# 7 Subject Matter Index

•	Register, PS 4564
bortive and contraceptive materials, mailing, DMM	Witness, statement of, SF 94
ccess	Account identifier codes, HBK F-1
Computers and data (see Computers) Postal facilities, ASM accidents and Injuries (see also Injuries), ASM, ELM	Accountability Disbursing officers, HBK F-19 Stamp stock, HBK F-1 Returned stamp distribution network, PS 17-T
Air taxi accident/incident report, PS 2769	Accountable paper, FMM, POM, HBK F-1
Authorization for examination/treatment, CA 16 Benefits, CA 13 Claims Occupational disease, compensation for, CA 7/CA 20 Third-party Employee's recovery statement, PS 2557 Information request, PS 2559 Material referral, PS 2560 Tort Adjudication, PS 2106, 2192 Report, PS 2198 Summary, PS 2113 Traumatic injury, continuation of pay/compensation, CA 1, CA 7/20 Duty status report, CA 17 FECA claim requirements, ELM Guide for Managing injuries, PUB 540 Information, PS 4586 Injury compensation procedures, ELM, HBK EL-505 Investigation worksheet, PS 1700 Investigations, POM, HBK PO-702, MI PO-730-90-1 Log, PS 1772 Nonvehicle register, PS 4564-A Prevention, ELM Recording Guidelines for Occupational Injuries and	Accountable paper, FMM, POM, HBK F-1  Accounting, FMM, HBK F-29  Accounts payable batch control sheet, PS 1918  Appropriations and/or funds, voucher for transfers between, SF 1080  Authorization to liquidate Postal Service indebtedness, PS 3239  Billing accounts receivable justification, PS 1902  Business reply mail system, HBK PO-140, PUB 46  Checks, schedule of canceled, SF 1098  Entry statement of account order, PS 828  Financial adjustment memorandum, PS 1908  Financial form, daily, PS 1412-A, 1412-B  Financial responsibility discrepancy, PS 571  Funds transfer  Request for, PS 7370  Request for (continuation sheet), PS 7370-A  Transaction transfer report, PS 8105-B  Inspection Service  Confidential fund, PS 533  Receipt for funds, PS 505  Journal voucher and error correction, PS 824  Mail equipment shops, HBK F-31  Obligations, report on, SF 225  Period, HBK F-1  Period calendars, NOT 21, 25, 28
Illnesses, OMB 1218-0176 Report, PS 1769 Reporting, ASM, ELM, HC 76-19 Vehicle Driver Information, PS 4585 Information, PS 4586 Motor accident report, SF 91	Period progress report, PS 8072  Real property and leasehold improvement accounting, HBK F-25  Reconciliation of accounts, PS 3131  Remittances received at Headquarters, HC 81-13  Remittances received batch ticket, PS 1904

CAGs A-L, PS 1555

Suspense items support information, PS 1556

Remittances received at Headquarters, HC 81-13

Transactions, postmasters, HBK F-4

Trust fund account, PS 25

Uniform allowance code sheet, PS 8006

Withdrawals and credits, voucher and schedule of, SF 1081

#### Accounts

Classification of, FMM, HBK F-8

Domestic, FMM

International, FMM

Prompt Payment Act, Compliance With,

MI FM-610-2000-2

Receivable, FMM, HBK F-16

Statements of, FMM, HBK F-1

#### Acronyms, postal terms, PUB 32

#### Address/addresses

Addressing conventions, MI DM-940-89-3

Alternative formats, DMM, POM

Arrangement, DMM, IMM

Automation, addressing for, PUB 221

Business letter mail, designing, PUB 25

The best addressed get the best response, PUB 801

Change of (see also Undeliverable mail), PS 3982

Address kit, NOT 8-A

Address orders, NOT 262, PS 3575-S

Change sheet, PS 1564

Completion request, PS 3574

Correspondents, publishers, businesses,

PS 3576

Employee Order, PS 3575-Z

Information or change, PS 558

Movers Guide, PUB 75

Movers Guide (Spanish), PUB 75-S

Notice to customer of correct address, PS 4052

Order (postal card), PS 3575

Change service, PUB 8

Change sheet, PS 1564

Changes, furnishing to election boards and voter registration commissions, MI DM-940-89-1

Changes, Red Cross disaster relief, ASM

Computerized delivery sequence (CDS) file, MI DM-940-92-2

Correction (see also Undeliverable mail)

Due to Postal Service adjustment, PS 3577

Notice to mailer of, PS 3547

Courtesy reply mail

The best addressed get the best return,

**PUB 802** 

Customer addressing guides, PUB 221

Customer data base modification, PS 8131

Emergency change of, PS 809

Employee's current mailing address, PS 1216

Employees, ELM

Fictitious orders, ASM

If it's the best addressed, it's ahead of the rest,

PUB 800

Information systems, DMM

Information systems products and services,

PUB 40

Mailing list changes, DMM

Merchandise samples, DMM

Privacy Act disclosure, ASM

Return, DMM, IMM

Revenue and cost analysis - Forms 3547 and

Standards, postal, DMM, PUB 28

Templates, letter mail, NOT 3-A, 67

#### Administrative law judges, Office of

Subpoena form, PS 8114

#### Advanced deposit accounts, POM, HBK F-1

Refunds From Advance Deposit Accounts, PS 3613

#### Advertising, ASM

Misleading, PUB 257

Pictorial Cancellations, HBK PO-230

Publications, DMM

Stop unsolicited sexually oriented advertisement in

your mail, PUB 307 Sweepstakes, PUB 546

Advisory panels, initial-level supervisory positions, HBK EL-311

Aerogrammes, DMM, IMM, POM

Affirmative action (see Equal employment opportunity)

Agreement, classified information nondisclosure, SF 312

#### Agreements, national (see Labor relations)

Air container dispatches weekly summary, PS 2770

Air container placard, PS 2702

Aircraft

Flight personnel requirements and qualifications, PS 7455

Weight and balance data, PS 2768

Air taxi accident/incident report, PS 2769

Cost worksheet, PS 7456

Dispatch record, PS 2756

International Surface Air Lift (ISAL) service guide,

PUB 31

Operational evaluation, PS 2767

Refusal/removal of mail, reply to, PS 2760

Route operational profile, PS 7454
Service action, PS 7458
Check of standards, PS 2701
Performed, PS 2755
Performed, certification of, PS 2756

#### Air transportation of mail

Air container dispatches weekly summary, PS 2770
Air container placard, PS 2702
Air Mail Par Avion, LAB 19-A, LAB 19-B
Aircraft weight and balance data, PS 2768
Airlines refusal/removal of mail, PS 2760
Contract data collection system (ACDCS),
HBK MS-41

Automatic data processing subsystems, HBK MS-41

Field maintenance program, HBK MS-45 Material handling subsystems, HBK MS-41-VOL-AP-2

Parts information, HBK MS-41-VOL-B
Preventive maintenance policy, guidelines,
MI AS-510-87-14

Contracting, HBK PO-414, HBK PO-507, HBK PO-509

Prospective bidder's guide, PUB 33, PUB 33-S International (see International mail) Irregular handling of mail, report of, PS 2759 Irregularities, summary of mail handling, PS 2766 Military mail by U.S. commercial air carrier dispatch record, PS 2900, 2900-C

Net weight of mall, statement of, PS 2710
Pay and routing adjustment, PS 2734-A, 2734-B
Policy, POM

Refusal/removal of mail, airlines reply to, PS 2760 Screening contract employees, MI PO-530-91-8 Statement of Mailing — International Surface Air Lift, PS 3650

Routing instructions, PS 5186 Service standards, check of, PS 2701

#### Surface airlift mail

Amsterdam, TAG 155-AMS
Brussels, TAG 155-BRU
Buenos Aires, TAG 155-BUE
Caracas, TAG 155-CCS
Delhi, TAG 155-DEL
Dhahran, TAG 155-DHA
Frankfurt, TAG 155-FRA
London, TAG 155-LON
Madrid, TAG 155-MAD
Manila, TAG 155-MNL
Mexico City, TAG 155-MEX
Moil, TAG 155-MOJ

Naha, TAG 155-NAH
Osaka, TAG 155-OSA
Paris, TAG 155-PAR
Rio de Janeiro, TAG 155-RIO
Rome, TAG 155-ROM
Singapore, TAG 155-SIN
Sydney, TAG 155-SYD
Tokyo, TAG 155-TYO
Yokohama, TAG 155-YOK
USA/Canada surface mail exchange. PS 2925

#### Airport mail facilities (AMFs), POM

International and military mail, PS 2734-B
Irregular handling of mail, report of, PS 2759
Irregularities, summary of mail handling, PS 2766
Mail delivery record, PS 2753-A
Transportation pay and routing adjustment,
PS 2734-A

#### Alarms protect postal property, LAB-112

Alcohol (see Employee Assistance Program and Intoxicants)

Alien address cards, POM

Allotments, HBK F 1

Alternate mailing systems (AMS), DMM

Amortization, HBK F 8

Ammunition, importing, ATF 6, 6-A

#### **Animais**

Animal products, importing, PUB 4
Dog warning card, PS 1778
Interfering with delivery, NOT 204, POM, PUB 174
Mailing, DMM, IMM, PUB 14, LAB 28
Quarantines on, IMM

#### Apartment houses

Delivery to, DMM, NOT 11 Mail receptacles, POM

#### APO mail (see Military mail)

#### **Appeals**

Adverse actions, ELM Involuntary personnel actions, ELM OWCP procedures, ELM Position evaluation, ELM

#### Appointments (accessions), ELM, HBK EL-311

Architect/Engineer Project Requirements, HBK AS-506

#### Area maintenance offices (AMOs)

A/P report, PS 4942

Non-AMO work, PS 4942-C

Area supply centers (see Material distribution centers)

Artwork in USPS-owned buildings, MI AS-510-88-16

#### Asbestos-control programs

Related illness, claim for, CA 35-C Work Authorization, Asbestos, PS 8210

#### Asset control accounting, FMM

Assaults (see also Violations)

## Assignments Contractor employee notification, PS 2081

Inspection Service personnel job, PS 699-B
Notice of vacancy in, PS 1716
Order, PS 1723
Preferred, bid for, PS 1717, 1717-A
Promotion/assignment, application for, PS 991
Promotion/preferred assignment withdrawal request, PS 8005

### Attendance (see Leave and Time and attendance)

#### Auctions

Surplus vehicles (see Vehicles, motor)

#### Audite

Audit evaluation checklist, statistical programs monitoring, PS 1444-A
Audit profile, PS 7539
Case activity report, PS 7538
Cash and stamp stock count/summary, PS 3294
Financial, FMM
Assigned accountability, PS 2053-H

Attributes, PS 2053-B
Cash in bank, PS 2053-F
Credit recapitulation/verifications, PS 2053-I
Employee accountability and cutoff, PS 2053-S
Second-class postage, mail, and fees, PS 2053-R

Information request, PS 1926

Position, ELM

Post office, by Inspection Service, ASM Postmaster's statement of account

### Autographs by postal employees, POM

## Automatic Data Processing (ADP) (see Computers and Data processing)

Guidance and direction for the Postal computing environment,

Retail vending equipment servicing credits, PS 3293 Systems compliance, definition, MI FM-110-87-3 Terms, glossary of, PUB 32-A

Transportation schedules and related basic documents, transmittal for, SF 1186

Workload status report,

## Automation (see also Computers and Office automation)

CC Mail standards, MI AS-840-95-15 Compatibility and mail dimensions template, NOT 3-C

Compliance, official mail, MI DM-130-92-1
Guidance and direction for the Postal computing environment.

Postmaster's and field Manager's guide for business customers, HBK PO-427 Readability video series, NOT 276 Retail equipment and, PUB 150 Templates, letter mail, NOT 3-A, 67

#### Awards, ELM

PMG award for excellence, PS 8166 Recommendation and authorization, PS 1727 Safe driver award committee decision, PS 1768 Safety, ELM

#### В

Baby poultry, mailing, DMM Back pay (see Pay administration) Balloting materials, DMM

Bank accounts, FMM, HBK F-1 Reconciliation, HBK F-1

#### Banking and cash Management, HBK F-5

Bank transaction record, PS 3176
Trust accounts receipts and withdrawals, PS 3083

#### Barcoded mail-route to BCS, LAB 208

#### Bargaining-unit positions (see also Unions), ELM

Assignment of unassigned employees, ELM
Change to nonbargaining unit position, ELM
Collective bargaining agents, disclosure of
information to, PS 6105
Establishing nonbargaining requirements,
HBK EL-350
Evaluation of, ELM
Probationary period, ELM
Salary, ELM

Strength and stamina test, PS 2481

Batteries, industrial storage (maintenance), HBK MS-11

Bees, mailing, IMM, LAB 27

Bird stamps (see Migratory bird hunting and conservation stamps)

Blind-operated concessions, HBK F-1

Blind persons, mail for (see Disabled persons), DMM, IMM, POM, PUB 347

#### **Board of Contract Appeals**

Subpoena, PS 2800

#### Board of Governors, ASM

Expense report, PS 1231

Financial policy matters, FMM, HBK F-1,

Data, MI AS-310-96-3

By mail, NOT 71 Indicators, POS 26

Notice of bomb threat, PUB 54

Threats, PUB 159-C

#### Bonds

Lost/stolen savings replacement request, PS 8009

#### Books, Bound printed matter

Bulk system mailing, DMM

Description, DMM

Preparation, DMM

Rates, DMM

Statement of mailing

With permit imprint, PS 3605-PR

With postage affixed, PS 3605-PP

#### Boxes, collection (see Collection service)

#### Boxes, delivery (see also Post office boxes)

Approaches to, POM

Damage to, penalty for, LAB 33

Neighborhood delivery and collection (NDCBUs),

HBK MS-55

Use of, DMM

#### Branches and stations (post offices)

Contract units (see Contract postal units)

Damage or destruction to, report of, PS 584

Definition, DMM, POM

Discontinuance, DMM, POM

Hours, DMM, POM

Key record, PS 1630

Keys inventory, building, PS 1629

Lease

Location, POM

Manpower, facility, PS 2345-B

Names, POM

#### Budget

Accrual

Expense request for FY 99, PS 8163

Penalty mail, annual estimate of use, PS 1952

#### Budget call, FMM

#### Buildings and land (see Facilities, Post offices, Real Estate, and Property)

#### Bulk business mail

Fees, HBK F-1

Standard Mail (A)

Acceptance, HBK DM-109

Classification, DMM

Mailing, DMM

Preparation, DMM, PUB 49

Processing, POM

Standard Mail (B)

Acceptance, HBK DM-109

Classification, DMM

Mailing, DMM, PUB 417

Preparation, DMM

Processing, POM

#### **Bulk mail**

Acceptance report, PS 2867

Acceptance worksheet, PS 8040

Annual fees renewal notice, PS 3621-A

BMC authorization for entry, PS 4403

Bypass mail log, PS 8069

Certificate of, PS 3606

Information guide, PUB 306

Permit number record, PS 3619

Standard Mail (A)

Special rates, application for, PS 3624

Weighing and dispatch certificate, PS 3607, 3607-G

#### Bulk mail centers (BMCs)

Acceptance, authorization for 3rd/4th class,

PS 4410

Building systems equipment preventive maintenance policy and guidelines,

MI AS-510-87-14 Description, ASM

Entry, authorization for second-class, PS 4403

Information guide, PUB 306

MERLIN, the Mailing Evaluation Readability Lookup Instrument, PUB 430

Mail processing operating plan, HBK PO-422

National bulk mail system, POM

Network map, POS 175

Packaging guidelines for, DMM

Processing mail at, POS 25-A.

Processing parcels, POS 25-A, 25-B, 25-C

Weighing and dispatch certificate, PS 3607, 3607-G

Bulletin boards, ASMISSUE, DMM, ELM, POM

#### Burglaries

Accountable financial loss, claim for, LAB 112, 112-A

Countermeasures program, PS 2162

Alarms, ASM

Initial letter, claim for loss, PS 2130

Report of, PS 2027

Reward, notice of, POS 296

#### **Business**

Calling cards, ASM, HC 81-8

Crime prevention, postal, NOT 177, PUB 301

How to find financing for your business (also under) Finance-How to find financing for your business, **PUB 37** 

Mail preparation, PUB 25

Small, minority, woman-owned program, MI AS-710-89-3

Systems acquisition, MI AS-850-82-5

With USPS, PUB 5, PUB 5-S

Your business is our business, PUB 803

### Business reply mail (BRM), PUB 353

Accounting system, HBK PO-140, PUB 46

Advance deposit account, notice to replenish, PS 3580

Bar code and FIM order for unique firm, PS 3649-A

Best addressed get the best response, PUB 801

Classification and fees, DMM, HBK F-1

Courtesy reply mail; the best addressed get the best return, PUB 801

FIM B-positive of bar pattern, LAB 8

Mail processing, POM

Penalty accounting period report, PS 3630-G

Permit number record, PS 3619

Postage-due statement for, PS 3611

Your business is our business, PUB 803

#### C

#### Calendars

Postal accounting period planning schedule, **NOT 25** 

Thirteen-period fiscal year, NOT 28

Thirteen-period year, NOT 21

#### Caller service, DMM, HBK F-1, POM

Application, PS 1093

Fee due, NOT 32B, 32C

Receipts for fees, PS 1538

Register for fees, PS 1091-B

#### Canceling mail

Canceling machine readings and handstamped-letter size, PS 2329

Canceling machines, repair parts catalogs, PUB 77, PUB 79

Equipment. POM

Handstamping, philatelic, POM

Mark II cancellations, PS 2347

Procedures, POM

Small canceling machines, HBK MS-36

Special canceling machine die hubs, PS 3617

#### Cancellations, special, POM

#### Capital investment

Plans, FMM

#### Capitol equipment

Spare parts, HC 75-39

#### Cards (see Postal cards/postcards)

Career development (see also Employment and placement), ELM, HBK PO-312

#### Carrier release, LAB 235

#### Carrier Route Information System (CRIS), DMM

#### Cash

Carrier's statement, PS 4245

Cash and stamp stock count/summary, PS 3294

Cashier reimbursement voucher and/or accountability report, PS 1129

Consigned credit receipt, PS 3369

Drawers, POM

Financial audit worksheet, PS 2053-F

Initial letter, claim for loss, PS 2130

Local transportation payments, PS 1312

Mailing, POM

On hand, POM

Post office receipt for, PS 3544

Receipt, PS 1096

Remittance register, PS 1940

Reserves, HBK F-1

Voucher and schedule of payments, PS 1864, 1865

### Casual appointments (see also Assignments)

Accession, ELM

Definition, ELM

Group health insurance, ELM

Life insurance coverage, ELM

Retirement, ELM

Salary, ELM

Termination, ELM

#### Catalogs, mailing

National Electronic, PUB 112

Standard Mail (A) rate, DMM

Standard Mail (B) rate, DMM

#### Central delivery units, DMM, POM, PUB 265-A. 265-B, 265-C, NOT 34

Change in, PS 1623

Comparative cost analysis, PS 3993

Conversion of service, POM

Customer responsibilities Centralized postage payment (CPP) system, DMM Approach to mailboxes, POM, NOT 38 Running summary, PS 3629 Door slots, POM Certificate of appointment/contracting officer, Interference by animals, POM PS 7378 Delayed mail report, PS 3743 Certificates of mailing, DMM, IMM, PS 3817 Delivery Certification of funds, FMM Firm delivery parcel post worksheet, PS 1838-B Firm delivery receipt, PS 3883-A Certification, Currency Inventory, PS 6703 Instructions, PS 1564-A Certified mail Management report, PS 1621 Classification and fees, DMM Notice/reminder/receipt, PS 3849 Delivery Receipt for recorded, PS 8099 Notice/reminder/receipt, PS 3849 Record/worksheet, PS 3999-A Received for, PS 3867 Service point requirements, PS 1542 Domestic return receipt, PS 3811 Special orders, PS 1564-B Firm delivery receipt, PS 3883-A Standing order, PS 3801 Items which must be certified, POM Through agent, application for, PS 1583 Mail processing, POM Undelivered mail report, PS 1571 Official use of, POM Unit daily volume recording, PS 3921 Receipt for, PS 3800 Delivery activity report notification, PS 8157 Temporary bulk receipt, PS 3824 Dog warning card, PS 1778 Certifying officers, ASM Establishments, extensions, withdrawals, DMM, Change funds, HBK F-1, POM Extension of, PS 697 Change of address/forwarding (see Undeliverable Hazard report log, PS 1773 Hazard warning card, PS 1766 Channels of communication, ASM Late leaving and returning report, PS 1813 Checks, HBK F-1 Letter carriers (see Letter carriers) Local transportation payments, PS 1312 Accepting, DMM, POM, SGN 145 Blanks, receipt for, PS 3033 Mail pickup notice, PS 3907 Mail receptacle, provide proper, PS 1507 Canceled, schedule of, SF 1098 Mail receptacles, DMM, POM Cashing, HBK F-1, LAB 38 Mailbox needs attention, PS 4056 Government, claim against U.S. for proceeds of, TFS 1133 Mailbox needs attention (Spanish), PS 4056-A Issued, recapitulation of block control level totals of, Missorted mail report, recurring, PS 1639 SF 1179 Neighborhood delivery and collection box units (NDCBUs), HBK MS-55, NOT 69-B Postal service Issuance of duplicate Roads, request to repair, PS 4024 Affidavit of applicant for, PS 3018, 3018-A Route indemnity for, PS 3017 Letter carrier, count and inspection summary. Salary, HBK F-1 PS 1840 Request to forward, PS 3077 Motorization, evaluation for, PS 4315 Unit summary, PS 3998 Treasury, HBK F-1 Schedules, POM, POS 4-A Blanks, purchase order for, TUS 3203 Discrepancy, advise of issue, TUS 5206 Security installations, alternative mail, NOT 93 Supervision, POM Magnetic tape control record, TUS 3510 Returned, notice of, PS 3097 Survey, PS 3701 Signature card, TUS 5583 Census mail, DMM Signature specimens, TUS 3023 Centralized mail delivery, NOT 69-B Stolen, transmittal for copy of recovered, PS 2697 Centralized markup units (CMUs), POM

Disability (see Disability)

Individual record, SF 2806

SF 2806-1

IMMediate, application for, SF 2801

Individual record, notice of correction of,

Separations and transfers, register of, SF 2807

Service award certificate/letter request, PS 1345

Withholdings and contributions, report of, SF 2812

Uncollectible check report, PS 2131 Claims Adjudication authority, MI FM-840-93-1 Uncollectible EMCA, PS 2134 Assignment of to the USPS, PS 2577 Child safety, PUB 188, 188-SP Benefits, work injury, CA 13 Children, missina By parents, brothers, sisters, grandparents, or Using official USPS mail, MI AS-340-89-7 grandchildren, CA 5-B By widow, widower, and/or children, CA 5 Citizens' Stamp Advisory Committee, ASM Collection or settlement of, FMM City delivery service, DMM, POM, HBK M-39, M-41 Continuation of pay/compensation for traumatic Address, notice of correct customer, PS 4052 injury/occupational disease, CA 1, CA 7/20 Contractor, deceased, amount due, PS 5461 Auxiliary control, PS 3996 Death benefits (FEGLI), FE 6 Count of mail Death or disability, ELM Individual training record, PS 2548-03 Disability, CA 2-A Letter carrier routes, PS 1838 Employee property, ELM Letter carrier routes worksheet, PS 1838-C Evidence required in support of work-related Parcel post and combination services, Asbestos-related illness, CA 35-C PS 1840-A Carpal tunnel syndrome, CA 35-H Parcel post/combination services worksheet/ Coronary/vascular condition, CA 35-D Management summary, PS 1838-A House numbers and mail receptacles report, PS 3521 Hearing loss, CA 35-B Occupational disease, CA 35-A Psychiatric illness, CA 35-G Route inspection, PS 3999 Pulmonary illness, CA 35-F Statement (envelope), PS 4245 Skin disease, CA 35-E Civil defense Expense allowance, miscellaneous, PS 4871 Emergency change of address, PS 809 Group life insurance, ELM Safety notification, PS 810 Indemnity, DMM, FMM, IMM, PUB 122 Civil preparedness, ASM, PUB 159-B, PUB 159-C International, PS 1291 Injury compensation program Civil service accounts, FMM OWCP claim status request, PS 2573 Guidelines, HC 81-12 Third-party, notice of potential, PS 2562 Civil Service Retirement Program, ELM, Injury, damage, or death, SF 95 **HBK EL-502** International (see International mail), PS 548 Annuities/pensions/retired pay/IRA payments, statement for recipients of, W 2-F Occupational disease, CA 2 Official business expenditures, relmbursement for, Beneficiary, designation of, SF 2808 PS 1164 Clearance procedures for Headquarters employees, Claim for reimbursement, SF 1164 Postal supervisors, claim on business expense, Contributions, application to make voluntary, SF 2804 PS 1164-A Property, claim for abandoned, PS 1503 Death benefits, application for, SF 2800 Debt due the United States, request for recovery of, Property, employee's personal, PS 2146 SF 2805 Real estate expenses, PS 4877 Deposit or redeposit, application to make, SF 2803 Reward for services rendered, PS 591 Retirement Reward payment recommendation, PS 642 Deductions, application for refund of, SF 2802, Temporary quarters, subsistence expenses, PS 4872, PS 4872-P 2802-B

292 Publication 223

Tenant business relocation, PS 4207

Third party, PS 2557

Tenant residential relocation, PS 4208

Information request, PS 2559

Recovery statement, PS 2556

Recovery statement, employee, PS 2557

Material referral, PS 2560

Tort, ASM, FMM, HBK PO-702, MI PO-530-89-1 Adjudication, PS 2106, 2192 Summary, PS 2113 Trailer damage, MI PO-530-89-1 Unemployment compensation, ELM Vehicle, hired, damage certification, PS 4523

Waiver of, erroneous payment, ELM, FMM
Waiver of for erroneous payment of pay, request for,
PS 3074

Worksheet, Intra-Alaska payment, PS 2747

#### Classification

Accounts, of, FMM, HBK F-8 Mail, of (see Mail)

#### Classified communication

Receipt, PS 1266

#### Classified units, POM

#### Cleaning/custodial services

Allowance, MI AS-530-81-17 Contract, HBK AS-707-D

Maintenance, preventive, route, PS 4776

#### Code of ethical conduct, ELM

A violence free workplace, PUB 45
Postmaster or officer-in-charge statement, PS 222
Rules & regulations governing conduct on postal
property, POS 7

### Coded Accuracy Support System (CASS) Summary Report, PS 3553

#### COLA (see Compensation and Pay administration)

#### Collect-on-delivery (COD) mail

Bulk receipt, temporary, PS 3824 Business report to postmaster, PS 834 Classification and fees, DMM Coupon/receipt, PS 3816 Delivery

Notice/reminder/receipt, PS 3849

Undelivered, notice to sender of, PS 3849-D

Domestic return receipt, PS 3811 Firm mailings, PS 3816-AS

Irregularity, PS 3833

Irregularity report, PS 3827

Mail processing, POM

Quarterly report of transactions, PS 835

Receipt, clearance, PS 3821

Returned

Firm delivery receipt, PS 3883-A Receipt verification, PS 3871

Transmittal tag, PS 3822

### Collection practices, accounts receivable, FMM, HBK F-1

#### Collection service, DMM, POM

#### Boxes

City, DMM, POM Curbside, NOT 38

Damage to, penalty for, LAB 33

Decals for, 55-A, 55-C, 59-A-I, 162

Maintenance, HBK MS-22, NOT 52

Neighborhood delivery and collection units (NDCBUs), HBK MS-55, NOT 69-B

Rural, DMM, POM

Time 4:00pm, LAB 59-A

Time 4:30pm, LAB 59-B

Time 5:00pm, LAB 59-C

Time 5:30pm, LAB 59-D

Time 6:00pm, LAB 59-E

Time 6:30pm, LAB 59-F

Time 7:00pm, LAB 59-G

Time 7:30pm, LAB 59-H

Time 8:00pm, LAB 59-I

Change, PS 1623

Daily record, PS 3968

Local postmark, POM

National service standards, POM

Recall of mail by sender, PS 1509

Route inspection, PS 3999-B

Schedules, POM

Tests, Types, POM

#### Combination mailings (see Mixed classes of mall)

#### Commemorative stamps (see Philately)

#### Commodities

Contracting sales of recyclable, HBK AS-712 Regulations for export licenses, IMM

#### Communications

EmployeeVehicle, Direct Line, MOP PA&C-4-3-2000 Issuance approval, Inspection Service, PS 630

News inquiry sheet, PS 300

News release order, PS 1044

Radio communications log, PS 5304

Radio frequency request, PS 8182

#### Community

Contact for new facilities, ASM Employee participation in, ELM

Relations, ASM

#### Community post offices (CPOs), POM

#### Failures on equipment, PS 1102 Compensation (see also Pay administration), ELM Advanced payment, MI FM-610-96-1 Benefits, claim for death, FE-6 Benefits, work injury, CA 13 Carrier drive-out agreement payment record, PS 1839 Claims Assignment of to the USPS, PS 2577 By parents, brothers, sisters, grandparents, or grandchildren, CA 5-B By widow, widower, and/or children, CA 5 Disability, CA 2-A, CA 8 Injury, CA 1, CA 7/20 Occupational disease, CA 2, CA 7/20 Batch sheets Deceased payment worksheet, PS 833 EVA Variable Pay Program, MI EL-470-1999-6 Injury Compensation Program OWCP claim status request, PS 2573 Third-party claim, notice of potential, PS 2562 Pay adjustment, PS 2240 Pay adjustment, rural, PS 2240-R Postmaster replacement, payment for overtime, Public voucher for unpaid pay due a deceased member of the armed forces, SF 1176 Structured development system (SDCS), MI EL-410-92-3 Unemployment Unpaid compensation due deceased civilian employee Beneficiary, designation of, SF 1152 Claim for, SF 1153 Public voucher for, SF 1154 Variable pay program, Fiscal year 1999, MI EL-470-1999-6

