee for an application to use permit imprints. Mailing Online customers pay fees in accordance with G093 and are not required to pay the annual mailing fee.

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4.9 Preparation

Each bulk rate mailing is subject to these general standards:

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[Amend 4.9 by adding a reference to Mailing Online in G093 as follows:]

- b. Each mailing must contain at least 200 pieces or 50 pounds of pieces or be provided for entry using Mailing Online service under G093. Other volume standards can also apply, based on the rate claimed.

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G General Information

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[Amend the title to add "Market Test" as follows:]

G090 Market Test and Experimental Classifications and Rates

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[G091 Reserved.]

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[Add new G093 as follows:]

G093 Mailing Online

1.0 BASIC ELIGIBILITY

1.1 Description

The standards in G093 apply to documents produced by a properly registered customer who has paid the appropriate fees established for the Mailing Online market test, and to mailpieces presented for entry by a printer under contract with USPS.

1.2 Customer Eligibility

Test participation is subject to the following conditions:

- a. The customer must be registered as a user of Post Office Online via the PostOffice Online website (www.postofficeonline.com).
- b. Registration requires an intent to use PostOffice Online and actual usage at least once each 30 calendar days.
- c. Registration is also currently limited based on the customer's ZIP Code.

1.3 Mailings

Electronic documents submitted to the postal website will be batched and sent to a commercial printer under contract with USPS, who then prints the document, finishes it, and places it in a letter or flat envelope bearing a delivery point barcode, and enters it as mail at a postal facility. First-Class Mail will be charged postage at the automation basic rates and Standard Mail (A) will be charged postage at the automation basic rates. There is a limit of 5,000 addresses per mailing. Special services are not available during the market test.

1.4 Address Quality

Address quality requirements for automation rate pieces contained in E140 do not apply for customers who submit job orders under the market test.

1.5 Rates and Fees

The rates and fees applicable to documents created using Mailing Online are as follows:

- a. Documents presented through Mailing Online during the market test are eligible only for the following rate categories: First-Class Mail Letters and Sealed Parcels and Automation Basic Letters and Flats, and Standard Mail (A) Regular Automation Basic Letters and Flats.

b. Fees are as follows:

Feature	Fee
Paper (per sheet)	
8 1/2 x 11	\$0.006
8 1/2 x 14	0.009
11 x 17	0.014
Printing (per impression)	
Simplex (8 1/2 x 11)	0.026
Simplex (8 1/2 x 14)	0.026
Duplex (8 1/2 x 11)	0.026
Duplex (8 1/2 x 14)	0.026
Spot Color(per impression)	0.013
Finishing	
Folding (per fold)...	0.013
Stapling (per staple)	0.010
Saddle Stitch (per finished piece)	0.250
Tape Binding (8 1/2 x 11) (per finished piece)	0.563
Tape Binding (8 1/2 x 14) (per finished piece)	0.688
Applying Tabs to Self Mailer	0.088
Envelopes	
#10 Envelope	0.019
Flat Envelope	0.068
Inserting (per envelope)	
#10 Envelope	0.017
Flat Envelope	0.194

1.6 Sealed Against Inspection

Documents will be treated as sealed against postal inspection while they are in an electronic form. Once the documents are printed and entered as mail, they will be treated in accordance with the provisions of E110.1.3 and E611.1.2, which, respectively, state that First-Class Mail is closed against postal inspection and that Standard Mail is not sealed against postal inspection.

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P040 Permit Imprints

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5.0 MAILINGS

5.1 Minimum Quantity

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[Amend 5.1 by adding a provision for Mailing Online as follows:]

Permit imprint mailings must contain at least 200 pieces or 50 pounds, except:

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d. A mailing may contain fewer pieces if provided for entry using Mailing Online service in G093.

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—Mail Preparation and Standards,
Marketing Systems, 11-5-98

Finance

HANDBOOK F-1 REVISION

Changes to Handbook F-1, *Post Office Accounting Procedures*

Effective immediately, Handbook F-1, *Post Office Accounting Procedures*, is revised to reflect the following changes in the handling of international reply coupons (IRCs):

1. The term "Redeemed IRCs" has replaced "U.S.-issued refunded IRCs."
2. Procedures for the annual submission of "foreign-issued exchanged" and "U.S.-issued refunded" IRCs, for SFAP and non-SFAP offices have been modified.

Handbook F-1, *Post Office Accounting Procedures*

	*	*	*	*	*
4	Managing Accountable Paper				
	*	*	*	*	*
42	Managing Accountable Paper at Stations, Branches, and Post Offices with Stamp Accountability				
	*	*	*	*	*
426	Handling Stamp Credits				
	*	*	*	*	*

426.9 Handling International Reply Coupons

426.91 General

For definitions of international reply coupon (IRC) categories, see sections 437.32 and 447.33.

Other financial procedures are contained in the *International Mail Manual* (IMM), Part 392.

- 1> Foreign-issued IRCs are exchanged at U.S. post offices as specified in the IMM, Part 392.3b. (Foreign-issued IRCs dated prior to January 1, 1975, are not exchanged at domestic post offices. Customers possessing these coupons may return them to the sender for replacement from the selling office.)
- 2> Do not commingle exchanged foreign-issued IRCs with unused U.S.-issued refunded IRCs (those with the U.S. selling price on them that were returned for refund by customers). U.S.-issued refunded IRCs may be exchanged at local post offices as specified in the IMM, Part 392.3a.

- 3> Treat U.S.-issued refunded IRCs as nonsalable stock and dispose of them as outlined herein and in section 462. (When rates change, special instructions will be provided in the *Postal Bulletin*.)

426.92 Window Clerks

- 1> Return all exchanged foreign-issued and U.S.-issued refunded IRCs with a Form 17 to the unit reserve/main stock custodian.
- 2> Record the total amount of the foreign-issued and U.S.-issued refunded IRCs to AIC 848 on Form 1412-A or 1412-B.

426.93 Unit Reserve

- 1> Enter the amount of exchanged foreign-issued and U.S.-issued refunded IRCs to Form 3295, in the Quantity Received column, and Form 3958, line 5, when received in the unit reserve stock.
- 2> Send exchanged foreign-issued and U.S.-issued refunded IRCs with Form 17/17-T to the main stock as management directs and enter the total amount to Form 3295, Quantity Issued column; Form 3958, Line 9; and Form 1412-A or 1412-B, AIC 848.

426.94 Main Stock

- >> Enter exchanged foreign-issued and U.S.-issued refunded IRCs to Form 3295, Quantity Received column, and Form 3958, line 5, upon receipt into the main stock.

426.95 Annual Submission to the ASC

- 1> Send all exchanged foreign-issued IRCs accepted through December 31 each year to the ASC with the statement of account for AP 6 or PQ II.
- 2> Send all U.S.-issued refunded IRCs accepted through December 31 each year to the ASC with the statement of account for AP 6 or PQ II.
- 3> Bind exchanged foreign-issued IRCs in packages of 100.
- 4> Bind U.S.-issued refunded IRCs in packages of 100 (separately from exchanged foreign-issued IRCs).
- 5> Prepare a memorandum, in duplicate, containing the following information:
 - Total number and value of exchanged foreign-issued IRCs.

- The signatures of the employee and a witness verifying the count and dispatch.
- 6> Prepare a separate memorandum, in duplicate, containing the following:
Total number and value of U.S.-issued refunded IRCs.
The signatures of the employee and a witness verifying the count and dispatch.
- 7> Remove the total amount of exchanged foreign-issued and U.S.-issued refunded IRCs from Form 3295 and enter to Form 3958, line 12, as a write-in to "IRC". Send memorandum with foreign-issued exchanged and U.S.-issued refunded IRCs with Form 3958 to the accountbook unit.

426.96 Accountbook Procedures for Non-IRT Units

- 1> Enter the total amount of the memorandums (exchanged foreign-issued and U.S.-issued refunded IRCs) as a write-in to AIC 625 in the disbursement section of the accountbook.
- 2> Make the same entry to line 9 of Form 3959, *Daily Recap — Stamp Stock Transactions* (or the Decrease column of Part VI of Form 1551-D).
- 3> Send original memorandums, exchanged foreign-issued and U.S.-issued refunded IRCs, with the statement of account.
- 4> Keep the duplicate.

426.97 Accountbook Procedures for IRT Units (Non-SFAP Offices)

AIC 625, International Reply Coupons Exchanged, is not operational in the current IRT software. Non-SFAP offices with IRTs should follow the procedures listed below when returning IRCs:

- 1> Return any IRCs that are in clerk credits to the main stock.
- 2> Make sure all IRCs are in the main stock inventory.
- 3> Have the main stock custodian access Form 3958, entry function of the stamp stock program on the IRT.
- 4> Remove exchanged foreign-issued and U.S.-issued refunded IRCs from main stock inventory using the Stock Shipped option of the IRT (option 6 on the MOS IRT or option 9 on the Unisys IRT).
- 5> When the Form 3958 is printed, have the main stock custodian write "IRCs" next to the Stock Shipped entry.
- 6> When the daily financial statement is printed, enter amount to stock shipped as AIC 501, Postage Stock Shipped. Cross out AIC 501 and enter total amount of "Exchanged/refunded IRCs only" in AIC 625.
- 7> When posting the accountbook, enter the amount in AIC 625.

- 8> When posting the statement of account, enter the amount in AIC 625.
- 9> Send the original memorandum for exchanged foreign-issued IRCs and the original memorandum for U.S.-issued refunded IRCs and IRCs with statement of account to the DAO.

Note: If the office had other entries in AIC 501, deduct the amount for exchanged/refunded IRCs and enter in AIC 625, and keep the remainder in AIC 501.

426.98 Annual Submission Procedures for SFAP Offices

Stamp Distribution Offices

Stations and branches and SFAP offices must submit exchanged foreign-issued and U.S.-issued refunded IRCs to the SDO before the close of AP 6. The post office performs the following tasks:

- 1> Prepare Form 17 in quadruplicate. Submit copies 1 and 2 with the stock. Submit copy 3 to support the Form 1412-A or 1412-B entry and file copy 4 locally. Mark Form 17 "IRCs Return."
- 2> Record IRCs shipped to AIC 848. Make this entry when you ship the IRCs to the SDO.
- 3> Ship exchanged foreign-issued and U.S.-issued refunded IRCs and Form 17 to the SDO.

Stamp Distribution Network

Stations and branches and SFAP offices must submit exchanged foreign-issued and U.S.-issued refunded IRCs to the SDN before the close of AP 6. The post office performs the following tasks:

- 1> Prepare Form 17 in quadruplicate. Submit copies 1 and 2 with the stock. Submit copy 3 to support the Form 1412-A or 1412-B entry and file copy 4 locally. Mark Form 17 "IRCs Return."
- 2> Record IRCs shipped to AIC 848. Make this entry when you ship the IRCs to the SDN.
- 3> Ship exchanged foreign-issued and U.S.-issued refunded IRCs and Form 17 to the SDN.

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43 Managing Accountable Paper at a Stamp Distribution Office

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437 Handling Accountable Paper Returns

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437.3 Receiving International Reply Coupons

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437.32 Defining a U.S.-Issued Refunded IRC

A U.S.-issued refunded IRC is a coupon that is sold in the United States; the purchaser brings the IRC to a U.S. post office for a refund. The refund amount is the purchase price less \$0.01. (These IRCs are not sent to the stamp destruction committee.)

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437.34 Accounting for Returned IRCs at the SDO

The DAO sends exchanged foreign-issued and U.S.-issued refunded IRCs accepted in U.S. post offices through December 31 of each year to the ASC at the end of AP 6. The SDO supervisor must do the following:

- 1> Issue a notice, before the close of AP 4, to each SFAP unit with instructions to internally recall all exchanged foreign-issued and U.S.-issued refunded IRCs into the unit reserve stamp stock. The notice must include batching instructions (Form 17 is required for exchanged foreign-issued and U.S.-issued refunded IRCs, sorted by denominations) and a time period for unit reserve custodian to return the IRCs to the SDO.
- 2> Enter returned IRCs, exchanged foreign-issued and U.S.-issued refunded, into the STAMPS system.
- 3> Batch exchanged foreign-issued and U.S.-issued refunded IRCs separately for submission to the DAO by AP 6.

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44 Managing Accountable Paper at a Stamp Distribution Network

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447 Handling Accountable Paper Returns

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447.3 Receiving International Reply Coupons

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447.32 U.S.-Issued Refunded IRC Definition

A U.S.-issued refunded IRC is a coupon that is sold in the United States; the purchaser brings the IRC to a U.S. post office for a refund. The refund amount is the purchase price less \$0.01. (Handle these IRCs as outlined in section 426.9)

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447.34 Accounting for Returned IRCs at the SDN

The SDN manager must do the following:

- 1> Issue a notice, before the close of AP 4, to each SFAP unit with instructions to internally recall all exchanged

foreign-issued and U.S.-issued refunded IRCs into the unit reserve stamp stock. The notice must include batching instructions (Form 17 is required for exchanged foreign-issued and U.S.-issued refunded IRCs, sorted by denominations) and a time period for unit reserve custodian to return the IRCs to the SDN.

- 2> Enter the total amount of exchanged foreign-issued and U.S.-issued refunded IRCs into the SSS program and record the amount into AIC 625, International Reply Coupons Exchanged, on the statement of account.
- 3> Batch exchanged foreign-issued and U.S.-issued refunded IRCs separately and submit to the ASC with the statement of account for AP 6.

Note: For Non-SFAP units, refer to section 426.9 for accounting procedures.

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45 Destroying Stamp Stock

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455 Determining Methods of Destruction

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International Reply Coupons

- >> Do not destroy exchanged foreign-issued or any U.S.-issued IRCs. (Handle according to instructions in section 426.9.)

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46 Managing Accountable Paper at the District Accounting Office

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462 Handling International Reply Coupons

462.1 DAO Under an SDO

- 1> Verify IRC batches submitted by the SDO.
- 2> Verify that foreign-issued exchanged IRCs and U.S.-issued refunded IRCs are accounted for with documentation.
- 3> Make appropriate entry into SFAS, AIC 625.
- 4> Submit them to the ASC with the district statement of account for AP 6.

Note: See section 437.34 for SDO instructions.

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Fraud Alert

ALL PERSONNEL PROCESSING MAIL FOR DISPATCH ABROAD

Foreign Order No. 426

Keep all foreign order notices for use as reference.

Tentative Orders

A Tentative Lottery Order has been issued against the following:

Australia

AUSSIE WIN
 LOCKED BAG 34
 TULLAMARINE VIC 3043
 AUSTRALIA

AUSSIE WIN
 LOCKED BAG 39
 TULLAMARINE VIC 3043
 AUSTRALIA

AUSSIE WIN
 LOCKED BAG 43
 TULLAMARINE VIC 3043
 AUSTRALIA

AUSSIE WIN
 LOCKED BAG 180
 SILVERWATER SYD NSW 2128
 AUSTRALIA

AUSSIE WIN
 LOCKED BAG 225
 AUBURN NSW 2144
 AUSTRALIA

BLS
 LOCKED BAG 43
 TULLAMARINE VIC 3043
 AUSTRALIA

BLS
 LOCKED BAG 51
 TULLAMARINE VICTORIA 3043
 AUSTRALIA

BRITISH LOTTERY SERVICE
 LOCKED BAG 34
 TULLAMARINE VIC 3043
 AUSTRALIA

BRITISH LOTTERY SERVICE/WWS
 PO BOX 110
 WAVELL HEIGHTS QLD 4012
 AUSTRALIA

HONG KONG LOTTERY SERVICE (HKLS)
 POST OFFICE BOX 1202
 TULLAMARINE VIC 3043
 AUSTRALIA

WWS (WORLD WIDE SWEEPSTAKES)
 PO BOX 110
 WAVELL HEIGHTS
 QLD 4012
 AUSTRALIA

Canada

AWARDS INTERNATIONAL
 1673 RICHMOND STREET SUITE #115
 LONDON ON N6G 2N3
 CANADA

CASH AND PRIZE REPORTING OFFICE
 8 MIDTOWN DRIVE SUITE #194
 OSHAWA ON L1J 8L2
 CANADA

CASH AND PRIZE REPORTING OFFICE
 701 ROSSLAND ROAD EAST SUITE #372
 WHITBY ON L1N 9K3
 CANADA

EXPRESS MARKETING SERVICES (EMS)
 PO BOX 81100
 BURNABY BC V5H 4K2
 CANADA

GLOBAL CASH DELIVERY PROGRAM
 PO BOX 45610
 SUNNYSIDE MALL PO
 SURREY BC V4A 9N3
 CANADA

IAAAC
 60-8 BRISTOL ROAD EAST SUITE #4001
 MISSISSAUGA ON L4Z 3K8
 CANADA

IWINAC
 16715-12 YONGE STREET SUITE #400
 NEWMARKET ON L3X 1X4
 CANADA

KIE
 2405 PINE STREET
 PO BOX 33812 STN D
 VANCOUVER BC V6J 4L7
 CANADA

WIN ADVISORY ORGANIZATION
 1063 KING STREET WEST SUITE #325
 HAMILTON ON L8S 1L8
 CANADA

WIN THE JACKPOT
 75115-8165 MAIN ST
 VANCOUVER BC V5X 4V7
 CANADA

Germany

L E HAMELN
 ORDER FULFILLMENT CENTER
 ATTN MRS SONJA
 PAPPELALLEE 7
 D-31787 HAVERBECK/HAMELN
 GERMANY

GEORG BINDER (NKL)
 MEXIKORING 29
 POSTFACH 60 16 09
 D-22216 HAMBURG
 GERMANY

Ireland

EURO-AMERICAN
 THE SHAMROCK AGENCY
 43 CILL CHAIS
 SHANNON-COUNTY CLARE
 IRELAND

Switzerland

CASH AWARD CENTER
 INTERNATIONAL MEMBERSHIP
 D 11-AWA
 PO BOX 555
 CH-8058 ZURICH 58 AWA
 SWITZERLAND

UNITED TELECOM TRUST
 BELLERIVESTRASSE 10
 PO BOX 1651
 ZURICH CH-8026
 SWITZERLAND

The Netherlands

EURO-AMERICAN
 WORLD EXPERT GROUP EXPRESS
 POST BOX 75749
 1118 ZT SCHIPHOL
 THE NETHERLANDS

Final Orders

The Tentative Decision and Order issued against the following has become final:

