



UNITED STATES POSTAL SERVICE
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M-01108

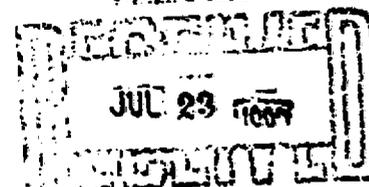
SHERRY A. CAGNOLI
ASSISTANT POSTMASTER GENERAL
LABOR RELATIONS DEPARTMENT

July 21, 1992

Mr. Moe Biller
President
American Postal Workers
Union, AFL-CIO
1300 L Street, N.W.
Washington, DC 20005-4128

Mr. Vincent R. Sombrotto
President
National Association of Letter
Carriers, AFL-CIO
100 Indiana Avenue, N.W.
Washington, DC 20001-2196

VINCENT R. SOMBROTTO'S OFFICE
Washington, D.C.



Gentlemen:

As a matter of general interest, enclosed is a draft of a proposed new postal form to be used in the pre-employment process to advise potential employees of their employment responsibilities concerning the security of the mail. The proposed form will also serve to document their acknowledgment of having received mail security instruction. In addition, a proposed change to Exhibit 110h of EL-301, Guidelines for Processing Personnel Actions, providing for the retention of the proposed form in the Official Personnel File is also enclosed.

The proposed EL-301 change will be disseminated in a future Postal Bulletin notice.

If there are any questions in regard to the foregoing, please contact Michael J. Dahl of my staff at 268-3824.

Sincerely,

Sherry A. Cagnoli
Sherry A. Cagnoli

Enclosures



OFFICIAL OLYMPIC SPONSOR
38 USC 369

APO/FPO Changes

Please make the following ink changes on the appropriate effective dates to the table entitled **Conditions Applied to Mail Addressed to Military Post Offices Overseas**, listed in *Postal Bulletin* 21827, dated October 29, 1992.

APO/FPO	Actions	Effective Date	See Restrictions
09041	Closed	11-12-92	
09051	Closed	11-12-92	
09061	Closed	11-12-92	
09091	Closed	11-12-92	
09108	Closed	11-12-92	
09117	Closed	11-12-92	
09150	Closed	11-12-92	
09160	Closed	11-12-92	
09162	Closed	11-12-92	
09176	Closed	11-12-92	
09184	Closed	11-12-92	
09219	Closed	11-12-92	
09285	Active	11-12-92	B-U.
09295	Closed	11-12-92	
09296	Closed	11-12-92	
09297	Closed	11-12-92	
09299	Closed	11-12-92	
09379	Closed	11-12-92	
09407	Closed	11-12-92	
09462	Closed	11-12-92	
09642	Active	11-12-92	B-U.
09717	Closed	11-12-92	
09817	Closed	11-12-92	
09818	Closed	11-12-92	
09838	Closed	11-12-92	
96318	Closed	11-12-92	
96575	Active	11-01-92	NONE.

These changes will appear in bold print in the next reprint of the APO/FPO table, to be published in *Postal Bulletin* 21829, 11-26-92. Please ensure that all acceptance units are notified of these changes.—*Transportation Dept., 11-12-92*

Form 8139—Protecting the Security of the U.S. Mail

Effective immediately, Form 8139, *Your Role in Protecting the Security of the United States Mail*, should be completed as part of the pre-employment processing. This form should be retained in the employee's official personnel folder as a permanent document.

A sample of this form is on page 18 and should be reproduced locally until it is available from the material distribution centers.

Add the following to Handbook EL-301, *Guidelines for Processing Personnel Actions*, Exhibit 110h:

Form 8139, *Your Role in Protecting the Security of the United States Mail*.—*Inspection service, 11-12-92*

BUY U.S. SAVINGS BONDS

All Personnel Processing Mail for Dispatch Abroad

Foreign Order No. 336

M-01108

Keep all foreign order notices for use as reference.

Tentative Orders. A tentative *Lottery Order* has been issued against the following:

Canada

Can Win
P.O. Box 77020
Station S
Vancouver, B.C.
Canada V5R 5Y2

Can Win
P.O. Box 66985
Station F
Vancouver, B.C.
Canada V5N 5L4

Can Win
P.O. Box 8950
VMPO
Vancouver, B.C.
Canada V6B 4E2

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

POSTMASTER
CLAIMS INQUIRY AND UNDELIVERABLE MAIL
JAMES A FARLEY BUILDING
ROOM 2029A
NEW YORK NY 10199-9543

Do not place any endorsement on the mailpieces themselves.

Personnel may post this notice at the outgoing primary. They must post it on the Foreign Order Board at all management sectional centers and designated international exchange offices.

—*Judicial Officer, 11-12-92*

Problem With Shrink-Wrapped Packages

Mailers report an increasing number of instances where personnel fail to open and distribute working mail contained within shrink-wrap. The entire contents of these working packages are being erroneously delivered to the address on the top copy of the package.

The problem occurs when distribution personnel do not notice the designation listed in the optional endorsement line of the top copy of the shrink wrapped package. Additionally, reports indicate that the same problem occurs even in cases where appropriate colored, pressure-sensitive labels are affixed to the package to denote state distribution (orange S label) or sectional center facility (SCF) distribution (green 3 label).

Before distributing or delivering a package containing multiple copies to a single addressee, personnel must verify that the package is endorsed as a firm package. All other endorsements indicate that further sortation of the contents of the package is necessary.—*Operations Support, 11-12-92*



Your Role in Protecting the Security of the United States Mail

As a Postal Service employee you must preserve and protect the security of all mail in your custody from unauthorized opening, inspection, tampering, delay, reading of the contents or covers, or other unauthorized acts. With few exceptions, no one, except those employed by the Postal Service for that purpose (such as in the Dead Mail offices), may break or permit the breaking of the seals of any class mail matter without a federal search warrant, even though it may contain criminal or otherwise nonmailable matter, or would furnish evidence of the commission of a crime. Any postal employee committing or allowing any of these unauthorized acts is subject to administrative discipline and/or criminal prosecution. Mail security instructions are contained in section 115 of the *Domestic Mail Manual*.

Various federal laws provide for criminal penalties for the theft, delay, desertion, destruction, or obstruction of U.S. Mail. Title 18, United States Code, Section 1709, *Theft of Mail Matter by Officer or Employee*, states:

"Whoever, being a Postal Service officer or employee, embezzles any letter, postal card, package, bag, or mail, or any article or thing contained therein entrusted to him or which comes into his possession intended to be conveyed by mail, or carried or delivered by any carrier, messenger, agent, or other person employed in any department of the Postal Service, or forwarded through or delivered from any post office or station thereof established by authority of the Postmaster General or of the Postal Service; or steals, abstracts, or removes from any such letter, package, bag, or mail, any article or thing contained therein, shall be fined not more than \$2,000 or imprisoned not more than five years, or both."

Acknowledgment

I understand that it is my duty to report immediately to my supervisor or to a Postal Inspector any information I may have of any theft, pilferage, unlawful delay of mail, or evidence of intent to commit such a crime. I fully understand that it is a crime, punishable by fine or imprisonment, or both, to knowingly or willfully obstruct or delay the mail, or to steal or attempt to steal mail of any kind, even if it appears to be worthless, or to allow others to do so. My signature below indicates that I have read and fully understand the above and I will comply.

Signature of Employee

Date