



postal bulletin

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To All Post Offices

Reader's Digest Association Mailing

Reader's Digest will be releasing a nationwide, First- and Third-Class, multi-million piece mailing in late December, coordinated with the Regional Postal Service Logistics Divisions, to coincide with national TV commercial support.

As in previous years, this mailing will consist of advance postcards and letters prepared under their appropriate mailing classes and entered into the mail stream with sufficient lead time to accomplish a preannounced *In the Mail Box* delivery date. Each mail sack, pouch, or tray will be appropriately tagged to indicate its contents and its requested delivery date.

Upon release of this mail, each MSC and BMC manager will be notified of mail dispatch, estimated time of arrival, and other pertinent information. Delivery is to be attempted on, but not before, the required delivery date.—*Delivery Services Dept., 11-25-82.*

Health Benefits Open Season

Due to the late shipment of the health benefits open season materials, the Office of Personnel Management has extended the ending date of the open season enrollment period from December 10 to December 23, 1982.—*Employee Relations Dept., 11-25-82.*

Third-Class Bulk Rate Stamps

The 4-cent Stagecoach stamp precanceled with the abbreviated words Nonprofit Org. will be available after November 22, 1982, in coils of 500 (*Item 741*) and in coils of 3,000 (*Item 742*). The 3-cent Parkman stamp precanceled with the abbreviated words Nonprofit Org. CAR-RT SORT will also be available after November 22, 1982, in coils of 500 (*Item 731*) and coils of 3,000 (*Item 732*). The precanceled stamps meet the five-digit presort and carrier-route presort special rates for qualified nonprofit organizations and political committees.

Post offices with 950 or more revenue units requiring bulk quantities should submit their Form 3356, *Stamp Requisition-Bulk Quantities*, to the Bureau of Engraving and Printing. Quantity should be in multiples of standard packaging to maximum of 2,000 coils of 500 and 128 coils of 3,000. See *Financial Handbook for Post Offices, F-1,523.13d*, for proper procedures in ordering precanceled stamps. The memorandum described in that section must accompany Form 3356.

Post offices requiring less-than-bulk quantities of these stamps should order from their Stamp Distribution Office.—*Customer Services Dept., 11-25-82.*

Personal Portable Radio or Tape Cassette Headphones

The wearing of personal portable radio or tape cassette headphones while performing postal duties is prohibited. These units include *walkman* devices, self-contained radio headphones, or earplugs, or similar devices which introduce sound directly into the ear. Excepted are MPLSM operators who are authorized to wear special headphones approved by management during the performance of certain duties and employees who wear non-sound generating earplugs or muff protectors approved by management and designed for hearing protection.

This policy is instituted because the principal purpose of such headphones is to provide entertainment and, as such, can draw concentration away from potentially hazardous situations.

Motor vehicle and delivery duties clearly require maximum concentration to traffic conditions which can be compromised by headphones. Some local and state jurisdictions have banned those devices when driving or walking through the streets.

Headphones, especially with wires leading to units worn or carried elsewhere on the body, may become caught in moving equipment or machinery or interfere with personal protective equipment, e.g., hardhats, respirators, or goggles. They can also be a hazard when performing jobs where an auditory alarm or feedback is essential, e.g., around conveyors where startup alarms are used, when a change in the sound indicates equipment malfunction, and where warning or other verbal communications from supervisors or fellow employees are necessary.—*Employee Relations Dept., 11-25-82.*

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