Canada

NUMERICAL BREAKTHROUGHS
 8726 BARNARD STREET
 PO BOX 95066 STN SOUTH DEL CTR
 VANCOUVER BC V6P 6V5
 CANADA

WINNERS LIST COMMISSION
 8726 BARNARD STREET
 PO BOX 95041 STN SOUTH DEL CTR
 VANCOUVER BC V6P 6W8
 CANADA

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

POSTMASTER
 CLAIMS AND INQUIRY
 JAMES A FARLEY BUILDING RM 2029A
 NEW YORK NY 10199-9652

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

—Recorder's Office, Judicial Officer, 11-5-98

Domestic Orders

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

State/City/ZIP Code	Name and Address Covered	Product
MA, Northampton 01060-3900	Disbursement Center, 351 Pleasant Street, Suite 314, and at:	A prize award mailing.
MA, Chicopee 01020-5013	181-1981 Memorial Drive	

—Recorder's Office, Judicial Officer, 11-5-98

Withholding of Mail Orders

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

State/City	Names Covered
CA, Beverly Hills, 90212-1672	Dunhill-Weinstein, The Chadwick American Gift Trust, or Dunhill, Weinstein, Hewlett, Bodoni, Sinclair & Rice, 9899 Santa Monica Blvd., Suite 424
CA, Los Angeles, 90028-6207	Any And All Names, 6603 Hollywood Blvd. #333
CA, Mill Valley, 94941-6001	Ads Collection Services, 591 Redwood Hwy.
CA, Palm Springs, 92262-6468	Any And All Names, 125 E. Tahquitz Canyon, Suite B-204
CA, Sacramento, 95820-4001	Any And All Various Names Other Than Dessie Bowden, Tanya Bowden, Beverly Bowden, Beverly Minnix, and David Daniels, 4345 48th Street
DE, New Castle, 19720-2163	The Surname Butts, 80 Rose Lane
IN, Indianapolis, 46204-2801	Any And All of Various Names, 133 W. Market Street, #189
MD, Perryville, 21903-0714	Any And All Various Names Other Than Disu Buhari, P.O. Box 714, and at:
PA, Kelton, 19346-0103	Any And All Names, P.O. Box 103, and at:
PA, Pomeroy, 19367-0198	P.O. Box 198, and at
PA, Pocopson, 19366-0373	P.O. Box 373, and at
PA, Pocopson, 19366-0374	P.O. Box 374, and at
PA, Unionville, 19375-0774	P.O. Box 774
PA, Philadelphia, 19129-1308	Any And All Various Names Other Than Surnames Owens and Tucker, 3314 N. Bailey Street

—Recorder's Office, Judicial Officer, 11-5-98

Fraud Alert

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

Do Not Cash — Upon Receipt, Notify Local Postal Inspectors

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

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

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

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

210 221 0548 to	387 314 5574 to	5599	399 396 8935 to	8999	410 491 2311 to	2399
210 221 0599	387 837 6300 to	6399	399 792 7775 to	7799	410 694 8400 to	8599
273 775 7700 to	388 828 0656 to	0699	399 792 8300 to	8399	410 775 1500 to	1599
273 775 7899	389 696 2400 to	2799	400 427 1051 to	1999	410 795 7927 to	7999
302 000 0000 to	389 846 3104 to	3135	401 045 1505 to	1549	410 867 0917 to	0966
302 123 9999	389 846 3145 to	3195	401 045 1571 to	1599	410 867 0970 to	0999
349 746 2056 to	389 887 9211 to	9230	401 294 2700 to	2799	411 868 1023 to	1199
350 518 7350 to	389 887 9234 to	9299	401 310 9505 to	9599	411 922 2322 to	2399
360 011 1690 to	390 001 3182 to	3199	401 382 5312 to	5399	412 193 0900 to	0999
360 168 6008 to	390 001 3500 to	3699	402 578 7876 to	7899	412 395 8599 to	8699
360 173 8800 to	390 545 5974 to	5999	403 125 6744 to	6799	412 485 6500 to	6599
360 324 2326 to	391 104 6146 to	6199	403 260 7000 to	7499	412 485 6610 to	6699
362 861 3064 to	391 574 1466 to	1499	403 280 6470 to	6499	412 885 5953 to	5999
373 006 2176 to	391 783 3020 to	3599	403 685 8600 to	8699	414 193 3608 to	3674
374 768 2600 to	391 792 6100 to	6199	404 003 0300 to	0399	414 193 3677 to	3699
375 169 4400 to	392 668 2956 to	2999	404 041 8838 to	8899	414 411 7348 to	7399
375 829 3400 to	392 854 8500 to	8899	404 071 4268 to	4299	414 640 0757 to	0799
375 851 9100 to	393 584 7566 to	7699	404 347 5356 to	5399	414 965 1727 to	1799
376 196 0911 to	393 650 0074 to	0099	404 347 5548 to	5599	417 302 8104 to	8199
378 085 3679 to	393 838 8316 to	8499	404 726 4500 to	4599	417 387 6532 to	6599
378 351 1063 to	393 893 6007 to	6099	404 961 5001 to	5199	417 496 6800 to	6999
379 843 5100 to	394 126 6907 to	6999	405 325 0188 to	0198	417 871 9250 to	9299
380 093 9600 to	394 189 0405 to	0599	406 009 4587 to	4599	417 930 9533 to	9599
380 165 1165 to	394 822 3243 to	3278	406 260 6830 to	6899	418 164 6500 to	6799
381 325 4500 to	394 990 1810 to	1899	406 459 6641 to	6999	418 423 9863 to	9899
381 604 2510 to	395 343 3264 to	3299	406 733 3000 to	3999	418 633 5922 to	5999
381 645 9525 to	395 373 3035 to	3099	407 545 1557 to	1599	418 719 8520 to	8599
383 314 3968 to	395 396 9649 to	9799	407 594 0412 to	0599	418 744 2235 to	2299
383 892 1000 to	395 970 3240 to	3299	407 692 9100 to	9299	418 962 2848 to	2899
383 892 1382 to	397 622 4054 to	4099	407 959 2190 to	2199	419 543 0286 to	0299
384 925 3641 to	397 819 8902 to	8999	408 265 2275 to	2288	419 730 0300 to	0399
385 568 2331 to	398 149 7200 to	7699	408 499 7700 to	7799	420 277 0015 to	0049
385 599 7554 to	399 070 0872 to	0899	408 499 7900 to	7999	420 599 0734 to	0798
385 774 2024 to	399 156 7119 to	7199	408 682 8484 to	8599	420 661 4115 to	4199
386 624 1412 to	399 203 5064 to	5099	408 698 7015 to	7099	420 758 9500 to	9699
386 883 8936 to	399 296 9910 to	9999	409 072 3941 to	3999	420 969 3951 to	3971

420 969 3973 to	3999	444 390 1667 to	1699	462 152 0107 to	0299	478 450 5071 to	5099
421 116 3565 to	3599	444 457 3854 to	3899	462 274 1072 to	1099	478 469 7838 to	7858
421 130 9300 to	9399	450 048 4173 to	4199	462 277 8373 to	8399	478 469 7883 to	7899
421 313 4500 to	4999	450 048 4442 to	4699	462 554 6051 to	6099	479 280 9800 to	9899
421 364 5537 to	5599	450 560 5173 to	5199	463 011 5529 to	5540	479 365 9116 to	9176
421 656 2609 to	2699	450 620 3077 to	3099	463 176 4115 to	4199	479 412 9900 to	9999
421 988 9700 to	9799	450 620 3135 to	3199	463 176 4229 to	4299	479 667 6190 to	6199
422 172 4667 to	4699	450 780 2716 to	2799	463 185 2600 to	2799	479 748 9680 to	9699
422 484 4212 to	4299	450 801 2700 to	2799	463 227 7711 to	7799	479 860 7000 to	7199
422 556 1270 to	1299	451 109 2967 to	2984	463 414 4869 to	4899	480 526 2000 to	2099
422 587 7024 to	7099	451 115 4110 to	4125	463 808 3484 to	3499	480 640 6330 to	6399
422 819 7533 to	7599	451 115 4127 to	4199	463 945 7400 to	7899	480 658 0568 to	0599
422 842 5073 to	5087	452 265 0074 to	0099	464 629 9000 to	9399	480 689 5100 to	5199
422 907 7563 to	7599	452 265 0246 to	0299	464 711 4332 to	4399	481 072 9463 to	9499
424 500 6050 to	6099	452 265 0335 to	0999	465 692 3963 to	3999	481 673 0074 to	0095
424 641 8500 to	8599	452 509 1169 to	1199	465 698 8300 to	8599	482 527 1500 to	1599
424 871 6600 to	6699	452 855 6471 to	6499	465 743 7745 to	7799	482 541 5255 to	5299
425 298 2352 to	2399	452 890 4679 to	4799	466 798 6056 to	6067	482 729 6800 to	6899
425 418 4269 to	4299	452 900 8215 to	8238	467 147 4300 to	4399	483 363 7207 to	7299
425 418 4405 to	4499	453 117 9146 to	9199	468 079 5782 to	5799	483 402 2356 to	2399
426 547 4566 to	4599	453 334 3631 to	3699	469 067 2817 to	2899	483 486 5100 to	5199
427 412 6337 to	6499	453 603 7841 to	7891	469 127 8000 to	8199	483 632 1521 to	1599
427 481 0900 to	0999	453 650 1140 to	1199	469 213 0359 to	0399	483 632 2600 to	2799
428 027 2742 to	2752	453 741 1300 to	1399	469 213 0500 to	0599	483 849 1615 to	1699
429 474 4172 to	4199	454 013 2919 to	2999	469 561 8011 to	8099	484 174 4803 to	5299
429 889 2900 to	2999	454 186 2411 to	2499	469 658 1961 to	1999	484 323 8900 to	9199
430 150 4401 to	4599	454 268 4883 to	4899	469 666 9900 to	9999	484 680 5000 to	5038
430 172 9800 to	9899	454 302 5400 to	5499	469 678 1900 to	1999	484 680 5040 to	5074
430 177 1900 to	2099	454 490 8300 to	8399	469 781 4900 to	4999	484 680 5077 to	5099
430 444 9500 to	9699	454 547 7434 to	7499	469 947 6960 to	6999	485 029 4913 to	4999
430 664 4070 to	4099	454 922 4867 to	4895	470 755 5800 to	5818	486 176 0600 to	0699
432 168 8419 to	8499	455 221 1348 to	1499	471 918 0300 to	0999	486 559 7555 to	7599
432 708 6800 to	6999	455 364 2147 to	2199	471 985 2408 to	2419	486 696 3023 to	3199
432 744 1544 to	1599	455 399 5400 to	5499	472 191 6700 to	6799	488 173 7900 to	7999
432 995 9775 to	9799	455 476 0676 to	0699	472 270 2555 to	2599	488 206 4100 to	4199
433 003 5800 to	5899	455 543 0618 to	0699	472 987 0213 to	0241	488 226 0200 to	0299
433 757 3047 to	3099	456 410 9006 to	9099	472 987 0290 to	0299	488 709 3906 to	3999
433 765 4003 to	4099	456 470 4146 to	4299	473 151 2069 to	2199	488 855 8359 to	8399
434 482 7060 to	7199	456 619 4460 to	4499	473 666 9138 to	9199	489 181 8963 to	8999
434 513 2386 to	2399	457 333 2686 to	2699	473 952 3429 to	3499	489 223 2000 to	2099
434 968 3076 to	3092	457 729 1767 to	1777	474 108 5402 to	5499	489 311 1930 to	1999
435 303 1831 to	1842	457 937 8615 to	8699	474 356 5193 to	5299	489 318 6200 to	6300
435 303 1986 to	1999	458 028 9810 to	9899	474 949 3366 to	3399	489 384 0027 to	0099
435 666 6092 to	6399	458 057 2712 to	2999	475 134 9362 to	9399	489 427 0658 to	0899
436 082 6400 to	6899	458 069 9537 to	9599	475 167 9667 to	9699	489 997 5252 to	5299
436 160 6441 to	6499	458 069 9665 to	9699	475 319 3415 to	3499	490 669 5850 to	6099
437 316 7115 to	7199	458 337 5222 to	5299	475 319 3649 to	3799	490 717 7080 to	7099
437 427 0500 to	3499	458 354 7653 to	7999	475 340 6400 to	6599	490 721 6000 to	6099
439 179 2300 to	2399	458 671 8678 to	8699	475 424 8410 to	8499	490 793 1500 to	2099
439 310 0458 to	0499	458 671 8721 to	8798	475 629 9156 to	9199	490 886 8171 to	8199
440 698 1947 to	1999	458 847 5044 to	5999	475 850 6101 to	6199	490 977 9221 to	9240
440 858 6300 to	6399	459 274 7624 to	7699	475 875 2500 to	2599	491 258 8100 to	9099
440 858 6420 to	7299	459 365 5432 to	5499	476 169 8264 to	8299	491 567 1376 to	1399
441 199 1655 to	1699	459 378 5764 to	5799	476 189 3000 to	3499	492 254 4800 to	4899
443 127 3648 to	3699	459 472 4816 to	4999	476 331 2480 to	2499	492 283 5100 to	5199
443 127 4000 to	4099	460 349 6878 to	6899	477 289 8601 to	8699	492 610 6813 to	6899
443 673 7900 to	7999	460 550 1909 to	1999	477 681 5206 to	5299	493 394 5568 to	5599
443 800 9335 to	9399	460 997 5234 to	5299	478 010 4243 to	4268	493 470 2562 to	2599
444 382 8822 to	8899	461 973 6443 to	6499	478 010 4270 to	4291	493 473 7700 to	7799

493 716 2153 to	2199	612 751 5171 to	5199	634 803 3239 to	3299	647 437 3000 to	4999
494 206 2972 to	2999	612 751 5226 to	5299	634 807 2474 to	2499	647 811 2188 to	2199
494 217 3446 to	3999	612 751 6083 to	6099	634 827 5900 to	5999	648 009 6057 to	6099
494 224 0500 to	0599	612 751 6268 to	6299	634 886 3428 to	3499	648 163 5300 to	5499
495 145 0600 to	0699	612 751 6572 to	6599	635 559 3449 to	3499	648 722 5283 to	5299
496 209 7425 to	7499	612 774 2111 to	2199	636 289 6214 to	6299	648 892 3164 to	3199
496 213 8728 to	8799	612 774 2254 to	2299	636 634 8007 to	8042	649 100 3989 to	3999
496 474 5226 to	5248	612 774 2500 to	2599	637 150 1200 to	1299	649 647 0370 to	0399
497 053 8517 to	8699	614 469 0979 to	0999	637 562 5828 to	5899	649 647 0522 to	0599
497 854 8673 to	8699	614 474 3000 to	3099	638 042 1647 to	1699	649 647 5237 to	5399
498 449 8888 to	8899	614 521 3490 to	3499	638 049 4984 to	4999	649 647 9100 to	9299
498 929 8285 to	8499	614 645 1800 to	1899	638 318 1115 to	1199	649 666 7800 to	8299
498 936 5310 to	5399	614 832 1100 to	2099	638 318 1453 to	1499	650 114 7707 to	7719
499 016 5425 to	5499	615 017 7505 to	7599	638 885 0000 to	0299	650 130 3400 to	3599
499 440 8575 to	8899	617 711 6609 to	6699	638 903 4362 to	4373	650 213 0406 to	0499
499 731 6717 to	6799	617 760 5266 to	5299	639 415 1929 to	1999	650 555 1749 to	1799
500 064 1858 to	1869	617 813 3601 to	3699	639 415 2019 to	2099	650 564 1900 to	1999
500 070 5725 to	7799	618 840 9200 to	9299	639 420 6200 to	6299	650 627 4212 to	4299
600 645 3223 to	3299	619 551 7229 to	7299	639 469 3517 to	3799	650 736 2043 to	2099
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601 653 5884 to	5899	620 073 9400 to	9499	639 657 8600 to	8799	651 741 4415 to	4499
601 661 7700 to	7799	621 614 7907 to	7930	640 289 7500 to	7599	651 882 2800 to	2899
601 682 5343 to	5399	621 614 7932 to	7999	640 289 7700 to	7999	652 754 6317 to	6399
601 928 1600 to	1699	621 648 8021 to	8199	641 170 4420 to	4499	653 131 4945 to	4999
602 512 2972 to	2999	621 648 8500 to	8599	641 318 3133 to	3199	653 426 3300 to	3399
602 555 2400 to	2799	621 904 8351 to	8599	641 378 6500 to	6999	653 455 4874 to	4899
602 829 7061 to	7099	621 916 1978 to	1989	641 383 8739 to	8799	654 238 0000 to	0399
603 483 9572 to	9599	622 989 8032 to	8099	641 877 3187 to	3299	654 404 3065 to	3092
603 490 7200 to	7299	623 076 9300 to	9399	641 877 3310 to	3399	654 962 2900 to	3199
603 678 7100 to	7199	623 819 5006 to	5099	642 355 8094 to	8199	655 103 5081 to	5199
603 678 7662 to	7699	623 895 8200 to	8399	642 355 8308 to	8999	655 523 2600 to	2999
603 678 7902 to	7999	623 917 0000 to	0099	642 900 0018 to	0099	656 305 2448 to	2499
603 678 8418 to	8499	623 917 0200 to	0299	643 030 6254 to	6299	657 347 4438 to	4999
603 678 8700 to	9999	624 468 5288 to	5299	644 066 0882 to	0899	657 710 8100 to	8999
604 086 0880 to	0899	624 665 3162 to	3198	644 069 0600 to	0699	657 780 0985 to	0999
604 349 1414 to	1499	625 088 6735 to	6799	644 077 7506 to	7699	658 586 1400 to	1499
604 503 7776 to	7799	625 916 9500 to	9799	644 085 8157 to	8199	658 877 8000 to	8199
605 520 9037 to	9099	625 968 8956 to	8999	644 112 9839 to	9899	658 880 8000 to	8199
605 685 4010 to	4099	627 005 3938 to	3999	644 373 9083 to	9099	659 398 7300 to	7399
605 988 6467 to	6499	627 384 3907 to	4099	644 380 1460 to	1499	659 706 8113 to	8199
607 689 7951 to	7960	627 496 7549 to	7599	644 733 4715 to	4799	659 846 7837 to	7899
607 728 1276 to	1299	627 708 3605 to	3699	644 900 9712 to	9799	660 510 4100 to	4199
608 727 7100 to	7199	627 776 2500 to	2599	644 901 0109 to	1299	660 673 0400 to	0599
608 727 7273 to	7599	628 226 3100 to	3199	644 901 1325 to	1399	661 488 5000 to	5099
608 813 9950 to	9999	628 814 4702 to	4799	644 923 6800 to	7799	661 609 9100 to	9199
609 067 5325 to	5399	628 851 9689 to	9699	644 932 4655 to	4699	661 716 9420 to	9499
609 067 5488 to	5499	629 510 7200 to	7299	645 318 7240 to	7499	661 906 6522 to	6599
609 067 5600 to	5699	629 964 4200 to	4294	645 333 1766 to	1799	662 021 8332 to	8399
609 289 6123 to	6199	630 389 3056 to	3071	645 790 8632 to	8699	662 068 0700 to	0899
609 438 4400 to	4499	630 463 0588 to	0599	645 821 0657 to	0699	662 553 0774 to	0799
609 493 1100 to	1199	631 459 9117 to	9199	645 930 7948 to	7999	663 078 7034 to	7099
609 766 8091 to	8999	631 762 9325 to	9399	645 975 0737 to	0762	663 763 5300 to	5399
609 825 4100 to	4115	632 217 4933 to	4999	646 242 6200 to	6299	663 883 7039 to	7499
609 884 2981 to	2999	632 500 0000 to	99 9999	646 270 7639 to	7799	664 253 8000 to	8499
609 893 1000 to	1099	633 110 4165 to	4199	646 798 4000 to	4999	664 656 3055 to	3099
610 092 3200 to	3299	633 110 4303 to	4499	647 048 7035 to	7099	665 174 6400 to	6499
610 582 4200 to	4299	633 438 6429 to	6599	647 049 2900 to	2999	665 274 8208 to	8299
611 879 6939 to	6999	633 588 7173 to	7182	647 398 8300 to	8399	665 669 5400 to	5499
612 291 8013 to	8099	634 725 0700 to	0799	647 398 8481 to	8499	666 132 8226 to	8299

