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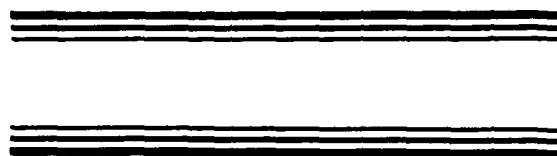
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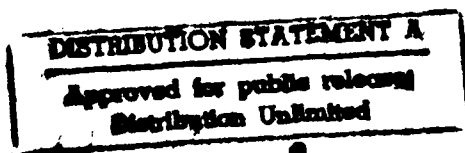
DEPARTMENT OF DEFENSE

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(Production and Logistics)
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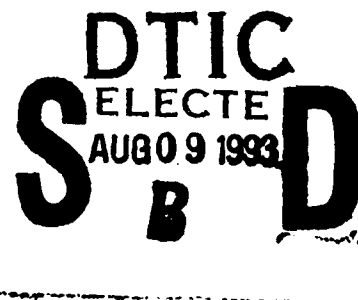


MAIL DISTRIBUTION INSTRUCTIONS AND LABELING HANDBOOK (MDILAH)

93-18144



OCTOBER 1981



ASSISTANT SECRETARY OF DEFENSE
(MANPOWER, RESERVE AFFAIRS, AND LOGISTICS)



MANPOWER
RESERVE AFFAIRS
AND LOGISTICS

OFFICE OF THE ASSISTANT SECRETARY OF DEFENSE

WASHINGTON, D C 20301

Oct 2, 81
DoD 4525.6-H

FOREWORD

This Handbook is issued under the authority of DoD Directive 4525.6, "Single Manager for Military Postal Service," May 5, 1980, and supersedes DoD 4525.6-H, "Mail Distribution Instructions and Labeling Handbook," January 1, 1978. The procedures prescribed in this Handbook are based on information provided by the U.S. Postal Service for implementation in accordance with paragraph IV.B.4. of the Postal Agreement between the U.S. Postal Service and the Department of Defense, February 21, 1980.

The provisions of this Handbook apply to the Office of the Secretary of Defense (OSD), the Military Departments, the Organization of the Joint Chiefs of Staff, the Unified and Specified Commands, and the Defense Agencies (hereafter called "DoD Components").

This Handbook is effective immediately and is mandatory for use by all DoD Components responsible for dispatching military mail from overseas activities. Major commanders may issue supplementary instructions only when necessary to provide for unique requirements within their respective commands. Copies of any supplementary instructions shall be provided to the Military Postal Service Agency.

Send recommended changes to the Handbook through channels to:

Executive Director
Military Postal Service Agency
ATTN: DAAG-MPT
Alexandria, Va. 22331

DoD Components may obtain copies of this handbook through their own publication channels. Other federal agencies and the public may obtain copies from the Director, U.S. Navy Publications and Forms Center, 5801 Tabor Avenue, Philadelphia, PA 19120.

Records responsibility for this publication is assigned to the Adjutant General Office, Department of the Army. This responsibility includes the retirement of records and the publication of changes.