### Complaint resolution, MI PO-250-93-2

#### Complaints, customer, DMM, POM

Consumer affairs handbook, HBK PO-251 Consumer answer book, HBK PO-250 Mail theft and vandalism, PS 2016 Pandering advertisements Publication watch, MI PO-440-88-4

Computerized delivery sequence (CDS) file, MI DM-940-92-2

Computerized forwarding system (CFS), HBK PO-602, POM

Parts information, HBK MS-120-VOL-C

Computerized forwarding system, Advanced (ACFS), HBK PO-602

Computerized meter-setting system, HBK F-1, F-51

Computers (see also Data processing and Office automation)

ADP system

FOCUS, corporate software license for, MI AS-840-89-2 Guidance and direction for the Postal computing environment, MI AS-840-95-16 Guidelines for Managing MIS, HBK AS-815 Hardware/software, free trial loan of, MI AS-840-88-12 Operating standards, HBK AS-802 ORACLE standards and guidelines, **HBK AS-812** Security incident report, PS 1360 Terms, glossary of, PUB 32-A Automation, addressing for, PUB 221, PUB 25 Accounts payable, PS 1918 Remittances received, PS 1904 CC Mail standards, MI AS-840-95-15 Change/Configuration Management, MOP IT-01-28-2000 Contingency planning data collection, PS 1366 Contingency planning guide, HBK PO-421 Continuing to ensure year 2000 readiness, MI AS-840-1999-6 Data element inventory, existing application, Data Management, ASM Data stewardship, MI AS-830-93-4 Electronic funds transfer (EFT), MI FM-320-80-1 Electronic payment, MI FM-320-97-2 Information and office systems, MI AS-840-86-7 Internet (see Internet/World Wide Web) Local applications freeze policy, MOP IS-09-13-1999 Local area network and personal computer security, **HBK AS-818** Logon ID, request for, MI AS-850-95-2, PS 1357 Inspection Service, PS 1357-A Naming standards Devices & domains on the postal routed network, MI AS-840-97-2 NetWare, MI AS-840-97-1 National Information System (NIS), Coordinating access to data, MI AS-830-93-8 PC-70 Ink jet printer kit, KIT 16 PC-80 Ink Jet Printer Visual Resource Kit, KIT 17 PCC security incident report, PS 1360-A Placing in postal facilities, MI AS-840-88-2 Policy, hardware/software, MI AS-353-96-2, ASM, HBK AS-802 Postal computing environment, HBK AS-820 Security, ASM, HBK AS-818, MI AS-850-97-3 Computer Virus Awareness Guidelines, MI AS-870-90-7 Security of process control computer systems: Management guide, HBK PO-418

Software capitalization, MI FM-512-1999-4 Systems in Headquarters building, HC 88-7 Statistical programs

Employee training profile, PS 8215

Planning calendar for monitoring data collectors, PS 8216

Universal wiring standards, HBK AS-819

User-developed systems acceptance checklist, PS 1480

World wide web (see Internet/World Wide Web) Year 2000 recovery Management planning resource

CON-CON (concealed container), LAB 10, TAG 1 Loss report, PS 7534

Concessions, operated by the blind, HBK F-1

Conduct, employees (see Code of ethical conduct)

Conduct, on postal property, POM, POS 7

Confidential treatment of mail, DMM

Conflicts of interest, ELM

guide, HBK AS-2000

#### Congress

Liaison with, ASM

Privacy Act disclosure to, ASM

#### Congressional mail, POM, TAG 11, 11-A

#### Consular and commercial invoices, IMM

#### Consumer affairs (see Customer Services)

Complaints, HBK PO-250, HBK PO-251 Consumer price index (CPI), ELM

Guide to postal services and products, PU

Protection, sexually oriented advertising, KIT 8 Service card program, POM

#### Containers, mail processing

Description, POM

Eastern region, guide for safe use of, HBK PO-517

Methods handbook, HBK PO-502

Repair program, MI AS-530-80-8

#### Contests, ELM

Award report, PS 8124-X

#### Contingency planning, ASM, HBK PO-421, PUB 159-0

Civil disorders/natural disasters, PUB 159-B

Data collection, PS 1366

Evacuation Forms 809 and 810, LAB 47

Wartime, PUB 159-D

Work stoppages, PUB 159-A

#### Contract postal units

Contractor's Release, PS 7307

Operator's guide, PUB 116

Percentage Payment Statement, PS 1549-X

Vehicle record, PS 5398-A

#### Contract service (see Highway contract service)

#### Contract stations and branches

Cash, HBK F-1

Contracting for, HBK AS-707-F

Definition, POM

Meters, HBK F-1

Money order vouchers, HBK F-1

#### Contracting (see Procurement)

#### Contractors

Authorization and release - background

investigation, PS 2181-C

Clearance, ASM, PM

Consultants, contracting for, MI AS-710-92-3

Defaults, FMM

Identification, ASM

Kevs, ASM

Screening mail-handling employees, MI PO-530-91-8

Safety and health issues interim guidance, MOP HR-2-25-2000

Travel policy, MI FM-640-95-1

#### Conveyors

Culling, facing, and stacking, HBK MS-30, PUB 144

Fixed base, HBK MS-81, MS-82

Portable models 89, L, and H, HBK MS-26

Transversing base, HBK MS-83

#### Coordinating access to data from national information systems, MI AS-830-93-8

#### Copying (see Printing)

Copyrights, ASM, DMM

## Corporate Identity Policy & Guidelines, MOP CR-8-24-1998

#### Correspondence

Management, ASM

Two-way memo, U.S. Government, OF 27

#### Cost analysis/revenue

Collections

Consolidated originating RPW test, PS 8126

Energy and equipment life cycle, PS 2215

Franked mail daily control sheet, PS 103-CC

in-office cost system (see Cost sampling)

Pieces and weight reports

**Publishers** 

Statistical programs monitoring audit evaluation

checklist, PŠ 1444-A

Monitoring guidelines, HBK F-42

### Cost-of-living adjustment (COLA) (see Pay administration and Compensation)

### Cost sampling (see also Revenue cost analysis (RCA) system)

Data collection user's guide, HBK F-65 In-office cost system, HBK F-45, NOT 3-C

#### Courtesy reply mail (CRM), PUB 353

Courtesy, telephone, LAB 231, MI PO-250-94-2

Cover service, philatelic, DMM

#### Credit cards

Nonreceipt report, PS 604
Policies and procedures for local buying,
HBK AS-709

#### Credit unions, ELM

Credits, stamp, HBK F-1

#### Crime, postal

\$10,000 Special notice of reward, POS 601 Child pornography, POS 602 Employees, postal, PUB 302 Fighting mail order fraud & theft, PUB 309 Guide for victims & witnesses of federal crimes, PUB 308

Law enforcement guide, PUB 146 Mail bomb indicators, POS 26 Mail fraud targets young customers, PUB 548

Notice of bomb threat, PUB 54

Notice of reward, POS 296

Prevention,

Consumer and businesses, guide for, PUB 300-A, PUB 300-A-S

Warning penalty for damage to mailboxes, LAB 33-S

Window service, PUB 347

#### Currency straps

\$50, LAB 69-A \$100, LAB 69-B

\$250, LAB 69-D

\$500, LAB 69-F

\$1,000, LAB 69-G

#### Customer pickup of mail, POM

#### **Customer services, POM**

POS 29-S

Complaint Resolution, MI PO-250-93-2
Consumer service card (Spanish), PS 4314-A
Daily volume recording worksheet, PS 3922
Field sales force personnel register, PS 3223
Guide to postal services & products, PUB 201
(Spanish), PUB 201-S
Update, PUB 201-T
Guiding principles, POS 29, POS 29-A, POS 29-L,

Consumer service card, PS 4314-C, 4314-F

Just Drop Us a Card, PUB 29

Mail fraud targets young customers, PUB 548

Notice to customers equipment, NOT 61

Postal customer council membership certificate, NOT 12

Postal customer's bill of rights, POS 39

Products & services-Ask about Pub 201, POS 201

Window transaction

Precautions for check cashing, LAB 38

ZIP+4

Bar code and facing identification mark order, PS 3648

Order form of address files on diskettes, request for free, PS 5603

## Customer Services Management Data System (CSMDS), MI PO-610-87-1, NOT 225

Guiding Principles, POS 29, 29-A, 29-L, 29-S Operations analysis, daily, PS 3930 Unit volume recording, PS 3922

#### Customs

Charges, record of uncollected, PS 2933
Collection, HBK F-1
Collections summary, PS 2932
Customs, PS 2976
Declaration (C2/CP3), PS 2976-A
Duty, supposed liable to, TAG 10
Duty mail receipt, PS 2944
Importer's objections, PS 2937
Information, IMM
Inspection, DMM
Mail entry, CF 3419
Parcel post
Declaration envelope (C2/CP3), PS 2976-E.

Package liable to customs, LAB 24

#### D

Daily address information operations analysis, How to complete Form 3925, NOT 225

Daily financial, POM, HBK F-1

Daily financial form, PS 1412-A, -B

Daily unit volume recording, MI PO-610-85-3

Damaged mail claims (see Claims)

Damaged property, HBK F-1

Data collection, HBK F-75

Data management, ASM

Stewardship, MI AS-830-93-4

#### Data processing, ASM

ADP system

Coordinating access to data from national information systems. MI AS-830-93-8

#### Deposit of mail (see Collection service) **FOCUS** Corporate software license for, Depreciation, FMM MLAS-840-89-2 Designing flat mail, PUB 63 Hardware/software, free trial loan of, MI AS-840-88-12 Designing flats, POS Q820 Operating standards, HBK AS-802 Designing letter mail, PUB 25 PC-80 Ink Jet Printer Visual Resource Kit, KIT Designing letters & cards, POS Q810 Data processing documentation (see also Office Designing reply mail, PUB 353 automation) Detail of employees (see Assignments) Software Evaluation, PS 2633 Direct transfer, TAG 177 Free trial test agreement, PS 2629 **Directives** Procurement, request for, PS 2632 Catalog, PUB 223 Requirement document, PS 2630 Policy, ASM Trial test, request for free, PS 2631 Regional, MI AS-310-78-3 Data transmission (EAPBX), MI AS-360-87-16 Directory service (see Undeliverable mail) Dated mail. POM Disability, ELM Dead mail (see Undeliverable mail) Annuities, ELM Authorization for examination/treatment, CA 16 Death (of employee) Benefits, work injury, CA 13 Benefits (FEGLI), FE 6 Duty-status report, CA 17 Claim by parents, brothers, sisters, grandparents, or grandchildren, CA 5-B Evidence required in support of claim for work-related Claim by widow, widower, and/or children, CA 5 Asbestos-related illness, CA 35-C Claims, ELM Carpal tunnel syndrome, CA 35-H Condolence letter, ELM Coronary/vascular condition, CA 35-D Contacting next of kin, ELM Hearing loss, CA 35-B Deceased payment worksheet, PS 833 Occupational disease, CA 35-A Health benefits, ELM Psychiatric illness, CA 35-G Service award, ELM Pulmonary illness, CA 35-F Survivor's benefits, ELM Skin disease, CA 35-E Survivor's insurance, ELM Long-term, ELM Death benefits, ELM Notice of and claim for pay, CA 2-A Decal (see Stamps) Separation, ELM Sick leave, granting, ELM Deductions from pay, FMM Disability retirement, ELM Delegation of authority, ASM Documentation in support of disability Delivery service (see also City delivery service, retirement application, SF 3112 General delivery, Highway contract service, and Rural delivery service), DMM, POM Information about (CSRS), SF 3112-1 Information about (FERS), SF 3112-2 Delivery activity report, PUB 352 Disabled persons **Delivery confirmation** Accessibility to postal premises, ASM, HBK RE-4 Certificate, PS 3152 Accommodating WEB pages to persons with disabilities, MOP IT-04-04-2000 Label, PS 152 Tag, PS 2 Additional Guidance, MOP IT-05-30-2000 Technical Guide, PUB 91 Codes for reporting accessions, HBK EL-301 Demotion (see also Reassignment), ELM Employing, ELM, HBK EL-311

Employment, certification for, PS 3666

Mail for, DMM, POM, IMM, PUB 347 Parking privileges, evaluation for, PS 95

Department of Defense, postal agreement with,

Deposit of cash (see Advanced deposit accounts)

Physical/mental disability, identification of, PS 2489 Reasonable accommodation, HBK EL-307

#### Disbursements, HBK F-1, HBK F-19

Compensation, HBK F-1 PDC, HBK F-1

Disciplinary procedures (bargaining employees), HBK EL-901, HBK EL-902, HBK EL-903, HBK EL-906, HBK EL-907, HBK EL-908, HBK EL-911, HBK EL-921

## Disciplinary procedures (nonbargaining employees), ELM

#### Dispatching mail

Coded and high-value shipments
Loss report, PS 7534
Concepts, POM

Delayed mail report, PS 3743

"Drawback", IMM

Foreign transit closed mail record, PS 2927

International air service, IMM

Loose sack mail, weekly summary of, PS 2729

Military mail by U.S. commercial air carrier, PS 2900, 2900-C

Policy, POM, HBK M-22

Priorities, POM

Receipt data, request for, PS 664

Receipt data, second request, PS 664-A

Sack, overweight, PS 5035

Weighing and dispatch certificate, PS 3607, 3607-G

#### Distributing mail

Bulletins and orders, POM

Concepts, POM

Congressional mail, TAG 11, TAG 11-A

Daily volume recording worksheet, PS 3922

Delivery confirmation log, PS 2

Distribution

Cases arrangement, PS 1620

Standard (letter mail), computation of, PS 4223

Unit/registry section record of entry into, PS 1625

Equipment, POM

Flats/magazines/flat papers to cases, PS 2362

General procedures, POM

Mail found in supposedly empty equipment, PS 5049

Manual distribution

Operations, HBK PO-401

Separation diagnostic test, HBK PO-867-4

MOD 2 performance summary mail volume, PS 2371-A

Policy, POM

Preparation of mail, irregularities in, PS 3749

Priorities, POM

Registry section/distribution unit record of entry into, PS 1625

Responsibilities, POM, POS-116-A, POS-116-B

Schemes (see Schemes)

Verification of distribution performed, PS 3974

#### Dogs (see Animals)

#### Domestic mail service, POM

Carrier transportation agreement, PS 1311 Coded and high-value shipments

Loss report, PS 7534

Contract routes

Bidders, prospective, inquiry of, PS 5436, PS 5436-S

Box customer notice, PS 5431

Box delivery survey, PS 5406

Contract adjustment, PS 5479

Cost evaluation versus postal vehicle, PS 5505

Exceptional-service certification, PS 5429

Irregularity report, PS 5500, 5500-A

Late slip, PS 5429

Performance record, PS 5399

Performance report, PS 5463

Preaward questionnaire, PS 5472

Review, PS 5427

Statement, schedule, and specifications,

PS 5443

Survey/service change, PS 5407

Vehicle record, PS 5398-A

Domestic claim or registered mail inquiry, PS 1000

Customer Guide to Filing, PUB 122

Domestic return receipt (after mailing), PS 3811-A

Return receipt, PS 3811

Refunds From Advance Deposit Accounts, PS 3613

Revenue, pieces, and weight (RPW)

Domestic mail system for estimating, PS 1163

Routing instructions, PS 5186

Transportation perforperformancece record, PS 5398

#### Don't take the bait, PUB 281, PUB 281-S

#### Drivers (see Vehicles, motor)

#### Drop Shipment

Clearance document, PS 8125

Express Mail, DMM, PUB 409, PUB 409-A, TAG 157

Guidelines for Destination Entry, PUB 804

Periodicals Paid, PS 8125-CP

Plant-verified, PS 3602-PR, PVN, NV, PS 8125-CD

Priority Mail, DMM, PUB 409, PUB 409-A, TAG 159, LAB 23

Verification and clearance, PS 8125-C

#### Drug abuse (see also Employee assistance program)

EAP hotline guide, PUB 519 EAP hotline guide (Spanish), PUB 519-S

Narcotics, ELM, HBK EL-311, PUB 519, POS 118

Policy statement, POS 61

Supervisor's guide, PUB 518

Testing of Employees with a Commercial Driver's License, MI PO-720-95-2

Warning of illegal drugs, NOT 130

#### Drugs by mail, POS 265

Dues withholding (for employee organizations),

**Duplicating (see Printing)** 

E-Commerce, HBK F-7

EAPBX (Electronic Automatic Private Branch Exchange), MI AS-360-87-16

#### Easy Stamps

Cash Register Decal, LAB 226-B Door Decal, LAB 226-A Skylight Decal, LAB 229

#### Edger/feeder operation

Description, POM

Maintenance, HBK MS-46, HBK MS-67

#### Edger/stacker operation

Maintenance, HBK MS-29 Repair parts catalog, PUB 81

#### Egg, dried whole, mailing, IMM

#### Electrical

High-voltage equipment lockout tag, PS 4812 Switchgear maintenance, HBK MS-28 Systems preventive maintenance policy and guidelines, MI AS-510-87-14

### Electronic automatic private branch exchange (EAPBX), MI AS-360-87-16

Electronic catalog, national, PUB 112

Electronic funds transfer, HBK F-1, MI FM-320-80-1

Electronic mail/transmission (FAXNET), MI AS-360-89-13, PUB 210

Electronic messaging system policy, MI AS-830-92-11

#### Electronic Record Management, Signature Capture, **HBK PO-610**

#### Elevator maintenance, HBK MS-21

Data card, PS 4813 Inspections

Certificate, PS 279

Direct plunger oil hydraulic, PS 4089 Safety, MI AS-620-94-1

#### Embargo (suspension of mail service), POM

#### **Emergencies**

Annual leave for, ELM Change of address, PS 809

Contingency planning, ASM, PUB 159-A, PUB 159-B, PUB 159-C, PUB 159-D

Coordinators for, HC 80-10

Evacuation Forms 809 and 810, LAB 47

Fire evacuation plans, ELM

Fire evacuation prevention, MI AS-510-98-3

Medical, ELM

Regional coordinating programs, MI AS-280-89-6

Reporting, ASM

Safety notification, PS 810

Sick leave for, ELM

#### Employee Assistance Program (EAP), ELM

Alcohol & Drug Testing of Employees with a Commercial Driver's License, MI PO-720-95-2 Hotline guide, PUB 519 Hotline guide (Spanish), PUB 519-S Supervisor's guide, PUB 518

Wallet card, PUB 521

#### Employee social and recreational committees

Receipts and disbursements statement, PS 3241

#### **Employees**

Annual leave sharing program, MI EL-510-1999-4 Annual summary of wages and benefits, PS 8028

Benefits, FMM, PUB 12

Benefits, Deviations for Relocation, MOP PG-5-19-2000

Classifications, ELM

Daily activity card, MARS form 3, PS 8152

Evaluation, MOP HR-8-24-1994

Flexible spending account enrollment form, PS 8200

Identification, ASM

Mail for, POM

Notice to employees working on government contracts, WH PUB 313

Organizations, ELM

Recruitment, KIT 15-B, PUB 60-B

Relations, ELM

Services, ELM

Suggestions (see Suggestions)

Wallet Card, PUB 521

#### Employment and placement (see also Career development), HBK EL-312

Advertisement, A great place to work, PUB 60 Application for employment, PS 2591 Appointment affidavits, PS 61

Preemployment authorization and release. Assignments (see Assignments) PS 2181-A Bargaining unit qualification standards, MOP Contractors and employees of contractors. HR-2-20-1998 PS 2181-C Call-in notice, PS 2550 Drug testing consent and release, PS 2181-B Career employee retention guide, PUB 42 Probationary period evaluation, PS 1750 Diversity, Affirmative Action Committee, Promotion/assignment, application for, PS 991 MI EL-670-95-1 Promotion report, PS 5938 Driving record, PS 2480 Promotion/preferred assignment withdrawal Applicant information, PUB 58 request, PS 8005 FAS Referral memorandum, PS 1990 Evaluator information, PUB 59 Request for part-time or return to full-time Individual recognition/awards program authorization, PS 8168 employment, PS 8046 Responding to personnel selection requirements on Selection policies for filling headquarters and Form 991, applicant's guide, PIB 555 headquarters field unit positions, Right to review 30%, medical and personal MI EL-350-94-1 suitability, MOP HR-10-16-1995 Team recognition authorization, PS 8169 Security police officer applicant evaluation, PS 2401 Section XII. Exceptions, MOP HR-3-16-1995 Sensitive position, questionnaire for, SF 86 Update, MOP HR-1-20-1995 Special agency checks, Office of Personnel Electronics technician, guidelines, MI AS-620-83-13 Management, MOP HR-9-15-1997 Eligibility verification, OMB I-9 Special recruitment, Severely handicapped, Employment, application for, PS 2591 MOP HR-12-15-1987 Employment data, request for preliminary, SF 75 Stenographic notepaper, PS 5922 EVA variable pay program for FY1999, Supplemental experience statements MOP HR-10-28-1998 GarageMan, PS 5915 Expanded special agency checks, MOP HR-11-9-1995 Motor vehicle/tractor-trailer operator, PS 5920 Nurse, PS 5906 Fair labor standard act, POS 42 Temporary or non-career postal positions, Guidelines for Federal Employees and Annuitants, Family and medical leave act of 1993 Employees notice for conditions covered by family and medical leave policies, PUB 71 MOP HR-10-3-1997 Time analysis form, CA 7A General policy, ELM, HBK EL-311 Vacancy announcement, PS 990 Your rights under the act, WH PUB 1420 Enclosures/attachments, DMM, POM Hiring worksheet, PS 5900 Hispanic Program A/P report, PS 6225 Endorsing/marking mail, by customers Hispanic Program quarterly report, PS 6226 Blind/disabled persons, mail for, DMM, PUB 347 Individual development plan, PS 8179-C Enclosures of different classes, DMM Letters of warning in lieu of time-off suspensions, MI EL-650-96-3 Handling instructions, DMM Optional Endorsement Program reminder, POS Maintenance 116-A, 116-B Resources for recruiting personnel, PUB 50 Parcel post, international, IMM Selection, MI EL-350-89-2 Endorsing/marking mail, by Postal Service Management associates, MI EL-720-90-5 Domestic mail, POM Management Trainee Program International mail Manager's guide to retaining career employees, Airmail, IMM PUB 42 Special services, IMM Methods to bid jobs, POS 543, PUB 544 Military records, request pertaining to, SF 180 Notification of personnel action, PS 50 Conservation, ASM, HBK MS-49, HC 79-2, MOP EN-3-22-1996 Facility Management, MI AS-550-97-4 Individual performance assessment, PS 8186 Life-cycle cost analysis, PS 2215 Recognition authorization or Vice President

Thermal load estimate calculations, PS 2238

award authorization for PCES in EAS

Personnel job, Inspection Service, PS 699-B

positions, PS 8167

#### **Engineering, ASM**

Activity analysis procedure, HBK E-14 Change Board (ECB), PUB 101 Data Isolation Technique (EDIT), HBK PO-407 LMLM digital I/O cabling label, LAB 250 Technical Units (ETUs), MI AS-620-83-6

#### **Enhanced Carrier Routes**

Description, POS Q642, Q643, Q644

#### Envelopes and cards, DMM, IMM

#### Environmental

Acceptance of hazardous, restricted, or perishable matter, PUB 52

Anthrax, Emergency response to, MI EL-860-1999-3

Asbestos containing building materials control, MI EL-810-98-1

Asbestos control programs, MOP EN-5-18-1998 Exposure from brake and clutch repair, Mi EL-830-1999-5

Asbestos surveys, MOP EN-11-14-1996 Clean Air Act compliance, HBK AS-551,

MI AS-550-95-18

Compilance review program, MI AS-550-96-5 Confined space inventory, atmospheric hazards evaluation, PS 8156

Construction, MI AS-510-97-6

Coordinators, Training guide, MOP EN-9-6-1996 Environmental compliance quality assurance review quide, MI AS-550-96-5, HBK AS-555

Hazard Communications Programs, MI EL-810-96-2 Hazardous Materials Release, MI EL-810-96-1

Procedures for reporting, MI AS-550-96-8 Release notification, PS 8187

Hazardous waste Management, MI AS-550-92-8, MI AS 550-96-8, HBK AS-553

Hearing Conservation Programs, MI EL-810-2000-1 Integrated Pest Management, MI AS-550-95-10 Material recycling and disposal, PS 969

Managers, Roles & Responsibilities, MOP EN-7-12-1996

Mercury containing lamps disposal, MOP EN-12-16-1994

National Environmental Policy Act, operational

guidance, MI AS-550-96-4

Operational environmental checklist, PS 8195 Paper conservation, Don't throw it away, POS 603 Pollution prevention program, MI AS-550-91-10

Procedures (for facilities), HBK RE-6

Protection policy, MOP EN-6-10-1993
Reasonable Accommodation Interactive Process, PUB 318

Record of environmental consideration, PS 8194 SDPV Hood Caution, LAB 30

Stormwater Management, MI AS-550-92-7, HBK AS-554

Underground storage tank Management, MI AS-550-95-9

Waste reduction, MI AS-550-92-2, HBK AS-552 Water

Management guide for facility managers, HBK AS-554A

Permitting guide, HBK AS-554D

#### Equal employment opportunity (EEO), ELM

Affidavit certification, PS 2571 Age discrimination, PS 2563-B

Anonymity declaration, PS 2584

Career, diversity awareness guidelines, MI EL-620-96-1

#### Complaint

Data entry, PS 2566

Discrimination, of, PS 2565

Notice of right to file class, PS 2579-B

Notice of right to file mixed case, PS 2579-C

Processing, HBK EL-603

#### Counseling

Request for, PS 2564-A

Credential, PS 1823

Diversity, Affirmative Action Committee, MI EL-670-95-1

Awareness guidelines, MI EL-620-96-1

Diversity development, PUB 305

Diversity policy, MOP DD-8-27-1998

Hispanic program, MI EL-670-96-4

A/P report, PS 6225, MOP DD-1-2-1997

Quarterly report, PS 6226

Informal complaint of discrimination, PS 2570 Investigations

#### Affidavit

Complainant, PS 2568-A

Continuation sheet, PS 2569, PS 2569-C

Witness, PS 2568-B

Agreement to extend 180-day process, PS 2565-C

Agreement to extend 30-day counseling process, PS 2567-A

Agreement to participate in alternate dispute resolution process, PS 2567-B

Assignment and report, PS 2430

Law, EEO is the, POS 72

Manager's guide to understanding affirmative action, PUB 18

Manager's guide to understanding sexual harassment, PUB 552

#### Minority

Business program, MI AS-710-89-3, PUB 5, PUB 5-S

301

Designation codes, HBK EL-311 Nondiscrimination, ELM, HBK EL-311

HBK MS-26

Notice, final interview - individual complaint, Copying and duplicating, ASM Costs suspended/disapproved, PS 2108, PS 2108-A PS 2579-A Notice, final interview with counselor, class complaint of discrimination, PS 2579-B Customers, notice to re, NOT 61 Notice of completed investigation, PS 2565-D Deficiency punch list, PS 4706 PCES, ELM Delivery/collection equipment work request, Personnel actions, ELM Delivery order schedule, regional, PS 8008 Privacy act notice - standards of conduct, Dies, postmarking, and engraved station die hubs requisition, PS 4636 PS 2563-A Qualification standards, ELM Edger Stacker repair parts catalog, PUB 81 Recruiting and hiring, ELM Representation/anonymity, PS 2584 Elevators (see Elevator maintenance) Fire tube boiler Segregated meetings, attending, ELM External inspection, PS 4085 Settlement agreement, PS 2565-B Internal inspection, HBK MS-82 Including claims filed under ADEA, PS 2565-F Flats Standards of conduct (privacy act), PS 2563-A Supplier diversity terms, PUB 554 Canceler/stacker model 15. HBK MS-112-CHG-1 Training, ELM13.1 Feeder 125 (FF125), HBK MS-201 What you need to know, PUB 133 -Forwarding terminal, HBK MS-120-VOL-D Withdrawal of formal EEO complaint, PS 2565-A, Funded procurement request (FPR), PS 7366, PM PS 2565-E Including claims filed under ADEA, PS 2565-F Safety certification, PS 7366-A Funds transfer, electronic (EFT), MI FM-320-80-1 USPS Hispanic program, MI EL-670-96-4 Funds transfer, request for, PS 7370 Equipment (see also Sorting machines) Funds transfer, (continuation sheet), PS 7370-A Accountability record, PS 5311 General monitoring system (type II), HBK MS-32 Computerized forwarding system (CFS), Government, limited personal use, HBK PO-602, POM MI EL-660-2000-5 Information, changes, HBK MS-120, all vols HeadquartersCapital, spare parts for, HC 75-39 AFCS/ISS (input subsystem), HBK MS-166, all Loan pool, ASM Maintenance and repair, HC 81-6 Accu-Sort TMS (Phase 3A), HBK MS-183, all vols High-voltage lockout tag, PS 4812 Amendment/modification, PS 7330 Identification code sort (ICS) system Analysis, Financial lease versus ownership, MI FM-520-85-2 Background information, HBK MS-174 VOL A Auto mechanic toolkit . PS 4597 Maintenance information, HBK MS-174 VOL B Automation and retail, PUB 150 Parts information, HBK MS-174 VOL C Bar Code Sorter IV, (DIOSS) Inspection, annual, tag, PS 4705 Maintenance Information, HBK MS-186 Inventory, PS 8077 (VOLs. AP1-AP4) Adjustment/parts transferred between VMFs. Parts Information, HBK MS-186 (VOLs. BP1-BP3) **PS 4534** Building equipment, PS 4897 Bids, PM History record, equipment, PS 4772 National suppliers Motor record, PS 4772-A Notice to offerers, sealed offer, PS 7377 Issue slip, parts/supplies, PS 4800, 4820 Job cost Breakdown investigation report, PS 4774 record Building systems preventive maintenance Letter mail labeling machine (LMLM), series 400B, HBK MS-154, all vols policy and guidelines, MI AS-510-87-14 Canceling machine repair parts catalogs, PUB 77, PUB 79 Life-cycle cost analysis, PS 2215 Loaning, POM, NOT 61 Cast iron boiler Lock and key inventory record, PS 2022 External inspection, PS 4082 Locker record, employee, PS 4943 Contracts Lockheed Martin Checklist and followup review, PS 8143 Cipro lift, HBK MS-184-VOL-C Conveyors, portable models 89, L, and H,