666 696 2209	to	2299	681 677 0540	to	0699	691 941 0000	to	4999	701 941 0600	to	0699
666 696 2309	to	2399	682 070 1029	to	1099	692 727 9362	to	9399	702 171 1603	to	1699
667 032 9300	to	9399	682 956 6280	to	6299	693 445 0566	to	0999	702 195 5109	to	5199
667 729 5529	to	5599	682 956 6490	to	6599	693 448 8500	to	8999	702 254 9300	to	9399
668 383 8400	to	8699	682 956 6700	to	6799	700 065 2570	to	2599	702 264 7569	to	7599
670 368 3400	to	3499	682 965 1178	to	1199	700 065 4800	to	4899	702 713 1800	to	1809
670 369 7336	to	7399	682 965 1201	to	1299	700 190 3350	to	3359	806 087 1100	to	1499
670 750 7169	to	7199	683 118 2389	to	2399	700 228 6048	to	6099	806 268 9275	to	9299
671 046 6200	to	6399	683 378 2000	to	2099	700 650 0452	to	0499	806 534 3400	to	3477
671 251 5448	to	5499	683 378 2117	to	2299	700 666 1323	to	1349	807 342 3283	to	3399
671 926 5600	to	5799	683 415 1200	to	1499	700 786 9106	to	9142	808 086 7100	to	7199
672 444 2000	to	2999	683 444 8159	to	8199	700 859 0744	to	0758	808 090 3440	to	3499
672 828 3410	to	3499	685 154 7780	to	7789	701 028 6780	to	6899	808 325 5161	to	5699
673 167 5776	to	5799	685 623 5264	to	5299	701 213 3900	to	3999	808 784 8000	to	8299
675 464 3700	to	3799	685 650 9487	to	9499	701 267 2000	to	3999	869 800 0000	to	999 9999
675 464 4000	to	4199	685 669 4200	to	4299	701 335 7312	to	7399	870 054 4814	to	4899
676 365 5958	to	5999	685 757 8452	to	8499	701 369 2005	to	2050	870 491 4812	to	4849
676 669 1024	to	1099	686 071 2694	to	2799	701 503 2247	to	2299	870 541 7167	to	7239
677 126 6734	to	6799	686 176 3333	to	3354	701 553 6557	to	6599			
677 333 9979	to	9999	686 644 5879	to	5899	701 601 3457	to	3499			
677 466 1088	to	1099	687 601 0973	to	0999	701 605 5913	to	5999			
678 071 4500	to	4799	687 614 6774	to	6799	701 695 3982	to	3999			
678 096 7531	to	7599	688 120 9000	to	9999	701 695 4148	to	4199			
679 909 2578	to	2599	690 941 6000	to	6199	701 695 4227	to	4299			
680 112 9565	to	9599	691 313 6383	to	6399	701 708 1741	to	1799			
680 244 0903	to	0999	691 313 6600	to	6699	701 736 3966	to	3999			
680 761 6800	to	6899	691 582 8003	to	8099	701 838 2800	to	2899			

Missing, Lost, or Stolen Canadian Money Order Forms

Do Not Cash — Upon Receipt, Notify Local Postal Inspectors

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

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

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

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

—Inspection Service, 11-5-98

Counterfeited Canadian Money Order Forms

Do Not Cash

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

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

—Inspection Service, 11-5-98

800 Number Available to Verify Canadian Money Orders

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

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

—Inspection Service, 11-5-98

Invalid Express Mail Corporate Account Numbers

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

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

005041	014721	022777	028751	042024	065492	076176	090591	093650	097043	098417	101918	106430
005596	014819	022909	028797	042106	065523	076422	090598	093657	097044	098432	101925	106574
005696	014866	023094	028819	043038	065621	076472	090712	093749	097149	098437	101952	107031
005998	015195	023263	028827	045023	065771	076511	090746	093763	097177	098451	101977	107248
006166	015283	023304	028869	046062	065910	076522	091019	094006	097208	098460	101997	108094
006195	015522	023310	028890	047007	066127	076602	091031	094085	097252	098469	102073	108185
006224	015582	023317	028930	047142	066158	076679	091135	094148	097304	098475	102133	108348
006261	016224	023319	028976	047145	066360	077365	091174	094153	097318	098501	102268	108387
006340	016335	023430	029008	047150	066437	077512	091289	094245	097348	098530	102338	108661
006623	016572	023504	029143	054015	067024	077538	091445	094285	097420	098536	102629	108812
006744	016675	023515	029174	054050	067038	077572	091488	094291	097460	098537	102881	108863
006886	016752	023537	029208	054217	067087	077756	091664	094318	097480	098541	103208	108885
006969	018007	023590	029285	054235	067122	077932	091669	094322	097549	098550	103242	109156
007053	018212	023619	029294	056029	067413	079083	091745	094494	097550	098555	103287	109358
007279	018215	025127	029331	057013	068001	079117	091780	094506	097626	098561	103758	109413
007377	018346	025133	029438	057071	068030	079836	091966	094522	097628	098562	104126	109633
008053	018384	025134	029514	058033	068117	079930	091977	094636	097697	098576	104135	109637
008404	018629	025170	029519	060069	068120	079970	092070	094654	097800	098581	104167	109700
008450	018680	025195	029520	060202	068354	080114	092165	094659	097832	098588	104184	109808
008553	018828	025289	029582	060215	068431	080199	092168	094779	097853	098591	104193	110048
008756	018858	025290	029587	060230	068445	080259	092181	094918	097904	098596	104235	110125
009015	018878	025320	029639	060351	068459	080350	092335	094924	097941	098629	104300	110180
009242	018955	025333	029649	060430	068469	080502	092352	094945	097942	098630	104349	110193
009254	019088	025444	029673	061005	068479	080506	092385	095182	097965	098631	104438	110559
009317	019094	025459	029684	061034	068525	080522	092413	095276	098022	098654	104479	110596
009556	019368	026010	029689	061336	068557	080524	092427	095290	098028	098697	104504	110847
009571	019418	026036	029719	061342	069017	080636	092490	095370	098059	098699	104606	110873
009658	019474	026261	029750	061361	069348	080668	092509	095405	098087	098701	104628	111134
009660	019620	026346	029780	061386	069374	080746	092542	095474	098110	098734	104650	111378
009673	019635	026433	029809	061400	069378	085247	092589	095513	098116	098747	105107	111451
009720	019642	026555	029840	061439	069433	085440	092607	095576	098122	098749	105145	111474
009740	019671	026594	029858	061442	069551	085447	092636	095710	098149	098754	105255	111655
009811	019849	027006	029924	061466	069616	085478	092661	095814	098164	098767	105275	111662
009815	019851	027036	029942	061547	069939	085751	092806	095815	098173	098772	105349	111758
009821	019872	027147	029953	061710	070152	088126	092813	095829	098185	098775	105366	112663
009853	019975	027256	030143	062021	070153	088272	093002	095915	098190	098784	105408	113133
010285	020058	027378	030418	063106	070419	088323	093056	095928	098204	098818	105450	113267
010442	020242	027544	030434	063405	071097	088473	093102	096022	098214	098820	105543	113500
010510	020379	027651	030454	064102	071355	088633	093148	096087	098222	098823	105554	113537
010642	020415	027664	031002	064122	075043	088682	093157	096311	098268	098827	105603	113539
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011121	020467	027827	031062	064436	075215	089448	093177	096386	098282	098843	105655	113722
011368	020472	027836	034030	064548	075323	089687	093268	096407	098291	098855	105656	113835
011378	020567	027847	037034	064949	075403	089747	093272	096456	098307	100101	105778	114098
011381	021174	027912	037116	064999	075538	089929	093303	096524	098311	100500	105817	114191
011382	021394	028029	038072	065159	075578	090026	093347	096555	098312	101025	105832	115008
012256	021898	028285	038111	065192	075597	090311	093368	096719	098313	101049	105935	115019
012336	022049	028308	038451	065314	075666	090383	093399	096808	098373	101312	106004	115149
012351	022078	028404	040106	065349	075669	090472	093505	097005	098400	101504	106268	115156
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115415	125365	146650	192134	220704	296392	320895	328971	336030	387015	463012	495397	571126
115419	125368	146690	192304	220867	296395	321024	329187	336041	387025	464062	496164	572003
115479	125374	146815	192313	221051	296402	321041	329418	336089	392334	464147	498180	573012
115521	125397	146823	192463	221113	296408	321202	329675	336150	394218	466605	503014	573014
116039	125408	146835	192711	221116	296449	321267	330031	336158	395228	468364	503021	581032
117005	125450	148228	193195	221124	296481	322026	330115	336285	400037	468378	503138	581057
117268	128106	148239	193268	221149	296487	322029	330187	336427	402053	469183	512001	581178
117467	128904	148284	193546	221404	300243	322048	330229	336465	402054	469190	516430	581181
117600	128917	150037	193573	221581	300365	322081	330291	336518	402159	470050	525003	581192
118076	128961	151086	193581	221609	300666	322107	330521	336572	402197	472041	527051	581206
118130	128977	152169	193641	221654	300670	322177	330614	336785	402202	473076	528005	585237
118133	129882	152290	193666	222068	300721	322190	330975	336913	402213	477109	531581	591030
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118712	130015	152295	193697	222168	300824	322226	331097	337475	402644	480012	531599	598583
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120152	131277	152495	195055	223363	300904	322287	331152	338027	405061	480379	531634	598624
120161	131288	152512	195078	226084	300932	322293	331163	338339	410055	480420	531668	600121
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120303	132032	152806	196123	232001	301026	322400	331521	339307	430126	480857	532240	600220
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121157	132050	156092	197087	235414	301087	322440	332031	340369	432582	481536	532511	600385
121175	132054	159037	200427	235425	301992	322856	332057	340467	432858	481634	532556	600389
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122227	132205	165049	208239	240361	305009	324015	332193	344145	441466	482858	532853	600684
122271	132229	165332	208273	243421	305014	325009	332333	344212	441521	483227	532858	600687
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122306	132428	170212	208377	255082	305089	325023	332532	347109	443050	483294	537103	600864
122307	133032	170234	208392	257136	305234	325031	332970	349192	443213	483330	537227	600935
122332	134011	171273	208397	265028	305450	325032	332976	349209	443283	483338	541190	600958
122339	135106	171291	208456	271138	306234	325118	332993	349582	443338	483482	542290	600966
123041	135209	172059	208603	272010	306548	325409	333398	349689	447176	483507	547558	600974
123042	136020	173060	208917	272081	306588	325651	333445	349719	450016	483789	551099	600999
123083	136058	174073	208926	274018	307018	326175	333783	349876	450163	483803	551116	601030
123097	137001	174080	208941	274049	311126	326255	333796	352264	452164	483837	551222	601083
123119	139068	175065	208950	274212	311315	326368	333801	352318	452211	483852	551406	601175
123123	139086	175076	208962	274336	311433	326526	334004	352536	452299	483875	551462	601274
124048	139142	176068	208981	275038	311440	326587	334082	352561	452449	483930	551607	601362
124065	139261	176081	208984	275110	311472	326652	334154	358979	452639	485112	551637	601457
124090	139262	177034	209158	275603	311600	327111	334197	361286	452725	485226	551837	601488
124095	139604	180002	209207	276132	312148	327377	334506	361297	452815	485267	551890	601558
124108	142144	180078	209276	279367	312172	327651	334847	366107	452832	486304	551896	601572
124112	142148	180094	209279	280090	312335	327742	335023	372442	452900	486306	551984	601616
124121	142205	184028	210223	282266	314295	327769	335036	372539	452905	488295	553224	601826
125034	142219	184068	210450	282448	314320	327800	335061	373009	453022	488976	553460	601907
125035	142486	185069	210507	282538	314355	327803	335075	373030	456019	490080	553729	601910
125042	142528	191076	210607	282680	314362	327826	335102	379201	458024	490125	553844	602110
125047	142589	191117	212542	283337	315017	327833	335161	381095	458092	490456	553959	602249
125065	142711	191128	212615	283484	315373	327845	335198	381297	458143	490615	554344	602272
125164	142734	191133	212939	286086	317200	328003	335199	381339	460136	490634	554362	602422
125170	142784	191178	216035	286143	319148	328018	335202	381379	461037	492121	558066	602792
125254	142967	191254	220106	288091	320086	328084	335544	381417	461080	493052	565005	602875
125265	146359	191269	220141	292579	320093	328562	335590	381500	462485	493057	570061	602928
125284	146397	191288	220231	293328	320115	328808	335816	381632	462492	494223	570197	602966
125309	146427	191563	220327	294154	320205	328847	335828	381884	462522	494237	570205	602991
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603218	641499	722213	752814	799147	840506	891387	903490	914866	918331	928340	950412	970284
604191	641662	722222	752853	799202	840544	891496	903491	914892	918412	930372	950511	970375
604582	641667	722227	752859	800123	841064	891664	903935	914970	918484	931002	950832	970448
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605063	641833	722232	754036	801536	841656	891690	904541	915236	918689	931070	950859	970501
605171	641876	722237	754059	801682	841758	891752	904607	915258	918713	931224	950863	970541
605274	652230	722253	757061	801711	843050	891839	904618	915289	918748	931241	950865	970542
605295	652335	722260	760045	801751	844189	891846	904622	915297	918796	931364	951058	970593
605375	658153	723082	760546	802039	845055	895042	904626	915312	918939	931365	951070	970621
605377	658156	723086	761132	802110	847147	895044	904644	915395	920009	931384	951588	970676
605765	661043	724009	761576	802241	850127	895049	904653	915548	920292	931420	951716	970685
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607135	662659	724067	761748	802833	850778	895254	906109	915604	921118	933278	951810	970763
608040	666265	727058	770150	802869	850806	895411	906167	915624	921164	933308	951831	970794
608115	667001	727062	770155	804097	850960	900169	906265	915678	921178	933363	951853	972465
608307	670009	730021	770216	804189	852055	900283	906283	917003	921198	933542	951883	972735
608405	672003	730404	770294	805235	852109	900333	906298	917090	921203	933546	953222	972827
608444	672022	730497	770425	805246	852152	900398	906375	917117	921321	935230	954444	972907
608459	672118	730775	770610	805426	852330	900425	906492	917136	921406	937486	958811	972918
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611104	681447	731515	771859	809010	852580	900821	906851	917274	921551	940015	967056	980224
611192	685122	731691	773456	809021	852608	900840	906861	917287	921553	940182	967072	980236
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616083	701964	740713	775219	809093	852788	901259	907265	917391	921715	940940	967281	980673
617109	705219	740838	777227	809107	852887	901394	907274	917397	921719	940942	968232	980955
631012	706182	741370	781043	809122	852896	901399	907498	917411	921760	941216	968301	982099
631027	708523	741548	782015	809125	852912	901471	907513	917426	921768	941364	968367	982112
631245	711031	741572	782421	809136	852972	901482	907538	917427	921794	941427	968411	982127
631258	711491	741656	784378	809155	853027	901511	907551	917428	921836	941540	968441	982288
631360	711502	743084	785408	809210	853035	901659	907570	917431	922335	941560	968501	992449
631526	713009	744078	785433	809214	853044	901680	907701	917432	924226	941577	968575	992675
631536	716009	746030	785754	809366	853074	901818	907756	917459	924534	945348	968673	995100
631755	716018	746034	786080	810002	853164	901884	907757	917502	924540	945539	968678	995227
631757	717002	750302	787024	810056	853170	901960	907767	917536	924640	945656	968724	995322
631770	719025	750393	787032	810061	853226	901992	907775	917541	925157	945732	968747	995372
631848	719028	750464	787634	810066	853234	902007	907787	917546	925225	946376	968849	995421
631884	720022	750469	787824	810073	853244	902118	907978	917625	926445	946470	968866	995433
631989	721029	750718	787907	810075	853248	902154	907984	917644	926510	946550	968937	995480
631991	721049	750795	787910	811038	853277	902287	910421	917649	926791	948154	968943	995600
641055	722072	750924	787928	812004	853303	902294	910422	917657	926845	948249	968963	995765
641101	722105	750946	787970	812038	853307	902452	910423	917671	926847	948307	968969	997135
641108	722123	751066	787980	812044	853316	902546	911311	917816	927153	948389	968973	997254
641122	722129	751170	788081	813282	853354	902562	911316	917818	927223	948487	968975	
641138	722130	752168	788083	816149	853415	902564	912415	917966	927228	948541	968977	
641163	722146	752227	790032	816300	853474	902576	913897	918032	927353	949127	968978	
641234	722154	752369	794040	823038	856274	902619	914097	918094	927577	949593	969034	
641274	722165	752384	795008	832038	860111	902677	914320	918111	927675	950095	969044	
641276	722188	752509	797006	837187	871582	902689	914358	918138	927763	950125	969075	
641414	722189	752625	799111	837196	871629	903004	914414	918245	928116	950239	969139	
641471	722197	752635	799112	840344	882120	903179	914440	918283	928142	950342	970210	
641474	722204	752707	799137	840391	891263	903482	914647	918289	928241	950396	970223	

International Mail

IMM REVISION

International Mail — Mailing to Austria

Effective November 5, 1998, the *International Mail Manual* (IMM) is revised to increase the maximum weight limit for air and surface parcels mailed to Austria to **70 pounds**. The postage rates for all newly established weight steps above the previous 44-pound weight limit are calculated on the following basis:

Air Parcel Post: Add \$2.24 to the existing 44-pound postage rate for each pound (or fraction) over 44 pounds.