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UNANNOUNCED

R. D. Webster
Deputy Assistant Secretary of Defense
(Logistics and Materiel Management)

MAIL DISTRIBUTION INSTRUCTIONS AND LABELING HANDBOOK (MDILAH)
TABLE OF CONTENTS

	<u>Page</u>
APPLICABILITY AND SCOPE	1
APPENDICES	
A. Distribution, Pouching, and Labeling of Military Mail	A-1
Table 1. Complete "ADC" Distribution (Primary Distribution)	A-6
Table 2. Area Distribution Center (Letter Case)	A-11
Table 3. Letter Mail--Preparation of Letter Bundles and Pouches (Second Option)	A-12
Table 4. Standard Three-Digit ZIP Code Letter Case	A-15
Table 5, Rule 1A. Preparation and Pouching of Letter Bundles (Third Option). Facing Slip and Slide Label Format. Mail Originating at 09XXX Military Post Offices (APO/FPO)	A-16
Table 5, Rule 1B. Preparation and Pouching of Letter Bundles (Third Option). Facing Slip and Slide Label Format. Mail Originating at 96XXX and 98XXX Military Post Offices (APO/FPO)	A-17
Table 5, Rule 1C. Preparation and Pouching of Letter Bundles (Third Option). Facing Slip and Slide Label Format. Mail Originating at 340XX Military Post Offices (APO/FPO)	A-18
Table 5, Rules 2A&3A. Preparation and Pouching of Letter Bundles (Mixed Pouches) (Fourth Option). Facing Slip and Slide Label Format. Mail Originating at 09XXX Military Post Offices (APO/FPO)	A-19
Table 5, Rules 2B&3B. Preparation and Pouching of Letter Bundles (Mixed Pouches) (Fourth Option). Facing Slip and Slide Label Format. Mail Originating at 96XXX/98XXX Military Post Offices (APO/FPO)	A-20
Tables 5, Rules 2C&3C. Preparation and Pouching of Letter Bundles (Mixed Pouches) (Fourth Option). Facing Slip and Slide Label Format. Mail Originating at 340XX Military Post Offices (APO/FPO)	A-21
Table 6A. First-Class Zone Rated (PRIORITY) Mail--Personal and Official Mail Originating at 09XXX/340XX Military Post Offices (APO/FPO)	A-22
Table 6B. First-Class Zone Rated (PRIORITY) Mail--Personal and Official Mail Originating at 96XXX/98XXX Military Post Offices (APO/FPO)	A-23

	<u>Page</u>
Table 6C. First-Class Zone Rated (PRIORITY) Mail--Personal and Official Mail Originating at 09XXX/96XXX, 98XXX, and 340XX Military Post Office (APO/FPO)	A-24
Table 7A. Military Ordinary Mail (MOM). Military Mailings Under the "Postage and Fees Paid" Indicia or Official Metered Mail Originating at 09XXX/340XX Military Post Offices (APO/FPO)	A-25
Table 7B. Military Ordinary Mail (MOM). Military Mailings Under the "Postage and Fees Paid" Indicia or Official Metered Mail Originating at 96XXX/98XXX Military Post Offices (APO/FPO)	A-26
Table 8A. Parcel Airlift Mail (PAL)--Originating at 09XXX/340XX Military Post Offices (APO/FPO)	A-27
Table 8B. Parcel Airlift Mail (PAL)--Originating at 96XXX/98XXX Military Post Offices (APO/FPO)	A-28
Table 9A. Space Available Mail (SAM)--Originating at 09XXX/340XX Military Post Offices (APO/FPO)	A-29
Table 9B. Space Available Mail (SAM)--Originating at 96XXX/98XXX Military Post Offices (APO/FPO)	A-30
Table 10. Small Parcels and Rolls (SPRs)--Paid at the First-Class Rate of Postage--Mail Originating at Military Post Offices (APO/FPO)	A-31
Table 11. Surface Mail	A-32
Table 12. Official Directs and Command Pouch Service	A-33
Table 13. Registered Mail	A-34
 B. Empty Equipment	 B-1
Rules 1 through 3. (MPO Seattle/San Francisco/New York)	
Rules 4 through 6. (MPO Miami)	B-2
 C. Airport-Coded Tags and Labels	 C-1
D. Gateways and Airport Codes in the United States	D-1
E. Exceptions to Slide Label Formats--Turkey	E-1
F. International Civil Addressed Mail That Must Transit the United States	F-1
Table 1. International Mail Originating at 09XXX Military Post Offices (APO/FPO)	F-3
Table 2. International Mail Originating at 96XXX Military Post Offices (APO/FPO)	F-4
G. Unique Five-Digit ZIP Codes	G-1

Oct 2, 81
DoD 4525.6-H

REFERENCES

- (a) DoD 4525.6-M, "DoD Postal Manual," in preparation, authorized by DoD Directive 4525.6, "Single Manager for Military Postal Service," May 5, 1980
- (b) U.S. Postal Service Manuals¹, issued by the U.S. Postal Service
- (c) DoD 4525.6-C, "Military Postal Service Supply Catalog," in preparation, authorized by DoD Directive 4525.6, May 5, 1980
- (d) DoD 4500.32-R, "Military Standard Transportation and Movement Procedures (MILSTAMP)," August 1, 1979, authorized by DoD Directive 4000.25, "Administration of Military Standard Logistics System," November 11, 1976

¹Includes Postal Operations Manual and USPS Handbook, Series T-7. Can be obtained upon request from HQDA (DAAG-MP), Washington, D.C. 20314

MAIL DISTRIBUTION INSTRUCTIONS AND LABELING HANDBOOK (MDILAH)

APPLICABILITY AND SCOPE

A. PURPOSE.

This handbook is published to provide a uniform system of sorting, labeling, and dispatching mail from overseas Military Post Offices (MPOs) to CONUS. However, each MPO has different densities and separations of mail; therefore, each MPO must follow the applicable instructions contained in this Handbook based on its individual volume of mail.

