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## Glossary of Postal Terms

Publication 32

May 1997

- A. Purpose.** This glossary defines words and phrases that are unique to, or have special meanings within, the U.S. Postal Service. Automatic data processing terms that are specific to the Postal Service have also been incorporated. This glossary does not provide comprehensive or precise legal definitions. In any contradiction between a term in this glossary and a Postal Service directive, the directive supersedes the definition.
- B. Requisition.** To obtain additional copies submit Form 7380, *MDC Supply Requisition*, to your material distribution center.
- C. Questions and Comments.** Questions and comments, including suggestions for a term that you wish to be included in future editions, should be sent to:  

PUBLICATION 32 EDITOR  
CORPORATE PUBLISHING & INFORMATION MANAGEMENT  
US POSTAL SERVICE  
475 L'ENFANT PLZ SW RM 2800  
WASHINGTON DC 20260-1540
- D. Cancellations.** All previous issues of Publication 32 and Publication 32-A are obsolete.
- E. Effective Date.** This publication is effective May 1997.

A handwritten signature in cursive script that reads "Richard D. Weirich".

Richard D. Weirich  
Vice President  
Information Systems



**lobby** — The public area for conducting postal business in a post office, post office station, or post office branch. To enhance corporate identity, it is maintained according to established postal guidelines (for example, painting or redecorating).

**lobby director** — An employee who assists customers in retail units during peak periods by directing them to self-service if appropriate, determining service needs, or assisting with package preparation and forms.

**lobby sweep** — A procedure to reduce customer waiting time whereby a postal employee dispenses information, forms and notified mail articles to customers in line at a post office.

**local buying** — The authority to buy and pay for day-to-day operational needs locally (for example, at the post office level without approval from a purchasing and materials service center).

**local collection box** — A street letterbox where local mail can be deposited for local delivery with the local postmark.

**local mail** — Mail addressed for delivery within the postal area of the post office where the piece is mailed.

**local postmark** — A cancellation that a post office without mail processing operations applies to postage stamps, if requested by the mailer. It shows the city, state, and ZIP Code of the post office.

**local service air carrier** — A regional air carrier that provides local, short-haul service to supplement mail trunkline operations of larger air carriers.

**lock** — A device used to seal registered mail and other valuable mail shipments and for locking surface pouches of First-Class Mail.

**lockbox** — (obsolete) (See *post office box*.)

**lock holder** — A small canvas bag that hangs on the sorting rack and holds surplus locks.

**log** — (informal) A very heavy parcel. (Also called *truck*.)

**long-life vehicle (LLV)** — A city delivery van with an aluminum body that can carry 1,000 pounds of cargo. It is designed to last 24 years.

**loop** — (See *park and loop*.)