302 Publication 223

HBK MS-160-VOL-A SPBS feed system, parts information, HBK MS-160-VOL-B Staging tower, HBK MS-184-VOL-B System level maintenance, HBK MS-184-VOL-A Tilt Tray, HBK MS-184-VOL-D Mail transport (see also Containers) Empty, packing, POS 115-A Inventory Reporting System (EIRS), HBK PO-510 Trailer damage claims, processing, MI PO-530-89-1 Mailchute inspection, PS 1505, 1506 Maintenance (see also specific equipment), ASM Assignment sheet, daily, PS 4778 Contract, cost, PS 4803 Control supply room inventory, PS 4783 Field maintenance office evaluation, PS 8010 History record, equipment, PS 4772 Management data report Preventive Exceptions, PS 4802 Work record sheet, PS 4805 Material inspection and shipping report, PS 7342, PS 7342-A Modifications, findings of fact for, PS 4909 National contract register data sheet, PS 7357 Order for postmaster, TAG 21 Out-of-order tag, PS 4707 Overhaul and upgrade of mechanized mail processing equipment, HBK MS-70 Payments and accounting, FMM PC-80 Ink Jet Printer Visual Resource Kit, KIT 17 Personnel questionnaire, PS 2025 Physical inventoryCertification/adjustment, PS 2880 Record, PS 4530 Postal booklet machine, model PBM-7, **HBK MS-151** Postal stamp machine, model PS-22, HBK MS-152 Postmaster's certification of SDM maintenance, PS 1804-C Pressure vessel Data card, PS 4813-A Inspection certificate, PS 279-A Procurement of, HBK AS-707, PM Project completion report, PS 1233 Mechanization identification and cost allocation, PS 1233-A Personal property identification and cost allocation, PS 1233-B

SPBS feed system, maintenance information,

Radio systems frequencies, postal facilities, MI AS-840-95-4 Receipt, PS 1590 Refrigeration machines, reciprocating-type, operating log for, PS 4990 Regional delivery order schedule, PS 8008 Remote computer reader (RCR), HBK MS-150 Repairs, Repair parts center Repair parts requisition, PS 4984 Repair tag, PS 521 Requisition for, PS 7381 Report, outside repairs, PS 4901-A Representations and certifications (business data), PS 7319-C Serviceable (tag), PS 4795 Unserviceable/repairable (tag), PS 4794 Retail vending servicing credit, PS 3293 RPW test, consolidated originating, PS 8126 Sacks/pouches, examine empty, POS 113-B Sales, HBK F-1 Sales and service log, vending, PS 8130 Scale out of tolerance, PS 4862 Scales repair parts catalogs, PUB 88, PUB 89 Serviceable (tag), PS 4795 Shipping Instructions Excess property, PS 7340 Material in storage, PS 7339 Siemens Barcode Scanner Information, HBK MS-176-VOL-E Induction Unit Information, HBK MS-176-VOL-B SPBS-Feed System, Maintenance Information, HBK MS-165-VOL-A Stacker/conveyor/culling machine repair parts catalog, PUB 144 Subsystem (EMS) Supply record, PS 1586 Technology service request, PS 1045 Telephone, ASM Tool order, PS 4786 Transfer request worksheet, PS 7340-B Unserviceable/repairable (tag), PS 4794 Upgrade mail processing equipment, HBK MS-77 Vehicle Maintenance facility inventory order, test 8, PS 4508-A Vending machine out of order, LAB 6 Voucher and schedule of payments, PS 1864, 1865 Voucher Traveling operating route, PS 4894

Workload analysis and summary, PS 4852

Workload/hours operated record, PS 4804

Quality assurance (see Quality assurance)

Quality feedback report, PS 8007

Work order Record, non-AMO, PS 4942-C Register, PS 4775 ZMT Model 304 repair parts catalog, PUB 44 Equivalent postage, FMM Ethics, code of (see also Code of ethical conduct). ELM Gifts and declarations from foreign governments, MI EL-660-2000-4 Meals, payment for or acceptance of, MI FM-640-97-3 Evacuation Forms, LAB 47 Events Sponsorship event policy and evaluation process,

Examinations, ELM, HBK EL-311

Answer sheets

Exam 460, PS 8151

Exam 710, PS 8094

General-purpose, five-position, PS 5925

General-purpose, four-position, PS 5926

Sample Exam 460. PS 8151-S

Sample Exam 470, PS 8155-S

Test M/N 950, PS 5952

Tests 470, PS 8155

Tests 630, PS 8177

Application/admission card, PS 2479-A, -B

Authorization for medical, CA 16

BMC distribution test -- sample design and data reduction procedures, HBK PO-864-1

Entrance, ELM, HBK EL-311

First-aid injuries, PS 2491

Fitness for duty, ELM, FMM, HBK EL-311

Manual distribution quality program — users guide, HBK PO-867-3

Manual distribution quality test — data collection procedures, HBK PO-862-2

Sample design and data reduction, HBK PO-867-1

Manual distribution separation diagnostic test data collection, analysis, HBK PO-867-4

Medical assessment, PS 2485

Notice of rating/record, PS 5912-A, -B

Physical or medical treatment, ELM

Polygraph

Agreement to take, PS 2045

Data sheet, PS 2110

Ratings

Inservice or entrance

Notice of, PS 5924-B

Record card, PS 5912-A, PS 5912-B

Register card, PS 5912-C

Results, PS 2109

Stenographic notepaper, PS 5922

Strength and stamina test, PS 2481

Test materials requisition, NTAC, PS 2487

Time record sheets

Inservice and entrance, PS 2523

Exceptional dispatch, DMM

Exchanges (see Refunds/exchanges)

Executive Committee, ASM, HC 75-14

Export regulations, nonpostal, IMM

Express Mail service, DMM, HBK DM-201 -

Agreement, PS 5631

Ancillary services, DMM

Authorizations and permits, DMM

Claims, DMM

Classification, DMM

Corporate account application, PS 5639

Corporate account, custom designed agreement,

P\$ 5637

Corporate account uncollectible, PS 2134

Corporate accounts, DMM, HBK F-1

Corporate accounts postage and fee, LAB 108

Delivery

Notification/reminder/receipt, PS 3849

Received for, PS 3867

Description, DMM, POM

Distribution priority, POM

Document reconstruction insurance, DMM

Domestic return receipt, PS 3811

Drop shipment, DMM, PUB 409, PUB 409-A. TÁG 157

Federal agencies, DMM

Information, general, PUB 543

Insurance, document reconstruction, DMM

International, IMM, TAG 186

EMS service Manifest, PS 5674

International Service

Delivery receipt for inbound EMS items,

PS 5626

Inquiry, PS 2861

Label, LAB 155

Manifest, PS 5674

TAG request, PS 1957-A

Volume & operation coordination, MI PO-120-82-7

Mail processing, POM

Mailing, DMM

Mailing labels

Airport to airport, LAB 11-C, LAB 11-H Next day post office to addressee, LAB 11-B

Post office to addressee, LAB 11-F Post office to post office, LAB 11-A, LAB 11-E	Changing Facility Designs After Project Approval, MI AS-510-2000-2
Military service, HBK PO-514, LAB 86, LAB 176,	Contracts
TAG 176, TAG 176-B	Amendment/modification, PS 7330
Objectives, MI PO-120-82-7	Construction
Offerings	Contractor performance evaluation, PS 5002
International, LAB 155	Postmaster's progress report, PS 7525
Next day, DMM Post office to addressee, DMM	Contingert or other fees, contractor's statement of, PS 7319
Post office to post office, DMM, LAB 11-A Same-day airport, DMM, TAG 2705	Costs suspended/disapproved, PS 2108, 2108-A
Outside shipment, LAB 63	Damage to postal property, claims
Pickup statement, PS 5541, PS5541-C	against private persons, MI FM-810-93-3
Postage payment, DMM	Exterior signage, graphic guidelines, PUB 500-D
Preparation, DMM	Modifications, findings of fact for, PS 4909
Rates and fees, DMM	Representations and certifications (business data), PS 7319-C
Receipt, custom designed, PS 5625, PS5625-C	Custodial preventive maintenance route, PS 4776
Schedule log, incoming, PS 5634-I	Damage or destruction to, report of, PS 584
Schedule log, outgoing, PS 5634-O	Equipment (see Equipment)
Service guarantees, DMM	Energy Management program, MI AS-550-97-4
Weight/size limits, DMM	Evaluation sheet, PS 2282
Extra Services — Get More From Your Post Office,	Facility and fixed mechanization project
PUB 370	Contract commitment order, PS 4211
	Contract payment authorization, PS 4211-A
Face/conseler energian (see Equipment)	Fixed mechanization process control, HBK MS-158
Facer/canceler operation (see Equipment)	Invoice and payment authorization, PS 4211-B
Description, POM Equipment	Federal buildings fund, request for adjustment to, GSA 2972
Mark II Facer-canceler, HBK MS-69-VOL-B,	Financial form, daily, PS 1412-A, PS 1412-B
HBK MS-117	Fuel and utilities record, PS 4841
Operating system guidelines, advanced,	Heating and cooling chart, PS 4853
HBK PO-424	Historic site survey, PS 4902
Facilities (see also Post offices)	Housekeeping Inspection, PS 4851
Accessibility by the physically handicapped.	Integrated Pest Management, MI AS-550-95-10
standards for, HBK ŔE-4 Activation, MI AS-510-92-5	Land Conveyed to America, receipt of purchase price, PS 7496
Allocating and Renovating Headquarters Space,	Land/building offset statement, PS 7495-A
MI AS-510-2000-1	Application to, PS 7423-A
Alteration/repair inspection report, PS 4835	Power of attorney to execute, PS 7478
Annual report of evaluations, PS 8123-A	Mailchutes and receiving boxes inspection, PS 1506
Architect/engineers	Maintenance
Performance	Daily assignment sheet, PS 4778
Changes in design after approval, MI AS-510-2000-2	Manpower
Construction phase evaluation, PS 7477-B	Facility, PS 2345-B
Design phase evaluation, PS 7477-A	Personnel — letter-sorting machine, PS 2345-LSM
Prescreening, PS 5000	Personnel - MOD, PS 2345
Bids	Offset statement, PS 7495-A
Business and farm relocation analysis, PS 7486	Parking rate, appraisal of fair annual, GSA 3357
Capital property record, PS 8162	Planning data, PS 919, PS 929
Certificates of transfer	Post office closing/consolidation fact sheet, PS 4920
Title to leased property, PS 7461 U.S. post office, PS 971	Preaward questionnaire, PS 5472

305

Preventive maintenance, MI AS-510-87-14 Changes in design after approval, MI AS-510-2000-2 Project authorization, PS 4209 Computer systems, placing in, MI AS-840-88-2 Project completion report Contract unit Mechanization identification and cost allocation, Contracting for, HBK AS-707-F PS 1233-A Decision analysis Personal property identification and cost allocation, PS 1233-B Facility projects, MI FM-910-88-5 Design and construction, ASM Environmental checklist, PS 7498-D Changes in design after approval, Government interest, investigation of MI AS-510-2000-2 evidences of rights to, PS 2185 Door, do not block, LAB 1 inspection and possession certificate, Environmental review procedures, HBK RE-6 Evaluating replacement of postal facilities under Radio systems frequencies, MI AS-840-95-4 6,500 square feet, MI AS-510-91-5 Real property Headquarters Non-government use of, revocable license for, Building pass, PS 2041 PS 7430 Functional Managerial responsibility for, Relocation needs and availability analysis, PS 7488 HC 74-12 Replacement under 6500 square foot, Mi AS-510-91-5 Integrated logistics support, MI AS-520-84-6 Leases/leased facilities, FMM, MI AS-510-83-1 Rent, power of attorney to receive, PS 7301 Accounting for, HC 80-9 Rental rate, appraisal of fair annual, GSA 3305 Maintenance (facilities), ASM, HBK MS-47 Repair and alteration Associate offices, HBK MS-110 History, PS 4838 Class A offices, HBK MS-63 Inspection report, PS 4835 Equipment (see specific equipment) Residential relocation analysis, PS 7487 Floors, care and, HBK MS-10 Roof maintenance inspection checklist, Integrated Pest Management, MI AS-550-95-10 semiannual, PS 8027 Mechanization design specifications, HBK AS-505 Services request, PS 7437 Planning concept, MI AS-520-96-9 Space Priority system, MI AS-520-84-1 Request for, SF 81 Real property Start up costs of decision analysis report, Mi AS-510-90-12 Accounting for, FMM Acquisition of, HBK RE-1 Tax payment authorization, PS 125-B Disposal of, HBK RE-1 Tenant business relocation, claim for, PS 4207 Management of, ASM, HBK RE-1 Tenant, residential relocation, claim for, PS 4208 Operation and maintenance of, HBK MS-1 Title to leased property, certificate of transfer of, Sale or trade, gain or loss on, HBK F-25 PS 7461 Reasonable Accommodation Interactive Process, Transaction Screen Questionnaire, PS 7499 PUB 318 USPS maintenance, MI AS-510-83-1 Rental space available, NOT 273 Voucher and schedule of payments, PS 1864, 1865 Repairs and alterations, ASM Work, non-AMO, PS 4942-C Real property, HBK RE-13 Workhour requirement Surveys, HBK RE-12 Traveling operating route, annual, PS 4894 Retail location policy, MI PO-140-89-7 Workload analysis and summary, PS 4852 Safety design and acceptance review, facility and Facilities and equipment (see also Equipment and equipment, MI AS-520-81-11 Post offices), ASM, ELM Security, ASM, HBK RE-5, LAB 112-A Act. major, MI AS-510-92-5 Solicitation of signatures on postal property, Allocating and Renovating Headquarters Space, MOP COO-6-5-2000 MI AS-510-2000-1 Space requirements, HBK AS-504 Architect/Engineer Project Regulrements, Startup costs, new facilities, MI AS-510-90-12 **HBK AS-506** Underground storage tank Management, Building systems equipment preventive MI AS-550-95-9 maintenance policy and guidelines, MI AS-510-87-14 Water

Management guide for facility managers, HBK AS-554-A

Water permitting guide, HBK AS-554-D

#### Facing identification marks (FIM), DMM

#### Fair Labor Standards Act (FLSA), ELM, POS 42

National Agreement/FLSA compliance, MI EL-440-81-9

Overtime adjustment request, PS 2240-F

Service day, ELM

Service week, ELM

Status of temporary employees, MI EL-440-82-5

Workweek, ELM

#### False representation and lottery orders, ASM

FastForward system, MI PO-680-96-1

FAXNET (Facsimile Network), MI AS-360-89-13, **PUB 210** 

#### Federal agencies (see Government agencies)

### Federal Employees Retirement System (FERS),

Beneficiary, designation of, SF 3102

Death benefits, application for, SF 3104

Documentation in support of disability

retirement application, SF 3112

Election of coverage, OPM 1555

Information about disability retirement, SF 3112-1,

SF 3112-2

Retirement deductions

Application for refund of, SF 3106

Current/former spouse's notification of, SF 3106-A

#### Federal Executive Association and Boards, ASM

#### Federal records centers, ASM

Accepting for favors, ELM

Court leave, for, ELM

Retrieval and duplication of records, for, ASM, HBK F-1

#### Fictitious orders, ASM

#### Film, motion picture, TAG 5

#### Finance

Compliance With the Prompt Payment Act, MI FM-610-2000-2

Cost Systems, data collection user's guide for, **HBK F-65** 

Daily financial form, PS 1412-A

Finance Handbook, HBK F-85

General investment policies and procedures, HBK F-66

Liability, FMM, HBK F-1

Numbers, FMM, HBK F-1

Payments, HBK F-7

Policy, FMM

Reports, FMM, HBK F-1

Statistical Programs Letter, MOP FI-08-28-1998, MOP FI-12-02-1998, MOP FI-01-11-1999, MOP FI-02-01-1999, MOP FI-02-03-1999, MOP FI-02-17-1999, MOP FI-03-24-1999, MOP FI-03-28-1999, MOP FI-03-31-2000

Systems compliance, MI FM-110-87-3

#### Fire

Extinguishing equipment, HBK MS-56

Prevention and control, ELM

Protection plan, MI AS-510-98-3

Protection valve

Closed tag, PS 4810

#### Firearms, ASM, FMM, HBK IS-135

Export licenses, IMM

Import, application and permit to, ATF 6

Imported, release and receipt of, ATF 6-A

Mailing, DMM, IMM

Permit (card), PS 7540

Possession on postal property is prohibited by law, POS 158

Qualification, individual, PS 680

Weapon inspection maintenance record, PS 7526

Score sheet, PS 681

Shipper of, PS 1508

#### Firm holdouts

Classification, DMM

Mail processing, POM

#### Firm mailer

Delivery book for accountable mail, PS 3883

Delivery receipt, PS 3883-A

Fees, notice of incorrect, PS 3876

Mailing book for accountable mail, PS 3877

#### First-Class Mail, DMM

Ancillary services, DMM

Authorizations and permits, DMM

Carrier route First-Class Mail (see Presorted mail)

Classification, DMM

Delay, do not, TAG 6

Description, DMM, POM, POS Q130, Q132, Q140, Q141

Enclosed with insured mail, DMM

With other classes, DMM

First class and standard mail, POS 97

HA mailing label, LAB 80

Handle with care, addressed to WASC, LAB

Headquarters return, LAB 80-A

Label-nonstandard size surcharge, LAB 100

Package label, LAB 41

Permit G-10, open corner, LAB 101-V

Permit imprint 10, LAB 101, LAB 101-V

Insured mail (see Insurance)

Mail processing, POM

Mailing, DMM

Manifest mailing system (MMS)

Guide to, PUB 401

Saving time and money, PUB 401-A

Postage payment, DMM

Posters, information, POS Q130, Q132, Q140,

0141

Preparation, DMM

Presorted (see Presorted mail)

Priority Mail (see Priority mail)

Rates and fees, DMM

Received under cover, POM

Service objectives, DMM

Standard mail, description, POS Q630, Q632,

Q640, Q641

Statement of mailing with permit affixed, PS 3600-P

Statement of mailing with permit imprints,

PS 3600-R

Surcharge, DMM

Weight/size limits, DMM

#### First class phone card (FCPC)

Self service guide, PUB 211

Selling & Managing Manual, PUB 213

#### First day of issue (see Philately)

#### Five-minute leeway rule, ELM

#### Flags, U.S. and Postal, ASM

#### Flats, DMM

Designing, PUB 63

Designing for automated processing, POS Q820

Feeder 125 (FF125), HBK MS-201

Forwarding terminal, HBK MS-120-VOL-D

Strategic improvement, PUB 128

#### Fleet Management (see Vehicles, motor)

#### Food coupons

Distribution of, POM

Main/unit reserve stock transaction record, PS 3958

Stock transactions, daily recap, PS 3959

#### Food services, ELM, HBK EL-602, HBK F-16

Contracting for, HBK AS-707-H

#### Foreign mail (see International mail)

#### Foreign service, ELM, HBK EL-602, HBK F-1

Contracting for, HBK AS-707-H

#### Foreign Service, mail to, DMM

#### Foreign Travel, MOP PG-2-18-2000

#### Forms

Catalog, PUB 223

General-purpose ruled, PS 1627

Headquarters, stocking and distributing, HC 75-9

Management, HC 85-1

Instructions on, MI AS-730-95-1

New or revised, field request for, PS 794-A

Policy, ASM

Supply record, PS 1586

### Forwarding mail (see also Undeliverable mail),

#### FPO mail (see Military mail)

Fragile articles, DMM, IMM, POM

#### Franked mail (see Official mail)

#### Fraud, forgery

Application for reward, PS 557

Complaint questionnaire, PS 8165

Consumer and business prevention guide,

PUB 300-A, PUB 302

Mail fraud targets young customers, PUB 548

Reporting, ASM

#### Freedom of Information Act (FOIA), ASM, ELM

Employee freedom of information, privacy, PUB 550 Requests for Postal Service records, PUB 549

#### Friable asbestos (see Asbestos)

#### Fuels and utilities (see also Heating, cooling, and ventilating)

Accounting and payments, FMM, HBK F-1

Policy and procurement, ASM, PM

Records, PS 4841

#### Funds

Accountability, statement of, SF 1219

Advance payments, MI FM-610-96-1

Administrative control of USPS, HC 74-29

Appropriations and/or funds, voucher for transfers

between, SF 1080

Bank transaction record, PS 3176

Claim for loss. initial letter, PS 2130

Criminal monetary imposition, PS 1513

Employee and recreational, statement of receipts and disbursements, PS 3241

Entry statement of account order, PS 828

Electronic funds transfer (EFT), MI FM-320-80-1

Financial adjustment memorandum, PS 1908

Inspection Service Services provided for, ASM, FMM Confidential, PS 533 Government Printing Office, ASM Receipt for, PS 505 Manifest mailing system, PUB 401 Permit imprint mailings record, PS 3609, Mover's guide, PUB 75 PS 3609-SP Mover's guide (Spanish), PUB 75-S Receipt for, clearance, PS 3821 Post office discontinuance, HBK PO-101 Remittances received batch ticket, PS 1904 Postal Contract Unit Operations Guide, PUB 116 Transfer, request for, PS 7370 Printing/binding shipping instructions, PS 1668 Transfer, request for (continuation sheet), PS 7370-A Government property (see Property) Trust accounts receipts and withdrawals, PS 3083 Grievances Trust fund account, PS 25 Arbitration index Contract, PS 2733 G Nonremoval, PS 2731 General delivery Removal, PS 2732 Case fact sheet, PS 2594 Application Mail delivery through agent, PS 1583 Case file request, Step 4, PS 2613 Collective-bargaining agents, disclosure of information to, PS 6105 Classification, DMM Instructions, PS 1564-A Employee benefits, status of, PS 6075 Mail processing, POM Summary, Step 1, PS 2608 Neighborhood delivery & collection box, NOT 69-B Summary, Step 2, PS 2609 Programmed delivery day, Color coded label chart, PÖS 4-A Summary, Step 3, PS 2610 Service application, PS 1527 Guidelines Service point requirements, PS 1542 Civil preparedness, HC 81-12 Special orders, PS 1564-B Combined federal campaign operation, PUB 53 Survey, PS 3701 Corporate identity, MOP CR-8-24-1998 General export licenses (commodities), IMM Corporate signature-graphic, PUB 500-A Exterior signage, PUB 500-D General purpose ruled form, PS 1627 Gift incentives, PUB 500-F General Services Administration (GSA) Slide/Overhead presentations, PUB 500-C Liaison with, ASM Small plant best practices, HBK PO-420 Reports and payments, FMM Stationery, graphic guidelines, PUB 500-B **Global Direct** Trademark graphic, PUB 500-E Mailbox service application, PS 3658 Trademark guidelines, PUB 500 Service agreement, PS 3681, PS 3682 Vehicle guidelines, PUB 500-G Video guidelines, PUB 500-H, HC 76-4 Global Direct Canada-Admail service guide, **PUB 524** Global Direct Canada Admail tag, TAG 145 Hampers/dumpers (see Equipment) Model VIII-B, HBK MS-16 Global Package Link, PS 3654 Service guide, PUB 525 Model VIII-M, HBK MS-17, MS-17-CHG-1 Hatch Act (see Political activity by employees) Glossary of ADP terms, PUB 32-A Glossary of postal terms, PUB 32 Hazardous material/commodities (see also Asbestos) Government agencies Accepting, PUB 52 Assistance to, ASM, POM Employee awareness, HBK EL-812 Employees on reimbursable loan, HC 72-24 Incident report, PS 1770 Financial matters, FMM, MI EL-620-96-1 Mailing, DMM, NOT 107, NOT 107-S, POS 76, Intergovernmental review, facility projects, POS 76-S, MOP OS-4-21-1998 HBK RE-6 Prominent display of POS 76 and NOT 107, MOP RE-6-16-1998

Liaison with, ASM Rates for postage, FMM

Reporting, ASM, ELM Sack contents warning, TAG 44 Storage, ASM Underground storage tank Management. MI AS-550-95-9 Headquarters

Building pass, PS 2041 Circulars, contents and appendix, HC 91-5 Computer systems, HC 88-7 Conference rooms, scheduling, HC 78-19 Copy centers, HC 81-2 Equipment, Capital, spare parts for, HC 75-39 Loan pool, ASM Maintenance and repair, HC 81-6 FEDSTRIP numbers, HC 90-3 Fire protection plan, MI AS-510-98-3 Forms, stocking and distributing, HC 75-9 Functional managerial responsibility for, HC 74-12 Library services, HC 88-6 List, Hotel/Motel, HC 81-7 Mail service, PS 981 Mailroom services, MI AS-510-2000-3 Maintenance, Office furniture, HC 81-6 Management, Interagency agreements, HC 83-1

Personnel EAS selection policies for filling positions, MI EL-350-94-1

Employee recreational benefit association, HC 83-5

Flexitime, HC 82-5

Parking, MI AS-510-2000-4

Separation clearance procedures, HC 78-25 Transfer clearance procedures, HC 78-25

Vacancy announcement, PS 990

Records, MI AS-510-97-5 Return Mail, LAB 80-A Safety program, HC 86-8 Security, MI AS-270-95-11 Telephone directory, PUB 509 Individual listing, PUB 509-A

#### Health (see also Examinations and Medical)

Benefits program, ELM, NOT 426

Carrier, transmittal and summary report to, SF 2811

Continuation of coverage, temporary, MI EL-520-91-2, NOT 423

Enrollment, notice of change in, SF 2810

Notice of change in (nonpay status), PS 3111

Open season, PUB 12

Refund authorization, PS 202

Registration, SF 2809

Temporary continuation of coverage, MÍ EL-520-91-2, NOT 423

Withholdings and contributions, report of, SF 2812

Work injury, CA 13

Guide for managing injuries, PUB 540

Bloodborne Disease Exposure Control, MI EL-810-95-3, MI EL-2000-2

Breast cancer, PUB 30

Contractor medical agreement, PS 7314

Duty status report, CA 17

Evidence required in support of claim for work-related

Asbestos-related illness, CA 35-C

Carpal tunnel syndrome, CA 35-H

Coronary/vascular condition, CA 35-D

Hearing loss, CA 35-B

Occupational disease, CA 35-A

Psychiatric illness, CA 35-G

Pulmonary illness, CA 35-F

Skin disease, CA 35-E

Examination/treatment, authorization for, CA 16 Federal employees' continuation of coverage, MI EL-520-91-2

First-aid medical report, PS 2491

Hearing Conservation Programs, MI EL-810-2000-1

Injuries, guide for managing, PUB 540

Insurance claim, HCFA 1500

Insurance plan, tips on selecting, NOT 427

Medical attention, authorization for, PS 3956

Medical condition, report of specific, PS 2486

Medical report, authorization for, PS 2488

Medical service, and, HBK EL-806

Occupational disease, notice/claim, CA 2, 7

Physical/mental disability, identification of, PS 2489

Pre-tax health insurance premium election/waiver form for non-career employees, PS 8202