B. BACKGROUND.

Because of changes within the United States Postal Service (USPS) distribution system, the ZIP code is of great importance. The USPS has developed Area Distribution Centers (ADCs) based on area volumes and transportation capabilities. The geographic areas covered by these ADCs do not necessarily relate to state or city boundaries as previous distribution systems did. They relate to ZIP areas which cross geopolitical boundaries. Mail delivery will be speeded if mail is sorted to ADCs or below. However, this cannot always be done, and less finite sortations may be appropriate. The Military Postal Service (MPS) must ensure that mail is tied and bundled and pouched according to ZIP codes, working upward as volumes dictate from the basic five-digit areas, three-digit ADCs, split states, states, etc. When a five-digit or a ZIP-plus-four area has enough volume for a tie-out, make a tie-out to that ZIP. For instance, a large city such as Chicago has numerous five-digit ZIP codes. Ideally, mail will be pitched with the goal of making five-digit ZIP code separations rather than dispatch it to Chicago. If volumes are insufficient to make five-digit ZIP

code separations, sort the mail to the first three digits. Follow the ZIP code number, not the geographical area.

C. RESPONSIBILITIES

Each MPO is responsible for sorting mail and preparing it for dispatch as far forward in the domestic postal system as possible. Large MPOs and terminals that process massed mail depend on this support. They can re-sort or redispach massed mail more quickly when it is properly sorted and bundled.

D. PROCEDURES

1. The distribution cases Table 2 and 4 are new and are designed in accordance with USPS guidelines to standardize mail makeup throughout the MPS. Distribution case Table 2 is the ultimate breakdown for the ADC concept. Distribution case Table 4 is a simplified version. Most MPOs will build a case between these two examples. Small units may have smaller cases but, in every instance, the case should be arranged by ZIP code number, flowing from top to bottom. Conduct a density study, usually for a period of a week, to determine where there are sufficient generation of letters to establish ADC, city, and firm directs on the letter case.

2. The following information is applicable to the preparation of slide labels.

a. The various tables in this handbook contain specific guidance on the information required on the first line of the slide label and how to identify the content of a mail bag by entering appropriate information on the second line. The category of mail must be shown on every slide label affixed to a mail bag with the exception of the number 1, Orange pouch used for dispatch of First-class Zone Rated (Priority) Parcels.

b. The bottom line of the label identifies the postal activity closing the mail bag. The entry will be "APO" for Army Post Office or "FPO" for Fleet Post Offices, followed by the appropriate five-digit MPO number. The entry for Navy ships will be "USS _____," hull number, followed by five-digit FPO number. "USS" means United States Ship.

c. The destination line on slide labels used to dispatch mail between MPOs are prepared to reflect APO or FPO, as appropriate, followed by geographic location (city and country) and MPO number. The entry for Navy ships will be "USS _____," hull number, followed by five-digit FPO number.

d. Standard preprinted slide labels will be used in dispatching mail. The use of hand-inscribed or typewritten labels is authorized only in emergencies. Follow the format as outlined in this handbook when this use is necessary. Labels are date-stamped on the reverse side to show when the pouch or sack was actually closed. The abbreviation "Of1" is shown on the second line of labels used on sacks and pouches containing only official mail. This identifies mail for priority movement should space on aircraft become critical or should other emergencies occur that would affect the movement of mail.

e. The gross weight of mail and equipment is inscribed on the right portion of the slide labels of all bags being transported by air; however, weight need not be entered on slide labels when bags are bulk weighed in a container. In addition, it is not labeled beyond the CONUS gateway. Weights need not be entered on slide labels of mail transported by sealift; however, weights for transportation documentation of sealift mail is prescribed in chapter 10 of the DoD Postal Manual (DoD 4525.6-M (reference (a))). When volume warrants, mail generating for Navy ships is labeled as a direct.