Surface Parcel Post: Add \$1.92 to the existing 44-pound postage rate for each pound (or fraction) over 44 pounds.

This change to the Country Conditions for Mailing to Austria will be incorporated into a future issue of the IMM.

—Pricing, Costing, & Classification,
International Business Unit, 11-5-98

IMM AND PUBLICATION 273 REVISION

International Mail — Express Mail International Service to Yemen

Effective November 5, 1998, the *International Mail Manual* (IMM) is revised to increase the maximum weight limit for Express Mail International Service (EMS) shipments (both On Demand and Custom Designed) mailed to Yemen to **66 pounds**. To determine the postage rate for each newly established weight step, add **\$6.50** to the existing 44-pound postage rate for each additional pound (or fraction) above 44 pounds.

This change to the Country Conditions for Mailing to Yemen will be incorporated into future issues of the IMM and Publication 273, *Express Mail International Service (Service Guide)*.

—Pricing, Costing, & Classification,
International Business Unit, 11-5-98

Philately

CORRECTION

Stamp Announcements 98-44, 98-45, 98-46, and 98-47 Correction

The first day of issue site for the 33-cent "H" (*Uncle Sam's Hat*), 1-cent, make-up rate (*Weathervane Rooster*); 22-cent Uncle Sam; 77-cent, Mary Breckinridge; and \$3.20 Priority Mail stamps has been changed to Troy, NY (issuance was previously scheduled for Washington, DC), Monday, November 9. All issues will be available nationwide on November 9, but Troy will be the only official first day of issue site.

—Stamp Services, Marketing, 11-5-98

Special Cancellation Die Hubs

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

Cancellation	Period of Use
Employ People With Disabilities	Sept. 1–Nov. 30
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, 11-5-98

Pictorial Cancellations Announcement 98-22

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


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


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



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

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

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

	November 6, 1998	AMERICA RECYCLES DAY BUY RECYCLED STATION POSTMASTER 204 MAIN ST BRATTLEBORO VT 05301-9998	November 9, 1998	AMERICA RECYCLES DAY BUY RECYCLED STATION POSTMASTER 212 FENN ST PITTSFIELD MA 01201-9998
	November 7, 1998	AMERICA RECYCLES DAY BUY RECYCLED STATION POSTMASTER BROAD AND CENTER STS LYNDONVILLE VT 05851-9998	November 10, 1998	AMERICA RECYCLES DAY BUY RECYCLED STATION POSTMASTER 1883 MAIN ST SPRINGFIELD MA 01101-9998
	November 14, 1998	AMERICA RECYCLES DAY BUY RECYCLED STATION POSTMASTER MAIN ST ISLAND POND VT 05846-9998	November 13, 1998	AMERICA RECYCLES DAY BUY RECYCLED STATION POSTMASTER 22 PARK ST DANVILLE VT 05828-9998
		AMERICA RECYCLES DAY BUY RECYCLED STATION POSTMASTER 59 LOCKES VILLAGE RD WENDELL MA 01379-9998		

	October 8, 1998	BREAST CANCER RESEARCH STATION POSTMASTER 2048 HOWLAND BLVD DELTONA FL 32738-9998
	October 9, 1998	AG-INDUSTRY EXPO CELEBRATION STATION PO BOX 9998 DURANT OK 74701
ARTWORK UNAVAILABLE	October 9-10, 1998	CELEBRATION STATION POSTMASTER 515 HUNTER ST BOSWELL OK 74727-9998

	October 10, 1998	Garland Main Post Office DESIGN A STAMP STATION POSTMASTER 1000 W WALNUT ST GARLAND TX 75040-9998
	October 10, 1998	SPACE DISCOVERY STATION OCT 10, 1998 NASA MORRILL HALL LINCOLN NE 68501
	October 13, 1998	BREAST CANCER RESEARCH STATION POSTMASTER 9405 N PENN PL OKLAHOMA CITY OK 71320-9998



October 14, 1998
BREAST CANCER RESEARCH STATION
POSTMASTER
301 E BOARDWALK DR
FORT COLLINS CO 80525-9998



October 23, 1998
SENIOR EXPO STATION
POSTMASTER
PO BOX 50001
ALBANY NY 12205-9998



October 14, 1998
BREAST CANCER AWARENESS STATION
POSTMASTER
1900 E ST
FRESNO CA 93706-7019



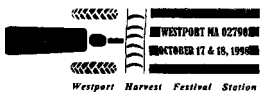
October 23 & 24, 1998
Maryland State Teachers Association
131ST CONVENTION STATION
POSTMASTER
900 E FAYETTE ST RM 507
BALTIMORE MD 21233-9996



October 15, 1998
BREAST CANCER RESEARCH STATION
POSTMASTER
PO BOX 9998
VALLEY CITY OH 44280-9998



October 24, 1998
KENTPEX STATION
POSTMASTER
PO BOX 9998
GRAND RAPIDS MI 49501-9998



October 17 & 18, 1998
WESTPORT HARVEST FESTIVAL STATION
POSTMASTER
55 COTTAGE ST
WESTPORT MA 02790-9998



October 24, 1998
BALLERINA STATION
POSTMASTER
2655 N AIRPORT RD
FT MYERS FL 33901-9998



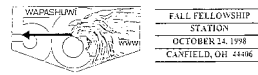
October 20, 1998
BREAST CANCER RESEARCH STATION
POSTMASTER
PO BOX 9998
PHILIP SD 57567-9998



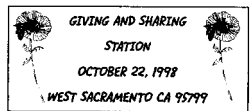
October 24, 1998
Business & Professional Women's Club
BREAST CANCER RESEARCH STATION
POSTMASTER
PO BOX 9998
MADISONVILLE KY 42431-9998



October 21, 1998
THE RED LION INN STATION
POSTMASTER
PO BOX 954
STOCKBRIDGE MA 01262-0954



October 24, 1998
FALL FELLOWSHIP STATION
POSTMASTER
44 N BROAD ST
CANFIELD OH 44406-9998



October 22, 1998
GIVING AND SHARING STATION
POSTMASTER
3775 INDUSTRIAL BLVD
WEST SACRAMENTO CA 95799-9998



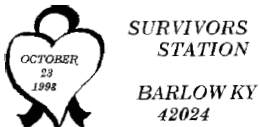
October 24, 1998
The Cheshire Medical Center and Hitchcock Clinic Keene
PUMPKIN FESTIVAL STATION
POSTMASTER
196 MAIN ST
KEENE NH 03431-9998



October 23, 1998
BALLET STARS OF MOSCOW STATION
POSTMASTER
185 E ELM ST
TORRINGTON CT 06790-9998



October 24, 1998
BREAST CANCER RESEARCH STATION
POSTMASTER
8050 MECHANICSVILLE TPKE
MECHANICSVILLE VA 23111-9998



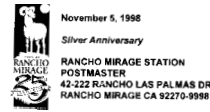
October 23, 1998
USPS
SURVIVORS STATION
POSTMASTER
PO BOX 9998
BARLOW KY 42024-9998



October 24, 1998
BURKEFEST 98 STATION
POSTMASTER
204 S AGNEW ST
BURKEVILLE VA 23922-9998



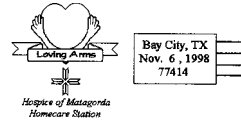
October 24 & 25, 1998
OPEN HOUSE AND AIR SHOW STATION
 POSTMASTER
 300 W PERSHING BLVD
 NORTH LITTLE ROCK AR 72114-9998



November 5, 1998
SILVER ANNIVERSARY
RANCHO MIRAGE STATION
 POSTMASTER
 42-222 RANCHO LAS PALMAS DR
 RANCHO MIRAGE CA 92270-9998



October 28, 1998
PLEDGE EXPRESS STATION
 POSTMASTER
 900 E FAYETTE ST
 BALTIMORE MD 21233-9715



November 6, 1998
Postmaster, Bay City
HEMOCARE STATION
 POSTMASTER
 PO BOX 9998
 BAY CITY TX 77414-9998



October 29, 1998
BREAST CANCER RESEARCH STATION
 POSTMASTER
 114 CENTER ST E
 ROSEAU MN 56751-9998



November 6-8, 1998
Postmaster, Sugar Land
THE SUGAR FESTIVAL STATION
 POSTMASTER
 PO BOX 9998
 SUGAR LAND TX 77478-9998



October 29, 1998
LAUNCH STATION
 POSTMASTER
 2503 S WASHINGTON AVE
 TITUSVILLE FL 32780-9998



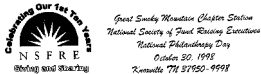
November 7, 1998
USS MAINE SACO STATION
 POSTMASTER
 225 MAIN ST
 SACO ME 04072-9998



October 29, 1998
Johnson Space Center Stamp Club
MISSION CONTROL STATION
 POSTMASTER
 PO BOX 9998
 HOUSTON TX 77058-9998



November 7, 1998
HARVEST FESTIVAL STATION
 POSTMASTER
 224 BROADWAY ST
 MAURY CITY TN 38050-9998



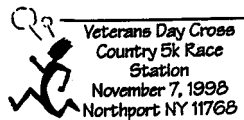
October 30, 1998
Smoky Mountain Chapter - National Society of Fund Raising Executives
GREAT SMOKY MOUNTAIN CHAPTER STATION
 POSTMASTER
 1237 E WEISGARBER RD
 KNOXVILLE TN 37950-9662



November 7, 1998
GENERAL PATTON AWARD CHIRIACO SUMMIT STATION
 POSTMASTER
 45805 FARGO ST
 INDIO CA 92201-9998



November 1, 1998
Trimble First Baptist Station
125TH ANNIVERSARY STATION
 POSTMASTER
 48 E MITCHELL ST
 TRIMBLE TN 38259-9998



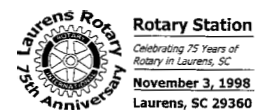
November 7, 1998
VETERANS DAY CROSS COUNTRY 5K RACE STATION
 POSTMASTER
 PO BOX 9998
 NORTHPORT NY 11768-9998



November 3, 1998
BLUE CENTENNIAL STATION
 POSTMASTER
 PO BOX 9998
 BLUE AZ 85922-9998



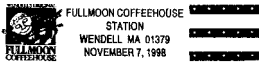
November 7, 1998
CENTENNIAL STATION
 POSTMASTER
 225 MAIN ST
 BELLE PLAINE MN 56011-9998



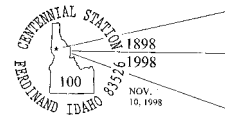
November 3, 1998
ROTARY STATION
 POSTMASTER
 302 N HARPER ST
 LAURENS SC 29360-9998



November 7, 1998
RINGNECK STATION
 POSTMASTER
 410 DAKOTA AVE S
 HURON SD 57350-9998



November 7, 1998
FULLMOON COFFEEHOUSE STATION
 WENDELL MA 01379
 NOVEMBER 7, 1998
FULLMOON COFFEEHOUSE STATION
 POSTMASTER
 59 LOCKES VILLAGE RD
 WENDELL MA 01379-9998



November 10, 1998
CENTENNIAL STATION
 POSTMASTER
 341 MAIN ST
 FERDINAND ID 83526-9998



November 7, 1998
HARVEST FAIR STATION
 NOV. 7, 1998
 SAN BERNARDINO, CA
 92410
HARVEST FAIR STATION
 POSTMASTER
 390 W 5TH ST
 SAN BERNARDINO CA 92401-9998



November 11, 1998
VETERAN'S DAY STATION
 SHRUB OAK, N.Y. 10588
 11th - NOVEMBER '98
 ★ LEST WE FORGET ★
VETERANS DAY STATION
 POSTMASTER
 PO BOX 9998
 SHRUB OAK NY 10588-9998



November 7, 1998
BAMBOO STATION
 POSTMASTER
 10401 POST OFFICE BLVD
 ORLANDO FL 32862-9670



November 11, 1998
NATIVE AMERICANS VETERANS STATION
 POSTMASTER
 1335 JEFFERSON RD
 ROCHESTER NY 14692-9998



November 7, 1998
TOY TRAIN STATION
 Mechanicsville, VA 23111
 November 7, 1998
TOY TRAIN STATION
 POSTMASTER
 5327 CHAMBERLAYNE RD
 RICHMOND VA 23227-9998



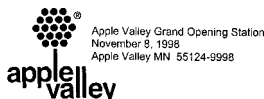
November 11, 1998
National Society of Fund Raising Executives
PHILANTHROPY DAY STATION
 POSTMASTER
 PO BOX 31905
 LOUISVILLE KY 40202-9998



November 7 & 8, 1998
SOCOPEX STATION
 POSTMASTER
 201 E PIKES PEAK AVE
 COLORADO SPRINGS CO 80903-9998



November 11, 1998
VETERANS DAY STATION
 POSTMASTER
 PO BOX 9998
 FARMINGVILLE NY 11738-9998



November 8, 1998
APPLE VALLEY GRAND OPENING STATION
 November 8, 1998
 Apple Valley MN 55124-9998
APPLE VALLEY GRAND OPENING STATION
 POSTMASTER
 7287 153RD ST
 APPLE VALLEY MN 55124-9998



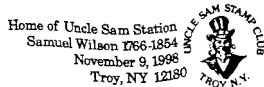
November 11, 1998
VETERANS DAY STATION
 POSTMASTER
 PO BOX 9998
 CARMEL NY 10512-9998



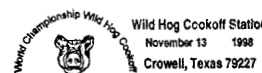
November 9, 1998
ELLENVILLE STATION
 POSTMASTER
 PO BOX 9998
 ELLENVILLE NY 12428-9998



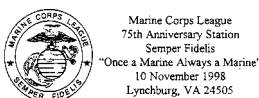
November 13, 1998
ANNIVERSARY STATION
 POSTMASTER
 148 DOCK RD
 ALNA ME 04535-9998



November 9, 1998
HOME OF UNCLE SAM STATION
 POSTMASTER
 400 BROADWAY
 TROY NY 12180-9998



November 13 & 14, 1998
Crowell Chamber of Commerce
WILD HOG COOKOFF STATION
 POSTMASTER
 123 N MAIN ST
 CROWELL TX 79227-9998



November 10, 1998
75TH ANNIVERSARY STATION
 POSTMASTER
 863 CHURCH ST
 LYNCHBURG VA 24505-9998



November 14, 1998
PINE GROVE STATION
 POSTMASTER
 18695 PONY EXPRESS DR
 PARKER CO 80134-9998



STAMP SHOW STATION
 November 14, 1998
 Johnstown, PA 15901
 Honoring
 Morley's Dog Statue

November 14, 1998
The Johnstown Stamp Club
 STAMP SHOW STATION
 POSTMASTER
 111 FRANKLIN ST
 JOHNSTOWN PA 15901-9998



Centennial
 Community Station
 November 14, 1998
 Holdenville, Oklahoma
 74848

November 14, 1998
 CENTENNIAL COMMUNITY STATION
 POSTMASTER
 123 W 7TH ST
 HOLDENVILLE OK 74848-9998



EDGEWOOD, TEXAS 78117
 NOVEMBER 14, 1998

November 14, 1998
Edgewood Historical Society
 HERITAGE PARK STATION
 POSTMASTER
 100 N MAIN ST
 EDGEWOOD TX 75117-9998



November 14 & 15, 1998
Corn Belt Philatelic Society
 CORNPEX 98 STATION
 POSTMASTER
 PO BOX 9998
 BLOOMINGTON IL 61701-9998



Centennial
 TIME CAPSULE
 Station
 November 14th
 1998

November 14, 1998
Hillsdale Centennial Committee
 CENTENNIAL TIME CAPSULE STATION
 POSTMASTER
 PO BOX 100
 HILLSDALE NJ 07642-0100



November 14 & 15, 1998
Mid-Cities Stamp Club
 MID-CITIES EXPO STATION
 POSTMASTER
 1251 WILLIAM D TATE
 GRAPEVINE TX 76051-9998



November 14, 1998
 PONY EXPRESS RIDERS 13TH ANNUAL
 RUN STATION
 POSTMASTER
 137 E ELLIOT RD
 GILBERT AZ 85234-9998



November 15, 1998
 JOHN W HILL STATION
 POSTMASTER
 135 GRAND ST
 WATERBURY CT 06701-9998

Centennial Station
 Hopedale, Massachusetts 01747
 November 14, 1998



Hopedale Unitarian Parish

November 14, 1998
 CENTENNIAL STATION
 POSTMASTER
 80 HOPEDALE ST
 HOPEDALE MA 01747-9998

Post Offices

Post Office Changes Number 98-20

Old/ New	Finance No.	ZIP Code	State	P.O. Name	County/ Parish	Station/Branch/ Unit	Unit Type	Effective Date	Comments
Old	11-8925	33630	FL	Tampa	Hillsborough	Main Office	Post Office	10/10/1998	Establish a new ZIP Code for post office boxes. Use Tampa FL 33689 as last line of address for new post office boxes in a new classified branch.
New	11-8925	33689	FL	Tampa	Hillsborough	Sabal Park Postal Store	Classified Branch	10/10/1998	
Old	55-2874	26806	WV	Fort Seybert	Pendleton	Main Office	Post Office	8/8/1998	Post office and ZIP Code discontinued. Establish a place name. Fort Seybert WV becomes an acceptable last line for use with ZIP Code 26802.
New	55-1026	26802	WV	Brandywine	Pendleton	Fort Seybert	Place Name	8/8/1998	
Old	55-7212	26290	WV	Saint George	Tucker	Main Office	Post Office	6/6/1998	Post office and ZIP Code discontinued. Establish a place name. Saint George WV becomes an acceptable last line for use with ZIP Code 26287.
New	55-6222	26287	WV	Parsons	Tucker	Saint George	Place Name	6/6/1998	
Old	55-0312	26816	WV	Arthur	Grant	Main Office	Post Office	6/13/1998	Post office and ZIP Code discontinued. Establish a place name. Arthur WV becomes an acceptable last line for use with ZIP Code 26847.
New	55-6306	26847	WV	Petersburg	Grant	Arthur	Place Name	6/13/1998	
Old	55-8868	26462	WV	Wolf Summit	Harrison	Main Office	Post Office	7/25/1998	Post office and ZIP Code discontinued. Establish a place name. Wolf Summit WV becomes an acceptable last line for use with ZIP Code 26426.
New	55-7224	26426	WV	Salem	Harrison	Wolf Summit	Place Name	7/25/1998	
Old	55-7014	26423	WV	Roanoke	Lewis	Main Office	Post Office	6/6/1998	Post office and ZIP Code discontinued. Establish a place name. Roanoke WV becomes an acceptable last line for use with ZIP Code 26447.
New	55-8388	26447	WV	Walkersville	Lewis	Roanoke	Place Name	6/6/1998	

—Address Management, Operations Support, 11-5-98

IBI UPDATE

Information Based Indicia (IBI) Postage Test

An article in Postal Bulletin 21971 (5-7-98), "Information Based Indicia (IBI) Beta Test" provided initial information concerning the "live" field operational testing of the new Information Based Indicia (IBI), a new form of electronic postage. This article presents an update on the IBI beta test and provides sample indicia from approved vendors.