Pre-tax health insurance premium waiver/ restoration form, PS 8201

Unit

Case record, PS 1997

Daily record, PS 1752

Workhour requirement

Traveling operating route, annual, PS 4894

#### Heating, cooling, and ventilating (HVAC), HBK MS-24

Air-conditioning systems

Water analysis report, PS 4998

Water treatment specifications, PS 4996-B

Chart, PS 4853

Controls, maintenance, and calibration, NOT 279

Life-cycle cost analysis, PS 2215

Refrigeration machines, reciprocating-type, operating log for, PS 4990

Refrigeration plants, centrifugal, operating log for,

Negotiated contract changes, MI PO-530-83-5

and guidelines, MI AS-510-87-14 Parcel post firm delivery worksheet, PS 1838-B Temperature control, automatic, service specifications, PS 4996-C Performance Record, PS 5399 Thermal load estimate calculations, PS 2238 Record, transportation, PS 5398 Higher level pay, ELM Report, PS 5463 Prospective bidder's guide, PUB 33, PUB 33-S Highway contract service Review, PS 5427 Administration, POM, HBK PO-501 Roads, request to repair, PS 4024 Assignment of route numbers, MI DM-150-83-2 Route Bid or renewal worksheet, PS 468-A, PS 7468-A Count and inspection summary, PS 1840 Bidders, prospective, inquiry of, PS 5436, PS 5436-S Extra trip authorization, PS 5397, PS 5397-A Box customer notice, PS 5431 Irregularity report, PS 5500, PS 5500-A Box delivery, HBK PO-504 Survey, PS 5407 Box delivery survey, PS 5406 Conducting, MI PO-530-88-3 Carrier transportation agreement, PS 1311 Survey/service change, PS 5407 Change in delivery, PS 1623 Routing instructions, PS 5186 City delivery service, extension of, PS 697 Safety, contractor, HBK PO-515 Contract Safety, contractor, pocket edition, HBK PO-516 Adjustment, PS 5479 Screening contract employees, MI PO-530-91-8 Amendment, PS 7406 Service order, PS 7440 Emergency service, PS 7405-A Services provided, DMM Fingerprint chart, applicant, FD 258 Statement, schedule, and specifications, PS 5443 Notice of acceptance for contract services, PS 7409-A, B Tractor log, PS 4572 Trailer damage claims, processing, MI PO-530-89-1 Preaward questionnaire, PS 5472 Trip Report, PS 7459 Questionnaire, personnel, PS 2025 Undelivered mail report, PS 1571 Renewal inquiry, PS 7445 Vehicle Renewal of contract for regular services, Operations, POM PS 7448 Record, PS 5398-A Route review (renewal), PS 5427-A Revenue protection placard, PS 5111-R Route schedule (continuation), PS 5443-A Temporary service, PS 7405-B Historic preservation Site survey, PS 4902 Transportation services (see Transportation services) Holiday Cost evaluation vs. postal vehicle, PS 5505 Leave days, ELM Cost statement, PS 7463 Pay, ELM Negotiated, PS 7463-A Honeybees, mailing, DMM, IMM Delivery Instructions, PS 1564-A Management report, PS 1621 1 Special orders, PS 1564-B Ideas Program, PS 1270 Survey, PS 3701 Employee's guide, PUB 356 Through agent application, PS 1583 Supervisor's guide, PUB 355 Dog warning card, PS 1778 What's the Idea?, POS 355-A, 355-B Economic pay adjustments, highway Identification and inland domestic water contracts, Badges, issuance and control of, ASM MI PO-530-97-1 Certifying officer, signature/designation Emergency, solicitation record, PS 7439 card for, SF 210 Exceptional service performed certification, PS 5429 Credential control record, PS 2043 Hazard report log, PS 1773 Credential envelope, PS 2059 Hazard warning card, PS 1766 EEO credential, PS 1823 Late leaving and returning report, PS 1813

Systems equipment preventive maintenance policy

Employee, PS 1375 Third-party statement of recovery, PS 2556 Face/reverse, PS 4098-F, PS 4098-R What to do in case of, CA 10, 11 Non-Postal Service Injury compensation Contractor, PS 5140 Abuse poster (letter carrier), POS 264-C Temporary, PS 5139 Abuse poster (mailhandler), POS 264-B Postmaster's card, PS 1375-P Inquiries, customer, DMM, IMM, POM, HBK PO-250 Facilities, ASM Confidential about concern or person, PS 514 Headquarters building pass, PS 128-A, 2041 Insects, mailing (see Animals) Contractor, PS 2041-B MTAC, PS 2041-T Inspection Service, ASM Officer's identification card (green card), Access Control Log, PS 6702 PS 128-B Alarms protect postal property, LAB 112, LAB 112-A Temporary, PS 2041-C Agents of impact, PUB 260-A, PUB 260-B Tenant, PS 2041-A Assaults Logon ID request, MI AS-850-95-2 Assault and threat speciality report, PS 8174 Postal credentials, ASM Law enforcement personnel, report on, PS 2139 Postal inspector, official business, LAB 237 Physical (employee victim) summary, PS 2090-AX Travel and admittance (blue card), PS 128 Types of USPS, ASM Audits, financial, ASM Vehicle, U.S. Government motor, Assigned accountability, PS 2053-H operator's card, OF 346 Attributes, PS 2053-B Cash in bank, PS 2053-F Implements of war, importing, ATF 6, ATF 6-A Credit recapitulation/verifications, PS 2053-I Indemnity claims (see Claims) Employee accountability and cutoff, PS 2053-S Information Desk, PUB 304 Second-class postage, mail, and fees, PS 2053-R Information systems (see also Computers and Office automation) Variables, PS 2053-A Address, DMM, PUB 40 Burglary/robbery countermeasures program, PS 2162 CC Mail standards, MI AS-840-95-15 Cases Carrier route (CRIS), DMM Court, 6-month status report, PS 2205 Effects of turn of the century on postal service, MI AS-830-93-5 Envelope, PS 576 Employee access to the Internet, MI AS-840-95-12 Envelope, inspector's miscellaneous, PS 579 Security, HBK AS-805 "M," envelope for, PS 508 User-developed systems, requesting support for, Request for, PS 623 MI AS-830-95-17 Communications issuance approval, PS 630 Initial-level supervisor positions, HBK EL-311 Computer user ID Request, PS 1357-A Confidential informant contact report, PS 2695 Advisory panels, HBK EL-311 Consent to search, PS 8193 Injuries (see also Accidents/injuries) Contract costs suspended/disapproved, PS 2108, Benefits, CA 13 2108-A Compensation, CA 1, 7 Controlled mail, PS 595 Control offices/points, procedures for, HBK EL-505 Court request, PS 2205 Duty status report, CA 17 Courtesy violation notice, PS 2093 Examination/treatment, authorization for, CA 16 Credential envelope, PS 2059 First-aid injuries, PS 2491 Crime laboratory envelope, PS 578 First-aid medical report, PS 2491 Crime, postal Guide for managing injuries, PUB 540 Employees, postal, PUB 302 Injury compensation program, ELM, HC 86-4 Prevention, NOT 177 Job-related first aid injuries, MI EL-540-91-1 Businesses, guide for, PUB 301 OWCP claim status request, PS 2573 Consumer's guide to, PUB 300, PUB 300-S Recording Guidelines for Occupational Injuries and Criminal monetary imposition, PS 1513 Illnesses, OMB 1218-0176

Third-party claim, notice of potential, PS 2562

Currency Inventory and Certification, PS 6703

Custodian's access control log, PS 719	Mailchutes and receiving boxes, PS 1506
Diary, P\$ 518	Pressure vessel, PS 279-A
Disclosure record, PS 2099 Drugs by mail, POS 265	Roof maintenance inspection checklist, semiannual, PS 8027
Electronic Surveillance Evidence File, PS 8082	Safety and health, ELM
Employment Record, PS 512-A Evidence/OIG Property, PS 6705	Safety, Bollers, pressure vessels, elevators, escalators & dumbwaiters, MI AS-620-94-1
Evidence/property report, PS 714	Insurance (see Health <i>and</i> Life insurance program) Health
Property/evidence tag, TAG 90-T	Benefits
Examination results envelope, PS 2109	Claims, HCFA 1500
Exhibit envelope, PS 679	Continuation of coverage, temporary,
Exit Interview, PS 695	MI EL-520-91-2, NOT 423
Funds, receipt for, PS 505 Handwriting form, PS 582-A	Coverage for non-career employees, NOT 426
Handwriting specimen, PS 582, 582-S	Open season, PUB 12
Checks/credit cards, PS 2171-A	Refund authorization, PS 202
Express mall label/credit cards, PS 2171-B	Registration, SF 2809
Money orders, PS 2171	Withholdings and contributions, report of,
History, PUB 259	SF 2812
Indebtedness, setoff action request, PS 2091	Work injury, CA 13
Informant personal data, PS 2696	Federal Employees Health Benefit Plan
Information or change-of-address request, PS 558	Notice to noncareer employees, PS 8141
Inquiries	Life
Confidential, PS 514	Claim, Option C Family, FE 6-DEP
Financial responsibility, discrepancy in, PS 571	Federal Employees Group Program (FEGLI)
Mail loss or rifling, PS 2031	Agency certification of status, SF 2821
Investigating hiring irregularities, ELM	Beneficlary, designation of, SF 2823
Label-inspection service exhibit, LAB 113	Continuation of coverage as a retiree or
Label-rifled parcel, LAB 97	compensationer, SF 2818
Mail bomb Indicators, POS 26	Conversion privilege, notice of, SF 2819
Mail covers, ASM	Death claim, FE 6
Request procedures, PUB 55	Election, SF 2817
Mandatory retirement, ELM	Request for, SF 2822
Physical fitness program, HBK IS-130	Withholdings and contributions, report of, SF 2812
Planned Hour Report, PS 586	Mall
Property/evidence tag, TAG 90-T	Business report to postmaster, PS 834
Reward payment, PS 642	Claims
Security control officer program, POS 150	Indemnity, international, information,
Threat assessment team guide, PUB 108	PS 1291
Training, ELM Request and authorization, PS 1782-A	Indemnity, international, registered/insured, PS 2855
Inspections	Delivery notice/reminder/receipt, PS 3849
Access Control Log, PS 6702	Inquiry, PS 542
	Inquiry acknowledgment, PS 543
Cast iron boiler	Irregularity report, PS 3827
External, PS 4082 Elevator (see Elevator maintenance)	Receipts
Equipment. MI AS-620-94-1	Domestic/international, PS 3813-P
	Domestic parcel, PS 3813
Fire, ELM Fire tube boiler	Firm delivery, PS 3883-A
	International (C5), PS 2865
External, PS 4085	Temporary bulk, PS 3824
Operating log, 4846-A	Verification, PS 3871
Mail van, PS 5201	

Unemployment, notice to federal employee about, SF 8

Vehicle, certification of, PS 5420

#### Insured mail

Claims, DMM

Classification and fees, DMM

International mail, IMM

Mail processing, POM

Receipt for Insured Mail — Domestic-International, PS 3813-P

#### Intellectual Property Rights Board, HC 91-7

Management of postal service intellectual property, HC 91-7

Interagency agreements, Management and filing of, HC 83-1

#### Inter/intra-BMC mail

Containers, HBK MS-70

Rates, DMM

#### International Electronic Post (INTELPOST)

Dial-in service, NOT 266

Service directory and user's guide, PUB 82-A Service procedures, HBK PO-103

#### International exchange offices

Description, POM

Office procedures, HBK F-59

Operating procedures, HBK T-5

#### international mail, IMM

Accounts

Delivery bill — Waybill (C18), PS 2988-M Waybill (pinfed) (C18), PS 2988

Accounts payable, FMM

Acknowledgment of inquiry — New York, PS 543-NYAir service, IMM, LAB 19-A, LAB 19-B

Air transportation pay/routing adjustment, PS 2734-B

Airmail Density test

Net weight, statement of (AV-2), PS 2710 Priority, statement of mailing, PS 3652

Business reply, PUB 513

Categories, IMM, POM

Certificate of mailing, PS 3817

Claims Case jacket, PS 2870

Indemnity, information, PS 1291

Indemnity, registered and insured, PS 2855

Instructions/request concerning, PS 2860

Second request, PS 2860-A

Correspondence concerning, IMM

Customer guide to filing inquiries & claims, PUB 122-A

Customs DeliveryBill (Bordereau, C18bis), PS 2941

List (AV-7), PS 2942

List, military mail (AV-7), PS 2942-A

Direct Entry Service, TAG 188

Direct entry statement, PS 8175

Direct transfer, TAG 177

Dispatch placard

FCM Equivalent (HCR), LAB 168

FCM Equivalent (PVS), LAB 169

Dispatch/receipt data, request for, PS 664

Second request, PS 664-A

Duty, supposed liable to customs, TAG 10

Exchange Office Dock/mail receipt, PS 2907.

Express Mail Forwarding notice, PS 669, 669-NY Incoming International Priority Mail, LAB 121

Inquiries

Acknowledgment of, PS 543, PS 549-NY

Acknowledgment of, from foreign administration, PS 549

Reasons for returning, PS 2832

Delivery data Inquiry about, PS 1572

Request for, PS 668, PS 668-SF

Second request, PS 668-A

Dispatch - No particulars, PS 548, 548-NY

Request for data, PS 664

Return particulars request, PS 2831

Second request for data, PS 664-A

Followup on inquiry, PS 677

San Francisco Registered (C8/C9), PS 542

Registered article notice, inquiry, PS 540

Rates & fees, POS 50

Reply, second request for, PS 2835-I

Reply to, PS 665

Request for further information, PS 2833

Return of form, PS 666, PS677-SF

Reverse trace information request, PS 2836

Reverse trace order, PS 670

Instructions, PS 2860-NY

Instructions concerning, PS 663, PS 663-SF

Insurance receipt, PS 3813-P

Insured, return receipt for (C5). PS 2865

International Express Mail (see Express Mail)

International parcel post verification note (manual), PS 8112

International parcel post verification note (pinfed),

PS 2990 Irregularities, summary of mail handling, PS 2766

irregularity notice, PS 2948

The diameter in the D

ISAL Direct shipment option, PS 3655

Letter bill (C12), PS 2970

Exchange of mail (manual) (C12), PS 8106

Exchange of mail (pinfed) (C12), PS 2970

Liable/duty mail, supposed, TAG 10

Load record, PS 2950

Lost report, PS 8150, PS 8150-S

Mail processing (domestic handling), POM

Moli, TAG 155-MOJ Money orders (see Money orders) Parcel bill (CP11), PS 2968 Naha, TAG 155-NAH Osaka, TAG 155-OSA Parcel post Parls, TAG 155-PAR Air (CP20), PS 8107 Air (JFK), PS 2968-K Rio de Janeiro, TAG 155-RIO Rome, TAG 155-ROM Parcels, returned or redirected, PS 2993 Exchanged, quarterly account (CP15), PS 2964 Singapore, TAG 155-SIN Returned or redirected, PS 2993 Sydney, TAG 155-SYD Verification note (CP13), PS 2990 Tokyo, TAG 155-TYO Reply to inquiry, PS 665A-NY Yokohama, TAG 155-YOK Permit Imprint, Mail or Bulk Letters to Canada, Surface mail document envelope, PS 8132 PS 3651 Surface parcel sack tag(yellow), TAG 183 Postage rates, and fees, POS 51, PUB 51 Surface/SAL mail - CEPT terminal dues Priority airmail, PUB 507, TAG 115 Verification note (C14), PS 8108 Return of form concerning Canadian mail, PS 666C Suspense file Form, Canadian mail, New York, PS 666-C, NYICIO, PS 607 PS 666C-NY San Francisco, PS 607-SF Return of form concerning international mail, Terminal dues, FMM P\$ 666-NY CEPT, HBK F-64 Registered Return/change of address, Transit mail (see Transit mail, international) request for (C7), PS 2923 Transportation Sender, request for, PS 2926 Description, POM Rifled parcel report, PS 673 UPU AV-8 SAC vides TAG (green), TAG 179 Short-paid mail notice, PS 2947-A UPU AV-8 TAG (white), TAG 178 Special parcel bill (CP12), PS 2989 UPU AV-8 TAG (blue), TAG 187 Statements UPU C-28 sack TAG (blue), TAG 181 Global Direct Canada Admail, PS 3656 UPU C-28 SV sack TAG (green), TAG 182 Global Direct Canada Publication Mail, PS 3657 Verification note (C14), PS 2971 Global priority mail, PS 3653 Waybill (Bordereau, C18), PS 2988 Global priority mail (billing), PS 3652 Word processing request worksheet, PS 609. International priority airmail, PS 3653 PS 609-NY Mailing, PS 3651 International reply coupons (C24), IMM, HBK F-1, Valuepost/Canada, PS 3651 Statement of, annual (C23), PS 459 Net weight of the airmail (4-part set), PS 2710 New weight of the airmail (manual), PS 8117 International Surface Airlift (ISAL), IMM, PUB 31 Priority airmail, PS 3652 Internet/World wide web (WWW) Statistics, TAG C-28BIS Access to internet & postal intranet, Steamship Departure notice information, PS 2906 MOP IS-3-3-1998 Dissemination of postal information via the world wide web, MI AS-840-98-2 Mail movement statement, PS 2963 Supplemental Sheet for International Mail Volumes for Selected Countries. PS 3541-S Employee access to the Internet, MI AS-840-95-12 Surface airlift guide, PUB 31 Naming standards for devices and domains on the postal routed network, MI AS-840-97-2 Surface airlift mail Netware naming standards, MI AS-840-97-1 Amsterdam, TAG 155-AMS New clearance & document management policies, Brussels, TAG 155-BRU MOP IS-5-3-1996 Buenos Aires, TAG 155-BUE Postal explorer user guide, HBK AS-821, PUB 821 Caracas, TAG 155-CCS Presences, MOP IS-7-23-1996, MOP IS-8-22-1997 Delhi, TAG 155-DEL Web standards guide, PUB 147 Dhahran, TAG 155-DHA Year 2000 aging software policy, MOP IS-8-5-1998 Frankfurt, TAG 155-FRA London, TAG 155-LON Intoxicants Madrid, TAG 155-MAD Employee use of, ELM

Mailability, DMM

Manila, TAG 155-MNL Mexico City, TAG 155-MEX

Inventory Management, MI AS-710-92-12	Mail cover (see Mail covers)
Investigations	Mail matter, information, PS 2006, PS 2009
Assault report on law enforcement personnel,	Mail theft and vandalism, PS 2016
PS 2139	Mailing record, PS 573
Assault and threat specialty report, PS 8174	Notice of reward, POS 296
Audit profile report, PS 7539	Notification of, PS 1512
Background, additional data for single scope,	Personnel investigation, OFI 79
OFI 36	Offenders, suspected
Bomb and bomb hoax incident report, PS 7536	Photobacker, PS 5313
Bomb threat, PS 7537	Palmprint Impressions card, PS 2112
Notice of bomb threat, PUB 54	Personnel
Case activity reports	Job assignment, PS 699-B
Audit. PS 7538	Notice of personnel investigation, OFI 79
External crimes, PS 7531	Questionnaire, PS 2693
Fraud and prohibited mailings, PS 7535	Photo Assistance Form, PS 2060
Internal crimes, PS 7530	Polygraph
Prevention, PS 7533	Agreement to take examination, PS 2045
Cases	Data sheet, PS 2110
Envelope, PS 576	Property
Envelope, inspector's miscellaneous, PS 579	Claim for abandoned, PS 1503
"M," envelope for, PS 508	Hold-harmless agreement, PS 1516
Request for, PS 623	Receipt for, PS 505
Certificate of site investigations, for easements or	Vehicle transfer of ownership, PS 1517-A
other evidences of rights to government interests PS 2185	Property room access control log, PS 718
CON-CON or coded shipment loss report, PS 7534	Radio communications log, PS 5304
Confidential informant data summary, PS 2695	Reports
Confidential inquiry, PS 514	Bomb and bomb hoax incident, PS 7536
Controlled mail, PS 595	Bomb threat, PS 7537
Crime laboratory envelope, PS 578	Notice of bomb threat, PUB 54
Currency verification sheet, PS 717	Burglary, PS 2027
Custodian's access control log, PS 718	Case activity
Destruction certificate, PS 716	Audit, PS 7538
Electronic surveillance request, consensual,	External crimes, PS 7531
PS 8025	Fraud and prohibited mailings, PS 7535
Electronic surveillance summary, PS 589	Internal crimes, PS 7530
Evidence/property report, PS 714	Prevention, PS 7533
TAG label, PS 715, 715-A	CON-CON or coded shipment loss, PS 7534
Log, PS 720, 720-A	Credit card nonreceipt, PS 604
Examination results envelope, PS 2109	Electronic surveillance summary, PS 589
Exhibit envelope, PS 679	Employment, PS 512-A
Financial responsibility, discrepancy in, PS 571	Evidence/property, PS 714
Funds or property, receipt for, PS 505	Firearms, HBK IS-135
Handwriting specimen, PS 582, 582-S	Inspection Service score sheet, PS 681
Checks/credit cards, PS 2171-A	Qualification, individual record, PS 680
Money orders, PS 2171	Weapon inspection maintenance record,
Informant personal data, PS 2696	PS 7526
Inquiry, mail loss/rifling, PS 2031	Incident, PS 5309
Investigation notification, PS 1512	Internal security inspection, PS 676-C
Investigative history file — firm data, PS 2026-B	Planned hour, PS 586
Investigative history file — personal history data,	Remittance loss by firm, PS 621
PS 2026-A	Rifled parcel, PS 673
Job description, PS 699-A	Security force quarterly activity, PS 5309-A

Reward, application for, PS 557	L
Reward for services rendered, request for claim for,	Labels
PS 591	FIM B, Positive, LAB 8
Reward payment recommendation, PS 642	Requisitioning, HBK PO-423
Search Warrant Inventory, PS 6704 Search warrant inventory, PS 8164	Labor distribution codes, HBK EL-311
Security clearance request, PS 2013	Labor organizations, membership in, ELM
Security Police Force (see Postal Security Police	Labor relations (see also Unions)
Force)	Grievances, supervisor's guide to handling,
Sensitive positions, questionnaire for, SF 86 Test mail description, PS 616	HBK EL-921
Test purchase request, PS 525-X	Labor/management agreements (national)
Treasury checks, transmittal of recovered stolen from the mail, PS 2697	APWU and NALC, AFL-CIO (1994-1998), HBK EL-901, HBK EL-912
Vandalism, mailbox, PS 5301-A	APWU Operating Services Division, HBK EL-907
Violation notice. PS 2064 Warning and waiver of rights, PS 1067	APWU dues, cancellation of withholding, PS 1186
Warning and walver of rights (Spanish), PS 1067-S	HRLCA extension, HBK EL-902-1
Investment policies and procedures, HBK F-66, HBK F-66-D, PUB 191	Information service centers, HBK EL-908 Mail handlers, HBK EL-903
Field, HBK F-66-C Major Equipement, HBK F-66-B	Mail transport equipment centers/repair centers, HBK EL-903-A
Major Facilities, HBK F-66-A	NLRCA joint step 1 grievance form, PS 8191
	Nurses, national postal professional, HBK EL-911
J	Postal security police, federation of, HBK EL-906
Job Evaluation Program (JEP), ELM-2	Rural letter carriers, HBK EL-902
Bargaining-unit positions, ELM Nonbargaining-unit positions, ELM	USPS and NLRCA, national, HBK EL-902
Jointly addressed mail, delivery of, DMM	Changes to agreement (1995-1999), HBK EL-902-A
•	Safety and health committees,
Journal vouchers  Data supporting and error correction, PS 824	Labor/Management, HBK EL-809,
Data supporting and entor correction, F3 024	HBK EL-809-T
К	Leave ( <i>see also</i> Time and attendance), ELM, FMM, НВК F-21
Key rate (Periodicals), DMM	Absence
Keys	Analysis, PS 3972
Building, inventory of, PS 1629	Request for or notification of, PS 3971
Duplicate, Inventory of, PS 3977	Adjustment, PS 2240
Individual record, PS 1628	Record, PSDS, PS 2243
Lock and key inventory record, PS 2022	Rural, PS 2240-R
Notice to return, PS 1099	Administrative, ELM, FM
Post office box, application for additional, PS 1094	Mannual, ELM, FMM
Postal Service, DMM, POM, ASM	AWOL (absent without official leave), ELM
Private	Buy back (LBB), worksheet/certification and election, CA-7B
Mail processing of, DMM, POM	Court, ELM
Mailing (Standard Mail (A)), DMM	Data, record of, SF 1150
Private mail receptacles, to, POM	Donated leave transfer, PS 3970-T
Station/branch entrance record, PS 1630	Family and medical leave act of 1993
Knives, mailing, DMM	. Girling with moderate locate dut of 1000

Report abstract, PS 1439 Employees notice for conditions covered by family and medical leave policies, PUB 71 Services, headquarters, HC 88-6 Your rights under the act, WH PUB 1420 Technical & Analytical Reports Library (TARL), HC 88-1 Inclement weather policy, HC 87-3 Maternity/paternity, ELM Library Mail Military, ELM Description, DMM Military control, PS 3973 Preparation, DMM Part-time regular analysis, PS 2242 Rates, DMM Request to donate leave, PS 3970-D Life insurance program (see Insurance), ELM Request to receive donated leave, PS 3970-R Sick, ELM, FMM Liquor, mailing, DMM Specific notice to employees entering (or already in) nonpay status, PS 3111 Live animals, mailing (see also Animals), LAB 28 Lobbies Time analysis form, CA 7-A Articles found in, DMM Time disallowance record, PS 1017-A Bulletin boards in, DMM Timecards Decal, U.S. Post Office, SGN 139-A, B Other service, PS 1230-C Depositing mail in, DMM Week 1, PS 1230-A Hours, DMM Week 2, PS 1230-B Management of, POM Without pay (LWOP), ELM Lockboxes (see also Post office boxes), ASM Legal Appointment affidavit, PS 61 Lockers, employee Claims against private persons for damage to postal Record, PS 4943 property, MI FM-810-93-3 Locks, Postal Service, ASM, FMM, POM Government records certification, PS 2159, Lock and key inventory record, PS 2022 PS 2159-A Site investigation for easements, PS 2185 Logistics Support, Integrated, MI AS-520-84-6 Tort claims adjudication, PS 2106, PS 2192 Lookout galleries, ASM Warning and waiver of rights, PS 1067 Loop mail, MI PO-420-94-1 Warning and waiver of rights (Spanish), PS 1067-S Loose packing, DMM Letter carriers Handbook for, POM, HBK M-41 Losses and offenses, ASM Load limits for, POM LSMs (see Sorting machines) Lunch periods, POM Robbery/assault, victims of, PUB 176 Supervision, POM, HBK M-39 Machinable parcels (see Parcels) Letter mail templates, NOT 3-A, NOT 67 Letter of charges or warning, ELM Application for, PS 8061 Letter of commendation, ELM Delivery through agent, PS 1583 Letter size standards, DMM, POM Acceptance categories, POM Acceptance policy, First-Class Mail, Letterboxes (see Collection service) MI DM-140-91-1 Letters Accepting, POM Accountable, clearance receipt for, PS 3821

Definition of DMM Designing letter mail, PUB 25 Designing letters and cards for automated processing, POS Q810 Sorting machines (see Sorting machines)

#### Library

Borrower's request, PS 1827 Interlibrary loan card (white), PS 1826 Loan card, PS 1825

Publication 223

Firm mailing book, PS 3877

Arrival profile worksheet, PS 8073

Business reply (see Business reply mail)

Authorization to hold, PS 8076

Label-hold, LAB 130 Bomb indicators, POS 26

Bundled, labeling, NOT 36

Carrier's count of

Letter carrier routes, PS 1838 Mistreated, POM Letter carrier routes worksheet, PS 1838-C Nonmachinable, NOT 157 Parcel post and combination services. Nonstandard Size, LAB 100 PS 1840-A Official (see Official mail) Parcel post/combination services On-hand profile, PS 8074 worksheet/management summary, PS 1838-A Perishable, sale or destruction of, PS 3820 Permit Imprint mail, POS 83 Certificate of mailing, PS 3817 Piece Count Recording System, MI PO-610-1998-3 Classification of, DMM Preparation by mailers, DMM, POM, PUB 25 Collection (see Collection service) ADC, all for, LAB A CON-CON or coded shipment loss report, PS 7534 ADC bundles, all uncoded for, LAB U Condition reporting system, MI PO 410-91-5 Carrier route, all for, LAB CR Credit card nonreceipt report, PS 604 Firm, all for, LAB F Curbside maliboxes, approaches, NOT 38 Five-digit ZIP Code, LAB D Damaged Receipt for articles, PS 3831 M-bag addressee tag, TAG 158 Multicode city, all for, LAB C Report, PS 5257 Nine digit encoded mail, LAB 14 Dead matter, LAB 22 SCF, all for, LAB 3 Delayed, report, PS 3743 States, mixed package, LAB MXD Destination ticket, LAB 136-B, LAB 136-E Preparation irregularities, PS 3749 Electronic payment for postal mailer. MI FM-320-97-2 Presorted first class Employee skills assessment, PS 8068 Outgoing pouch, LAB 46-C Expedited plant-load shipment, PS 8017 Primary unit, LAB 46-A Express Mail Processing categories, DMM Manifesting implementation and administration guide, PUB 97A FastForward system, MI PO-680-96-1 Procedures for mailer application, HBK DM-701 Mainfesting technical guide, PUB 97 Recall by sender, PS 1509 Foreign Inquiry, PS 670 Receptacle, provide proper, PS 1507 Found in "empty equipment", POM Refunds From Advance Deposit Accounts, PS 3613 Found in private boxes without postage, DMM Remittance loss by firm, PS 621 Found in supposedly empty equipment, PS 5049 Remittance Mail Processing Best Practices, HBK PO-440 Fourth Class, LAB 104-A Hazardous materials, MOP OS-4-21-1998 Request for dispatch/receipt data, PS 664 Hold label, LAB 130 Request for second-class privileges, PS 3507 Identity Theft, PUB 280 Second request, PS 664-A Incoming International Priority Mail, LAB 121 Restraining straps, LAB 62 Individual employee skill assessment log, PS 8066 Return receipt, PS 3811 Individual presort verification proficiency log. Returned, PS 3555 PS 8064 RPW & ODIS mail shape definitions, Revised, inventoried, LAB 141 MOP FI-09-08-1999 Local delivery, LAB 162 Second class mail, Van unloading, MI PO-410-84-4 Loop, LAB 230 Security of (see also Security) Loop program, MI PO-420-94-1 Postmaster or OIC statement, PS 222 Loss of, POM Size standards, DMM, NOT 3-E Loss/rifling of, PS 1510, PS 2031 Surface airlift, TAG 155-all Mailboxes improvement week, NOT 209 Surrendering, DMM Mailer application procedures, HBK DM-701 Test, controlled, record, PS 5654 Mailer notification log sheet for disqualified Test mailing record, PS 3702 mailings, PS 8075 Theft and vandalism complaint, PS 2016 Mailer's running summary optional procedure, Theft notice, POS 310 PS 3639 Theft of, NOT 50 Marking/endorsing (see Endorsing/marking mail) Transportation of (see Transportation of mail) Minimum sizes, DMM, NOT 3-E, 5

Missent, POM, HBK M-5

Unit presort verification log, PS 8065

Unit skill assessment log, PS 8067
Vandalism, PS 5301-A
Warning, Armed Robbery, LAB 117-A, 117-B(S), 117-C(S)
Warning penalty for damage to mailboxes, LAB 33-A
Weighed, input, LAB 139
Weighed, output, LAB 140
Weighing, LAB 142
Weight ticket, LAB 138
Without postage, in mailstream, DMM
Without sufficient postage (see Shortpaid/unpaid mail)