3. To determine which tables and rules are applicable, use the following logic chart. This chart depicts the first two-digit ZIP code of the MPO. You can determine the exact table and rule number applicable to the makeup and distribution of each category of mail originating at your MPO by finding your MPO number and reading across the chart.

POUCHING OF LETTER CLASS MAIL/FLATS PAID AT THE FIRST-CLASS RATE DESTINED TO THE UNITED STATES: USE THE FOLLOWING TABLES AND RULES BASED ON THE VOLUME OF MAIL GENERATED.

IF MPO IS	1ST DISTRIBUTION	2ND DISTRIBUTION	3RD DISTRIBUTION	FINAL DISTRIBUTION
09XXX	Table 1	Table 3 Rule 1	Table 5 Rule 1A	Table 5 Rule 2A&3A
340XX	Table 1	Table 3 Rule 1	Table 5 Rule 1C	Table 5 Rule 2C&3C
96XXX	Table 1	Table 3 Rule 1	Table 5 Rule 1B	Table 5 Rule 2B&3B
98XXX	Table 1	Table 3 Rule 1	Table 5 Rule 1B	Table 5 Rule 2B&3B

POUCHING OF PRIORITY, MILITARY ORDINARY MAIL, PARCEL AIRLIFT, SPACE AVAILABLE MAIL, AND SURFACE PARCEL MAIL DESTINED TO THE UNITED STATES, USE THE FOLLOWING TABLES AND RULES.

IF MPO IS	PRI	MOM	PAL	SAM	SURFACE
09XXX	Table 6A Rule 1	Table 7A	Table 8A	Table 9A	Table 11 Rule 1
340XX	Table 6A Rule 1	Table 7A	Table 8A	Table 9A	Table 11 Rule 1
96XXX	Table 6B Rule 1	Table 7B	Table 8B	Table 9B	Table 11 Rule 1
98XXX	Table 6B Rule 1	Table 7B	Table 8B	Table 9B	Table 11 Rule 1

4. Changes in aircraft routes or changes in USPS policy on makeup of mail will require temporary changes to this handbook. Often such changes will be applicable to a limited number of MPOs. When changes are necessary, they will be announced by the Military Postal Service Agency (MPSA-MPT) by electrical message. If these changes become permanent, an appropriate change will be made to this handbook.

APPENDIX A--DISTRIBUTION, POUCHING, AND LABELING OF MILITARY MAIL

1. Prepare letter flat bundles giving sortation preference as follows:

a. FIRM DIRECTS. Ten or more letters or flats generated for an individual firm warrant preparation of a direct bundle. Do not include special delivery or certified mail in firm letter bundles. Use the Blue "F" pressure-sensitive label to indicate the content is a firm direct.

b. DIRECTS. Fifteen or more letters or flats generated for the same five-digit ZIP code area warrant preparation of direct bundles. Use the Red "D" pressure-sensitive label to indicate the content is a five-digit ZIP code direct.

c. MIXED CITY. Fifteen or more letters or flats addressed to a city assigned more than one ZIP code warrant preparation of a mixed city bundle. Use the Yellow "C" pressure-sensitive label to indicate content is a mixed city letter bundle.

d. AREA DISTRIBUTION CENTER (ADC). Ten or more letters or flats bearing specific three-digit ZIP codes warrant preparation of an ADC bundle. Use the black "A" pressure-sensitive label to indicate content is an ADC letter bundle.

e. STATE. Prepare state letter or flat bundles after all efforts to make up mail in accordance with a through d, above, have been accomplished.

(1) Distribute in accordance with the first three digits of the ZIP code regardless of the state address shown on the envelope. The three-digit designation, within a state and by state, is shown in Table 3. Establish letter cases in numerical sequence separations using the three-digit ZIP code. Begin

the sequence at the top left of the case from top to bottom. Show FIRM DIRECTS, DIRECTS, AND MIXED CITY separations, as appropriate, below or to the right of the related ZIP code separation.

(2) The sorting slot has "Header Information" indicating the inclusive first three ZIP code digits, followed by state name (abbreviated two-letter code). For example, DISTRICT (DIS) Pittsburgh, PA, reads 150-168, 260. Make up all mail falling within this ZIP code sequence in the Pittsburgh letter bundle(s), although the mail may bear a West Virginia State address. Wheeling, WV 260-, falls within the DISTRICT (DIS) Pittsburgh, PA, ZIP code sequence.