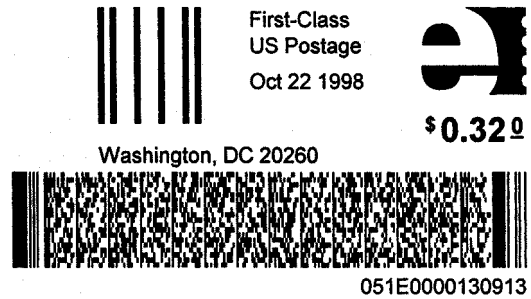
The IBI, which is produced by PC Postage products, includes a two-dimensional barcode containing information critical to revenue protection. This information includes the device identification, ascending and descending register values, postage amount, and a digital signature which makes each indicia unique and thus more difficult to counterfeit without detection.

Several companies have been working to develop PC Postage products to create this new generation of postage evidencing. To date, the following three vendors have been approved by the Postal Service for "beta" or operational testing of their PC Postage products. These vendors all have test participants generating mailpieces bearing IBI, which are currently being introduced into the mailstream in both the Washington, DC, metropolitan area (including suburban Maryland, and Northern Virginia suburbs) and the San Francisco Bay Area.

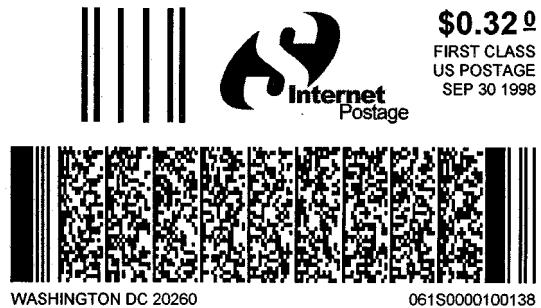
During the current operational test, scheduled to continue into 1999, mailpieces bearing the new IBI indicia will be introduced into the regular mailstream and MUST be processed in the same manner as metered mail. The new indicia represents valid USPS postage and must be accepted at all valid mail acceptance points. Although currently, IBI mailpieces are originating only in the Washington, DC, and San Francisco, CA, metropolitan areas, there is no restriction placed on test participants as to destination addresses. Therefore, all mail processing and delivery personnel should be advised (or reminded) of this test and the new indicia to avoid valid mailpieces inadvertently being returned to sender.

The following are reduced-size replicas of IBI indicia produced by approved software provided to customers by:

E-STAMP CORPORATION
PALO ALTO CA 94304-1218



STAMPMASTER
SANTA MONICA CA 90405-3035



NEOPOST
HAYWARD CA 94544-7084



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This office
will be closed
Thursday,
November 26, 1998,
to celebrate
Thanksgiving Day.

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This office
will be closed
Thursday,
November 26, 1998,
to celebrate
Thanksgiving Day.

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Postal Employees

OSHA UPDATE

New OSHA Requirements

The Act

The president of the United States signed the Postal Employees' Safety Enhancement Act (PESEA) into law and it became effective on September 28, 1998. The law changes the status of the Postal Service as an employer under the Occupational Safety and Health (OSH) Act of 1970. Previously, the Postal Service, as a federal agency, was exempt from the private sector provisions of the OSH Act.

Poster Display

As an employer like any other employer under the OSH Act, the Postal Service must now display Occupational Safety and Health Administration (OSHA) Poster 2203, *Job Safety and Health Protection*. Any official edition of the poster is acceptable. Postal Service Poster 130, *Occupational Safety and Health Protection for Postal Employees*, displayed by the Postal Service as a federal agency, is now obsolete.

OSHA Poster 2203 will be mailed to all postal facilities as soon as a sufficient number can be printed and distributed. In the interim, facility managers can fulfill the requirements of the law and avoid potential citations and penalties by displaying a copy of Poster 2203 found on the Internet that can be printed on 8.5" x 14" or 11" x 17" paper. The poster can be accessed at <http://www.osha.gov> by selecting "Publications" and then selecting "Job Safety and Health Protection Poster." The safety office can assist with the acquisition of posters for facilities that do not have adequate web access or printing capabilities.

Regulation Requests

Additionally, managers must make available copies of the OSH Act and copies of relevant OSHA rules and regulations upon request. The safety office can assist with such requests.

—*Safety and Workplace Assistance,*
Human Resources, 11-5-98

PAY PERIOD FOR RURAL CARRIERS

Rural Carriers Christmas Pay Procedures

The 1998 Christmas period for rural carriers begins Saturday, Dec. 5, 1998 (Week 1, Pay Period (PP) 26-98), and ends Thursday, Dec. 24, 1998 (Week 1, PP 01-99). During this period, special timekeeping and pay rules apply. Timekeepers, including postmasters, supervisors, and other employees, responsible for rural carrier time and attendance recording should become familiar with Article 9.2.J., Christmas Allowances and Procedures, of the 1995–1999 USPS/National Rural Letter Carriers Association (NRLCA) agreement.

This article describes the types of compensation to which rural carriers are entitled during the Christmas period. It also describes related timekeeping procedures and regulations for the Christmas period, as well as special rules (for R and X days) which begin with the start of the guarantee period and continue through the Christmas period.

1. R Days and X Days

Regular rural carriers (Designation 71, FLSA code B) on Route Types K or J are entitled to one relief day per week or pay period. When these carriers work on their relief day (R day), they receive a day off with pay (X day), instead of additional compensation. From the beginning of Guarantee Year 1999 (Nov. 7, 1998) through the last day of the Christmas period (Dec. 24, 1998), special procedures apply to work on relief days (R days) and the scheduling of subsequent X days. The chart below summarizes the rules that apply during the period from Nov. 7, 1998, through Dec. 24, 1998.

Relief ("R") Day	Day Off With Pay ("X") Day
Carrier required to work: Nov. 7, 1998 through Dec. 24, 1998.	Must be taken in same pay period as "R" day.
Carrier volunteers to work: Nov. 7, 1998 through Dec. 24, 1998.	Must be taken after Dec. 24, 1998.
Carrier works before Nov. 7, 1998.	Must be taken after Dec. 24, 1998.

A. Required to Work

When the assigned carrier is **required to work** his or her assigned relief day (R day) during the time from the beginning of the guarantee period through the last day of the Christmas period because no replacement is available, the carrier must be given a day off (X day) in the **same pay period**.

B. Requested to Work

If replacement carriers are unavailable and the carrier agrees to work when requested on the assigned relief day (R day) during the time from the beginning of the guarantee period through the last day of the Christmas period, the regular carrier is entitled to a day off (X day) **after the designated Christmas period**.

C. Relief Days Worked Prior to Beginning of Guarantee Period

Any X days accumulated due to relief days worked before the beginning of the guarantee period may not be taken until after the end of the Christmas period.

D. Recording R Days and X Days on Time Cards

During PP 24-98, 25-98, and 26-98 and Week 1 of PP 01-99, for every X day on the time card, there must be a corresponding R day.

2. Overtime During the Christmas Period**A. FLSA B Regular Carriers****1. Types of Overtime**

During the Christmas period, regular rural carriers are eligible for two types of overtime:

a. FLSA Overtime — FLSA Overtime is paid at all times of the year, not just during the Christmas period. Regular rural carriers are paid FLSA Overtime under two circumstances:

(1) Hours worked in excess of 12 hours in a day — If a carrier works more than 12 hours in a day, the amount over 12 is entered in the Daily Overtime block on PS Form 1314, *Regular Rural Carrier Time Certificate*.

(2) Hours worked in excess of 56 hours in a week — These hours are calculated automatically, so no separate entries are required.

b. Christmas Overtime — Christmas Overtime is paid only during the designated Christmas period. Regular rural carriers are paid Christmas Overtime under two circumstances:

(1) Christmas Assistance — assistance provided by the regular carrier on his or her relief day (See Section III for complete definition). Christmas Assistance workhours are entered in the Xmas Assist Work Hours block on PS Form 1314.

(2) Hours worked in excess of the route's evaluation —excess hours based on the week, not on individual days. For example, if a route has a daily evaluation of 9 hours and the regular carrier works 10 hours on 2 days, and 8 hours on the other 3 days, no overtime would be paid. Even though the carrier exceeded the daily evaluation on 2 days of the week, he/she did not exceed the *weekly* evaluation. (See Handbook F-21, *Time and Attendance*, Section 567, for overtime calculation when leave days are taken during the week and for routes with an evaluation of less than 40 hours.) These hours are calculated automatically, so no separate entries or calculations are required.

2. Overtime Rate

The overtime rate paid to regular (FLSA B) carriers is 150 percent of the carrier's regular rate. The regular rate is determined by dividing the total compensation received for hours actually worked by the carrier since commencement of the guarantee period, excluding previous overtime pay, by the total number of hours actually worked since commencement of the guarantee period, excluding previous overtime hours.

B. Replacement Carriers

Replacement carriers are only entitled to FLSA Overtime. For these employees, FLSA overtime is paid for hours worked in excess of 40 in a week.

C. FLSA A Regular Carriers

Regular carriers whose FLSA code is "A" are paid for actual hours worked, not evaluated hours. They are paid overtime for hours in excess of 8 in a day, or 40 in a week. For FLSA Code A carriers, enter hours in excess of 8 in a day to the "Daily Overtime" block on PS Form 1314. Hours in excess of 40 in a week are calculated automatically by the system (See Exhibit 6).

D. Auxiliary Route Carriers

Carriers serving any auxiliary route are compensated at the hourly rate for actual hours worked during both weeks of PP 26-98 and Week 1 of PP 01-99. During this period, carriers are not paid the evaluation of the route. Overtime is paid only when the carrier exceeds 40 hours of work for the week.

3. Definition of Christmas Assistance

Christmas assistance is additional service provided on a rural route due to high mail volume during the Christmas Period. For regular carriers, Christmas assistance only applies to assistance given by the carrier, on his or her relief day, while a replacement carrier carries the full route. For replacement carriers, it applies to any assistance provided on a regular or auxiliary route during the Christmas Period. Christmas assistance is reported in the Xmas Assist Work

Hours block on PS Form 1314 (for regular carriers) or PS Form 1314-A, *Auxiliary Rural Carrier Time Certificate* (for replacement carriers).

Regular carriers can only perform Christmas assistance on their relief day. Therefore, only carriers assigned to J or K routes may report Christmas assistance. Regular carriers assigned to Route Types H or M cannot perform Christmas assistance because these route types do not have a relief day.

Examples of Christmas Assistance:

- Regular carrier comes in on his or her relief day and helps the replacement carrier case the route.
- Regular carrier comes in on his or her relief day and carries part of the regular route. (Replacement carrier is listed on PS Form 1314.)
- Replacement carrier carries part of a regular route due to heavy Christmas volume.

Examples that are *not* Christmas Assistance:

- Regular carrier comes in on his or her relief day and carries the regular route.
- Regular carrier works 2 hours beyond the daily evaluation of the route.
- Regular carrier, who is assigned to an H or M route, conducting any work.

4. Christmas Period Timekeeping Instructions

A. FLSA B Regular Rural Carriers

Note: There are no provisions for paying a regular carrier for performing service on a Sunday, on an actual holiday, or other than on the assigned route. These situations should be avoided.

1. Work on Relief Day — Only regular carriers on J or K routes have an assigned relief day. Any work performed by a regular carrier on the relief day must be reported in one of the following ways:

- a. R day — If the carrier reports on the relief day and cases and carries the assigned route (as is done on a scheduled day), enter an R on PS Form 1314 for that day. The carrier is due an X day for working the relief day. This X day is granted in the same pay period if the carrier was required to work (see Exhibit 2), or after the Christmas Period if the carrier volunteered to work (see Exhibit 3).

- b. Christmas Assistance — If the regular carrier provides assistance on the assigned route, record the hours worked by the regular as Xmas Assist Work Hours. If additional Equipment Maintenance Allowance (EMA) is due for work performed on the relief day, enter the mileage traveled in whole miles in the Route Deviation block for the appropriate week. A replacement carrier must be listed on the PS Form 1314 for this day (see Exhibits 3 and 5).

2. Work on Designated Holiday (see Exhibit 4) — If Friday, Dec. 25, 1998, is a regular carrier's scheduled relief day, Thursday, Dec. 24, 1998, is the employee's designated holiday. If a regular carrier is assigned to work the designated holiday, the regular carrier must work the full day. Regular carriers may not provide Christmas assistance on their designated holiday.

When the regular carrier works the designated holiday:

- a. Enter DACA Code V in the Thursday, Week 1 block on PS Form 1314.
- b. Include the hours worked on the designated holiday with all other work hours for that week in the Actual Weekly Hours block.
- c. The carrier is compensated at one and one-half times the daily rate of pay (in addition to Holiday Leave) for working the Christmas holiday. The carrier is not entitled to a future day off (X day).

B. FLSA A Regular Carriers

For regular carriers whose FLSA code is "A," report total hours worked for the week in Actual Weekly Hours. (See Exhibit 6.)

1. Carrier works more than 8.00 hours in a day(s) — Enter total hours worked in excess of 8 in 1 day in Daily Overtime.

2. Carrier works scheduled relief day — Enter R on the day the carrier worked the relief day and include the hours worked in Actual Weekly Hours. Employee is not entitled to an X day.

3. Carrier works designated holiday — Enter V on the day the carrier worked the designated holiday and include the hours worked in Actual Weekly Hours. Employee is not entitled to an X day.

4. Compensation — Regular carriers (FLSA A) are paid at the regular rate for all hours worked up to 8 per day and 40 per week, and at the overtime rate for all hours worked in excess of 8 per day or 40 hours per week. FLSA code A employees are not entitled to any X days, as they are paid for working the relief day.

C. Auxiliary Route Carriers

Carriers serving any auxiliary route are compensated at the hourly rate for actual hours worked during both weeks of PP 26-98 and Week 1 of PP 01-99. During this period, carriers are not paid the evaluation of the route. All procedures for recording work on an auxiliary route remain the same, except when a Designation 79 provides Christmas assistance on the assigned auxiliary route (see Exhibit 11).

D. Replacement Carriers Assigned to Vacant Regular Routes (Designations 72/74)

1. Carrier Works Scheduled Relief Day

- a. Enter R on the day the carrier worked the relief day
- b. Include the hours worked in Actual Weekly Hours. Employee is compensated for working the extra day and is *not* entitled to an X day.

2. Carrier Works Designated Holiday on Thursday, Dec. 24, 1998 (See Exhibit 7)

- a. Do not enter a V on the day worked. Leave blank.
- b. Include the work hours in the Actual Weekly Hours block.
- c. Enter the relief day (J or K day) in the block for the actual holiday (Friday).
- d. Replacement carrier data is not needed to cross-foot PS Form 1314 for the holiday.

3. Carrier Provides Christmas Assistance on Relief Day (See Exhibit 8)

- a. Enter the Christmas auxiliary assistance time on PS Form 1314 in the Xmas Assist Work Hours block.
- b. Do not include these hours in the Actual Weekly Hours block.
- c. Enter J or K in the appropriate block on PS Form 1314; the replacement carrier works a full day on the route.

E. Replacement Rural Carriers Serving as Christmas Auxiliary Assistants

All replacement carriers serving as Christmas auxiliary assistants are compensated at their regular rate for actual hours worked up to 40 per week, and at the FLSA overtime rate for actual hours worked in excess of 40.

1. Christmas Assistance on a Regular Route (See Exhibit 9)

- a. Manually prepare PS Form 1314-A for each carrier that provides Christmas assistance.
- b. Do not enter more than one carrier on each PS Form 1314-A.
- c. Submit a separate certificate for each regular route on which the carrier provides assistance.
- d. Report the Christmas assistance hours in the appropriate Week 1 and/or Week 2 Xmas Assist Work Hours block.
- e. Enter EMA hours, trips, and miles in the appropriate Week 1 and/or Week 2 EMA blocks.

2. Christmas Assistance on an Auxiliary Route

- a. Assigned Carrier (Designation 79) Provides Christmas Assistance on Assigned Auxiliary Route (see Exhibit 11)
 - (1) Enter N in the appropriate block in the No Service section of the carrier's PS Form 1314-A for the assigned route.
 - (2) Record hours worked in the Xmas Assist Work Hours block.
 - (3) Include EMA hours and miles (not trips) in the total for the appropriate week.
 - (4) A replacement carrier is required to crossfoot the card.

- b. Replacement Carrier Provides Christmas Assistance on Auxiliary Route (See Exhibit 10)

- (1) Manually prepare PS Form 1314-A. Enter route number A998. Use this route type and number for overburdened service or Christmas assistance on auxiliary routes only.
- (2) Report the Christmas assistance hours in the appropriate Week 1 and/or Week 2 Xmas Assist Work Hours block.
- (3) Enter EMA hours, trips, and miles (if applicable) in the appropriate Week 1 and/or Week 2 EMA blocks.
- (4) If Christmas assistance is performed on two or more auxiliary routes in the same pay period, combine all work hours and EMA data on one manually prepared PS Form 1314-A.

F. Postal Employees (Other Than Rural) Serving as Christmas Auxiliary Assistants (See Exhibit 12)

Postal employees (other than designation 7X) who provide Christmas assistance on rural routes are compensated at their regular rate of pay for actual time worked. Non-rural employees are entitled to EMA payment if a personal vehicle is used. Prepare PS Form 1314-A for these employees as follows. (Do not prepare PS Form 1314-A if a government vehicle is provided).