#### Mail covers, ASM

Controlled mail, PS 595
File envelope, PS 2017
Information concerning, PS 2006, 2009
Mailing record, PS 573
Request procedures, PUB 55
Test mail description, PS 616

#### Mail equipment (see also Equipment)

#### Mail equipment shops

Mail found in supposedly empty equipment, PS 5049

Postal key and lock requisition, PS 4983

## Mail preparation operations (see also Platform operations), POM, HBK PO-415

#### Mail processing

ADC, all for, LAB A

ADC bundles, all uncoded for, LAB U

Air contract data collection system, HBK PO-414, HBK MS-41

AMF collector sack, TAG 170

Area proposals, developing, HBK PO-408

Automated systems

Addressing for (see Address/Addresses)
Automation and retail equipment. PUB 150

Designing flats for, POS Q820

Designing letters and cards for, POS Q810

Operating, MI PO-410-83-6

Carrier release, LAB 235

Carrier route, all for, LAB CR

Commercial receiving facility, Application, PS 1583-A

Combining more than one second class publication, PUB 410

Containers (see Containers, mail processing)

Delivery, Central point, NOT 34

Destination ticket, LAB 136-B, LAB 136-E

Drop shipment record, PS 8017

Equipment

Accu-Sort TMS (Phase 3A), HBK MS-183 all

Bar code sorter, Bell & Howell operating guidelines, HBK PO-412

Bar code printer, model 9140, on-line reference data, HBK MS-20

Bar code sorter, small, model RA-9, HBK MS-84-VOL-B

Bar Code Sorter IV, (DIOSS)

Maintenance Information, HBK MS-186 (VOLs. AP1-AP4)

Parts Information, HBK MS-186 (VOLs, BP1-BP3)

Canceling machine repair parts catalog, PUB 77, PUB 79

Conveyors, portable models 89, L and H, HBK MS-26

Detecto scale, 70 lb, Model 4602, PUB 88

Edger stacker Model 301, PUB 81

Fixed, ASM

Identification code sort (ICS) system

Background information, HBK MS-174 VOLA

Maintenance information, HBK MS-174 VOL B

Parts Information, HBK MS-174 VOL C

Mail chutes, receiving boxes & auxiliary collection boxes, regulations and specifications, PUB 16

Maintenance of, ASM, MI AS-530-90-5

Nonfixed, ASM

MERLIN, the Mailing Evaluation Readability Lookup Instrument, PUB 430

Packing empty equipment, POS 115-A, 115-B Peerless-Triner scale Model 1870, PUB 89

Postage meter, Base Model RG, PUB 120

Recognition Coprocessor (CoPro)

General Information, HBK MS-162 VOL A Maintenance Information, HBK MS-162 VOL B

Parts Information, HBK MS-162 VOL D Troubleshooting Information, HBK MS-162 VOL C

Sacks/pouches, examine empty, POS 113-A, 113-B

Defective, POS 114-A, 114-B

Stacker/conveyor/culling machine repair parts catalog, PUB 144

Wide area bar code reader (WABCR), HBK MS-125

#### Express Mail

Manifesting implementation and administration guide, PUB 97A

Mainfesting technical guide, PUB 97

Firm, all for, LAB F, TAG 14

First-Class - do not delay, TAG 6

First-handling volume worksheet, canceling machine readings and handstamped, PS 2329

Five-digit ZIP Code, LAB D Time-value data, TAG 15 Flats/magazines/papers distributed to cases, Tray labels PS 2362 Barcoded mail-route to BCS, LAB 208 General procedures, POM Do not weigh, LAB 142 Mail found in supposedly empty equipment, Input weighed, LAB 139 PS 5049 Inventoried, LAB 141 Mail preparation, HBK PO-415 Output weighed, LAB 140 Mailflow density projections, PS 5800-A Weight ticket, LAB 138 Manpower Verification Facility, PS 2345-B Log of mailings, in-plant, PS 2871 Letter-sorting machine, PS 2345-LSM Note, PS 2971 MOD, PS 2345 Request, PS 2872 Mark II cancellations, PS 2347 Volume recording worksheet, delivery unit, PS 3921 MOD 2 performance summary Weighing and dispatch certificate, PS 3607, PS 3607-G Mail volume, PS 2371-A Multicode city, all for, LAB C Weighing & rating unit panels, NOT 100-ABC Opening and pouching, HBK PO-417 Work assignment guidelines, RI 1085-PO-204 Operating plans, HBK PO-410, HBK PO-422 Revisions to guidelines, RI 1096-PO-209 Operation/maintenance schedule, PS 4840 ZMT individual performance record, PS 5034 Operations analysis report, PS 3499 Mail Transport Equipment Configuration Control Committee (MTECCC), MI PO-571-98-2 MLOCR Recognition Coprocessor, HBK MS-162 Optical character recognition (OCR) Mail transport equipment damage claims, MI PO-530-89-1 Barcoded mail-route to BCS, LAB 208 Burroughs operating guide, HBK PO-409 Mail volume studies Mail, TAG 124 Carrier count of mail Nine-digit encoded mail, LAB 14 Letter carrier routes, PS 1838 Pitney-Bowes operating guide, HBK PO-411 Letter carrier routes worksheet, PS 1838-C Packaging pointers, POS 74, POS 74-S Parcel post and combination services. Parcel post, pieces processed, PS 2332 PS 1840-A Permit application and customer Profile, PS 3615 Parcel post/combination services Plant-load shipment agreement, PS 8026 worksheet/management summary, Plant loading (see also Plant loading) PS 1838-A Authorization application and worksheet. Employees' work schedule, PS 1994 PS 3815 Flats/magazines/papers distributed to cases. Drop shipment agreement, PS 8026 PS 2362 Mailing log, PS 8016 Mailflow, density projections of, PS 5800-A Vehicle log, PS 8015 MOD 2 performance summary, PS 2371-A Platform operations (see Platform operations) Parcel post, pieces processed, PS 2332 Volume recording, daily delivery unit, PS 3921, MI PO-610-85-3 Postmark information, Recording-SPL #1, FY 2000, MOP FI-08-20-1999 Presort mail, HBK PO-416 Weekly productivity summary, PS 956-1 Priority Mail Drop Shipment, LAB 23 Mailability, DMM Productivity weekly summary, PS 956-1 Mailbags, POM Quality control (see Quality control) Mailboxes Refunds From Advance Deposit Accounts, PS 3613 Remittance Mail Processing Best Practices, Collection (see Collection service) HBK PO-440 Damage, Penalty, LAB 33 Sack, overweight, PS 5035 Mailbox improvement week, NOT 209 SCF, all for, LAB 3 Private (see Boxes, delivery) SPBS-Feed System, HBK MS-160, all volumes Mailchutes and receiving boxes, DMM, PUB 16, Scheduling and staffing, MI AS-620-81-2 **NOT 80** State, all for, LAB 3 Mailgram service, POM States, mixed package, LAB MXD

## Mailing certificates, DMM, IMM

Mailing list services, DMM, POM, HBK F-1, NOT 47

#### Mailing lists, ASM

#### Maintenance (facility and equipment), ASM, all MS HBKs

Assignment sheet, daily, PS 4778

Building systems equipment preventive,

policy and guidelines for, MI AS-510-87-14

Checklist, PS 4777

Collection/delivery equipment work request, PS 1624

Contract, cost, PS 4803

Control supply room inventory record, PS 4783

Custodial allowance, MI AS-530-81-17

Custodial, preventive route, PS 4776

Delivery/collection equipment work request, PS 1624

Equipment, MI AS-530-90-5

Breakdown investigation report, PS 4774

Elevator inspections (see Elevator maintenance)

Mark II facer-canceler, HBK MS-69-VOL-B

Problem feedback, PS 4568

Work on, non-AMO, PS 4942-C

Field maintenance office evaluation, PS 8010

Heating ventilating air conditioning controls,

maintenance & calibration, NOT 279

Inspection tag, PS 4705

Leased facilities, MI AS-510-83-1

Operation and, schedule, PS 4840

Parts/supplies issue slip, PS 4800

Preventive

Exceptions, PS 4802

Real property, HBK MS-1, HBK RE-13

Recruiting personnel, PUB 50

Repairable tag, PS 7433

Safety, ASM, HBK EL-803

Selection system, HBK EL-304

Service tag, PS 4795

Scales, LAB 111

Vehicle

Facility inventory order, PS 4508, PS 4508-A

Facility inventory purchase, PS 4509

Maintenance record, PS 4513, PS 4513-A

Mechanic's supplies, PS 4597

Repair order/invoice, PS 4541

Work order, PS 4543

Preventive maintenance inspection guidelines

Administrative vehicles, PS 4564-A

Cargo vans, PS 4546-D

IMMediate delivery vehicles, PS 4546-C

Light delivery vehicles, PS 4546-B

Tractors, PS 4546-E

Trallers, PS 4546-F

Work order

Register, PS 4775

Work record sheet, PS 4805

### Maintenance selection system

Personal Data/Job Selection, PS 8085

Review panel evaluation

Air conditioning and heating, PS 8087

Area maintenance, PS 8088

Supervisor evaluation, PS 8086

Update/setup form, PS 8084

## Management associate program, Mi EL-720-90-5, Mi EL-730-91-3

## Management Operating Data System (MODS)

Mail volume

Adjustments, PS 1476-D

MOD 2 performance summary, PS 2371-A

MOD 1 offices, HBK M-32, HBK M-32-A

Operation validity transaction worksheet, PS 5802

Optional report request, PS 1476-L

Personnel workhours, PS 2345

Planned hours by functional operation number, PS 1476-G

Planned hours by labor distribution code, PS 1476-H

Scale transaction daily log, PS 8013

Transaction codes worksheet, PS 1476-E

Workhours adjustment, PS 1476-F

## Management sectional centers (MSCs)

Building systems equipment preventive maintenance policy and guidelines, MI AS-510-87-14

Description, ASM

General statistics, MI PO-420-87-3

#### Manifest Mailing System (MMS), PUB 401

Bulk rate bound printed matter mailings, PS 8161

Bulk third-class piece/pound rate mailings, PS 8160 Combined Postage Statement for Manifest Mailings,

Permit Imprint, PS 3660-R

Express Mail

Manifesting implementation and administration guide, PUB 97A

Mainfesting technical guide, PUB 97

Piece rating mailings, PS 8159

Postage Adjustment Worksheet, Batch Manifest Mailings, PS 8158

Saving time & money, PUB 401A

#### Marketing (see Retail), ASM

Application to Print Special Services Barcoded Forms/Labels, PS 109

Field sales force personnel register, PS 3223

Small Businesses, PUB 527, PUB 527-A

Special services technical guide: postal forms and labels (domestic services only), PUB 109

Sponsorship event policy and evaluation process, HBK EL-400

## Marking/endorsing mail (see Endorsing/marking mail)

#### Material distribution centers, ASM

FEDSTRIP/Address activity code request, PS 8192 Inventory accounting, HBK F-27 Obtaining FEDSTRIP numbers, HC 90-3

#### Meals, payment for or acceptance of, MI FM-640-97-3

## Mechanization, ASM

Fixed mechanization control system, HBK MS-158 Retail equipment, automation and, PUB 150

#### Medical (see also Examinations and Health)

Attention, authorization for, PS 3956 Bloodborne Disease Exposure Control, MI EL-810-95-3

#### Benefits

Refund authorization, PS 202 Registration, SF 2809 Work Injury, CA 13

Breast cancer, PUB 30

Directors, ELM

Duty status report, CA 17

Employee records, MI EL-860-98-2

Evidence required in support of claim for work-related

Asbestos-related illness, CA 35-C Carpal tunnel syndrome, CA 35-H Coronary/vascular condition, CA 35-D Hearing loss, CA 35-B Occupational disease, CA 35-A

Psychiatric Illness, CA 35-G

Pulmonary illness, CA 35-F

Skin disease, CA 35-E

Examination and assessment, PS 2485

Examination/treatment, authorization for, CA 16

First-aid injuries, PS 2491

Guide for managing, PUB 540

Hearing Conservation Programs, MI EL-810-2000-1

Occupational disease, notice/claim, CA 2, 7

Officers, ELM

Physical/mental disability identification, PS 2489

Records, ELM

Report, authorization for, PS 2488

Services, ELM

Services, contracting for. PS 7314

Specific medical condition, report of, PS 2486

Strength and stamina test, PS 2481

Third-party claim, PS 2557

Vehicle operator, physical fitness inquiry, PS 4583

Veterans Administration, medical survey, request for, PS 5902

#### Medicare, ELM

## Merchandise, Postal related

Inventory, PS 8133

PC-80 Ink Jet Printer Visual Resource Kit, KIT 17

Quarterly reports, PS 8134

Return service, DMM

Samples, DMM, POM

## Merit performance evaluation (see Performance evaluation program)

### Messenger operations

Messenger service, PS 1654

Work assignment/mail count, PS 1597

## Metered mail (see also Postage meters), DMM, POM, PUB 125

Bulk mailing, sender's statement of, PS 3606 Post office meter, postage collected through, PS 3602-PO

Revenue analysis worksheet (domestic), PS 1500

Quarterly verification report of, PS 3616

#### Methods improvement studies

Accountable mail, PS 3978-D Parcel distribution, PS 3978-B

#### Micrographics, ASM

## Migratory bird hunting and conservation stamps, DMM, POM, HBK F-1, POS 3-124

## Military mail

Addressing, DMM

Air transportation pay/routing adjustment,

PS 2734-B

Airlift mail, DMM

Ammunition, importing, ATF 6, ATF 6-A

Assigned postage meters, MI DM-140-91-2

Definitions, POM

Delivery, DMM, POM

Delivery list, PS 2942-A

Description, POM

Destinations/weight, LAB 136-B, LAB 136-E

Express Mail, HBK PO-514, LAB 86, LAB 176,

TAG 176, TAG 176-B

Firearms, importing, ATF 6, ATF 6-A

Free and collect postage, DMM

Guidelines, retail services for military

installations, MI PO-110-91-1

Implements of war, importing, ATF 6, ATF 6-A

Importing animals and plant products, PUB 4

Mail processing, POM

Military organization mailclerks, appointment of, DD 285

Military post offices, DMM, PUB 38-A
MOM (military ordinary mail), DMM, TAG 17
Overseas mailing regulations, DMM
PAL parcels, DMM, TAG 18
Postage-due notice, PS 3569
Postage meters, MI DM-140-91-2
Postal agreement with DoD, POM, PUB 38
Postal space, military bases, MI AS-510-88-4
Registered/COD report to postmaster, PS 834
Retail services for military installations,
MI PO-110-91-1
Report of irregular handling, PS 2759-M
SAM parcels, DMM, TAG 16
Transportation, POM, HBK T-7
U.S. armed forces mail, TAG 144

#### Military post offices (MPOs)

Money order business, report of, PS 6019

#### Military service

Creditable, ELM Hiring retired servicemen, ELM Leave for, ELM Reemployment/restoration after, ELM Separation for, ELM

## Minority groups (see also Equal employment opportunity), ELM

Business program, MI AS-710-89-3 Designation code data, HBK EL-311 Diversity, Affirmative Action Committee, MI EL-670-95-1

Manager's guide to understanding affirmative action, PUB 18

Point talk customer service translator, PUB 551 USPS Hispanic program, MI EL-670-96-4

#### Mixed classes of mail, DMM, POM

## MOM (see Military mail)

#### Money orders

Accountability differences, PS 800 Listing of differences, PS 800-A Bait Program, MI AS-220-1999-1

Altered, POS 530

Business, report of, military post office, PS 6019 Dinero seguro

Action form, PS 5008 Change of recipient, PS 5007 Clerk evaluation, PS 5010 Payment order application, PS 5006 Refund request, PS 5009

Domestic

Accounting, FMM. HBK F-1 Classification and fees, DMM Equipment, POM Inquiry, PS 6401 Funds, clearance receipt for, PS 3821 International, IMM, HBK F-1 Inquiry concerning, PS 6684 Mexico, POS 263-A, POS 263-B Issued Quarterly list of, PS 1846

Quarterly list of, PS 1846 Sales record of, PS 6349 Post Audit Request, PS 800-B Poster, POS 527

Rural transaction application, PS 6387

Motor vehicles (see Vehicles, motor)

MPLSMs (see Sorting machines)

#### N

National Air and Surface System (NASS)

Description, POM

Report user's guide, HBK PO-503

National electronic catalog, PUB 112

National historic places (see Historic preservation)

National security information, ASM

National Workhour Reporting System (NWRS), HBK F-2

Form 3925, how to complete, NOT 225

Neighborhood delivery and collection box units (NDCBUs), HBK MS-55, NOT 69-B

Nepotism, ELM, HBK EL-311

News (see also Communications)

News inquiry sheet, PS 300 News release order, PS 1044

Newsagents (Periodicals), DMM, POM

Newsletters, employee, ELM, ASM

Nonbargaining employees

Change to bargaining-unit position, ELM Classification of, ELM Disciplinary actions, grievance, and appeal, ELM Establishing requirements, ELM Salary, ELM

Noncompetitive Purchases, MI AS-710-97-1

Nonmachinable outsides (see Parcels)

Nonmail services, DMM

Nonmailable matter, DMM

Nonpersonnel units, POM

Nonpostal products accounting, HBK F-1

Nonpreferential mail (see Bulk Business Mail)

Nonprofit organizations mailings, DMM

Nurses, ELM, HBK EL-911

325

Office of Management and Budget

#### Financial reporting, FMM Oaths, administering, ASM Management instructions on directives and forms, Occupational Safety and Health Act (OSHA), ELM MI AS-730-95-1 Facility construction, MI AS-510-87-3 Officer's identification card (green card), PS 128-B Hearing Conservation Programs, MI EL-810-2000-1 Officer in charge, ELM Programs, HBK EL-810 Protection for postal employees, POS 130 Officers, Postal Service, ELM OCR (see Mail processing) Official mail, DMM, FMM Absentee balloting material, DMM Office automation Accountable paper section, LAB 58 Acquisition, HBK AS-803, MI AS-840-86-7 Anticipated use, annual estimate of, PS 1952 ADP equipment Automation compliance, MI DM-130-92-1 Failures on, PS 1102 Batch header, PS 3637-G Security incident report, PS 1360 Business reply accounting period report, PS 3630-G Batch sheets Census materials, DMM Accounts payable, PS 1918 Certified, use of, POM Remittances received, PS 1904 Congressional franked mail, DMM, POM Change/configuration management, MOP IT-01-28-2000 Credit Invoice, PS 1903-C Daily control sheet, PS 103-CC Communication network system access, PS 3037 Daily recap activity, PS 3633-G Computer logon ID, request for, PS 1357 Federal government mail, DMM, HBK DM-103. Inspection Service, PS 1357-A PUB 350 Computer systems in Headquarters building, HC General instructions, DMM 88-7 HA Permit G, 10 Label, LAB 80 Contingency planning data collection, PS 1366 Data element inventory, existing applications, Label PS 3131 White w/o state, TAG 135-B Data Management, ASM White/red w/o state, TAG 135-E Data stewardship, MI AS-830-93-4 Mailing statement register Directory of Information Resources (DIR) Penalty mail, PS 3000-G FOCUS, corporate software license for, Mail processing, POM MI AS-840-89-2 Missing children program, using in, MI AS-340-89-7 Information and systems, MI AS-840-86-7 Pan American organizations, DMM Intercommunication and paging systems, Penalty mail postage due accounting period report, HBK MS-27 PS 3638-G Postal Wang System Network (PWSN) Penalty mail stamp requisition, PS 17-G Operating Guide, HBK AS-814 Penalty mailing labels, LAB 80-A Report layout, MI PO-410-86-1 First-Class Software Handle with care, addressed to WASC. Evaluation, PS 2633 LAB 61-L Free trial test agreement, PS 2629 Package label, LAB 41 Procurement, request for, PS 2632, PM Permit G-10, open corner, LAB 101-V Requirement document, PS 2630 Permit imprint 10, LAB 101, LAB 101-V System development methodology, HBK AS-808, Penalty merchandise return service account period HBK AS-817 report, PS 3639-G Trial test, request for free, PS 2631 Pieces and weight reports User-developed systems acceptance checklist, Political campaign mail, POM, TAG 57 PS 1480 Postage and fee adjustments, PS 3635-G Office Management Postage meters Credential control record, PS 2043 Miscellaneous transactions, PS 3632-G Management Instructions on directives Setting location, adding or deleting, PS 3631-G and forms, MI AS-730-95-1 Transferring postage to or cancelling, PS 3634-G Memorandum of call, OF 363

June 1999

Postage statement -- penalty permit imprint, Books and recordings, BMC report of PS 3602-G returned, PS 3731 Postal Inspection, LAB 237 Customs declaration, envelope, PS 2976-E Printed stamped envelope order, PS 17-J Damage claim Recapitulation sheet, PS 17-R Delivery Sealed, officially, LAB 21, LAB 105 Monday, TAG 160-A, 165-A Tuesday, TAG 160-B, 165-B, Stamp requisition, PS 17, 17-G Wednesday, TAG 160-C,165-C Official personnel folders (OPFs), HBK EL-311 Thursday, TAG 160-D,165-D Disclosure accounting, PS 6100-A Friday, TAG 160-E, 165-E For law enforcement officials, PS 6100-B Saturday, TAG 160-F, 165-F Employee benefits, status of, PS 6075 Description, DMM Indebtedness, separation with, PS 303 Domestic insured parcel receipt, PS 3813 Indebtedness, setoff action request, PS 2091 Firm delivery worksheet, PS 1838-B Personnel action, notification of, PS 50 International (see International mail) Reasonable Accommodation Interactive Process, **PUB 318** Merchandise return Request for (separated employee), SF 127 Request for return authorization, PS 8180 Separation, PS 292 Nonmachinable surcharge, NOT 157 Service Packaging improvement notice, PS 3823 Award certificate/letter request, PS 1345 Pieces processed, PS 2332 Preparation, DMM Opening and pouching, HBK PO-417 Rate, DMM Operational systems, MI FM-110-87-3 Rifled parcel report, PS 673 Optical character recognition (see Mail processing) Sack contents warning, TAG 44 Shortpaid and unpaid (see Shortpaid/unpaid mail) Optional procedure (OP) mailing system, DMM Special delivery, TAG 3 Mailer's running summary, PS 3639 Special handling, TAG 4 Statement of mailing Standards and guidelines, HBK AS-812 With permit imprint, PS 3605-PR Organization charts (see Postal organization) With postage affixed, PS 3605-PP Undeliverable (see Undeliverable mail) Organization Management (see Postal organization) Parcel post, international Organization of American States (OAS), IMM Addressing, IMM Origin-Destination Information System Forwarding, IMM Orientation Individual country listings (ICLs), IMM USPS, HBK EL-314 Liable, LAB 24 Parcels without postage, IMM Origin-Destination Information System (ODIS) Postage, IMM User's guide, PUB 195 Preparation requirements, IMM Overtime and premium pay, ELM, HBK EL-401 Shortpaid and unpaid (see Shortpaid/unpaid mail) Size limits, IMM P Stamps not affixed, IMM Undeliverable (see Undeliverable mail) Packaging Weight limits, IMM International parcel post, IMM Pointers, POS 74, POS 74-S **Parcels** Standards, DMM, POM, PUB 2, PUB 227 Acceptance, POM Bundle sorter guidelines, HBK PO-430 PAL (see Military mail) Color coding destinations, MI PO-440-85-1 Pan American Sanitary Bureau, IMM Damaged, POM Pandering advertisements, DMM, NOT 241 Irregular, DMM, POM, NOT 157

Lockers for, LAB 55-D

Nonmachinable surcharge, NOT 157

Parcel post (Standard Mail (B))

Air, PS 8107

Packaging, POS 74, POS 74-S, PUB 2 Regular, DMM, POM Return for insufficient postage, LAB 234 Rifled, LAB 97 Sack routing system, POM Verification (semiannual), POM

#### Parking

Application, PS 92 Appraisal of fair annual rate, GSA 3357 Headquarters, MI AS-510-2000-4

### Part-time employees (see Employees), ELM Regular annual leave analysis, PS 2242

#### Passport applications

Acceptance, POM, ASM Reports, FMM Summary of accepted, PS 5660 Transmittal, PS 5659

## Pay administration (see also Compensation), ELM

Accounting, payroll, FMM, HBK F-18 Adjustments

Loan/transfer/training hours, PS 1236-A
Notice of (separated employee), PS 2341
Pay/leave/other hours, PS 2240
Rural, PS 2240-R
Wage and tax statement, W-2
Withholding allowance certificate, employee's, W 4

Advanced payment, MI FM-610-96-1
Annuities, statement for recipients of, W 2-P

Back pay, ELM, MI EL-430-90-8

Decision/settlement worksheet, PS 8039 Employee statement to recover, PS 8038

Bargaining employees, ELM

Cancellation of APWU Dues from Payroll withholdings, PS 1188

Centralized Automatic Payment System (CAPS)
Application, PS 6001

EFT Authorization agreement, PS 6003

Carrier drive-out agreement payment record, PS 1839

Deceased payment worksheet, PS 833

Deduction authorizations

Dues, SF 1187

Liquidate Postal Service indebtedness, PS 3239

Direct deposit request, PS 1199-A

Disbursements, HBK F-1

Miscellaneous payment request, PS 2431
Distributions from profit-sharing, retirement plans, insurance contracts, etc., TD 1099-R

Earnings statement, PS 1223-A, PS 1223-B Economic value added variable pay program, PUB 523 Electronic Funds Transfer (EFT), MI FM-320-80-1
Employee's accounts, authorization to flag, PS 1915
Employer tax reporting responsibilities —
conference meeting and training session
mementos of gifts, MI FM-640-2000-1

Fiscal Year 2000 EVA Variable Pay Program, MI EL-470-1999-6

Income and tax amounts, statement of corrected, W 2-C.