(3) Mail is processed by the USPS according to ZIP codes that do not always adhere to state boundaries. For example, mail addressed to Wheeling, WV, bears ZIP code 260-, which falls within the Pittsburgh ZIP code sequence of 158-168, 260. The delivery of mail to the Wheeling, WV, area is made by the Pittsburgh post office. Thus, routing by ZIP code rather than state is proper.

(4) Ten or more letters warrant preparation of a state package. Use the Orange "S" pressure-sensitive label to indicate the content is a state letter bundle. When a mixed pouch is opened at entry gateway, letter bundles with the pressure-sensitive Label "Orange S" are distributed to a predesignated ADC by the USPS, thereby maintaining the ADC concept.

f. MIXED STATES. When the volume of letter mail does not warrant distribution in accordance with a through e, above, make up letter mail as MIXED STATES according to the first digit of the ZIP code. When distribution of letter bundles according to the first digit and Table 5, Rules 1A, 1B, or 1C cannot be made, group the first digits in accordance with Table 5, Rules 2A, 2B, or 2C.

When the volume is insufficient for preparation of mixed state letter bundles in accordance with Table 5, Rules 2A, 2B, or 2C, prepare letter bundles in accordance with Table 5, Rule 3A, 3B, or 3C. Ten or more letters or flats constitute a sufficient volume for a mixed letter bundle.

2. Affix pressure-sensitive labels and nonstandard facing slips in accordance with Parts 431.922 and .923, Postal Operations Manual (reference (b)), and this handbook. Place special delivery and certified letters on top of appropriate letter or flats bundles with the postage (stamps or meter tapes) exposed.

3. Tables 1 through 4 contain instructions on arrangement of letter cases. Prior to establishment of letter cases, the dispatching MPO must determine the volume of mail that is being generated according to the first three digits of ZIP codes. Sortation of letter mail by these first three digits is accomplished after five-digit distribution in accordance with paragraphs 1a, b, and c has been accomplished.

4. The ultimate in sortation to the first three-digits is preparation of letter bundles to a designated Area Distribution Center (ADC). Table 1 shows the ADCs that process letter mail according to the first three-digits sortation. For example, DIS JFK NY 003 is the ADC for letter mail bearing the first three digits 005, 110-111, and 113-119. A bundle prepared with letters consisting of these first three digits constitutes an ADC letter bundle and is identified as such by affixing the black pressure-sensitive label "A." In addition, if the volume of letter bundles warrants a separate pouch, label it to DIS JFK 003.

5. Table 2 shows the USPS design of a letter case used to accomplish a total ADC distribution. This case does not run in true numerical sequence. It is designed in numerical sequence according to the ADC. The use of this case requires some training and total implementation is limited.

6. Table 3 contains a second option for distribution of letters into bundles according to the first three digits of the ZIP code. This concept also applies the ADC concept and provides for a state distribution according to the first three digits. Using Alabama as an example, prepare a single letter bundle for the first three digits 350-369 and affix the pressure-sensitive label "S." Applying this principle further, a direct pouch would be prepared for first three digits 350-369 and would be distributed into a single pouch and labeled to DIS Birmingham, AL 350-.

7. Table 4 is a standard three-digit letter case arranged in numerical sequence. If the volume of letters warrant ADC distribution shown in Table 1, the letters are added to this case. When constructing letter cases, ensure space is provided for letter bundles prepared in accordance with paragraphs 1a, b, and c, above, in addition to the three-digit distributions.

8. Table 5 provides the rules for preparation of letter bundles by small postal activities. This distribution of letter mail to CONUS is accomplished only when it is impossible to mass mail on a large postal activity where it is consolidated into distribution in accordance with Tables 1 and 3. Table 5 also provides the rule for pouching and labeling letter mail according to the first digit of the ZIP code. Only a few MPOs prepare sufficient volume of letter bundles for preparation of pouches in accordance with Table 1 or 3; thus, letter

bundles prepared are primarily distributed to pouches according to the first digit of the ZIP code in accordance with rules provided in Table 5.

9. MPO-addressed mail originating within a theater for delivery within the same theater shall be distributed and dispatched in accordance with instructions issued by Directors of Postal Operations within the command. MPOs aboard ships should bundle such mail separately, label it "Military Working," and dispatch it to the nearest serving Military Post Office/Fleet Mail Center (MPO/FMC).