1. Report the hours worked on the rural routes on PS Form 1230, Time Card (or enter to ETC or PSDS, if applicable).
2. Manually prepare PS Form 1314-A for EMA compensation.
3. Complete indicative data at the top of the certificate: use Des/Act 76/0, actual route type and number, FLSA code P, and correct employee and pay period information.
4. Enter EMA hours, trips, and miles in the appropriate Week 1 and/or Week 2 EMA blocks.

5. Time Card Blocks Used During the Christmas Period

A. PS Form 1314 — FLSA Code B Regular Carriers (See Section IV for FLSA Code A Carriers)

PS Form 1314, U.S. Postal Service, Feb. 1996

WK	Actual Wkly Hrs	Name of Assigned Carrier					Finance Number	Social Security Number				Des/Act	Rt. No.	FLSA	Yr.	DP																																																																																											
		Sat.	Mon.	Tue.	Wed.	Thur.		Fri.	Daily Overtime	Training Hours	COP Hrs						Limited Dty Hrs	Travel Hours																																																																																									
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This certifies that the above carrier rendered service in compliance with Postal regulations												Postmaster's Signature		Date		Carrier Initial																																																																																											

REGULAR RURAL CARRIER TIME CERTIFICATE

1. Daily Overtime — For FLSA B Carriers, this block is used only to record when the carrier works more than 12 hours in a single day. (See Section IV.B.2 for use of this block for FLSA A regular carriers. This block is not used for FLSA P.) Record the total amount of workhours in excess of 12 per day in this box.

Note: Include the amount of daily overtime in the actual weekly hours block.

For Example, if the carrier works 10.00 hours each day, Monday through Wednesday, and works 12.50 on Thursday and 13.00 on Friday, the amount entered to the Daily Overtime block is 1.50 and the amount entered to the Actual Weekly Hours is 55.50.

This block is *not* used to record:

- Hours worked in excess of 56 in a week.
- Hours worked in excess of the route's evaluation.
- Hours worked when the carrier works his or her relief day.

2. Xmas Assist Work Hours — For FLSA B regular carriers, this block is used only when the carrier works on his or her relief day to provide assistance — not to carry his or her full route. A relief carrier must be listed on PS Form 1314 as the replacement carrier for that day.

Note: Do not include the amount of Xmas Assist Work Hours in the Actual Weekly Hours block.

This block is *not* used to record:

- Hours worked in excess of 56 in a week.
- Hours worked in excess of the route's evaluation.
- Hours worked when the carrier works his or her relief day and DACA Code R is entered on the PS Form 1314.

B. PS Form 1314-A — Replacement Carriers/Auxiliary Routes

PS FORM 1314-A, FEB 1979 U.S. POSTAL SERVICE

WK	Actual Wkly Work Hours		Work Days	Training Hours		Equipment Allowance				Leave-Whole Hours				Travel Hours	N-No Service							Xmas Assist Work Hours																	
	Hrs	100s		Hrs	100s	Hrs	Tr	Miles	GT	Ann	Sick	Other	COP		Sat	Mon	Tue	Wed	Thur	Fri	Hrs		100s																
1	Hrs	100s		Hrs	100s																Hrs	100s																	
2	Hrs	100s		Hrs	100s																Hrs	100s																	
Name of Assigned Carrier																						Finance Number				Social Security Number				Des		Rt. No.		FLSA		Yr.		PP	
Name of Relief Carrier																						S S N				Week 1 Information				Week 2 Information									
Actual Wkly Hrs																						Route Allow				Actual Wkly Hrs				Equip. Allow									
Hrs																						Hrs Tr Miles GT				Hrs				Hrs Tr Miles GT									
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Hrs																						Hrs				Hrs				Hrs									
This certifies that the above carrier rendered service in compliance with Postal regulations												Postmaster's Signature						Date		Carrier Initial																			

AUXILIARY RURAL CARRIER TIME CERTIFICATE

EDM-7833

1. Rt. No. — Use the chart below to determine which Route number to enter on the PS Form 1314-A when reporting Christmas auxiliary assistance by Replacement carriers or on auxiliary routes.

Christmas Auxiliary Assistance provided on:	Route # on PS Form 1314-A
Regular Route	Actual Route # (e.g.,K001,J014)
One or more Auxiliary Routes (Except for Des 79 providing assistance on assigned auxiliary route)	A998 (Combine all Christmas Assistance on Auxiliary Routes on one PS Form 1314-A)
Auxiliary Route — assistance provided by Des 79 on assigned route	Use PS Form 1314-A for assigned route

2. Xmas Assist Work Hours — This block is used whenever a replacement carrier provides Christmas auxiliary assistance.

Note: Do not include the amount of Xmas Assist Work Hours in the Actual Weekly Hours Block.

Important Items to Remember

Rural Carrier Christmas Pay Procedures

- Hours entered in the Xmas Assist Work Hours block are **never** included in Actual Weekly Hours.
- Hours entered in the Daily Overtime block are **always** included in Actual Weekly Hours.
- Carriers on auxiliary routes are paid for actual hours worked — not the route's evaluation — during the Christmas period.
- An X day cannot be entered on a time card unless there is a corresponding R day in the same pay period.
- If a regular carrier works his or her relief day and carries his or her assigned route, this is **not** reported as Christmas assistance.
- Regular carriers may only work on their assigned route.

Exhibit 1 Regular Carrier Works in Excess of Route's Evaluation

1. Regular carrier is assigned to a 45-hour evaluated route.
2. Carrier works 45.28 hours in Week 1, and 47.08 hours in Week 2 as follows:

	Week 1	Week 2
Mon	9.00 hours	10.00 hours
Tue	8.00 hours	8.00 hours
Wed	10.28 hours	11.08 hours
Thu	9.00 hours	7.50 hours
Fri	9.00 hours	10.50 hours

3. Carrier will be paid Christmas Overtime for 0.28 hours the first week and 2.08 hours the second week, based on hours worked over the route's evaluated hours.
4. No manual computation for Christmas Overtime is necessary. This is automatically computed. No entries are made to the Daily Overtime block.

PS Form 1314, Feb 1996 U.S. Postal Service

VIDAL K P		00-0000	E 000-00-0000	71/0	K004	B	98	26			
Name of Assigned Carrier		Finance Number	Social Security Number		Des/Act	Rt. No.	FLSA	Yr. PP			
WK	Actual Mkly Hrs	Days Assigned Carrier Absent (codes on reverse)	Daily Overtime	Training Hours	COP Hrs	Limited Dty Hrs	Travel Hours	Rte Dev	GT Veh	Miles Omit	XMAS ASSIST WORK HOURS
1	45.28	K									
2	47.08	K									
Week 1 Information: Actual Mkly Hrs 45.28, Training Hours 0, COP Hrs 0, Limited Dty Hrs 0, Travel Hours 0, Rte Dev 0, GT Veh 0, Miles Omit 0, XMAS ASSIST WORK HOURS 0.28 Week 2 Information: Actual Mkly Hrs 47.08, Training Hours 0, COP Hrs 0, Limited Dty Hrs 0, Travel Hours 0, Rte Dev 0, GT Veh 0, Miles Omit 0, XMAS ASSIST WORK HOURS 2.08											
Des/Act		Name of Relief Carrier	S S N	Actual Mkly Hrs	Tr	No EN	Whole Miles Dev + Omit -	Actual Mkly Hrs	Tr	No EN	Whole Miles Dev + Omit -
78/0		STEPHENS, A.	111-11-1111	09.25	1			10.08	1		
This certifies that the above carrier rendered service in compliance with Postal regulations. Postmaster's Signature: <i>S. Her</i> Date: 12-18-98 Carrier Initial: KPV REGULAR RURAL CARRIER TIME CERTIFICATE											

NO Entries to Daily Overtime

Exhibit 2 Regular Carrier is Required to Work Relief Day (Week 2)

1. Regular carrier is **required** to work the second relief day of PP 26. Carrier takes Thursday as the X day. Carrier **must be given** an X day in the same PP.
2. Carrier does not work more than 12 hours on any day.
3. No manual computation for Christmas Overtime is necessary. This is automatically computed.

PS Form 1314, Feb 1996 U.S. Postal Service

MONAHAN L E		00-0000	E 000-00-0000	71/0	K014	B	98	26			
Name of Assigned Carrier		Finance Number	Social Security Number		Des/Act	Rt. No.	FLSA	Yr. PP			
WK	Actual Mkly Hrs	Days Assigned Carrier Absent (codes on reverse)	Daily Overtime	Training Hours	COP Hrs	Limited Dty Hrs	Travel Hours	Rte Dev	GT Veh	Miles Omit	XMAS ASSIST WORK HOURS
1	42.08										
2	43.95	X									
Week 1 Information: Actual Mkly Hrs 42.08, Training Hours 0, COP Hrs 0, Limited Dty Hrs 0, Travel Hours 0, Rte Dev 0, GT Veh 0, Miles Omit 0, XMAS ASSIST WORK HOURS 0 Week 2 Information: Actual Mkly Hrs 43.95, Training Hours 0, COP Hrs 0, Limited Dty Hrs 0, Travel Hours 0, Rte Dev 0, GT Veh 0, Miles Omit 0, XMAS ASSIST WORK HOURS 0											
Des/Act		Name of Relief Carrier	S S N	Actual Mkly Hrs	Tr	No EN	Whole Miles Dev + Omit -	Actual Mkly Hrs	Tr	No EN	Whole Miles Dev + Omit -
78/0		MADISON, P	222-22-2222	08.33	1			09.00	1		
This certifies that the above carrier rendered service in compliance with Postal regulations. Postmaster's Signature: <i>S. Her</i> Date: 12-18-98 Carrier Initial: LM REGULAR RURAL CARRIER TIME CERTIFICATE											

Required to work
Must take X-Day in Same Pay Period

Exhibit 3 Regular Carrier Provides Christmas Assistance, Volunteers to Work Relief Day and Works Over 12 Hours in a Day

1. Carrier works the following in Week 1:

Table with 2 columns: Day, Hours. Rows: Sat: 6.00 hours, Mon: 8.78 hours, Tue: 9.00 hours, Wed: 8.00 hours, Thu: 10.00 hours, Fri: 7.00 hours.

- a. Enter 6.00 in the Xmas Assist Work Hours block.
b. Enter 42.78 in the Actual Weekly Hours block.
c. Enter DACA Code K for Saturday.
d. Enter replacement carrier information for Saturday.

2. Carrier works the following in Week 2:

Table with 2 columns: Day, Hours. Rows: Sat: 12.58 hours, Mon: 12.08 hours, Tue: 9.08 hours, Wed: 8.25 hours, Thu: Sick Leave, Fri: 8.00 hours.

- a. Enter all hours over 12 in a day (0.58 + 0.08 = 0.66) for the entire week in the Daily Overtime block.
b. Enter 49.99 (total hours including daily overtime hours) to Actual Weekly Hours.
c. Carrier requests to work the relief day and is not entitled to an X day until after the Christmas period.
3. The carrier will receive 6.00 hours Christmas Overtime for Week 1 and 0.66 hours FLSA overtime for Week 2. The system will automatically compute any overtime due the employee for working in excess of the route's evaluation.

REGULAR RURAL CARRIER TIME CERTIFICATE form. Includes fields for carrier name (SKEBOS), finance number (00-0000), SSN (E 000-00-0000), route (71/0 K002 B), and weekly hours for two weeks. Includes a signature and date (12-18-98).

Exhibit 4 Regular Carrier Works Designated Holiday

1. Regular carrier's relief day is Friday. Carrier works the designated holiday on Thursday, Dec. 24, 1998.
2. Enter V on Thursday of Week 1.
3. Include hours worked on the designated holiday in Actual Weekly Hours.
4. Carrier is not entitled to an X day for working the holiday.

5. No manual computation for Christmas Overtime is necessary. This is automatically computed. Do not enter Christmas Overtime in the Daily Overtime Block.
6. Carrier will receive 150 percent of one day's evaluation for working the designated Christmas holiday.

Note: Regular rural carriers cannot work on Friday, Dec. 25, 1998.

ADAMS		H L		00-0000	E 000-00-0000	71/0	K026	B	99	01								
Name of Assigned Carrier				Finance Number	Social Security Number		Des/Act	Rt. No.	FLSA	Yr.	PP							
WK	Actual Wkly Hrs	Days Assigned Carrier Absent (codes on reverse)			Daily Overtime	Training Hours	COP Hrs	Limited Dty Hrs	Travel Hours	Rte Dev	GT Veh	Miles Omit	XMAS ASSIST WORK HOURS					
1	44 93	Sat.	Mon.	Tue.	Wed.	Thur.	Fri.											
	Hrs					V	K											
2	34 50					H	K											
	Hrs					Hrs	100s	Hrs	100s	Hrs	100s	Hrs	100s					
				Week 1 Information				Week 2 Information										
Des/Act	Name of Relief Carrier			S S N		Actual Wkly Hrs	Tr	No EN	EN	Whole Miles Dev +	Omit -	Actual Wkly Hrs	Tr	No EN	EN	Whole Miles Dev +	Omit -	
75/0	Livingston, D			444-44-4444								08 00				1		
This certifies that the above carrier rendered service in compliance with Postal regulations				Postmaster's Signature				Date				Carrier Initial						
				S He				12-31-98				H						

REGULAR RURAL CARRIER TIME CERTIFICATE

Exhibit 5 Regular Carrier Provides Christmas Assistance

1. Carrier works 7 hours of Christmas assistance on the relief day (Saturday, Week 2) and uses a personal vehicle for 25 miles.
2. Enter 7 hours to Xmas Assist Work Hours. Do not include in the total work hours for the week on PS Form 1314.

3. Enter the 25 miles traveled on the relief day in whole miles in the Route Deviation block.
4. No manual computation for Christmas Overtime is necessary. This is automatically computed. Do not enter Christmas Overtime in the Daily Overtime Block.

HUGHES		J		00-0000	E 000-00-0000	71/0	J004	B	98	26								
Name of Assigned Carrier				Finance Number	Social Security Number		Des/Act	Rt. No.	FLSA	Yr.	PP							
WK	Actual Wkly Hrs	Days Assigned Carrier Absent (codes on reverse)			Daily Overtime	Training Hours	COP Hrs	Limited Dty Hrs	Travel Hours	Rte Dev	GT Veh	Miles Omit	XMAS ASSIST WORK HOURS					
1	46 52	Sat.	Mon.	Tue.	Wed.	Thur.	Fri.											
	Hrs																	
2	43 92					J												
	Hrs					Hrs	100s	Hrs	100s	Hrs	100s	Hrs	100s					
										025			07 00					
				Week 1 Information				Week 2 Information										
Des/Act	Name of Relief Carrier			S S N		Actual Wkly Hrs	Tr	No EN	EN	Whole Miles Dev +	Omit -	Actual Wkly Hrs	Tr	No EN	EN	Whole Miles Dev +	Omit -	
78/0	PAZ, K.V.			555-55-5555								08 75				1		
This certifies that the above carrier rendered service in compliance with Postal regulations				Postmaster's Signature				Date				Carrier Initial						

REGULAR RURAL CARRIER TIME CERTIFICATE

PS Form 1314, Feb. 1996 U.S. Postal Service

Exhibit 6 FLSA Code A Regular Carrier

1. A regular carrier whose FLSA code is "A" is paid by the hour. Overtime is paid for all hours over 8 hours in a day or 40 hours in a week.
2. Carrier works 8.32 hours on Tuesday, Dec. 8, 1998 (Week 1). Enter 0.32 hours in the Daily Overtime block.
3. Carrier works relief day (Saturday) in Week 1. Include these hours in Actual Weekly Hours. Carrier is paid for these hours, so **no X day is due**.
4. Carrier works 39.88 total hours in Week 1.
5. Carrier works Christmas assistance on the relief day on the second Saturday. Record the Christmas assistance time in the Xmas Assist Work Hours block. Do not add to the Actual Weekly Hours. Overtime will only be paid if the carrier exceeds 40 hours for the week.
6. No manual computation for Christmas Overtime is necessary. This is automatically computed. Carrier will receive 0.32 hours of overtime in Week 1 and 1.08 hours of overtime (35.08 + 06.00 = 41.08 hours) in Week 2.

SROCZENSKI		B		00-0000		E 000-00-0000		71/0		K007		A		98		26					
Name of Assigned Carrier				Finance Number				Social Security Number				Des/Act		Rt. No.		FLSA		Yr.		PP	
WK	Actual Wkly Hrs	Days Assigned Carrier Absent (codes on reverse)					Daily Overtime	Training Hours	COP Hrs	Limited Dty Hrs	Travel Hours	Rte Dev	GT Veh	Miles Omit	XMAS ASSIST WORK HOURS						
		Sat.	Mon.	Tue.	Wed.	Thur.									Fri.	Hrs	100s				
1	39.88			R			00.32														
2	35.08			K												06.00					
Week 1 Information																					
Des/Act	Name of Relief Carrier	S S N	Actual Wkly Hrs	Tr	Whole Miles		Actual Wkly Hrs	Tr	Whole Miles												
					EN	Dev + Omit -			EN	Dev + Omit -											
78/0	Mahoney, DJ.	666-66-6666	8.32				11.50	1													
This certifies that the above carrier rendered service in compliance with Postal regulations												Postmaster's Signature		Date		Carrier Initials					
												S. Hy		12-18-98		[Signature]					

PS Form 1314, Feb 1996 U.S. Postal Service

REGULAR RURAL CARRIER TIME CERTIFICATE

Exhibit 7 Designation 74 Works Designated Holiday

1. RCA is assigned to a vacant regular J route, with a relief day on Friday of Week 1.
2. Carrier works the designated Christmas holiday on Thursday, Dec. 24, 1998.
3. Do not enter V or H for working the Christmas holiday. Designation 74s are not entitled to holiday leave pay. Thursday is a regular work day.
4. Include hours worked on Thursday of Week 1 in Actual Weekly Hours.
5. Replacement carrier is not needed to crossfoot the card for the first week.
6. Enter an H for the New Year's Day holiday on Friday of Week 2.