Indebtedness, setoff action request, PS 2091 IRA payments, statement for recipients of, W 2-P Milltary deposit worksheet, PS 2805 Nonbargaining employees, ELM Organization dues, cancellation of, PS 1188 Pay location information transmittal, PS 3180 Payment authorization, rural carrier, PS 2847 Payroll

#### Checks

Emergency authorization/receipt, PS 1608 Request to forward, PS 3077

#### Deductions

Postal Service indebtedness, to liquidate, PS 3239

Pensions, statement for recipients of, W 2-P Postmaster/replacement, payment for overtime, PS 1377

Public voucher for unpaid pay due a deceased member of the armed forces, SF 1176

Retired pay, statement for recipients of, W 2-P Severance pay computation, PS 2249

Sick-pay exclusion, TD 2440

Summary and certification, PS 35

Trust accounts, Information, about your, PS 6002 Variable pay program, Fiscal year 1999,

MI EL-470-1999-2

Wage and separation information, PS 6803

Wage and tax statement, W 2

Waiver of claim for erroneous payment of pay, request for PS 3074

#### Withholding

Distributions from profit-sharing, retirement plans, insurance contracts, etc., TD 1099-R Employee's allowance certificate, W 4 Employee's city or county, PS 4 Organization dues, cancellation of, PS 1188

#### Payroll

Economic value added variable pay program, PUB 523

Injury compensation procedures, HC 74-27
Journal guide, HBK F-18

Systems procedural compliance review, HBK F-58

Penalty mail (see Official mail)

rformance evaluation program, ELM	Weight/size limits, DMM
EAS applicant information, PUB 58	Perishable matter
riodicals	Accepting, PUB 52
	Delay, do not, TAG 9
Accounting, HBK F-1 Additional entry, DMM	Directory service, DMM
	Insured mail, spoiled, DMM
Ancillary services, DMM	International mail, IMM
BMC authorization for entry, PS 4403	Mail processing, POM
Centralized postage payment application, PS 3542	Mailability, DMM
Centralized postage payment (CPP) system, DMM	Marking, DMM
Certification for multiple issues	Undeliverable, disposal of, DMM
Not on the same day, PS 3541-E	
On the same day, PS 3541-C	Permit imprint mail, DMM, HBK F-1
Classification, DMM	Advance deposit account, notice to replenish, PS 3580
Deposits made while application pending, PS 3503	
Description, DMM, POM, POS Q230, POS Q231	Cancellation of permit, PS 3613
Eligibility review, HBK DM-203	Permit number record, PS 3619
Enclosures, DMM	Postage statement, PS 3602-G
Financial audit worksheet, PS 2053-R	Record of, PS 3609, 3609-SP
Mail processing, POM	Personal property (see Property)
Mailing, DMM	Personnel
Mailing statement, DMM	Absence from workroom floor authorization,
Open VMS, HBK AS-816	PS 7020
Original entry, DMM	Advertisements,
Postage payment review, HBK DM-202	A great place to work, KIT 15
Postage payment procedures, DMM	A great place to work, maintenance workers,
Posters, POS Q230, POS Q231	KIT 15-A
Preferred rates	Assignments (see Assignments)
Classroom, DMM	Career employees,  Compensation, relocation benifits, and
In-county, DMM	reinstatement policies, Q's and A's, PUB 16
Limited circulation-science-of-agriculture, DMM Nonsubscriber copies, DMM	Clearance record for separated employee, PS 33
Science-of-agriculture, DMM	Contract personnel,
	Assignment notification, PS 2081
Special nonprofit, DMM	Questionnaire, PS 2025
Preparation, DMM Commingling, DMM, PUB 410	Safety and health issues interim guidance,
Privileges	MÓP HR-2-25-2000
Application for, PS 3501, 3502	Screening mail-handling employees,
Regular, PS 3541-N	MI PO-530-91-8
Requester, PS 3511	Travel policy for contractor, other non postal service personnel, MI FM-640-95-1
Publications (see Publications, Periodicals)	Credential control record, PS 2043
Publications (see 1 dolloations, 7 enourcas)	Deceased payment worksheet, PS 833
Rates and fees, DMM	Deviations for Relocation Benefits,
	MOP PG-5-19-2000
Requestor Publications, DMM	Duty status report, CA 17
Service objectives, DMM	EAS selection policies for filling headquarters and
Undeliverable, PS 3579	headquarters field unit positions, MI EL-350-94-
Irregular handling of, PS 3538	Employee
Verification	Accounts, authorization to flag, PS 1915
In-plant, PS 2866-IP	Current mailing address, PS 1216
Mailing Special/Classroom Rates, PS 3541-NC	Employment eligibility verification, OMB I-9
Mailings log of PS 2871	Family and medical leave act of 1993

Request, PS 2872

Employees notice for conditions covered by family and medical leave policies, PUB 71 Your rights under the act, WH PUB 1420

Federal civilian and military service, statement of, PS 144

Fingerprint chart, SF 87 Applicant, FD 258

Grievances (see Grievances)

Guidelines

Electronic technical level 8 & 9 positions, MI AS-620-83-13

PS-10 electronics technician positions, MI AS-530-94-2

Housing, relocation in decent/safe/sanitary, PS 4206

Identification cards (see Identification)
Indebtedness, setoff action request, PS 2091

Inspection Service (see Inspection Service)

Letters of warning in lieu of time-off

suspensions, MI EL-650-96-3

Loan/transfer/training hours, PS 1236-A

Loans to other Government agencies, HC 72-24

Management trainee candidate rating sheet, PS 2503

Military deposit worksheet, PS 2805

Military records, request pertaining to, SF 180

Notice to employees working on government contracts, WH PUB 313

Notification of personnel investigation, OFI 79

Payer's request for identifying number, IRS 3435

Personal history data, PS 2026-QD

Post office telephone number register, PS 546

Preemployment authorization and release, PS 2181-A

Probationary period evaluation, PS 1750

Promotion/assignment, application for, PS 991

Reasonable Accommodation

Interactive Process, PUB 318

Manager's Guide, PUB 317

Records and release of information, ASM, ELM

Registers, ELM, HBK EL-311

Resignation from the Postal Service, PS 2574

Retirement deductions, application for refund of, SF 2802, 2802-B

Qualifications rating, PS 1796-A, PS 1796-B

Questionnaire, Inspection Service, PS 2693

Request for assistance, PS 2396

Request for part-time or return to full-time employment, PS 8046

Security clearance (see Security)

Security police officer position, interview and evaluation of applicant for, PS 2401

Service award certificate/letter request, PS 1345

Sick leave, advanced, PS 1221

Transitional employees, Compensation programs applicable to, PUB 165

Updated With Postal Bulletin Revisions Through September 7, 2000

Vacancy announcement, PS 990

Postmaster, NOT 1

Vehicle operators

Physical fitness inquiry, PS 4583

Record, PS 4582

Wage and separation information, PS 6803

## Personnel actions (see also Official personnel folders)

Administering, ELM, HBK EL-311

Appointment affidavits, PS 61

Authority to approve, ASM

Indebtedness, setoff action request, PS 2091

Letters of warning in lieu of time-off suspensions,

MI EL-650-96-3

Notification of, PS 50

PCES/postmaster, procedures for removal or demotion, MI EL-380-88-5

Processing, HBK EL-301

Reasonable Accommodation Interactive Process, PUB 318

Reassignments, ELM

Request for, SF 52

Separation, PS 292

Separation with indebtedness, PS 303

Service award certificate/letter request, PS 1345

#### **Philately**

Accountable paper inventory, PS 3250

Advance deposits

Advertising, ASM

Breast cancer, PUB 30

Breast cancer research stamp, MI PO-145-98-1

Cancellation services

Shipping and receiving invoice, PS 3315

Celebrate black history with stamps, PUB 354

Celebrate the Century Poster, PUB 192

Check requisition, PS 3324

Citizens' stamp advisory committee, ASM

Claim for discount for bulk sale of art/pictorial postal cards, PS 8115

Clerk's daily sales record, PS 3317-A

Collecting stamps, PUB 225

Commemoratives

Shipping invoice, PS 3309

Stamp club renewal, PS 3322

Commemorative stamps, ASM, PUB 9

Data entry daily work record, PS 3844

Description, POM, PUB 9

First day covers

Postage due on order for, PS 3234

Hispanic people and events, PUB 295

International

Sales order, PS 3325-A

Introduction to stamp collecting, PUB 9, 225

Invoice Platform stools, adjustable, HBK E-4 Shipping, PS 3309 Policy Implementation System, HC 71-19. Marketing, ASM MI AS-310-96-3 Operating philatelic outlets, HBK PO-201 Political activity Philatelic survey, PS 276 By employees, ELM Pictorial Cancellations, HBK PO-230 Campaign mail, POM, TAG 57 Plate blocks, POM Committees, qualified, DMM, TAG 57 Orders Pony Express history, PUB 290 Credit voucher, PS 3313 Dispatch, PS 3331 Position audits (see also Audits), ELM Product transfer, PS 3245 Position descriptions, ELM Transfer, PS 3245 Position papers, PUB 130 Returned stamp distribution network, PS 17-T Post office boxes Souvenir pages Order, notice of return, PS 3312-A Administration, ASM Stamp requisition, bulk, PS 3356 Application for PS 1093 Instructions, PS 3358 Box fee register, PS 1091-A Box rents. HBK F-1, NOT 32-B, NOT 32-C, Order form, PS 3357 **NOT 32-N** United States postage coloring book, PUB 39 Delivery Management report, PS 1621 Women on postage stamps, PUB 512 Documentation to establish, PS 5402 Phone job bidding, POS 300, PUB 541 Fees, receipts for, PS 1538 Photocopies, service (see Printing), POM Keys And lock requisition, PS 4983 **Photographics** Application for additional, PS 1094 Control, PS 2060 Notice to return, PS 1099 Services loan request, PS 1041 Requisition, PS 3915 Services request, PS 1043 Shipping order, PS 3916 Piece Count Recording System, MI PO-610-1998-3 Lockbox, NOT 2 Planning Mail pickup notice, PS 3907 Budgeting, and control of funds, FMM Numbering procedures, POM Calendar, NOT 25 Overflow, semiannual check, PS 1532 Committee, HC 80-12 Portable units, NOT 2 Contingency, ASM, PUB 159-A, B, C, D Rates and fees, DMM Major facility planning data, PS 929 Service, obtaining, DMM Management, HBK F-2 Street letter boxes, painting, NOT 52 Team project worksheet, PS 5560 Post offices (see also Facilities) Plant loading Accountable paper inventory, PS 3250 Authorization and procedures guidelines, Accounting, FMM, HBK F-1 HBK PO-512, 604 Allocating and Renovating Headquarters Space, MI AS-510-2000-1 Authorization application and worksheet, PS 3815 Drop shipment agreement, PS 8026 Alteration/repair inspection report, PS 4835 Architect/engineer project requirements, HBK AS-506 Drop shipment record, PS 8017 Guidelines, PUB 408, PUB 408-A CAGs, account books for, PS 1551 Mailing log, PS 8016 Carrier - auxiliary control, PS 3996 Operations, DMM Changing Facility Designs After Project Approval, REDI plant load user's guide, PUB 57 MI AS-510-2000-2 Vehicle log, PS 8015 Claims against private persons for Plant products, importing, PUB 4 damage to postal property, MI FM-810-93-3 Quarantines, POM, IMM, PUB 14 Closing or consolidation, PS 4920

Contract units (see Contract postal units)

Platform operations, POM, HBK PO-413

Customer services unit volume recording, PS 3922 Rent, power of attorney to receive, PS 7301 Guiding Principles, POS 29, 29-A, 29-L, 29-S Rental rate, appraisal of fair annual, GSA 3305 Postal customer's bill of rights, POS 39 Repair/alteration Inspection report, PS 4835 Daily receipts/disbursements. Report of damage or destruction to, PS 584 Definition, POM Returned stamp distribution network, PS 17-T Delivery services at, POM Reporting requirements, POM Delivery unit daily volume recording, PS 3921 Roof maintenance inspection checklist, semiannual, PS 8027 Directory of, DMM, PUB 65-A Roster, standard, PS 3981 Discontinuance, DMM, POM, HBK PO-101 Scale out of tolerance, PS 4862 Environmental review procedures, HBK RE-6, MI AS-550-96-5 Services provided in, DMM Establishment, DMM, POM Services request, PS 7437 Exterior signage, graphic guidelines, PUB 500-D Signs (United States Post Office), SGN 139-A, B Facility Investigation for easements, PS 2185 Evaluation sheet, PS 2282 Solicitation of signatures on postal property, Planning data, PS 919, 929 MOP COO-6-5-2000 Financial Special custodial allowance, MI AS-530-81-17 Form, daily, PS 1412-A, -B Statements of account Responsibility, discrepancy in, PS 571 CAGs A-L, PS 1555 Functions, ASM Stations and branches (see Branches and stations Hiring worksheet, PS 5900 (post offices)) Holiday service, DMM, POM Status change report, PS 1362 Hours of business, ASM, DMM, POM Suspense items support information, PS 1556 Individual key record, PS 1628 Suspension of service, DMM, POM Keys inventory, PS 1629 Telephone number register, PS 546 Agreements Tour turnover of unprocessed mail, PS 2363 Amendments Transfer, certificate of, PS 971 Application to, PS 7423-A Unit daily record, PS 3997 Power of attorney to execute, PS 7478 Window automation system Lobbies (see Lobbies) Change request, PS 4006-X Location, POM Problem report, PS 4007-X Locker record, employee, PS 4943 ZIP Codes, POM Maintenance (see Maintenance (facility and Postage (see also Rates) equipment)) Adjustment through documentation, PS 3548-D Manpower Facility, PS 2345-B Insufficient (see Postage due) Meter stamps, DMM Letter-sorting machine, PS 2345-LSM Nonuse of mailing permit, PS 3604 MOD. PS 2345 Traveling operating route, annual requirement, PS 4894 Official mail Postage and fee adjustments, PS 3635-G Military, ASM, DMM Payment of, POM Motor vehicle service (MVS) schedule, PS 4533 Payment review, PS 3548-A, 3548-B, 3548-W Names of, DMM, POM Penalty mail postage due accounting period report, New site, SGN 4 PS 3638-G Permit imprint mailings Operation and maintenance Record of, PS 3609, 3609-SP Analysis report, PS 3499 Post office meter, collected through, PS 3602-PO Mechanization identification and cost allocation, PS 1233-A Postal cards Personal property identification and cost allocation, PS 1233-B Bulk, requisition for, PS 3216 Printed stamped envelopes Parking rate, appraisal of fair annual, GSA 3357 Discount, claim for, PS 3220 Property record, PS 961-A Forms 3205, order for, PS 3206 Receipt, PS 1096 Lost in transit, PS 3219 Registry section, daily balance, PS 3875

Requisition for, PS 3205 Official mail Requisition, replacement for mutilated. Miscellaneous transactions, PS 3632-G PS 3205-R Replacement or cancellation, PS 3634-G Ratefold, NOT 123 Setting location, adding or deleting, PS 3631-G Refund of, application and voucher for, PS 3533 Postage meter bases, repair parts catalogs. Refunds From Advance Deposit Accounts, PS 3613 **PUB 120** Refunds to, presenter of mail, PS 8096 Postal Service operated Returned stamp distribution network, PS 17-T Description, POM Reusing, POS 5 Repairs, DMM Review log, PS 3548-RL Use, DMM Stamps (adhesive), DMM Post office, control for, PS 3609-PO Claim for loss, initial letter, PS 2130 Readings, daily record of, PS 3602-A Main/unit reserve stock transaction record, Refunds, DMM PS 3958 Regular standard mail, permit imprint, PS 3602-R Sender's statement of bulk mailing with, Settings, DMM PS 3606 At local office, licensed at another office, Stock redemption, interim receipt, PS 3210 PS 3618 Stock transactions, daily recap, PS 3959 Receipt for, PS 3603 Statement, Supplement, PS 3540-S Record of, PS 3610 Postage Statement - Periodicals With **Postage Statements** Ride-Along Enclosed Classroom Rates, PS 3541-NCX **Bound Printed Matter** Postage Statement - Periodicals With Permit Imprint, PS 3605-BR Ride-Along Enclosed Nonprofit Rates, PS Postage Affixed, PS 3605-BP Combined for Manifest Mailings Permit Imprint, PS Postage Statement — Periodicals With 3660-R Ride-Along Enclosed Regular and Science-of-Agriculture Rates, PS 3541-RX First-Class Mail International Inbound, Permit Imprint, PS Verification of, PS 3548-R, 3548-S 3600-IFC Postage due (see also Shortpaid/unpaid mail) Permit Imprint, PS 3600-R Advance deposit account, notice to replenish, Postage Affixed, PS 3600-P PS 3580 Global Direct - Canada Publication Mail, PS 3657 Bill, PS 3582-A International Inbound Business reply mail, DMM First-Class Mail Permit Imprint, PS3600-IFC Business reply mail statement, PS 3611 Parcel Post Permit Imprint, PS 3605-IP Collecting, DMM, HBK F-1, PS 3549 Priority Mail Permit Imprint, PS 3600-IPM Computing rates for, POM Regular Standard Mail Permit Imprint, PS Invoice, PS 3582-C 3602-IR Log. PS 3584 International Surface Airlift, PS 3650 Military mail, notice, PS 3569 Parcel Post Stamps, use of, DMM Permit Imprint, PS 3605-PR Postage meters (see also Metered mail), DMM, HBK F-1 Postage Affixed, PS 3605-PP Periodicals Activity Report, PS 3601-C Classroom Rates, PS 3541-NC Assigned to military post offices, MI DM-140-91-2 Nonprofit Rates, PS 3541-N Computerized meter resetting system, HBK F-51 Regular and Science-of-Agriculture Rates, PS 3541-R Customer operated With Ride-Along Enclosed Classroom Rates PS License, DMM, POM 3541-NCX Mailings, DMM With Ride-Along Enclosed Nonprofit Rates, PS On-site setting, DMM, POM, PUB 125 3541-NX Description, DMM With Ride-Along Enclosed Regular and License Science-of-Agriculture Rates Nonuse of, PS 3604 PS-3541-RX Use of postage meter, PS 3601-A Permit Imprint

Manufacturers, DMM

Global Direct Canada Admail, PS 3656 Global Package Link, PS 3654 Global Priority Mail, PS 3653 International Mail, PS 3651 Penalty, PS 3602-G

Priority Mail

International Airmail, PS 3652
International Inbound, Permit Imprint, PS

3600-IPM

Permit Imprint, PS 3600-PM

Regular Standard Mail

Consolidated, Permit Imprint, PS 3602-RV Consolidated, Postage Affixed, PS 3602-PRV Permit Imprint, PS 3602-R

Postage Affixed, PS 3602-PR

Special Standard Mail

Library Mail Permit Imprint, PS 3608-R Library Mail Postage Affixed, PS 3608-P

Standard Mail

Consolidated Nonprofit, Permit Imprint, PS 3602-NV

Consolidated Nonprofit, Postage Affixed, PS 3602-PNV

Nonprofit, Permit Imprint, PS 3602-N Nonprofit, Postage Affixed, PS 3602-PN Zoned Rate, Mail Permit Imprint, PS 3605-R

Supplement, PS 3540-S Valuepost/Canada, PS 3651-C

#### Postal cards/postcards

Denominations/dimensions, DMM International, IMM Rates, DMM

#### Postal Career Executive Service (PCES), HBK EL-380

Candidacy

Career employee retention guide, PUB 42

Mortgage interest differential

Request, PS 996-A

Continuing, PS 996-B

Moving expense information, IRS 4782

Relocation, HBK F-11

Removal/demotion, procedures for, MI EL-380-88-5

Temporary quarters subsistence, claim for, PS 4872-P

### Postal customer councils (PCCs), NOT 12, PUB 286 Invitation, PUB 218

### Postal data centers (PDCs)

Accounting responsibilities, FMM Channels of communication, ASM Definition, ASM Disbursements, HBK F-1 Earnings statement, PS 1223-A, -B

Installation update requirements, PS 1560

Property transferred from, PS 342

Record/authorization

Telephone calls and pager, PS 1232

Remittance register, PS 1940

## Postal employee development centers (PEDCs)

(see also Training), ELM

## Postal mailers, procedures for electronic payment, MI FM-320-97-2

## Postal offenses, ASM, DMM, POM, LAB 117, LAB 117-A, LAB 117-B(S), LAB 117-C(S)

#### Postal organization, ASM

Responsibilities, ASM Structures, ELM

### Postal Rate Commission, liaison, ASM

#### Postal-related products, POM

Postal savings, DMM

### Postal Security Police Force

Applicant, evaluation, PS 2401 Blotter, PS 5303 Equipment accountability record, PS 5311 Hours-of-duty schedule, PS 5312

Incident data card, PS 5312

Incident report, PS 5309

Quarterly activity report, PS 5309-A

Radio systems frequencies in the postal

environment, MI AS-840-95-4

Equipment maintenance and history, PS 5314

Supervisor's daily report, PS 5305 Supervisor's inspection report, PS 5306

### **Postal Service**

Establishment, ASM History, PUB 100, PUB 290

## Postal Source Data System (PSDS)

Items transcript, PS 1476

Mail volume adjustments, PS 1476-D

MOD

Optional report request, PS 1476-L Work hours adjustment, PS 1476-F

Nontransactor card, PS 1260

Planned hours

Labor distribution code, by, PS 1476-H

Operation, by, PS 1476-G

Supervisor's guide, HBK F-22-A

Time and attendance, HBK F-22

Transaction codes 7X, PS 1476-E

## Postal stationery (see also Aerogrammes, Envelopes, and Postal cards/postcards)

Accountable paper, POM

Bulk sales, POM Description, POM Graphic guidelines, PUB 500-B Stock on hand, POM

Postal terms, glossary of, PUB 32

Postal Union mail, IMM

Postal Union of Americas and Spain (PUAS), FMM

Postal zones, DMM

Postmarking mail, POM

Postmaster general, ASM

Emergency lines of succession, ASM Financial authority, FMM Relocation Policy Statement, MOP PG-4-21-2000 Workload information, PS 150

Postmasters/officers-in-charge

Absence from office, leave, relief, ASM, ELM Accounting and financial responsibilities, FMM, HBK F-1

Accounting transactions, HBK F-4

Administering oaths, ASM

Application for position, PS 991

Certificate of SDM equipment maintenance, PS 1804-C

Certificate of transfer post office, PS 971

Conduct. statement of, PS 222

Rules re conduct on postal property, POS 7 Construction progress report, PS 7525

Financial form, daily, PS 1412-A. -B

Holidays, ELM

Identification card, PS 1375-P

Installation, report of, PS 8020

MSC meetings, ELM

Post office telephone numbers, PS 546

Relief/leave replacement employment data, PS 1653

Removal/demotion, procedures for, MI EL-380-88-5 Replacement, payment for overtime, PS 1377

Report of installation, PS 8020

Vacancy, NOT 1

Workload information, PS 150

Precanceled postage

Envelopes, POM

Stamps, DMM

Preferential mail, POM

Prepayment and postage due

(see also Postage due), DMM

Presorted mail (see also Bulk mail and Bulk business mail)

Acceptance report, PS 2867

Annual fees renewal notice, PS 3621-A

Carrier presorted mail, TAG 122

First-Class Mail

Carrier route, DMM, PUB 95

City, primary unit, LAB 46-A

Classification, DMM, PUB 95

Mailing, DMM, PUB 95

Outgoing pouch unit, LAB 46-C

Preparation, DMM, PUB 95, TAG 23, TAG 24,

TAG 25

State, by LAB 3

ZIP Code, all for, LAB 204, LAB 205

Global priority mail, statement, PS 3653

Billing, PS 3653-B

International priority airmail, PUB 507

Statement of mailing, PS 3652

Permit number record, PS 3619

Processing operations, HBK PO-416

Standard Mail (A)

Carrier route, DMM, PUB 95

Classification, DMM, PUB 95

Mailing, DMM, PUB 95

Preparation, DMM, PUB 95

Standard Mail (B)

Classification, DMM, PUB 95

Mailing, DMM, PUB 95

Preparation, DMM, PUB 95

Verification

in-plant, PS 2866-IP

Record, PS 2866

Printed matter, international mailing, IMM

Printing

Business card order, PS 1868

Carrier-case labels requisition, PS 313

Copying and duplicating, ASM, HC 81-2

Duplicating

Service requisition, PS 1576

Electronic Publishing/composition request, PS 1888

Facing slips/labels requisition, PS 1578-B

Form 3849 overprinting requisition, PS 1887

Payments for, FMM

Printing/binding

Binding instructions, SF 1-A

Public printer, requisition, SF 1

Shipping instructions, PS 1668

Specialty items, requisition for, SF 1-C

Requests for

International airmail tag, PS 1957-A

International tags, PS 1957-B

International tray label, PS 1957-T

Military labels, PS 1957-D

Military tags, PS 1957-C

New/Revised form, PS 794-A

Quickcopying and addressing, PS 1888-A Vehicle maintenance agreements. HBK AS-707-A Requesting services, HC 78-28 Vehicle washing/polishing agreements. Responsibilities for, HC 73-37 HBK AS-707E Priority Mail Contracting officer's representative program. Address label, LAB 228 MI AS-710-95-13 Address label (continuous feed), LAB 228-C Contractors, PM Description, DMM, POM Contingent or other fees, statement of, PS 7319 Drop shipment, DMM, LAB 23, PUB 409, Employee assignment notification, PS 2081 PUB 409-A, TAG 159 Medical agreement, contractor, PS 7314 Global, TAG 8 Medical services, PS 7314 Global guaranteed, TAG 141 Progress payment, request for, PS 7305 Identification label (self-adhesive), LAB 107-R Request for change, deviation, or waiver, International, PUB 507, TAG 8, TAG 115, TAG140 PS 8113 Request for change, deviation, or waiver Mail processing, POM (continuation sheet), PS 8113-A Military, TAG 140 Contracts, PM Packages, PUB 20 Amendment/modification, PS 7330 Rates, DMM Award, notice of, SF 99 Statement of mailing with permit imprint, PS 3600-PM Costs suspended/disapproved, PS 2108, PS 2108-A Sticker, LAB107, LAB 107-R Modifications, findings of fact for, PS 4909 Strip, LAB 106 National contract register data sheet, PS 7357 Tag, TAG 2 Personnel questionnaire, PS 2025 Tape, self-adhesive packaging, LAB 106-A Record Privacy Act, ASM, NOT 70 Business data, PS 7319-C Employee freedom of information, privacy, PUB 550 Service Private Express Statutes, DMM Notice of intention and response, SF 98. Customer guides to, PUB 547 Delivery/collection equipment work request, Guide to administration, PUB 105 PS 1624 Understand, PUB 542 Document distribution plan, PS 187 Probationary employees, ELM Equipment and supply catalog, PUB 247 Equipment, procuring, HBK AS-707 Procurement, PM Facilities services request, PS 7437 Accounting, PM, FMM ADP and office automation equipment, PM, ASM, First class phone card MI AS-840-86-7 Inventory tracking sheet, PS 6205 Annuitants, contracting with, ASM Fuels and utilities, ASM Architect/engineers Funded procurement request (FPR), PS 7366 Interview for services, PM Safety certification, PS 7366-A Bids, PM Obtaining FEDSTRIP numbers, HC 90-3 National suppliers Inventory, Management of supply item. MI AS-720-93-2 Notice to offerers, sealed offer, PS 7377 Land Communication service authorization, PS 4617 Land/building offset statement, PS 7495-A Contract unit Mail transportation, HBK PO-513 Percentage payment statement, PS 1549-X Maintenance, ASM Contracting for, PM Cleaning services, HBK AS-707-D Material inspection and shipping report, PS 7342, PS 7342-A Coin-operated photocopiers, HBK AS-707-E Mechanization, ASM Consultant services, MI AS-710-92-3 Minority enterprises, MI AS-710-89-3, PUB 5. Elevator repair/maintenance, HBK AS-707-G PUB 5-S Field purchasing and requisitioning guide, Order/solicitation/offer/award, PS 8203 **HBK AS-703** Policy, overall, ASM, PUB 41 Recyclable commodities, HBK AS-712

Printing, ASM

Vehicle leasing, HBK AS-707-C

Project authorization, PS 4209 Vehicle Project completion report, PS 1233 Data questionnaire, PS 1534 Mechanization identification and cost allocation, Delivery control sheet, PS 4503 PS 1233-A Sole-source contracts, PM, MI AS-710-97-1 Personal property identification and cost allocation, PS 1233-B Stamped paper transfer, Order, PS 3229 Supplies, procuring, PM, HBK AS-707 Purchase orders, PM Supply item inventory Management, MI AS-720-93-2 Local, PS 7444 Purchases/services other than personal. Technical Evaluation committees, HBK AS-707 public voucher for, SF 1034 Telephones, ASM, MI AS-710-92-4 Purchasing and requisitioning, customer guide to, Acquiring pay telephones, MI AS-840-95-6 HBK AS-710 Test purchase request form, PS 525-X Purchasing practices, Unauthorized commitments, MI AS-710-1999-2 Design and construction, HBK P-2 Unsolicited proposals, MI AS-710-91-7, PM, General concepts, HBK P-1 **PUB 131** Quality feedback report, PS 8007 Voucher Quotations, request for And schedule of payments, PS 1864, 1865 Remittance register, PS 1940 Reimbursable, GSA 2957 Receiving reports and payments, MI AS-710-87-15 Professional associations, ELM Regional delivery order schedule, PS 8008 Prohibitory orders, DMM Requisition for Application, PS 1500 Business card order, PS 1868 Duplicating services, PS 1576 Project Service Agreement (PSA), PS 8181 International **Property** Airmail tag, PS 1957-A Abandoned Tags, PS 1957-B Claim for, PS 1503 Tray label, PS 1957-T Accountable, HC 70-21 Military labels, PS 1957-D Accounting, FMM, HBK F-26 Military tags, PS 1957-C Alarms protect postal property, LAB 112 Multiuse standard requisitioning/issue system Claims for loss or damage, ELM document, SF 344 Code numbers, HBK F-43 Post office box keys, PS 3915 Custody receipt, PS 296 Pressure-sensitive labels and rack headers, Disposal, ASM Rubber and steel stamps, PS 1567 Postal, PS 969 Evidence Custody Document, PS 6700 Supplies/services/equipment, PS 7381 Technology service, PS 1045 Evidence tag, TAG 90 Excess, shipping instructions for, PS 7340 Services, procuring, PM, HBK AS-707 Limited personal use of office equipment, Shipping MI EL-660-2000-5 Government bills of lading (GBL) Government, sales announcement and poster, Instructions OF 15 Material in storage, PS 7339 Inspection Service receipt for, PS 505 Order, post office box keys, PS 3916 Material inspection and shipping report, PS 7342 Transportation schedules and related basic OIG Property and Evidence Tag, PS 6705 documents, transmittal for, SF 1186 Pass, OF 7 Transportation charges, Public voucher for, PDC, transferred from, PS 342 SF 1113 Memorandum, SF 1113-A Personal, HBK AS-701 Site investigation for easements, PS 2185 Employee claim for, PS 2146 Special canceling machine die hubs, order for, Excess, report of, SF 120, 120-A PS 3617 Excess, transfer order, SF 122 Test materials requisition, NTAC, PS 2487 Government, sales slip for sale of, OF 16 Tool order, PS 4786 Management, MI AS-710-1999-3 Uniform vendors license --- code of ethical Sale, report of for, SF 126 conduct, PS 2458

Log of mailings, in-plant, PS 2871

Physical inventory certification/ adjustment. Request, PS 2872 Weight and advertising portion, PS 3551 Postal, damage to, HBK F-1, MI FM-810-93-3 Watch, PS 3721 Project completion report Revised form & procedures, MI PO-440-88-4 Mechanization identification and cost allocation, PS 1233-A Q Personal property identification and cost allocation, PS 1233-B Qualification standards, ELM Real (see Facilities, Real Estate) Quality assurance Record Dispatch sack quality program users guide, HBK PO-869-13 Post office, PS 961-A Property tag, PS 7364-A Procurement quality feedback report, PS 8007 Salvage or junk tag, PS 965 Quality control Serviceable Collection service, POM Excess tag, PS 7364 Customer services, POM Shipping and receiving, HBK AS-701 Delivery service, POM Supply record, PS 1586 Mail acceptance, POM Transfer Mail processing PDC, from, PS 342 Activity analysis procedure, HBK E-14 Request worksheet, PS 7340-B Description, POM Vehicle Engineering Data Isolation Technique (EDIT), HBK PO-407 Data questionnaire, PS 1534 Excess, shipping instructions for PS 7340, PS 7340-A MPLSM system quality sort test, HBK M-27 Policy, POM Ownership transfer of, PS 1517-A R Release, certificate of, SF 97 Radioactive materials, mailing, DMM, IMM Proposals Submitting unsolicited proposals to the Postal Radiological monitors, PUB 93 Service, PUB 131 Rail transportation Public (see also Community) Description, POM Communications, ASM Excess space used certification, PS 2558 Information, ASM Notification/record irregularity of, PS 5179 **Publications** Penalty action notification, PS 2575 Other agency, PUB 223 Piggyback payment, MI PO-540-88-5 USPS, PUB 223 Prospective bidder's guide, PUB 33, PUB 33-S Rail Management Information System (RMIS), Publications, Periodicals, DMM HBK PO-505 Certification for multiple issues REDI plant load user's guide, PUB 57 Not on the same day, PS 3541-E Railroad station mall report, PS 5366 On the same day, PS 3541-C Railroad van movement log, PS 4539 Entry/reentry/special rate application for second-class, PS 3510 Routing instructions, PS 5186 Screening contract employees, MI PO-530-91-8 Foreign, application to mail, PS 3501-A Ownership, management, and circulation, statement of, PS 3526 Service performed, payment adjustment for, Trailer repositioning, MI PO-540-88-1 Postage, record of, PS 3543, PS 3543-SP Science-of-agriculture rates, PS 3541-R Randolph-Sheppard Act, ELM Special, PS 3541-N Facility compliance, ASM Undeliverable, irregular handling of, PS 3538 Vending facilities, ELM, POM Verification Rates Circulation, annual, PS 3845 Information, PUB 123, POS 123-L, POS 123-S Circulation, review and, PS 3548 Domestic, PUB 123, NOT 123 In-plant, PS 2866-IP