APPENDIX A, TABLE 1--COMPLETE "ADC" DISTRIBUTION (PRIMARY DISTRIBUTION)
POUCHING AND PRESSURE-SENSITIVE LABEL "A" USED ON LETTER BUNDLES

MAIL IS FOR ZIPS	POUCH LABEL TO READ
005,110-111,113-119	DIS JFK NY 003
006-009	SCF SAN JUAN PR 006
010-016	DIS SPRINGFIELD MA 010
017-026,055	DIS BOSTON MA 021
027-029	SCF PROVIDENCE RI 028
030-034,038-039	DIS MANCHESTER NH 030
040-049	DIS PORTLAND ME 040
035-037,050-054,056-059	DIS WHITE RVR JCT VT 050
060-069	DIS HARTFORD CT 060
070-079,088-089	DIS NEWARK NJ 070
080-087	DIS SOUTH JERSEY NJ 080
100-104,112	NEW YORK NY 100
004,105-109,127	DIS WESTCHESTER NY 105
120-126,128-129	DIS ALBANY NY 120
130-139	DIS SYRACUSE NY 130
140-149	DIS BUFFALO NY 140
150-168,260	DIS PITTSBURGH PA 150

APPENDIX A, TABLE 1--COMPLETE "ADC" DISTRIBUTION (PRIMARY DISTRIBUTION)
POUCHING AND PRESSURE-SENSITIVE LABEL "A" USED ON LETTER BUNDLES

MAIL IS FOR ZIPS	POUCH LABEL TO READ
169-178	DIS HARRISBURG PA 170
179-196	DIS PHILADELPHIA PA 190
197-199	DIS WILMINGTON DE 197
200-205	WASHINGTON DC 200
206-219, 254, 267	DIS BALTIMORE MD 210
220-229	DIS NORTHERN VA 220
230-239	DIS RICHMOND VA 230
240-249	DIS ROANOKE VA 240
250-253, 255-259	DIS CHARLESTON WV 250
261-266, 268	DIS CLARKSBURG WV 263
270-279	DIS GREENSBORO NC 270
280-289	DIS CHARLOTTE NC 280
290-299	DIS COLUMBIA SC 290
300-309, 311	DIS ATLANTA GA 300
310, 312-319	DIS MACON GA 310
320-326	DIS JACKSONVILLE FL 320
330-334, 340	DIS MIAMI FL 330

APPENDIX A, TABLE 1--COMPLETE "ADC" DISTRIBUTION (PRIMARY DISTRIBUTION)
POUCHING AND PRESSURE-SENSITIVE LABEL "A" USED ON LETTER BUNDLES

MAIL IS FOR ZIPS	POUCH LABEL TO READ
327-329, 335-339	DIS TAMPA FL 335
350-359	DIS BIRMINGHAM AL 350
360-368	DIS MONTGOMERY AL 360
370-374, 376-379	DIS NASHVILLE TN 370
375, 380-386, 723	DIS MEMPHIS TN 380
369, 387-397	DIS JACKSON MS 390
400-409, 411-427, 471	DIS LOUISVILLE KY 400
430-439	DIS COLUMBUS OH 430
440-449	DIS CLEVELAND OH 440
410, 450-459, 470	DIS CINCINNATI OH 450
460-469, 472-479	DIS INDIANAPOLIS IN 460
480-489	DIS DETROIT MI 481
490-497	DIS GRAND RAPIDS MI 493
500-508, 520-528, 612	DIS DES MOINES IA 500
498-499, 530-539, 541-545, 549	DIS MILWAUKEE WI 530
540, 546-548, 550-551, 556-559	DIS ST PAUL MN 550
553-554, 560-564, 566	DIS MINNEAPOLIS MN 553

APPENDIX A, TABLE 1--COMPLETE "ADC" DISTRIBUTION (PRIMARY DISTRIBUTION)
POUCHING AND PRESSURE-SENSITIVE LABEL "A" USED ON LETTER BUNDLES