DONOVAN J H		00-0000	E 000-00-0000	74/0	J005	P	99	01							
Name of Assigned Carrier		Finance Number	Social Security Number		Des/Act	Rt. No.	FLSA	Yr. PP							
WK	Actual Wkly Hrs	Days Assigned Carrier Absent (codes on reverse)					Daily Overtime	Training Hours	COP Hrs	Limited Dty Hrs	Travel Hours	Rte Dev	GT Veh	Miles Omit	XMAS ASSIST WORK HOURS
		Sat.	Mon.	Tue.	Wed.	Thur.									
1	41.00 Hrs 100s														
2	39.50 Hrs 100s														
		Week 1 Information					Week 2 Information								
Des/Act	Name of Relief Carrier	S S N	Actual Wkly Hrs	Tr	No EN	Whole Miles Dev +	Omit -	Actual Wkly Hrs	Tr	No EN	Whole Miles Dev +	Omit -			
			Hrs 100s					Hrs 100s							
			Hrs 100s					Hrs 100s							
			Hrs 100s					Hrs 100s							
			Hrs 100s					Hrs 100s							
			Hrs 100s					Hrs 100s							
			Hrs 100s					Hrs 100s							
This certifies that the above carrier rendered service in compliance with Postal regulations		Postmaster's Signature		Date		Carrier Initial									
		S. A.		12-31-98		JD									

REGULAR RURAL CARRIER TIME CERTIFICATE

Exhibit 8 Designation 74 Provides Christmas Assistance on Relief Day

1. RCA is assigned to a vacant regular K route, with a relief day of Saturday.
2. On the first Saturday, the Designation 74 carrier provides Christmas assistance for 7 hours. The replacement carrier works the route the entire day.
3. Enter DACA Code K for the first Saturday.
4. Enter 7.00 hours in the Xmas Assist Work Hours block. Do not include these hours in the Actual Weekly Hours block.

VANCOTT C E		00-0000	E 000-00-0000	74/0	K011	P	99	01							
Name of Assigned Carrier		Finance Number	Social Security Number		Des/Act	Rt. No.	FLSA	Yr. PP							
WK	Actual Wkly Hrs	Days Assigned Carrier Absent (codes on reverse)					Daily Overtime	Training Hours	COP Hrs	Limited Dty Hrs	Travel Hours	Rte Dev	GT Veh	Miles Omit	XMAS ASSIST WORK HOURS
		Sat.	Mon.	Tue.	Wed.	Thur.									
1	36.52 Hrs 100s														07.00
2	33.82 Hrs 100s														
		Week 1 Information					Week 2 Information								
Des/Act	Name of Relief Carrier	S S N	Actual Wkly Hrs	Tr	No EN	Whole Miles Dev +	Omit -	Actual Wkly Hrs	Tr	No EN	Whole Miles Dev +	Omit -			
78/0	HYATER, L.	888-00-8888	08.75 Hrs 100s	1				08.50 Hrs 100s	1						
			Hrs 100s					Hrs 100s							
			Hrs 100s					Hrs 100s							
			Hrs 100s					Hrs 100s							
			Hrs 100s					Hrs 100s							
			Hrs 100s					Hrs 100s							
This certifies that the above carrier rendered service in compliance with Postal regulations		Postmaster's Signature		Date		Carrier Initial									
		S. A.				LHK									

REGULAR RURAL CARRIER TIME CERTIFICATE

Exhibit 9 Replacement Carrier Provides Christmas Assistance on Regular Route

1. Regular carrier on Route K001 carries his or her route on regularly scheduled day.
2. Replacement carrier provides Christmas assistance on Route K001 for 3.25 hours on Tuesday, Week 1, 6.75 hours on Friday, Week 1, and 4.50 hours on Monday, Week 2.
3. On each of these days, the replacement carrier spends 3 hours on the street and travels 40 miles each day (in his or her own vehicle).
4. Prepare PS Form 1314-A using the actual route number (K001) on which service was performed.
5. Enter 10.00 hours in the Xmas Assist Work Hours block for Week 1, and 4.50 hours for Week 2. Do not include these hours in Actual Weekly Hours.
6. Enter EMA data in the appropriate Equipment Allowance blocks.
7. If the replacement carrier provides Christmas assistance on more than one regular route, complete a separate PS Form 1314-A for each route on which Christmas assistance is provided.

FREUER J				00-0000				000-00-0000				78/0		K001		P		98/26			
Name of Assigned Carrier				Finance Number				Social Security Number				Des.		Rt. No.		FLSA		Yr. PP			
WK	Actual Wkly Work Hours	Work Days	Training Hours	Equipment Allowance				Leave-Whole Hours				Travel Hours		N-No Service					Xmas Assist Work Hours		
	Hrs 100s		Hrs 100s	Hrs	Tr	Miles	GT	Ann	Sick	Other	COP	Sat	Mon	Tue	Wed	Thur	Fri		Hrs 100s		
1				06	2	080													10 00		
2				03	1	040													04 50		
								Week 1 Information				Week 2 Information									
				Name of Relief Carrier				S S N				Actual Wkly Hrs		Equip. Allow		Actual Wkly Hrs		Equip. Allow			
												Hrs 100s		Hrs Tr Miles GT		Hrs 100s		Hrs Tr Miles GT			
												Hrs 100s				Hrs 100s					
												Hrs 100s				Hrs 100s					
												Hrs 100s				Hrs 100s					
												Hrs 100s				Hrs 100s					
												Hrs 100s				Hrs 100s					
This certifies that the above carrier rendered service in compliance with Postal regulations				Postmaster's Signature				Date				Carrier Initial									
				S. [Signature]				12-18-98				AF									

AUXILIARY RURAL CARRIER TIME CERTIFICATE

PS Form 1314-A, Rev. 12-79 U.S. Postal Service

Exhibit 10 Replacement Carrier Provides Christmas Assistance on an Auxiliary Route

1. Replacement carrier provides 3.00 hours of Christmas assistance on Route A003 on Monday, Week 1, 1.25 hours of Christmas assistance on Route A009 on Thursday, Week 1, and 2.50 hours of Christmas assistance on Route A003 on Monday, Week 2. All hours are worked in the office, except 1 hour on the street on Monday, Week 2 (10 miles).
2. Prepare one PS Form 1314-A using route number A998 for all Christmas assistance hours on auxiliary routes.
3. Enter hours worked in the Xmas Assist Work Hours block. Do not include in Actual Weekly Hours.
4. Enter EMA data in the appropriate Equipment Allowance blocks.

PS FORM 1314-A, FEB 1970 U.S. POSTAL SERVICE

Name of Assigned Carrier		Finance Number		Social Security Number		Des.	Rt. No.	FLSA	Yr.	PP											
KOTIE, P. V.		00-0000		123-12-1234		78/0	A998	P	98	26											
WK	Actual Wkly Work Hours	Work Days	Training Hours	Equipment Allowance				Leave-Whole Hours				Travel Hours	N-No Service					Xmas Assist Work Hours			
				Hrs	Tr	Miles	GT	Ann	Sick	Other	COP		Sat	Mon	Tue	Wed	Thur		Fri		
1	Hrs 100s		Hrs 100s																	04	25
2	Hrs 100s		Hrs 100s	01	1	010														02	50
Des	Name of Relief Carrier	SSN	Week 1 Information				Week 2 Information														
			Actual Wkly Hrs	Equip. Allow			Actual Wkly Hrs	Equip. Allow													
			Hrs	Tr	Miles	GT	Hrs	Tr	Miles	GT											
			Hrs 100s				Hrs 100s														
			Hrs 100s				Hrs 100s														
			Hrs 100s				Hrs 100s														
			Hrs 100s				Hrs 100s														
			Hrs 100s				Hrs 100s														
			Hrs 100s				Hrs 100s														
This certifies that the above carrier rendered service in compliance with Postal regulations			Postmaster's Signature				Date		Carrier's Initials												
			J. A. V.				12-18-98		JVK												

AUXILIARY RURAL CARRIER TIME CERTIFICATE EDM-7833

Exhibit 11 Designation 79 Provides Christmas Assistance on Assigned Auxiliary Route

1. DES 79 Carrier is assigned to and works on route A010.
2. In Week 1, assigned carrier works the following schedule:
 Sat: 2.50 hours Christmas assistance — 1 hour street time — 3 miles (replacement carrier carries route).
 Monday through Friday: 20.50 total hours — 10 hours street time — 50 miles.
3. Enter 2.50 hours in the Xmas Assist Work Hours block. Do not include these hours in Actual Weekly Hours.
4. Add equipment maintenance data — **hours and miles only** — for Christmas assistance to the total for the week. Do not increase the number of trips.
- In Week 2, assigned carrier does *not* work.

COLE			W			00-0000				000-00-0000				79/0		A010		P	98	26	
WK	Actual Wkly Work Hours Hrs 100s	Work Days	Name of Assigned Carrier				Finance Number				Social Security Number				Des	Rt. No.	FLSA	Yr.	PP		
			Training Hours		Equipment Allowance		Leave-Whole Hours		Travel Hours		N-No Service		Xmas Assist Work Hours								
1	20.50		Hrs 100s	Hrs 100s	Hrs	Tr	Miles	GT	Ann	Sick	Other	COP	Hrs	100s	N						02.50
2			Hrs 100s	Hrs 100s									Hrs	100s	N	N	N	N	N	N	
This certifies that the above carrier rendered service in compliance with Postal regulations			Name of Relief Carrier		SSN		Actual Wkly Hrs		Equip. Allow		Actual Wkly Hrs		Equip. Allow								
			78/0 Whitney, R.U.		777-11-3333		04.00		02 010		24.00		12 060								
			Hrs 100s		Hrs 100s		Hrs 100s		Hrs 100s		Hrs 100s		Hrs 100s		Hrs 100s						
			Hrs 100s		Hrs 100s		Hrs 100s		Hrs 100s		Hrs 100s		Hrs 100s		Hrs 100s						
			Hrs 100s		Hrs 100s		Hrs 100s		Hrs 100s		Hrs 100s		Hrs 100s		Hrs 100s						
			Hrs 100s		Hrs 100s		Hrs 100s		Hrs 100s		Hrs 100s		Hrs 100s		Hrs 100s						
			Hrs 100s		Hrs 100s		Hrs 100s		Hrs 100s		Hrs 100s		Hrs 100s		Hrs 100s						
Postmaster's Signature: <i>S. [Signature]</i>										Date: 12-18-98		Carrier Initial: <i>WC</i>									

Exhibit 12 Non-Rural Employee Provides Christmas Assistance on Rural Route (EMA Only)

1. Clerk works as a Christmas Auxiliary Assistant on Route J029 and provides his or her own vehicle.
2. Complete PS Form 1314-A, using designation/activity code 76/0 and the route number of the regular route. (Use A998 if assistance is provided on an auxiliary route.)
3. Enter the hours, trips, and miles to pay equipment maintenance.
4. Do not enter any Actual Weekly Hours or Xmas Assist Work Hours. Work hours for non-rural employees are paid using their regular timekeeping system (e.g., manual timecards, ETC., PSDS)
5. If Christmas assistance is provided on more than one regular route, complete a separate PS Form 1314-A for each employee and for each route on which they provide Christmas assistance.
6. If Christmas assistance is provided on more than one auxiliary route, combine the EMA data and enter the totals on one PS Form 1314-A using route number A998.

PS FORM 1314-A, FEB 1970 U.S. POSTAL SERVICE

PINDOWSKI, S.										00-0000				222-33-4444				76/0 J029 P				98		26		
Name of Assigned Carrier				Finance Number				Social Security Number				Des.				Rt. No.				FLSA		Yr.		PP		
WK	Actual Wkly Work Hours		Work Days	Training Hours		Equipment Allowance			Leave-Whole Hours				Travel Hours		N-No Service					Xmas Assist Work Hours						
	Hrs	100s		Hrs	100s	Hrs	Tr	Miles	GT	Ann	Sick	Other	COP	Hrs	100s	Sat	Mon	Tue	Wed	Thur	Fri	Hrs	100s			
1					04	2	036																			
2					06	3	054																			
Week 1 Information																							Week 2 Information			
Des		Name of Relief Carrier				S S N				Actual Wkly Hrs		Equip. Allow				Actual Wkly Hrs		Equip. Allow								
										Hrs 100s		Hrs Tr Miles GT				Hrs 100s		Hrs Tr Miles GT								
										Hrs 100s						Hrs 100s										
										Hrs 100s						Hrs 100s										
										Hrs 100s						Hrs 100s										
										Hrs 100s						Hrs 100s										
										Hrs 100s						Hrs 100s										
This certifies that the above carrier rendered service in compliance with Postal regulations										Postmaster's Signature <i>S. Auer</i>										Date 12-18-98		Carrier Initial <i>SP</i>				

AUXILIARY RURAL CARRIER TIME CERTIFICATE

EDM-7833

HEALTH BENEFITS

Health Benefits Open Season

The 1998 Federal Employees Health Benefits Open Season is scheduled from November 9 through December 14, 1998, according to the Office of Personnel Management (OPM). Eligible employees may make any *one* — or a *combination* — of the following changes:

- Enroll if not enrolled.
- Change from one plan to another plan.
- Change from one option to another option.
- Change from Self Only to Self and Family.
- Change from Self and Family to Self Only.
- Cancel enrollment.

Enrollment changes and new enrollments made during the 1998 open season are effective January 2, 1999 (Pay Period 02-99) for postal employees.

Distribution of Open Season Materials*Employees.*

Prior to the start of open season, the 1999 guides to Federal Employees Health Benefits (FEHB) Plans for (1) career employees, (2) Postal Inspection Service and Office of Inspector General (OIG) employees, and (3) certain noncareer (temporary) employees will be mailed from the national level to each employee's address of record. Each 1999 Guide to FEHB Plans — RI 70-2 for postal career employees, RI 70-2IN for Postal Inspection Service and OIG employees, and RI 70-8PS for noncareer postal employees — includes:

- An overview of FEHB Program eligibility requirements and election choices during open season.
- A comparison of biweekly premium costs of participating plans.
- The status of managed care plans evaluated by the National Committee on Quality Assurance and the Joint Commission on Accreditation of Healthcare Organizations.
- The results of a Customer Satisfaction Survey conducted by OPM.
- An explanation of the pre-tax payment feature, including a revised listing of qualified life status changes.

Installations.

Some of the required materials will be distributed automatically, while the personnel services offices must requisition others using the item number, name, and national stock number (NSN). All customer service district offices, processing and distribution centers, airport mail centers, bulk mail centers, the OIG and selected Postal Inspection Service divisions, and selected Headquarters field units will obtain open season materials in the following manner:

Receive through automatic distribution:

- RI 70-2, *1999 Guide to FEHB Plans* (postal career employees) — NSN 7690-03-000-3774.
- RI 70-2IN, *1999 Guide to FEHB Plans* (United States Postal Service (USPS) Inspectors and Office of Inspector General employees). Only the OIG and Postal Inspection Service Operations Support Group offices will receive this guide.
- RI 70-5, *1999 Guide to FEHB Plans* (temporary continuation of coverage and coverage under the spouse equity law or similar statutes providing coverage to former spouses) — NSN 7690-03-000-3772.
- PS Form 8201, *Pre-Tax Health Insurance Premium Waiver/Restoration Form* (November 1998).
- Most fee-for-service plan brochures.

Requisition from the Topeka Material Distribution Center (MDC):

- RI 70-8 PS, *1999 Guide to FEHB Plans* (certain temporary/noncareer employees) — NSN 7690-03-000-3754.
- SF 2809, *Health Benefits Registration Form* (August 1992 edition only) — NSN 7540-01-231-6227.
- RI 72-5, *Rural Carriers Benefit Plan* (individual plan brochure for the Rural Carriers closed enrollment fee-for-service plan) — NSN 7690-03-000-3809.
- PS Form 8202, *Pre-Tax Health Insurance Premium Election/Waiver Form for Noncareer Employees* (November 1998) — NSN 7530-03-000-8301.

Order directly from plan sponsors:

- Brochures for health maintenance organizations.

Additional Information

Publication 12, *Health Benefits Open Season Administrative and Processing Information* (November 1998) — NSN 7610-03-000-5937, will be issued again this open season to address FEHB open season administrative issues in more detail. Copies of Publication 12 will be distributed to personnel services offices directly with further distribution to the same postal facilities that receive the *Postal Bulletin*. The document will contain:

Information on distribution of open season materials, including details of when and how to requisition a residual supply of materials.

- Information on distribution of open season materials, including details of when and how to requisition a residual supply of materials.
- Eligibility requirements for coverage.

- A list of participating health plans and their premium rates.
- A list of health maintenance organization contacts.
- A list of FEHB health plan withdrawals and other changes.
- Additional instructions pertaining to open season administration.

The FEHB Guides, Publication 12, links to plan brochures, plan websites and other information are available on the Postal Service IntraNet website at <http://blue.usps.gov/hrisp/comp> and/or OPM's Internet website at <http://www.opm.gov/insure>.

—*Compensation, Human Resources, 11-5-98*

ANNUAL LEAVE UPDATE

Annual Leave Exchange Option

The annual leave exchange option provides an opportunity for eligible employees to receive a lump sum payment in exchange for a portion of the annual leave that would otherwise be advanced at the beginning of the 1999 leave year. Eligible employees include all career nonbargaining employees and employees represented by the National Postal Mail Handlers Union (NPMHU) or the International Association of Machinists (IAM) who meet the prescribed criteria. (**Note:** Annual leave earned and accumulated through the 1998 leave year, which ends January 1, 1999, cannot be exchanged for cash.)

A letter providing details of the eligibility criteria and an annual leave exchange option form will be mailed to eligible employees at their address of record by November 15, 1998. Undeliverable election forms will be returned to the personnel office, which should ensure that they are forwarded to the employee's work location along with Form 1216, *Employee's Current Mailing Address*.

Employees who meet the eligibility criteria and desire to exercise this option must submit their completed election form to the local Finance office no later than December 14, 1998.

Payment under the Leave Exchange Option will be a lump sum calculated on the employee's base salary as of the first day of the 1999 leave year (January 2, 1999). Paychecks dated January 22, 1999, will include the 1999 lump sum payment.

Post the 1998 to 1999 Leave Year Annual Leave Carryover poster on page 83 on all bulletin boards.

—*Compensation, Human Resources, 11-5-98*



1998 to 1999 Leave Year Annual Leave Carryover

The 1998 leave year ends on January 1, 1999 and the 1999 leave year begins on January 2, 1999. The maximum amounts of annual leave that employees may carry over from 1998 into the 1999 leave year appear below.

Care is to be exercised to ensure that employees are not required to forfeit annual leave. No provisions exist for employees to carry over annual leave in excess of the applicable carryover maximums on January 2, 1999. Employees should coordinate with their supervisors to schedule any excess leave before January 2, 1999.