Third-party claim, PS 2557

International, PUB 51

Postage, for government agencies, FMM

Postal rate cases, FMM

Postage Statement — Periodicals With Ride-Along Enclosed Classroom Rates, PS 3541-NCX

Postage Statement — Periodicals With Ride-Along Enclosed Nonprofit Rates, PS 3541-NX

Postage Statement — Periodicals With Ride-Along Enclosed Regular and Science-of-Agriculture Rates, PS 3541-RX

Poster

International, POS 51

Publishing, POM

#### Real estate (also see Facilities)

Accounting for leases pertaining to real property, HC 80-9

Allocating and Renovating Headquarters Space, MI AS--510-2000-1

Bids received

Abstract of bids received, PS 7436

Changing Facility Designs After Project Approval, MI AS-510-2000-2

Land Conveyed to America, receipt of purchase price. PS 7496

Leases/leased facilities, FMM

Non-government use of, PS 7430

Real property, Accounting for, FMM

Acquisition of, HBK RE-1

Disposal of, HBK RE-1

Inventory survey report, PS 7492

Sale or trade, gain or loss on, HBK F-25

Rent, power of attorney to receive, PS 7301

Rental rate, appraisal of fair annual, GSA 3305

Rental space available, NOT 273

Staff appraisal report, PS 7422

Title transfer certificate, leased property, PS 7461

### Reassignments (see Assignments), ELM

### Recall of mail, DMM, IMM, POM

#### Receipt, PS 1096

Certified Mail, PS 3800

Insured Mail - Domestic-International, PS 3813-P

## Reconciliations, HBK F-1, HBK F-30

#### Records

Accounting, FMM

Certification, PS 2159, 2159-A

Classified material receipt, PS 1266

Control, HBK AS-305

Courtesy violation notice, PS 2093

Credential control, PS 2043

Custody receipt, PS 296

Disposition, request for authority, SF 115, 115-A

Electronic Management, Signature Capture, HBK PO-610

Federal Records Center reference request, OF 11

Headquarters, storage and retrieval, MI AS-510-97-5

Hours adjustment, PSDS, PS 2243

Information request, PS 316

Inspection Service disclosure, PS 2099

Interagency agreements, HC 83-1

Lock and key inventory, PS 2022

Locker, PS 4943

Mail covers, ASM

File envelope, PS 2017

Maintenance control supply room inventory,

National security document control, PS 1861

Personnel, ELM

Clearance for separated employee, PS 337

Duty status report, CA 17

Federal civilian and military service, statement of, PS 144

Fingerprint chart, SF 87

Applicant, FD 258

Postmaster and officer-in-charge statement of conduct, PS 222

Rules re conduct on postal property, POS 7

Retention schedules, ASM

Retrieval, MI AS-510-97-5

Storage, MI AS-510-97-5, PS 773-B

Supply record, PS 1586

System development guidelines, HBK AS-805

Transmittal and receipt, SF 135, 135-A

Transmittal/receipt/storage, PS 773

#### Recreational programs, ELM

## Recruiting, ELM

High-tech maintenance personnel, resources for, PUB 50

#### Recycling guide, HBK AS-550

## Recycling of discarded mail and UBBM, MI AS-550-95-14

#### REDI plant load user's guide, PUB 57

### Redress, PUB 94

Alternative dispute resolution, PUB 102

Press kit, KIT 12

Q's & A's, POS 137

Resolve disputes, POS 136

Threat assessment team guide, PUB 108

## Reduction in force (RIF), ELM

#### Reemployment, ELM

After injury on duty, ELM Leave recrediting, ELM

#### Refunds/exchanges

Advance Deposit Accounts, PS 3613

Postage, DMM, IMM Reinstatement of employees, ELM Remittance Mail Processing Best Practices, Relocation **HBK PO-440** Claims SSPC postage, POM Certification statement - grossing up, PS 4879 Regions Expense allowance, miscellaneous, PS 4871 Description, ASM Real estate expenses, PS 4877 Liaison with PDCs, FMM Specific travel order - relocation & relocation agreement, PS 178 Registered mail Taxable reimbursement calculation, PS 4878 Agreement to receive, hotel/apartment house, PS 3801-A Temporary quarters, subsistence, PS 4872 PCES, PS 4872-P Business report to postmaster, PS 834 Claims, DMM Deviations for Benefits, MOP PG-5-19-2000 Classification and fees, DMM Guidelines, HBK F-12 Daily balance, registry section, PS 3875 Management firm service (RMF), request for, Damaged in mail receipt, PS 3831 Moving expense information, IRS 4782 Damaged, unsealed, or without cover, PS 3899 Needs and availability analysis, PS 7488 Delivery PCES, HBK F-11 Notice/reminder/receipt, PS 3849 Policy Statement, MOP PG-4-21-2000 Dispatch Travel advance request and itinerary schedule, Bill, PS 3854-A PS 1011 Bill (special edition), PS 3874-A Rental allowance, ELM Book, manifold registry, PS 3854 Followup, PS 3829 Repair parts, ASM Record, PS 3830-A Catalog Domestic claim, PS 1000 Canceling machine, Model F, PUB 79 Domestic return receipt, PS 3811 Canceling machine, Model HD-2, PUB 77 Found in ordinary mail, PS 3892 Detecto scale, 70 lb, Model 4602, PUB 88 Handling procedures, HBK DM-901 Edger stacker Model 301, PUB 81 International Peerless-Triner scale Model 1870, PUB 89 Dispatch, no particulars, PS 548-NY Postage meter, Base Model RG, PUB 120 Indemnity claim, PS 1291, PS 2855 Stacker, Conveyor and Culling Machine, Model 89 A & B, PUB 144 Inquiries, PS 540, PS 542 Acknowledgments, PS 543, PS549 Reply coupons (see also International Return receipt for (C50), PS 2865 reply coupons), IMM, HBK F-1 Special list (C13), PS 2943, 2943-A Reports International mail, IMM Accidents, ELM Irregularity report, PS 3826 First-aid injuries, PS 2491 Items that must be registered, POM Vehicle, PS 1769 Mail container, closing, LAB 89 Assault on law enforcement personnel, PS 2139 Mail processing, POM Audit, ASM Official use of, POM Audit profile, PS 7539 Outside label, LAB 87 Bomb threat, PS 7537 Receipt, PS 3806, 3896 Bomb and bomb hoax incident, PS 7536 Receipt for outgoing, PS 3101 Notice of bomb threat, PUB 54 Received for delivery, PS 3867 Case activity Reminder record, PS 3810 Audit, PS 7538 Temporary bulk receipt, PS 3824 External crimes, PS 7531 Registers (of eligibles), ELM Fraud and prohibited mailings, PS 7535 internal crimes, PS 7530

Prevention, PS 7533

Registry section

Description, POM

Computer incident Property (also see Real Estate) ADP, PS 1360 Hold harmless agreement, PS 1516 PCC, PS 1360-A Recurring missorted mall, PS 1639 CON-CON or coded shipment loss, PS 7534 Registered/COD report to postmaster, PS 834 Contract vehicle inspection, PS 8145 Registry irregularity, PS 3826 Damage or destruction to postal facility, PS 584 Remittance loss by firm, PS 621 Damaged mall, PS 5257 Required by law or regulation, FMM Delivery activity, PUB 352 Robbery, PS 7532 Delivery Management, PS 1621 Rural routes Duty status, CA 17 Count of mail, PS 4239 Electronic surveillance summary, PS 589 Delivery service survey, PS 500 Emergencies, losses, and offenses, ASM Delivery statistics, PS 4241, 4241-X 1 Evidence/property, PS 714 Security Police Force Excess property, equipment, etc., ASM, Incident, PS 5309 HBK AS-701 Quarterly activity, PS 5309-A Facility repair/alteration inspection, PS 4835 Supervisor's daily, PS 5305 Financial audit data Supervisor's inspection, PS 5306 Assigned accountability, PS 2053-H Stamp discrepancy, PS 8144 Attributes, PS 2053-B Tort claims, ASM Cash in bank, PS 2053-F Undelivered mail, PS 1571 Credit recapitulation/verifications, PS 2053-I Unsafe conditions, ELM Employee accountability and cutoff, PS 2053-S Vehicle Second-class postage, mail, and fees, Use plan, PS 4569 PS 2053-R Requester Publications (see Publications, Variables, PS 2053-A Periodicals), DMM Financial disclosure, MI EL-660-97-1 Fires, ELM Requisitioning (see Printing, Procurement, and Supplies and supply Management) First-aid injuries, PS 2491 Bulk PM FOIA, ASM Fraud, waste, abuse and mismanagement, Research, ASM Financial, FMM Freedom of Information Act and Privacy Act request, PS 8170 Restricted delivery, DMM, IMM Hazard log, PS 1773 Restricted matter, accepting, PUB 52 Hazard or unsafe condition/practice, PS 1767 Retail Employee Observation, PS 4000-B Hazardous materials incident, PS 1770 Retail Lobby Observation, PS 4000-A Highway transportation performance, PS 5463 House numbers and mail receptacles, PS 3521 Retail location policy, MI PO-140-89-7 Incident, PS 5309 Retail, postal operations, HBK PO-208 Inspection Service planned hour, PS 586 Retailing, Postal Inspector General reports, response guidelines for, MOP FI-09-27-1999 Clerks' daily sales record, PS 3317-A Installation (Postmaster or Officer-in-Charge), Inventory report, postal-related merchandise, PS 8020 PS 8133 Internal security, PS 676-C Quarterly report, postal-related merchandise, Mail chute Retail Analysis Program (RAP), POM Obstructed, PS 1505 Retail systems, POM Mail loss/rifling, PS 1510 Metered mail quarterly verification, PS 3616 Retention periods Project completion, PS 1233 Insured mail, DMM Mechanization identification and cost allocation, Mail held at addressee's request, DMM PS 1233-A Records, ASM Personal property identification an cost allocation, PS 1233-B Storage, IMM

Undeliverable mail, DMM, IMM

Retirement (see Civil Service Retirement Program, Federal Employees Retirement System, and Social Security)

## Return of mail (see Undeliverable mail)

### Return receipts, DMM, IMM

Domestic, PS 3811 International insured or registered, PS 2865 Merchandise, for, PS 3804, 3867, 3877 Request after mailing, PS 3811-A

#### Revenue

BMEU, Revenue loss, POS 54-A, 54-B
Collecting deficiencies, MI DM-140-89-2
Cost systems, data collection user's guide for,
HBK F-65
Discrepancy in financial responsibility, PS 571
Prepaid postage, FMM
Reimbursements, FMM
Remittance Mail Processing Best Practices,
HBK PO-440

#### Revenue cost analysis (RCA) system, HBK F-45

Incoming foreign and Canal Zone mall
Secondary test — data collection, analysis,
HBK PO-862-14
Performance measurement, F-75
Pieces and weight reports
Statistical programs monitoring audit evaluation
checklist, PS 1444-A
Monitoring guidelines, HBK F-42

## Revenue, pieces, and weight (RPW)

Expedited plant-load shipment, PS 8017
Foreign destinations, system for estimating to, HBK F-44
International average haul test
Random sampling
Domestic mail
Estimating, PS 1163

## Robberies

Alarms, LAB 112, LAB 112-A
Claim for loss, initial letter, PS 2130
Countermeasures program, PS 2162
Guidelines, ASM, PUB 275, PUB 176
Identity Theft, PUB 280
Mail theft and vandalism complaint, PS 2016
Prevention, ASM, LAB 225, PUB 348
Report, PS 7532
Security counterlines, MI AS-510-94-4

#### Routing mail, POM

## Rural carriers (see also Rural delivery service), ELM

Annual leave earned, agreement to use

Actual workhours, to reduce, PS 4015-E Election of higher route classification, pursuant to, PS 4015-A

Protected salary, to obtain, PS 4015-F Auxiliary time certificate, PS 1314-A Count of mail

Letter carrier routes, PS 1838 Letter carrier routes worksheet, PS 1838-C Parcel post and combination services, PS 1840-A

Parcel post/combination services worksheet/ management summary, PS 1838-A

Customer delivery instructions, PS 4232, PS 4232-S

Drive-out agreement payment record, PS 1839 Duties and responsibilities, HBK PO-603 FMLA certificate, PS 1314-F Guarantee, agreement to terminate, PS 4015-B, -D

Exercising retreat or bidding rights, PS 4015-C
House numbers and mail receptacles report,
PS 3521

Late leaving and returning report, PS 1813
Money order transaction application, PS 6387
Pay or leave adjustment, PS 2240-R
Payment authorization, PS 2847
Recurring missorted mail report, PS 1639
Regular time certificate, PS 1314
Route count and inspection summary, PS 1840
Route mail acceptance data, PS 2848
Safety orientation, PUB 155
Statement, PS 4245
Supplemental payment, PS 8127
Time and attendance procedures, HBK F-21
Trip report, PS 4240

### Rural delivery service, DMM, POM

Acceptance of mail, DMM
Address
Customer, notice of correct, PS 4052
Annual inspections, POM
Carrier

Auxiliary control, PS 3996 Count of mail

Letter carrier routes, PS 1838

Letter carrier routes worksheet, PS 1838-C Parcel post and combination services, PS 1840-A

Parcel post/combination services worksheet/management summary, PS 1838-A

Rural route, PS 4239

Drive-out agreement payment record, PS 1839 House numbers and mail receptacles report, PS 3521

Statement, PS 4245

342

Carrier responsibilities, DMM, POM S Change, PS 1623 Sacks and pouches Petition for, PS 4027 Defective, POS 114-A, 114-B Comparative cost analysis, PS 3993 Empty, examine, POS 113-A, 113-B Conversion of service, POM Empty, packing, POS 115-A, 115-B Delayed mail report, PS 3743 Weights, sack, TAG 135-B, 135-E Delivery Safes and vaults, ASM, POM Instructions, PS 1564-A Management report, PS 1621 Safety Special orders, PS 1564-B Anchor fixture warning, LAB 232 Statistics report, PS 4241 Asbestos (see Asbestos) Through agent application, PS 1583 Bloodborne disease expoure control plans, MI EL-810-2000-2 Unit daily volume recording, PS 3921 Caution (for head protection), SGN 150 Delivery routes, DMM Caution: do not clear, LAB 219 Detours, POM Caution: keep closed--turn power off before Dog warning card, PS 1778 opening, LAB 118 Establishments, extensions, withdrawals, DMM, Caution; keep hands off belt, LAB 220 POM Caution: scissors lift, LAB 118 Extension of city delivery service, PS 697 Caution when clearing stacker, LAB 218 Hazard report log, PS 1773 Child, PUB 188, PUB 188-SP Hazard warning card, PS 1766 Confined space, MI EL-810-93-1 Intermediate offices, POM Door, do not block, LAB 1 Late leaving and returning report, PS 1813 Emergency stop, LAB 222 Mail acceptance data, PS 2848 Employee's guide to, HBK EL-814 Mailboxes, DMM, POM, NOT 38, NOT 209 Facility design, ASM Mail, count of, PS 4239 Fire protection plan, Headquarters, HC 84-2 Mail receptacle, provide proper, PS 1507 Hazardous material, Prominent display of POS 76 Mailbox needs attention, PS 4056 and NOT 107, MOP RE-6-16-1998 Spanish version, PS 4056-A Hazardous Materials Release, MI EL-810-96-1 Management responsibilities, POM, HBK M-38 Hearing Conservation Programs, MI EL-810-2000-1 Money order transaction, PS 6387 Highway contractor, HBK PO-515 Parcel post firm delivery worksheet, PS 1838-B Highway contractor, pocket edition, HBK PO-516 Roads and approaches to mailboxes, DMM, POM, Injured at work, CA 11 NOT 38, NOT 209 Job safety and health protection, POS OSHA 2203 Roads, request to repair, PS 4024 Mail processing, POM Route Maintenance, ASM, HBK EL-803 Changes, brief of, PS 4012 Management, MI EL-810-82-2 Count and inspection summary, PS 1840 Methylene Chloride, MOP HR-1-23-1997 Description, PS 4003 Notification card, PS 810 Continuation sheet, PS 4003-A OSHA Respiratory Protection Final Rule, Evaluation, PS 4241-A MOP HR-2-2-1998 Inspection report, PS 4248 Prevent theft, LAB 225 Types of, POM Program, Headquarters, HC 86-8 Rural stations and branches, DMM Removing full trays, LAB 221 Schedules, POM Safe driver award, ELM Services available, PUB 208 Smoking, no (open flame), NOT 9 Service survey, PS 500 Supervisor's guide to, HBK EL-801 Standing delivery order, PS 3801 Supply Management, ASM Statistics report, PS 4241 Talks, PUB 129 Survey, PS 3701 Toolkit, MOP HR-7-14-1999 Undelivered mail report, PS 1571 Traffic/drivers, ELM, POM Vehicles, POM

Ultraviolet caution, LAB 215
Vehicle, LAB 70
Vehicle (Expanded) check, NOT 76
Warning
Rotating parts, LAB 216
Skylight, LAB 229
Wear, do not, LAB 217

#### Safety and health (see also Health and Medical), ELM, HBK EL-801

Alcohol and drug testing of employees with commercial driver's license, MI PO-720-95-2 Asbestos (see Asbestos)

Bloodborne Disease Exposure Control, MI EL-810-95-3, MI EL-810-2000-2

Breast cancer, PUB 30
Change request, PS 1760
Deficiency report, PS 1784-C
Elevator inspection certificate, PS 279
Emergency supplies, LAB 61-O
Hazard log, report of, PS 1773
Hazard or unsafe condition/practice report, PS 1767
Hazard warning card, PS 1766
Hazardous Materials Release, MI EL-810-96-1

Inspection checklist, PS 1784-A
Facilities less than 10,000 square feet,
PS 1784-8

Hearing Conservation Programs, MI EL-810-2000-1

Labor/Management committees, HBK EL-809, MI EL-810-82-3

Lead hazard, MI EL-810-1999-1

Notification, PS 810
On-the-job review/analysis, PS

On-the-job review/analysis, PS 1783 OSHA programs, HBK EL-810

Prescription safety glasses. MI EL-820-1998-3 Pressure vessel Inspection certificate, PS 279-A Safe driver award committee decision. PS 1768

Underground storage tank management, MI AS-550-95-9

#### Sales policy, POM

### SAM (see Military mail)

#### Savings bonds, U.S., DMM, ELM

Authorization for purchase/change, PS 1192 Lost/stolen replacement request, PS 8009

## Savings stamps, U.S., DMM

Authorization for purchase/change, PS 1192

#### Scales

Checking for accuracy, POM
Maintenance and repair parts
Detecto, PUB 88
One hundred-pound beam, HBK MS-15
Seventy-pound beam, PUB 89
Out of tolerance, PS 4862

Tolerance, within maintenance, LAB 111 Transaction daily log. PS 8013

## Scheduling-Headquarters-Ben Franklin and Board of Governors Rooms, HC 78-19

## Scheduling employees (see also Time and attendance), HBK EL-401

Mall processing scheduling and staffing, MI AS-620-81-2

#### **Schemes**

Definition, POM
Preparation and use, HBK M-5

#### Seals, POM, LAB 21

Search warrants, DMM, POM

#### Searching mail, DMM

## Sectional center facility, van unloading policy, MI PO-410-84-4

#### Security

Access to mail and mailhandling areas, ASM, DMM, POM

Accountability for production property, HC 70-21
Alarms protect postal property, LAB 112, LAB 112-A
Alternative mail security installations, NOT 93
Certification & accreditation, sensitive applications and systems, MI AS-850-97-3

Clearance, sensitive

Determination of need for, PS 2013 Processing request, PS 2013 Computer (ADP), ASM, HBK PO-421

Computer incident report ADP, PS 1360

PCC, PS 1360-A Computer Virus, MI AS-870-90-7

Container label, LAB 209 Control officer program, PUB 170, POS 150

Counterlines, MI AS-510-94-4 Distribution unit/registry section record of

entry into, PS 1625 Facility, ASM, PUB 266, HBK RE-5 Force (see Postal Security Police Force)

Headquarters, MI AS-270-95-11

Interests, ASM

National security document control, PS 1861 National security information, HBK AS-303 Nondisclosure agreement, classified information, SF 312

Personnel clearances, ASM

Personnel, updated questionnaire, PS 2066

Plant, blueprint for, PUB 266

Postal funds, FMM, HBK F-1

Postmaster and officer-in-charge statement of conduct, PS 222

Rules re conduct on postal property, POS 7
Radio communications log, PS 5304
Registry section/distribution unit record of entry into, PS 1625
USPS overall, ASM
Your role in protecting the United States Mail, PS 8139

## Selective Service, SSS BRO10

Instruction sheet, SSS IS40S Registration form, SSS Form 1 Change of information, SSS Form 2

#### Self-service retailing, POM, PM

Refund claims, POM Self-service postal centers (SSPCs), POM Self service vending operational and marketing program, HBK PO-102

Stamp vending machine PS-53D, HBK MS-103 Vending equipment

Licence agreement, PS 8185 Out of order, LAB 6 Sales and service, daily log, PS 8130

Adjustment, notice of, PS 2341

Clearance record for, PS 337

## Separations (employee) (see also Termination, temporaries and probationary employees), ELM, HBK EL-311

Clearance procedures for Headquarters employees, HC 78-25 Inspection Service exit interview, PS 695 Official personnel folder, request for, SF 127 Resignation from the Postal Service, PS 2574 Separation with indebtedness, PS 303 Unemployment insurance, notice about, SF 8

Wage and separation information, PS 6803

#### Service marks, DMM

#### Severance pay, ELM

Computation, PS 2249

### Sexual harassment, POS 21, POS 21-A

Employee's guide to understanding, PUB 553 Manager's guide to understanding, PUB 552 Postal Service policy, MOP DD-8-13-1998

### Sexually oriented advertisements, DMM,KIT 8

Application for listing, prohibitory order, PS 1500

#### Shipper's export declaration (SED), IMM

## Shipping and receiving property, HBK AS-701

Excess property, PS 7340 Vehicle, PS 7340-A Material in storage, PS 7339

#### Ships, delivery to, DMM

## Shortpaid/unpaid mail (see also Postage due)

International mail
Incoming, IMM
Outgoing, IMM
Mail processing, POM
Mailstream, in, DMM
Notice of, PS 3750
Private mail receptacles, in, DMM
Sampling worksheet, PS 6116

## Small packets, IMM

#### Smoking

Postal premises, on, POM Regulations, ELM, POM, NOT 9

## Social and recreational programs, ELM

#### Sorting machines

Accu-Sort TMS information, HBK MS-183, all vols Automated barcode evaluator (ABE), HBK MS-163 Bar code, Bell & Howell operating guidelines, HBK PO-412

Bar code sorter, small, model RA-9, HBK MS-84-VOL-B

Belt driven sack induction station (BDSIS), HBK MS-137

CSBCS information, HBK MS-147, all vols
Delivery bar code sorter (DBCS), model 990 (ECA)
equipment information, HBK MS-128, all vols

Delivery bar code sorter, model 994, HBK MS-142, all vols

Dual pass rough cull systems (DPRCS), HBK MS-141

Equipment preventive maintenance policy and guidelines, MI AS-510-87-14

EZR II, HBK MS-131

Flat sorters, HBK PO-406-A

Flats sorting machine FSM 1000, HBK MS-149, all vols

FMBCR, HBK MS-35

General operating procedures, HBK PO-405

Identification code sort (ICS) system

Background information, HBK MS-174 VOL A Maintenance information, HBK MS-174 VOL B Parts information, HBK MS-174 VOL C

Integrated mail handling system (IMHS), HBK MS-148, all vols

**LSMs** 

Downtime, daily, PS 4816 Mark II facer-canceler, HBK MS-69-VOL-B Cancellations, PS 2347

Military International dispatch and Directory service, DMM accountability system (MIDAS), HBK MS-143 International mail, IMM MLA-ISS general background and Mail processing, POM operating information, HBK MS-140, all vols. Parcel post, TAG 4 Multiline optical character reader codirectory, Special services, DMM, IMM, POM, PUB 105, PUB 547 **HBK MS-167** MPLSM Application to Print Special Services Barcoded Description, POM Forms/Labels, PS 109 Maintenance, HBK MS-62 Special orders, PS 1564-B Multi-position flats sorting machine (MPFSM), SPLSMs (see Sorting machines) model 881, HBK MS-124, all vols Observatory system, HBK MS-146 Spousal Travel, MOP PG-4-17-2000 Package bar code sorting (PBCS), HBK MS-136, all Stamped envelopes (see also Envelopes and cards) vois Postal booklet and stamp machine, HBK MS-139 Personalized stamped envelope order, PS 3203 Order form, PS 3203-X Postal commodity machine PCM-1625B, HBK MS-134 Plain stamped envelope order, PS 3204 Project completion report, PS 1233-A Postage, DMM Quality control (see Quality control, Mail processing) Printed stamped envelope order, PS 17-J Remote bar coding system (RBCS). Stamps (see Philately and Postage) input subsystem (IPSS), HBK MS-132, all vols Accountable paper inventory, PS 3250 Remote bar coding system (RBCS). Bulk stamp requisition, PS 3356 input subsystem (IPSS-B), HBK MS-155, all vols Form 3356, instructions for, PS 3358 Remote bar coding system (RBCS), Form 3356, requisition for, PS 3357 output subsystem (OSS), HBK MS-130, all vols Stamps by mail, PS 3227-G, PS 3227-H, Sack sorters (Monorail), HBK MS-23 PS 3227-S SPBS I &C II, equipment maintenance, Stamp requisition, PS 17 HBK MS-138, all vois Penalty mail. PS 17-G Scan where you band subsystem 16, HBK MS-133 By mail (envelope), PS 3227 **SPLSMs** Cash and stamp stock count/summary, PS 3294 Description, POM Clerk's daily sales record, PS 3317-A Wide area bar code reader (WABCR), Consigned credit receipt, PS 3369 HBK MS-125, all vois Consignment replenishment analysis record, Universal keystation, model UK-1, PS 8047-X HBK MS-145-CHG-1 Credit examination record, PS 3368 ZIP mail translators Daily record of, PS 3295 Repair parts catalog (ZMT Model 304), PUB 44 Destruction committee, HBK F-1 Special delivery service, DMM, POM Discrepancy report, PS 8144 Administration of private express statutes, PUB 105 Easy stamps, HBK PO-203 Customer guide to private express statutes, PUB 547 Cash register decal, LAB 226-B Door decal, LAB 226-A Delivery procedures, DMM, POM Financial audit worksheets Exceptional procedures, POM Inventory record, PS 2960 Fees, DMM Loss, claim for, initial letter, PS 2130 Hours and frequency of delivery, DMM, POM Main/unit reserve stock transaction record, PS 3958 International mail. IMM Meter, DMM Label-special delivery, LAB 54 Nonpostal, DMM Label-express special delivery, LAB 57 Bulk sales, POM Mail processing, POM

## Vehicles, POM Special handling

Parcel post, TAG 3

Classification and fees, DMM

Messengers and fees paid, POM

Precanceled, DMM

International mail, IMM

Types, DMM, POM

Mail, by, POM, MI PO-140-89-4

Pictorial Cancellations, HBK PO-230

Offenses in using, reporting, ASM

Recapitulation sheet, PS 17-R Bulk business mail (see Bulk business mail) Reusing, POS 5 Classification, DMM Stamps by mail, PS 3227-ES, PS 3227-G, PS 3227-H, PS 3227-S Definitions, POM Description, DMM, POM, POS Q630, POS Q632, Stamps by mail (Spanish/English), PS 3227-ES POS Q640, POS Q641 Stock, POM, HBK F-1 Enclosures with, DMM Destruction certificate, PS 3238 Library rate (see Library rate) Destruction committee appointment notice, Label-nonstandard size surcharge, LAB 100 PS 3237 Machinability criteria, POM Purchase order (rural), PS 3227-R Mall processing, POM Redemption, interim receipt, PS 3210 Mailing, DMM Requisitions, record of, PS 3036 Nonprofit eligibility, PUB 417 Transactions, daily recap, PS 3959 Parcel post (see Parcel post (Standard Mail (B))) Vending machines (see Self-service retailing) Penalty mailing labels, LAB 104-A, Standard Design Criteria, HBK AS-503 Postage payment, DMM Preparation, DMM Standard Mail (A) Presorted (see Presorted mail) Additions, DMM Rate Special 4th Class, LAB 104-A Ancillary services, DMM Application to mail at nonprofit standard mail rates, Rates and fees, DMM Service objectives, DMM PS 3624 Additional mailing office, at, PS 3623 Standard mail, description, information, POS Q630, Q632, Q640, Q641 Attachments, DMM Statement of mailing Authorizations and permits, DMM With postage affixed BMC acceptance authorization, PS 4410 Special fourth-class and library rate fourth Bulk business mail (see Bulk business mail) class mail, PS 3608-P Bulk (special) mailer data With permit imprints, PS 3605-R Consolidated statement of regular mailing with Priority and zones rate, PS 3605-P permit imprint, PS 3602-RV Special fourth-class and library rate Description, DMM, POM fourth-class mail, PS 3608-R Drop shipments, plant-verified, PS 3602-PVN Surcharge, nonmachinable, DMM Enclosures with other classes, DMM Undeliverable, DMM, PS 3579 Mail processing, POM Verification Mailing, DMM In-plant, PS 2866-IP Mailing statement (bulk mailings), DMM In-plant log of mailings, PS 2871 Political campaign mailing, TAG 57 Request, PS 2872 Postage payment, DMM Weight/size limits, DMM Preparation, DMM, PUB 49 Standard training course numbering guidelines, Rates and fees, DMM MI EL-730-2000-3 Service objectives, DMM Statement of mailing with nonprofit permit imprint, Star routes (see Highway contract service) PS 3602-NV State Department mail, DMM, POM Statement of mailing with permit affixed, PS 3602-PN, PS 3602-PNV Stations (post office) Statement of mailing with permit imprints, Building operation and maintenance evaluation PS 3602-N, PS 3602-R Definition, DMM, POM Surcharge for nonstandard, DMM Discontinuance of, DMM, POM Undeliverable, PS 3579 Hours, DMM, POM Weight/size limits, DMM Location, POM Standard Mail (B) Names, POM Nonpersonnel (see Nonpersonnel units), POM Ancillary services, DMM Authorizations and permits, DMM

matter)