Maximum Carryover Hours Into the 1999 Leave Year*

Employee Classification	Maximum Carryover
Nonbargaining Unit Employees	
EAS (including rate schedule codes E, F, J, and U)	560 hours (70 days)
PCES who entered PCES in leave year 1997	688 hours (86 days)
OTHER PCES: 1997 to 1998 carryover plus	128 hours (16 days)
Bargaining Unit Employees	440 hours (55 days)

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

—Compensation, Human Resources, 11-5-98

PLEASE POST ON ALL BULLETIN BOARDS

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OPEN SEASON

Thrift Savings Plan Open Season

The next Thrift Savings Plan (TSP) open season is November 15, 1998, through January 31, 1999. TSPBK08, *Summary of the Thrift Savings Plan for Federal Employees* (NSN 7530-03-000-9364, unit of issue is EA; Bulk Pack Qty is 150; Edition date, March 1997), provides a good overview of TSP. The following information should assist personnel services offices in conducting this open season.

Direct Mailing to Employees

Career employees receive a direct mailing from the national level of leaflet TSP1198, *TSP Open Season* (NSN 7530-03-000-8340; unit of issue is EA; Bulk Pack Qty is 4,200), at their mailing addresses of record. Career employees newly eligible to participate in TSP also receive a direct mailing from the national level of an enrollment package that contains the following: a cover letter; TSPBK08, *Summary of the Thrift Savings Plan for Federal Employees* (March 1997); and TSP-1, *Election Form* (NSN 7530-01-000-9388; unit of issue is EA; Bulk Pack Qty is 4,000; Edition date, July 1997). Career employees should receive these materials no later than the end of November.

The return address for undeliverable enrollment packages for newly eligible employees is the employing office of record. The disposition of returned enrollment packages is at the discretion of the Customer Service and Sales district office or other administering office. Forwarding a returned enrollment package to an employee offers that employee an opportunity to submit a correct PS Form 1216, *Employee's Current Mailing Address* (NSN 7530-02-000-7354; Quick Pick number 118; unit of issue is SE; Bulk Pack Qty is 4,000).

Eligibility

Career employees hired before July 1, 1998, are eligible to participate in this open season. Also, career employees hired before January 1, 1999, previously eligible to participate in a TSP open season during a prior appointment are eligible.

All employees who participated in TSP and stopped their TSP contributions after July 31, 1998, are not eligible to participate in this TSP open season. They must wait for the TSP open season beginning May 15, 1999.

Effective Dates

The effective dates for TSP open season elections are as follows:

If open season election received in personnel services office from...	Then effective date must be...	Use PS Form 6886, <i>Thrift Savings Plan Request for Retroactive Contributions</i> , if election form not processed by...
11-15-98 through 1-13-99	1-2-99 (PP 2-99)	1-13-99
1-14-99 through 1-27-99	1-16-99 (PP 3-99)	1-27-99
1-28-99 through 1-31-99	1-30-99 (PP 4-99)	2-10-99

Note: Processing deadlines and the closing date of this TSP open season require using a third pay period effective date for elections received on January 30 or 31, 1999.

Personnel services staff must initiate completion of PS Form 6886 for all TSP-1 forms not processed by the applicable processing date shown in the above chart. This form must be completed either to process a belated election or to correct an administrative error. The effective dates for these elections must be made retroactive to January 2, 16, or 30, 1999. The effective depends on the date the employee initially filed his or her election form with the personnel services office. **Note: PS Form 6886, which was published in *Postal Bulletin 21665 (3-31-88)*, must be reproduced locally as needed.**

Open Season Materials

In addition to the direct mailing of TSP information to employees, the material distribution centers (MDCs) will automatically distribute residual supplies of the open season leaflet (TSP1198), election form (TSP-1) and summary (TSPBK08) to Human Resources at Customer Service and Sales district offices, area offices, processing and distribution centers, bulk mail centers, airport mail centers, remote encoding centers, the Employee Service Center for the DC Metro Area, the Office of Inspector General, Inspection Service divisions, Headquarters, and selected Headquarters field units. (The February 1991 and September 1990 versions of TSP-1 are still valid and may be used if the July 1997 version is unavailable. The August 1996 and July 1995 versions of TSP-BK08 are still valid and may be used if the March 1997 version is unavailable. All prior versions of these items are obsolete and must be discarded or recycled where appropriate.) The MDC expects to distribute the extra materials listed above by the end of November 1998. Offices that would like any other TSP materials for use during the open

season must order a supply from the MDC, which will fulfill the order if the materials have been provided by the TSP.

Participant Statements

Employees with a TSP account will receive a participant statement from the TSP Service Office in November 1998.

Publicity

Human Resources at Customer Service and Sales district offices, area offices, processing and distribution centers, bulk mail centers, airport mail centers, remote encoding centers, the Office of Inspector General, Inspection Service divisions, Headquarters, and selected Headquarters field units will receive a supply of posters this open season from the TSP. Installations that receive the posters must widely distribute and post them on bulletin boards.

To assist in publicizing the TSP open season, all offices must post the open season notice (see page 87 of this *Postal Bulletin*) on bulletin boards through January 31, 1999. Also, post the current TSP fact sheet on bulletin boards.

—*Compensation, Human Resources, 11-5-98*



Thrift Savings Plan Open Season

When	November 15, 1998, through January 31, 1999.
Eligibility	All career employees hired before July 1, 1998. Also career employees hired before January 1, 1999, previously eligible for TSP during a prior career appointment.
Open Season Information	TSP leaflet mailed to all career employees. Enrollment package mailed to all <i>newly eligible</i> career employees. If either is not received by November 30, 1998, contact your personnel services office.
Closing Date	To begin contributing, or change amount or allocation of current contribution, submit TSP-1, <i>Thrift Savings Plan Election Form</i> , to your personnel services office by close of business January 31, 1999.

PLEASE POST ON ALL BULLETIN BOARDS THROUGH JANUARY 31, 1999

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Retail

REVENUE MEASUREMENT

Walk-In Revenue Standardization

Walk-In Revenue is a tool used to gauge retail unit traffic and workload by measuring revenue from over-the-counter retail transactions. Three systems are used to compute Walk-In Revenue: the Standard Field Accounting System, the Integrated Retail Terminals (IRTs), and Point of Sale (POS) ONE. The Account Identifier Codes (AICs) that comprise Walk-In Revenue are currently being standardized to ensure a common definition is used across all three systems. This standardization is complete in the Standard Field Accounting System. It will be completed in POS ONE in mid-November, and in the IRTs when the rate change software is installed in January 1999.

Walk-In Revenue is currently defined as the sum of the following AICs:

083	Pack & Send (inactive)
084	Breast Cancer Stamp
085	Celebrate the Century
087-089	Reserved
090	Postage Stock Sales
092	Philatelic Product Sales
093	Packaging Product Sales
097	Looney Tunes Stamps Sales
098	Postal Related Merchandise Sales
099	Phone Card Sales
101	Domestic Money Order Fee
103	International Money Order Fee
106	Money by Wire Fee (Dinero Seguro)
109	Postage Validation Imprinters
110	Postage Meters — Post Office
115	P.O. Box & Caller Fees
126	Miscellaneous Non-Postal Revenue
129	Change of Address Information Fees
158	6 Month Box/Caller Service Fee (POS ONE offices only)
231	Warner Brothers Products
264	USPS Passport Fees (inactive)

The following AICs are included as subtractions from the above:

524	Pack & Send Undercharges (inactive)
586	Fee Offset — No Fee Money Order

Exceptions

AIC 086, Precanceled Stamp Sales, is not included in Walk-In Revenue because these stamps are a commercial product, and Walk-In Revenue is designed to measure retail revenue only. AIC 170, the Holiday Video, is not included since this program has been discontinued. In general, new products will be included in Walk-In Revenue once they become established programs, even if they are only offered in certain locations (e.g., Dinero Seguro, AIC 106). The AICs for Pack & Send (083) and Pack & Send Undercharges (524) are included to ensure that they are established in Postal Service financial systems if the Postal Service chooses to offer this service in the future. AIC 264 is included in Walk-In Revenue but is not yet in use. Specific instructions on the use of AIC 264 will be published in a future issue of the *Postal Bulletin*.

Although Walk-In Revenue is a good tool to measure retail sales and the overall traffic of the retail unit, postmasters, retail supervisors, and retail managers must be aware that these AICs alone do not constitute *all* retail revenue. Walk-In Revenue measures *only* the sales that take place at the retail counter. In analyzing retail revenue and trends, alternate channels such as vending, consignment, and Stamps by Mail must also be considered.

—Retail, Marketing, 11-5-98

NEW INTERNET SERVICE

PostOffice Online Market Test

"One click and it all starts to click!"™ The US Postal Service is going Online. PostOffice Online is the new Internet service that will offer customers greater access to Postal products and services. In late October 1998, the service was launched as part of a market test in the following areas: Boston, New York City, Philadelphia, Hartford, and the Sun-coast District (Tampa). Using their computers, small and home-based businesses will be able to create and mail documents, prepare Express Mail™ and Priority Mail™ labels, pay postage, schedule pickups, and track or confirm deliveries through two PostOffice Online components: Mailing Online™ and Shipping Online™.

Mailing Online enables small businesses to access postal delivery services directly through their personal computers and the Internet. Customers electronically transmit their business correspondence and address lists to PostOffice Online. The U.S. Postal Service has the documents printed by commercial printers and deposited into the mail stream for delivery. Customers can select either First Class Mail® or Standard Mail (A).

Shipping Online helps small businesses and home-based offices automate their Express Mail and Priority mail shipping needs by using the Internet. Through using their personal computers, customers will be able to prepare Express Mail and Priority Mail shipping labels, pay postage, schedule pickups, and track or confirm deliveries.

New Express and Priority Mail labels have been created for this new Internet service. The new labels are designed to allow PostOffice Online customers to print their own labels on laser and ink jet printers.

In addition to the changes in Express Mail and Priority Mail labels, three modifications are being made to standard U.S. Postal Service shipping requirements for PostOffice Online customers:

1. Shipping Online Express Mail: The label is similar to the current 11-B Express Mail label; however, the customer and finance copies will be eliminated. The label will also have a portion that the carrier removes upon delivery and returns to the post office for scanning. Phase II and non-IRT offices will be required to photocopy the label on the customer's package or complete an attached form to record and send the origin information to the Express Mail office. This is

only required at the point of origin or upon acceptance of the initial mail piece for entrance into the mail stream. This procedure is required until all offices have scanners. All offices will remove the perforated label when the package is delivered and scan and/or send it to the Express Mail office.

2. Shipping Online Priority Mail: The label has the Priority Mail Delivery Confirmation barcode. The carrier will remove the barcode portion upon delivery and return it to the Post Office for scanning.

Customers may request and pay for pickup service through Shipping Online. They will print a one-page, computer-generated document that is used in place of the current F5541 Pickup Service Statement. The customer has pre-paid for the pickup service so the carrier will not request or receive payment. The carrier receives a receipt for payment (Pickup Service Receipt) as proof of payment and completes the top and bottom portions of the new F5541. The bottom half is then separated and retained by the customer. The Pickup Service Receipt is attached to the top half of the new Pickup Service Statement and returned to the Express Mail office. The Finance copy, no longer necessary for posting, is eliminated.

3. FAA 16-ounce Priority Mail: PostOffice Online customers will be able to drop their Priority Mail packages — weighing more than 16 ounces — into collection boxes because they are "known customers." PostOffice Online customer registration requirements provide the appropriate built-in safeguards and security modules, which meet all FAA regulations.

The Postal Service began an operations test for Post Office Online in Tampa in March 1998 and then expanded the test to Hartford in May 1998. The market test is expected to increase the number of customers using this service from 200 to 5,000.

By developing PostOffice Online, the Postal Service is using the Internet to improve access to its traditional services while also providing new services that address the changing needs of our customers.

—New Business Implementation, Marketing, 11-5-98

SELF SERVICE VENDING MACHINES UPDATE

Items Authorized for Self Service Vending Machines

Listed below are items that are authorized to be placed in Self Service Vending Machines. Check with your stamp distribution office (SDO) for availability. This is a reminder that any products not on this list (except Phonecards and coils of 500 and 3000) are *not* to be placed in vending machines. Also products ending in "X" are only to be placed in booklet machines and the booklet/stamp combination (PBSM-624). No "X" products are to be placed in commodity machines.

Quarter I 1998–1999 self service vending products used in the multi-commodity vending equipment:

Item Number	Price (\$)	Product
*2140	0.40	#10 FLAG BANDED ENVELOPES
*2660	0.40	#6 3/4 FLAG BANDED ENVELOPES
*2130	0.40	#10 LOVE BANDED ENVELOPES
*2650	0.40	#6 3/4 LOVE BANDED ENVELOPES
2285	0.20	RED BARN BANDED POSTAL CARDS
3119	11.75	1-EXPRESS MAIL PACKET/SHUTTLE PIGGYBACK
3120	3.20	1-PRIORITY MAIL STAMP PACKET/SHUTTLE LANDING
3122	1.10	5-22c UNCLE SAM 2ND OZ.
3125	2.50	5-50c JACQUELINE COCHRAN
3130	3.00	5-60c AIRMAIL RICKENBACKER
3670	4.80	15-32c SPACE DISCOVERY
3672	4.00	10-40c BREAST CANCER SEMI-POSTAL PACKET
3677	4.80	15-32c TROPICAL BIRDS STAMP PACKET
3678	4.80	15-32c BALLET STAMP PACKET
3680	4.80	15-32c BRIGHT EYES STAMP PACKET
6608	6.60	20-H PRIME RATE
*7757	33.00	100-33c FOUR FRUIT BERRIES PSA COIL
*7758	33.00	100-33c FLAG OVER CITY PSA COIL

For vending machines only:

Item Number	Price (\$)	Product
3675	0.50	50-1c MAKE-UP RATE PACKET
6611	4.80	15-32 HOLIDAY WREATHS BOOKLET
*6617	4.95	15-33c FLAG OVER CITY
*6623	4.95	15-33c FOUR FRUIT BERRIES

Criss-cross products used in the booklet vending machines:

Item Number	Price (\$)	Product
6608X	6.60	20-H PRIME RATE BOOKLET
6611X	4.80	15-32c HOLIDAY WREATHS
*6617X	4.80	15-33c FLAG OVER CITY
*6623X	4.80	15-33c FOUR FRUIT BERRIES

Self Service will not repacketae the following products after SDO inventories are exhausted. Vending personnel should check with their SDO for availability of the following products:

Item Number	Price (\$)	Product
2630	0.38	#6 3/4 LOVE SPIRAL BANDED ENVELOPES
2640	0.38	#6 3/4 LIBERTY BELL BANDED ENVELOPES
2110	0.38	#10 LIBERTY BELL BANDED ENVELOPES
3126	4.95	9-23c & 9-32c STAMPS
3128	0.20	20 1c STAMPS
3129	2.30	5-46c RUTH BENEDICT
3131	2.25	5-45 AEROGRAMMES
3112	2.00	5-40c STAMPS
3133	1.15	5-23c STAMPS
3134	1.00	5-20c G STAMPS
3137	10.75	1-10.75 STAMP & PACKET
3140	1.00	5-20c VIRGINIA ADGAR
3135	3.00	1-PRIORITY MAIL STAMP PACKET
3139	1.00	5-20c HARRY TRUMAN
6634	2.00	10-20c BLUE JAY PSA BOOKLET
3627	4.80	15-32c LOVE-CHERUBS PSA
3633	4.80	15-32c FLAG PSA
3654	4.80	15-32c MADONNA & CHILD
3658	4.80	15-32c HANUKKAH PSA
3662	4.80	15-32c STARS AND STRIPES FOREVER
3663	4.80	15-32c HUMPHREY BOGART
3664	4.80	15-32c CLASSIC AMERICAN DOLLS
3665	4.80	15-32c CLASSIC MOVIE MONSTERS
3668	4.80	15-32c SUPERSONIC FLIGHT PSA
3671	4.80	15-32c KWANZAA
3676	4.80	15-32c FLOWERING TREES
6656	4.80	15-32c FLAG OVER PORCH PSA
6658	4.80	15-32c STATUE LIBERTY PSA
6684	4.80	15-32c YELLOW ROSE PSA
6687	4.80	15-32c MERIAN BOTANICAL PRINT PSA
6688	4.80	15-32c AMERICAN HOLLY PSA
6648	6.40	20-32c FALL GARDEN FLOWERS BOOKLET
6663	6.40	20-32c TWO FRUITS BOOKLET
6665	6.40	20-32c LOVE-CHERUB BOOKLET
3610	9.60	30-32c PINK ROSE PSA
3628	9.60	30-32c LOVE CHERUBS PSA
3629	9.60	30-32c MIDNIGHT ANGEL PSA
3634	9.60	30-32c FLAG PSA
6657	9.60	30-32c FLAG OVER PORCH PSA
6659	9.60	30-32c STATUE LIBERTY PSA
6685	9.60	30-32c YELLOW ROSE PSA
6689	9.60	30-32c AMERICAN HOLLY PSA

Item Number	Price (\$)	Product
6634X	2.00	10-20c BLUEJAY PSA BOOKLET
3609X	4.80	15-32c PINK ROSE PSA
3623X	4.80	15-32c MIDNIGHT ANGEL PSA
3627X	4.80	15-32c LOVE CHERUBS PSA
3633X	4.80	15-32c FLAG PSA
3673X	4.80	15-32c FLAG OVER PORCH (GUMMED)
3679X	4.80	15-32c LOVE CHERUBS (GUMMED)
6656X	4.80	15-32c FLAG OVER PORCH PSA
6658X	4.80	15-32c STATUE LIBERTY PSA
6684X	4.80	15-32c YELLOW ROSE PSA
6688X	4.80	15-32c AMERICAN HOLLY PSA
3610X	9.60	30-32c PINK ROSE PSA
3628X	9.60	30-32c LOVE-CHERUBS PSA
3629X	9.60	30-32c MIDNIGHT ANGEL PSA
3634X	9.60	30-32c FLAG PSA
6657X	9.60	30-32c FLAG OVER PORCH PSA
6659X	9.60	30-32c STATUE LIBERTY PSA
6689X	9.60	30-32c AMERICAN HOLLY PSA
6685X	9.60	30-32c YELLOW ROSE PSA

* Check *Postal Bulletin* for first day of issue.

—Self Service Retail, Marketing, 11-5-98

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

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