BMC acceptance authorization, PS 4410 Bound printed matter (see Books, Bound printed Statistical Programs Letter, MOP FI-08-28-1998, MOP FI-12-02-1998, MOP FI-01-11-1999, MOP FI-02-01-1999, MOP FI-02-03-1999, MOP FI-02-17-1999, MOP FI-03-24-1999,

MOP FI-03-28-1999, MOP FI-02-01-2000, MOP FI-03-31-2000	Supply record, PS 1586
Suggestions	Supply centers (see Material Distribution Centers)
Award recommendation/authorization, PS 1727	Surface airlift mail (SAL)
	Amsterdam, TAG 155-AMS
Supplemental mail services, DMM	Brussels, TAG 155-BRU
Supplies and supply management	Buenos Aires, TAG 155-BUE
Accounting, FMM	Caracas, TAG 155-CCS
Bids, PM	Delhi, TAG 155-DEL
Notice to offerers, sealed offer, PS 7377	Dhahran, TAG 155-DHA
Bulk Label Requisition Form	Frankfurt, TAG 155-FRA
International airmail tag, PS 1957-A	London, TAG 155-LON
International tags, PS 1957-B	Madrid, TAG 155-MAD
International tray label, PS 1957-T	Manila, TAG 155-MNL
MDC supply requisition, PS 7380	Mexico City, TAG 155-MEX
Military labels, PS 1957-D	Moji, TAG 155-MOJ
Military tags, PS 1957-C	Naha, TAG 155-NAH
Pressure-sensitive labels and rack headers,	Osaka, TAG 155-OSA
PS 7431	Paris, TAG 155-PAR
Rubber and steel stamps, PS 1567	Rio de Janeiro, TAG 155-RIO
Carrier-case labels requisition, PS 313	Rome, TAG 155-ROM
Catalogs	Singapore, TAG 155-SIN
Directives and forms, PUB 223	Sydney, TAG 155-SYD
Supply and equipment, PUB 247	Tokyo, TAG 155-TYO
Funded procurement request (FPR), PS 7366	Yokohama, TAG 155-YOK
Safety certification, PS 7366-A	Surrendering mail, POM
Inventory	
Management, MI AS-720-93-2	Sweepstakes advertising, PUB 546
Physical Confidential to the Confidential Co	Systems compliance, MI FM-110-87-3
Certification/adjustment, PS 2880	
Record, PS 4530	T
Labels	TAG guide, PUB 23-A
Emergency, LAB 61-O	
Requisitioning, HBK PO-423	Taxes
Lock and key inventory record, PS 2022	Distributions from profit-sharing, retirement plans, insurance contracts, etc., TD 1099-R
Material inspection and shipping report, PS 7342, 7342-A	Exemption certificates, United States, SF 1094
Nonstandard facing slips/labels requisition,	Federal tax return, employer's quarterly, TD 941
PS 1578-B	Payment authorization, PS 125-B
Parts/supplies	Spousal Travel, MOP PG-4-17-2000
Issue slip, PS 4800	State income withholding request, PS 1198
Nonstocked/locally repaired items, PS 4820	Withholding
Procurement of, PM, HBK AS-707	Distributions from profit-sharing, retirement
Purchase order, local, PS 7444	plans, insurance contracts, etc., TD 1099-R
Receipt, PS 1590	Employee's allowance certificate, W 4
Requisition for, PS 7381	Employee's city or county, PS 4
Shipping	· · · · · · · · · · · · · · · · · · ·
Government bills of lading (GBL)	Technical and Analytical Reports Library (TARL), HC 88-1
Instructions	
Material in storage, PS 7339	Telecommunications, ASM
Routing	Telecommunications Bill Certification, MI AS-840-95-5
Tool, PS 4786	Equipment preventive maintenance policy and
Small post offices, HBK AS-701	guidelines, MI AS-510-87-14
Supplier issues, MOP PM-5-21-1999	- · · · · · · · · · · · · · · · · · · ·

#### Telephones, ASM

Acquiring pay telephones, MI AS-840-95-6 Call record/pager authorization, PS 1232 Calling card management, MI AS-840-96-10 Courtesy, MI PO-250-94-2, LAB 231 Home-based postal-provided business line, MI AS-840-96-9

Headquarters directory, PUB 509 Individual listing, PUB 509-A

Post office number register, PS 546

Requirements - large systems, PS 8139-A

Requirements --- small systems, PS 8139-B

#### Teletype, ASM

#### Templates, letter mail, NOT 3-A, NOT 67

In-Office cost system auto compatibility, NOT 3-C REMIS, NOT 3-F SHAPE, NOT 3-E UCANN, OT 3-D

## Temporary assignments (see also Assignments), ELM

## Termination, temporaries and probationary employees (see also Separations), ELM

Adjustment, notice of, PS 2341
Clearance record for, PS 337
Exit interview, Inspection Service, PS 695
Indebtedness, separation with, PS 303
Unemployment insurance, notice about, SF 8
Wage and separation information, PS 6803

#### Territorial cost-of-living allowance (TCOLA)

(see also Pay administration and Compensation), ELM

#### Thefts (see also Burglaries and Robberies)

Identity, PUB 280 Mail, penalty for, LAB 33 Prevention, LAB 225

### Thrift Savings Plan (TSP)

Account balance, withdrawing, TSP BK02
Address, change of, TSP 9
Annuities, TSP BK05
Are you sure?, TSP LF04
At a glance, TSP BK09
Beneficiary, designation of, TSP 3
Court orders, information about, TSP BK11
CSRS participant statement, TSP LF06
CSRS Start early, TSP LF03
CSRS Take a look, TSP LF07
Deceased participant, application for account balance of, TSP 17
Election form, TSP 1
FERS participant statement, TSP LF05
Interfund transfer, TSP 30

Withdrawal of request for transfer, TSP 70/70-T Investment options, TSP BK03
Loan application, TSP 20
Loan program, TSP BK04
Start on the right track, TSP LF01
Summary of, TSP BK08
Tax information, TSP 536
Waiver of notice to spouse or waiver of spouse's consent, request for, TSP 16
Withdrawal information, TSP BK01
Your ship comes in, TSP LF02

## Time and attendance (see also Leave), HBK F-21, HBK F-22

Absence

Analysis, PS 3972 Authorized from workroom floor, PS 7020 Request for or notification of, PS 3971

Adjustment

Pay/leave/other hours, PS 2240 Rural, PS 2240-R

Attendance control, MI EL-510-83-9

Court-duty leave, PS 1224

Customer Services Management Data

System (CSMDS)

Operations analysis, daily, PS 3930

Unit volume recording, PS 3922

Disallowance record, PS 1017-A

Employee daily activity card (MARS 3), PS 8152

Five-minute leeway rule, ELM

Flexitime at Headquarters and Management

Academy, HC 82-5

FLSA overtime adjustment request, PS 2240-F

Hours adjustment record, PSDS, PS 2243

Inspection Service

Employment report, PS 512-A

Planned hour report, PS 586

Leave, record of, PS 793, SF 1150

Loan/transfer/training hours, PS 1236-A

Military leave control, PS 3973

Nontransactor

Card, PS 1260

Loaned employee, PS 1262

Report, PS 1261

Overtime

Postmaster/replacement, payment for, PS 1377

Unauthorized, PS 1017-B

Part-time regular leave analysis, PS 2242

Postal Source Data System

Planned hours

Labor distribution code, by, PS 1476-H

Operation, by, PS 1476-G

Roster, standard, PS 3981

Rural carrier (auxiliary) time certificate, PS 1314-A Elevator operator, PS 2548-59 Rural carrier (regular) time certificate, PS 1314 Engineer, stationary, PS 2548-73 Schedule change, request for, PS 3189 Engineman, assistant engineman, PS 2548-60 Security Police, hours of duty schedule, PS 5312 Fireman, PS 2548-60 Sick, advanced, PS 1221 Flat sorting machine operator, PS 2548-06 Timecards Garageman, PS 2548-62 Carrier, analysis, PS 1840-B Mail classification, PS 2548-15 Other service, PS 1230-C Mail processor, BMC, PS 2548-08 Week 1, PS 1230-A Mailhandler, PS 2548-07 Week 2, PS 1230-B Maintenance Time conversion table, NOT 30 Control technician, PS 2548-69 Timecards, FMM Electrician, PS 2548-70 Unit daily record, PS 3997 Mechanic, MPE, PS 2548-71 Utility card, PS 1234 Overhaul specialist, PS 2548-71 Specialist, area, PS 2548-51 Tips, tags and thanks, NOT 11 Technician, area, PS 2548-51 Tires Tool and parts, PS 2548-76 Pressure chart, POS 49 Mechanic Tobacco seeds and tobacco plants, IMM Automotive, junior, PS 2548-66 Tolerance, HBK F-1 Automotive/lead automotive, PS 2548-52 Buildings and building equipment, PS 2548-65 Tracking Postmaster Tracking System User Guide, Conveyor, PS 2548-71 **HBK AS-813** General, PS 2548-64 Trademarks and service marks, DMM Helper, PS 2548-64 Trailer Repositioning Program, MI PO-540-88-1, MI Maintenance, MPE, PS 2548-71 PO-540-1999-1 Motor vehicle operator, PS 2548-10 Rural carrier, relief and associates, PS 2548-11 Training, ELM Special-delivery messenger, PS 2548-12 Confirmation Sure Money/Dinero Seguro, PS 5011 Supplemental sheet, PS 2548 Electronics technician, guidelines for, MI AS-620-83-13, MI AS-530-94-2 Tractor-trailer operator, PS 2548-13 Individual record of Management associate, MI EL-720-90-5 Automotive parts storekeeper, PS 2548-74 Management trainee, MI EL-730-91-3 Automotive painter, PS 2548-53 MPQC training program, NOT 422 Body and fender repairman, PS 2548-54 Pay during, ELM Cleaner/custodial group leader, PS 2548-56 Payments for, FMM Professional and specialist program, Administrative, VMF, PS 2548-63 MI EL-720-92-1, MI EL-720-1998-4 Program for window clerks, standard, NOT 275 BMC distribution, PS 2548-01 Progress report BMC Mailhandler, PS 2548-02 Individual, PS 2432 City letter carrier, PS 2548-03 Request and authorization, PS 1782 Distribution, PS 2548-04 Scheme Study Memorandum, PS 8078 General, VMF, PS 2548-63 Road test examiner Maintenance control, PS 2548-68 Safety, ELM, PUB 129, HBK EL-809-T, Maintenance control and stock, PS 2548-67 HBK EL-901, MI EL-810-82-2, MI EL-810-82-3. Markup, automated, PS 2548-09 Sorter Induction Accuracy Test (SIAT) MPLSM distribution, PS 2548-05 Window clerk Tool and parts, PS 2548-54 On-the-job certification, PS 2528 Window/distribution/markup, PS 2548-14 Transfer Custodial group leader, PS 2548-56 Clearance procedures for Headquarters employees, Custodian, custodial laborer, PS 2548-55 HC 78-25 Electrician, maintenance, PS 2548-70

Employee, ELM

Electronics technician, PS 2548-57

Property, FMM

## Transfer order, stamped paper, PS 3229

#### Transit mail, international, DMM

Dispatch

No particulars, PS 2834-A Particulars, PS 2834

Record, foreign closed mail, PS 2927

### Transportation management offices (TMOs)

Late slip, PS 5466

Transportation information management system (TIMES), HBK MS-157

## Transportation management service centers (TMSCs)

Functions, ASM, POM

Requirements, MI PO-510-89-5

Transportation Information management system (TIMES), HBK MS-157

# Transportation of mail (see also Air transportation of mail, Domestic mail service, Equipment, Highway contract service, Military mail, Rail transportation, Water Contracts, Domestic), POM, FMM

Carrier transportation agreement, PS 1311 Coded and high-value shipments Contract routes

Air taxi acceptance notice

Emergency service, PS 7409-A

Regular contract, PS 7409-C

Temporary contract, PS 7409-D

Notice of renewal, regular service, PS 7448

Reliability report, PS 2754

Renewal contract, regular service, PS 7447

Service order, PS 7440-AT

Solicitation for service, PS 7435

Bid or renewal worksheet, highway, PS 7468-A

Bidders, prospective, inquiry of, PS 5436, PS 5436-S

Box delivery survey, PS 5406

Contract adjustment, PS 5479

Contracting guide, PUB 33

Cost evaluation vs. postal vehicle, PS 5505

Exceptional service certification, PS 5429

Extra trip authorization, PS 5397, PS 5397-A

Highway survey/service change, PS 5407

Irregularity report, PS 5500, PS 5500-A

Late slip, PS 5466

Notice of acceptance, bid or proposal for emergency services, PS 7409-A

Performance record, PS 5399

Performance report, PS 5463

Preaward questionnaire, PS 5472

Review, PS 5427

Schedule and specifications statement, PS 5443

Service order, PS 7440

Vehicle record, PS 5398-A

Excess space used certification, PS 2558

Expedited plant-load shipment, PS 8017

Irregular handling of mail, report of, PS 2766

Irregularity, notification record of, PS 5179

Loose sack mail, weekly summary of, PS 2729

Mail exception report, PS 2734

Mail, report of damaged, PS 5257

Motor vehicle service (MVS)

Schedule, PS 4533

Survey, PS 4575

Vehicle utilization, 5-day summary, PS 4575-A

Penalty action notification, PS 2575

Performance record, PS 5398

Plant-load mailing log, PS 8016

Plant-load vehicle log, PS 8015

Railroad van movement log, PS 4539.

Return-to-sender notice, PS 2911

Routing instructions, PS 5186

Steamship departure notice information, PS 2906

Storage card and van checksheet, PS 5041

Surface transportation only, LAB 127

Tractor log, PS 4572

Trailer

Loading record (tag), PS 4536

Out-of-order tag, PS 4703

Revenue protection placard, PS 5111-R

Transportation contracts (Spanish), PUB 33-S

Upgrade, TAG 156

Van inspection, PS 5201

Vehicle delivery control sheet, PS 4503

## Transportation services

Bids received, abstract of, PS 7436

Contract

Acceptance of, PS 7409-A, B

Adjustment, PS 5479

Amendment, PS 7406

Bid or proposal/contract, PS 7405

Bid or renewal worksheet, PS 7468-A

Cost statement, PS 7463, PS 7463-A

Emergency, proposal, and contract for, PS 7439

Late slip, PS 5466

Preaward questionnaire, PS 5472

Renewal, PS 7447

Regular services, for, PS 7448

Temporary services, for, PS 7448-A

Renewal inquiry, PS 7445

Solicitation for PS 7435

Temporary service, PS 7405-B

Trip log, PS 7459 U Use of official vehicles for transportation between Undeliverable mail home and work, MI FM-530-95-1 Address correction and return, PS 3547, DMM Transportation upgrade, TAG 156 Auction purchase receipt, PS 4916 Travel Books and recordings, BMC report of returned, Advance request and itinerary schedule, PS 1011 Change of address/forwarding, DMM, POM Advances, HBK F-1 Business expense reimbursements for, PS 1164-A Address change sheet, PS 1564 Inspection Service, PS 518 Change, PS 3982 Cashier reimbursement voucner and/or Change order, PS 3575 accountability report, PS 1129 Spanish, 3576-S Expense charges for meetings, MI FM-640-1999-3 Charts, NOT 262 Expense reports, Board of Governors/officers. Kit, NOT 8-A PS 1231 Markup systems, POM Foreign, MOP PG-2-18-2000 Notice to mailer of correction, PS 3547 Identification credential card, PS 128 Orders, DMM Local, payments for, PS 1312 Request for correspondents, publishers and businesses, PS 3576 Meals & refeshments, payment for, MI FM-640-1999-2 Sent to election boards and voter registration Official business expenditures, reimbursement for, commissions, MI DM-940-89-1 PS 1164. Dead mail, DMM, LAB 22 Claim for reimbursement, SF 1164 Directory service, DMM Pay during, ELM Express Mail, DMM Payments for, FMM First-Class Mail, DMM PCES relocation, HBK F-11 Forwarding, DMM Policy, HBK F-12, HBK F-15 Forwarding order change notice, PS 3546 Travel policy, MI FM-640-95-1 Fourth-class mail, PS 3579, DMM For contractors and other non-postal service International mail, PS 2993 personnel, MI FM-640-95-1 Parcel post Reasonable Accommodation, PUB 317 Domestic originating, IMM Relocation Foreign originating, IMM Advance, request for (worksheet), PS 1011 Postal Union mail Specific travel order, PS 178 Domestic originating, IMM Spousal, "Grossing Up" Taxes, MOP PG-4-17-2000 Foreign originating, IMM Ticketing authorization, PS 1013 Inventory, master log, PS 4309 Training and, ELM Mail recovery center letter report, PS 4911 Voucher, PS 1012, PS 1012-A Mail recovery center parcel report, PS 4310 Treasury checks Symbol 9500, HBK F-1 Mail returned, PS 3555 Treasury, United States Parcel search request, PS 3760 Checks Postage due (see Postage Due) Blank, purchase order for, TUS 3203 Retention periods Notice of returned, PS 3097 Insured mail, DMM Recovered stolen, transmittal of, PS 2697 Mail held at addressee's request, DMM Debit voucher, TUS 5504 Records, ASM Deposit ticket, SF 215 Storage, IMM Undeliverable mail, DMM, IMM Signature card, TUS 5583 Transportation upgrade, TAG 156 Return of mail, NOT 5 Return to sender, international, PS 2911 Trust fund accounts, POM, HBK F-1, PS 25 Revenue and cost analysis - Forms 3547 and

Receipts and withdrawals, PS 3083

Unclaimed, HBK F-1

3549 — number of forms by class of mail

Second-class mail, PS 3579, DMM Repair, replace, or dispose of, request to, PS 4587 Publication, irregular handling of, PS 3538 Third-class mail, PS 3579, DMM Sale/purchase agreement, PS 4595 Undeliverable as addressed, DMM Sales request and report, PS 4594 Undelivered mail report, PS 1571 Shop maintenance record, PS 4513-A Use plan, PS 4569 Unemployment compensation, ELM, FMM Use for transportation between home and work, Uniforms and work clothes, ELM MI FM-530-95-1 Allowance, HBK F-1 Vehicles, motor Cap disbursements, PS 3236 Accident Code sheet, PS 8006 Driver information, PS 4585 Inquiry, PS 3240 Alcohol and drug testing of employees with Statement, PS 1961 commercial driver's license, MI PO-720-95-2 Stop-payment notice, PS 6375 Guidelines, PUB 500-G Payments, FMM Information, PS 4586 Vendors, PM Injury, damage, or death claim, SF 95 License and code of ethical conduct, PS 2458 Investigating, POM, HBK PO-702, Unions (see also Labor relations) MI PO-730-90-1 Agreements with (see Labor relations) Log, PS 1772 Dues, FMM Register, PS 4564 Dues withholding, ELM Report, PS 1769, SF 91 United States Postal Service Coloring and Activity Reporting, ASM, ELM Book, PUB 39 Tort claim adjudication, PS 2106, 2192 Witness, statement of, SF 94 Universal Postal Union (UPU), IMM, FMM Accounting, FMM, HBK F-41 Unpaid mailable matter (see Shortpaid/unpaid mail) Assignment justification and request, PS 4515 U.S. Government Auto mechanic Information return for calendar year (2-part), Tool kit, issuance of, PS 4597 TD 1099 Condition report, leased, PS 4577 Mail (see Official mail) Contract routes Two-way memo (3-part set), OF 27 Cost evaluation vs. postal vehicle, PS 5505 Utilities (see Fuels and utilities) Record, PS 5398-A Courtesy and violation notices, PS 2093 Data questionnaire, PS 1534 Delivery control sheet, PS 4503 Validated export licenses (commodities), IMM Dimensions, LAB 70 Valuables, mailing, IMM Display on, U.S. Mail, SGN 39 Drivers, POM Vehicle maintenance facilities (VMFs) Alcohol and drug testing of employees with Inventory commercial driver's license, MI PO-720-95-2 Adjustment/parts transferred between, PS 4534 Equipment Order (5-part set), PS 4508 Tires/batteries authorized for fleet use, PS 4625 Order (4-part set), PS 4508-A Excess, reporting, ASM Purchase, PS 4509 Excess, shipping instructions for, PS 7340-A Maintenance Fleet Management, POM, HBK PO-701 Mechanic's supplies, PS 4597 Fuel Selection system cover sheet, PS 8051 Alternative fuel Scheduled/unscheduled record, PS 4513. PS 4513-A Program, MI AS-550-1999-4, MOP EN-7-31-1996 No-value item (tag), PS 4538 Strategic Plan, MOP EN-7-7-1997 Vehicles

Contract, inspection report, PS 8145

Utilization, MOP EN-6-15-1996

Economy, POM	Administrative vehicles, PS 4564-A
Fuel and oil purchase record, PS 4626	Cargo vans, PS 4546-D
Fuels and oil issued, daily record of, PS 4574	IMMediate delivery vehicles, PS 4546-C
Procurement record, commercial service station, PS 4567	Light delivery vehicles, PS 4546-B
Retail procurement, HBK PO-701	Tractors, PS 4546-E
Truck/tanker safety, HBK PO-701	Trailers, PS 4546-F
Hire	Release, certificate of, SF 97
Damage claim certification, PS 4523	Repair, order/invoice for, PS 4541
Emergency contract service, PS 8048	Repair tag, PS 4565
Pay adjustment, PS 8049	Report/trip ticket, PS 4460
Insurance, certification of, PS 5420	Restraining straps, LAB 62
Keys, master, DMM	Safety, ELM
Leasing, contracting for, HBK AS-707-C	Sign
Maintenance, POM	United States mail for leased vehicles, SGN 3
Facility inventory order, PS 4508, 4508-A	Spotter tractor log, PS 4455
Facility inventory purchase, PS 4509	Surplus sales, POM, HBK F-1, MI PO-750-87-5, NOT 139, NOT 140, POS 139
Postmaster's certification of maintenance, PS 1804-C	Time record, PS 4570
Mechanic's supplies, issuance of, PS 4597	Tire pressure chart, POS 49
Scheduled/unscheduled, PS 4513, PS 4513-A	Tractor log, PS 4572
Work order, PS 4543	Trailer loading record (tag), PS 4536
Maintenance agreements, contracting for,	Training, ELM
HBK AS-707-A	Transfer of ownership, PS 1517-A
Mechanic	Use plan, PS 4569
Supplies, issuance of, PS 4597 Motor vehicle service (MVS)	Use for transportation between home and work, Mi FM-530-95-1
· · ·	Van Inspection, PS 5201
Schedule, PS 4533 Survey, PS 4575	Washing/polishing agreements, HBK AS-707-B
Vehicle utilization, 5-day summary, PS 4575-A	Vending machines and stands, ELM, LAB 6,
Official, use of, MI FM-530-95-1	LAB 6-M
Operators	Servicing credits for, PS 3293
Driver notification/compliance certificate, PS 4600	Vertical improved mail (VIM), POM
Driving practices, observation of, PS 4584	Veterans Administration
Driving record, PS 2480	Burial flags, ASM
Physical fitness inquiry, PS 4583	Medical survey, request for, PS 5902
Record, PS 4582	Requisitioning from, ASM
Safe driver award committee decision, PS 1768	Veterans' preference
Supplemental experience statement, PS 5920	Hiring, ELM
Violation notice, PS 2064	Separations, ELM
Owners Manual, Model DJ-5, PUB 56-A	Ten-point, claim for, SF 15
Payments, FMM	Video
Plant-load mailing log, PS 8016	Conferencing user's guide, HBK AS-306
Plant-load vehicle log, PS 8015	
Postal-owned	Guidelines, PUB 500-H
Public auction/sale, Used, NOT 139	Violations
Repair, replace, or dispose of, request to,	Assaults
PS 4587	Physical (employee victim) summary, PS 2090-AX
Sale, MI PO-750-87-5	Courtesy violation notice, PS 2093
surplus, NOT 140	Prevent sexual assaults, PUB 600
Sales request and report, PS 4594	Violation notice, PS 2064
Postal vehicle service (PVS), POM	Violence free workplace, POS 62, 62-A
Preventive maintenance injection guidelines	p

#### Violence

Incidents in the workplace, PUB 107 Threat assessment team guide, PUB 108

#### W

Wage administration (see Pay administration)

Wanted circulars, ASM

Water contracts, domestic, POM

Prospective bidder's guide, PUB 33. PUB 33-S Routing instructions, PS 5186 Screening contract employees, MI PO-530-91-8

Weapons (see Firearms)

Wee deliver, PUB 545

Window envelopes, DMM, IMM, POM

Window services, POM

Crime prevention, PUB 348

Window transactions, POM

Withdrawal of mail privileges, ASM

Withholding (see Pay administration)

Women's program (see Equal employment opportunity)

Work clothes and uniforms (see also Uniforms and work clothes), ELM

Work measurement

Activity analysis procedure, HBK E-14

Workers compensation, ELM, FMM

Workhours (see Time and attendance)

#### Workload

Address information operations analysis, PS 3925 Control chart worksheet, PO 810-1, PS PO 910-1 Count of mail

Letter carrier routes, PS 1838 Letter carrier routes worksheet, PS 1838-C Parcel post and combination services, PS 1840-A

Parcel post/combination services worksheet/ management summary, PS 1838-A

Customer Services Management

Data System (CSMDS)

Operations analysis, daily, PS 3930

Unit volume recording, PS 3922

Delivery operations analysis, daily, PS 3930
Delivery unit volume recording worksheet, PS 3921
Flats/magazines/papers distributed to cases,
PS 2362

Inspection Service

Employment report, PS 512-A Inspector assignments, PS 699-A, PS 699-B Planned hour, PS 586

Manpower

Facility, PS 2345-B

Letter-sorting machine, PS 2345-LSM

MOD, PS 2345

Mark II cancellations, PS 2347

MOD 2 performance summary

Mail volume, PS 2371-A

Operations analysis report, PS 3499

Parcel post firm delivery worksheet, PS 1838-B

Postal Source Data System

Mail volume adjustments, PS 1476-D

MOD

Optional report request, PS 1476-L Workhours adjustment, PS 1476-F

Planned hours

Labor distribution code, by, PS 1476-H

Operation, by, PS 1476-G

Postmaster information, PS 150

Request for assistance, PS 2396

Route count and inspection summary, PS 1840

Self service vending equipment worksheet, PS 5701

Suspense file worksheet, PS 607, 607-SF

Tour turnover of unprocessed mail, PS 2363

Word processing request worksheet, PS 609

Work schedule, employee's, PS 1994

Workhour and volume record

Productivity summary, weekly, PS 956-1

Workhours vs. workload (see Mail Processing, Management Operating Data System, National Workhour Reporting System, Scheduling Employees, Schemes)

## Workload recording system

Tray labels

Do not weigh, LAB 142

Input weighed, LAB 139

Inventoried, LAB 141

Output weighed, LAB 140

## Workrooms

Access to, ASM

Posters for, ASM

Wrapper found without contents, IMM, POM

## XYZ

## ZIP Code information, DMM, POM

Documentation to establish
Delivery ZIP Code, PS 5401
Shared ZIP code, PS 5403
Unique ZIP code, PS 5404

National directory
Mail order for, PS 4243
Order form, PS 4326
Weight and ZIP Code data
ZIP Coding mailing lists, DMM

## ZIP Code sequenced (rifted mail), POM

Assignments and changes, DMM, POM
Assistance to mailers, DMM, POM, PUB 40
Description, DMM, POM
Directories, PUB 65, 65-A
Placement, DMM
Unique ZIP Codes, POM

## ZIP mail translator (ZMT)

Performance record, individual, PS 5034 Repair Parts Catalog, Model 304, PUB 44

#### ZIP+4

Bar code/facing identification mark order, PS 3648

Business mailers, NOT 186
Classification, DMM
Description, DMM, NOT 186
Order form of address files on diskettes, request for free, PS 5603
Placement, DMM
Postage payment, DMM
Procedures, NOT 186
Rates, DMM
State directory, PUB 66, PUB 66-A
Mail order form for, PS 4242

### Zones, postal, DMM

Zone chart data order form, PS8184

## Zone-rated mail, DMM

First-Class Mail (see Priority Mail) Standard Mail (B), DMM