MAIL IS FOR ZIPS	POUCH LABEL TO READ
570-577	DIS SIOUX FALLS SD 570
565, 567, 580-588	DIS FARGO ND 580
590-599, 821	DIS BILLINGS MT 590
600-603, 610-611, 613-616	DIS NORTH SUBN IL 600
606	CHICAGO IL 606
604-605, 609, 617-619	DIS NORTH SUBN IL 608
620-639, 654-655	DIS ST LOUIS MO 630
640-653, 656-668	DIS KANSAS CITY MO 640
669-679, 739	DIS WICHITA KS 670
510-516, 680-693	DIS OMAHA NE 680
700-708	DIS NEW ORLEANS LA 700
710-714	DIS SHREVEPORT LA 710
716-722, 724-729	DIS LITTLE ROCK AR 720
730-732, 734-738	DIS OKLAHOMA CITY OK 730
740-749	DIS TULSA OK 740
750-759	DIS DALLAS TX 752
760-769, 790-799	DIS FT WORTH TX 760

APPENDIX A, TABLE 1--COMPLETE "ADC" DISTRIBUTION (PRIMARY DISTRIBUTION)
POUCHING AND PRESSURE-SENSITIVE LABEL "A" USED ON LETTER BUNDLES

MAIL IS FOR ZIPS	POUCH LABEL TO READ
770-778	DIS HOUSTON TX 770
733,779-789	DIS SAN ANTONIO TX 780
800-816	DIS DENVER CO 800
820,822-828	DIS CHEYENNE WY 820
832-834,836-837,979	DIS BOISE ID 836
829-831,840-847,893,898	DIS SALT LAKE CITY UT 840
850-865	DIS PHOENIX AZ 852
870-884	DIS ALBUQUERQUE NM 870
890-891,894-897	DIS LAS VEGAS NV 890
900	LOS ANGELES CA 900
902-918	DIS LAX-A CA 900
920-935	DIS LAX-B CA 901
940-949	DIS SAN FRANCISCO CA 940
936-939,950-961	DIS SAN FRANCISCO CA 942
967-969	DIS HONOLULU HI 967
970-978,986	DIS PORTLAND OR 970
835,838,980-985,988-994	DIS SEATTLE WA 980
995-999	DIS SEA-TAC 980

TABLE 2 ADC LETTER CASE (PRIMARY)

DIS SAN JUAN PR 006	NEW YORK NY 100	DIS WILMINGTON DE 197	ATLANTA GA 300	DIS NASHVILLE TN 370	INDIANAPOLIS IN 460-469	BILLINGS MT 590	NEW ORLEANS LA 700	CHEYENNE WY 820	DIS SAN FRANCISCO CA 924
006-009	100-104, 112	197-199	300-309, 311	370-374	460-469	590-599, 821	700-708	820, 822-828	936-939
DIS SPRINGFIELD MA 010				376-379	472-479		DIS SHREVEPORT LA 710	DIS BOISE ID 836	950-961
010-016							710-714	832-834,	
								836-837, 979	
DIS BOSTON MA 021	DIS WESTCHESTER NY 105	WASHINGTON DC 200	DIS MACON GA 310	DIS MEMPHIS TN 380	DIS DETROIT MI 481	DIS N. SUBN IL 600	DIS LITTLE ROCK AR 720	DIS SALT LAKE CITY UT 840	DISCF HONOLULU HI 967
017-026, 055	1004, 105-109, 127	200-205	310, 312-319	375, 380-386	480-489	600-603,	716-722	829-831,	
DIS JFK NY 03001				723		610-611	724-729	840-847, 893	
	005, 110-111					613-616		898	
	113-119								
DIS PROVIDENCE RI 028	DIS ALBANY NY 120	DIS BALTIMORE MD 210	DIS JACKSON-VILLE FL 320	DIS JACKSON MS 390	DIS GRAND RAPIDS MI 493	DIS CHICAGO IL 606	DIS OKLAHOMA CITY OK 730	DIS ALBUQUERQUE NM 870	DIS SEATTLE WA 980
027-029	120-126	206-219, 254,	320-326	369, 387-397	490-497	606	730-732	835, 838, 980-985	
	128-129	267					734-738	870-884	988-994
DIS MANCHESTER NH 030	DIS SYRACUSE NY 130				DIS DES MOINES IA 500		DIS TULSA OK 740	DIS LAS VEGAS NV 890	
030-034, 038-039	130-139				500-508, 520-		740-749	890, 891	
					528, 612			894-897	
DIS PORTLAND ME 040	DIS BUFFALO NY 140	DIS NORTHERN VIRGINIA VA 220	DIS MIAMI FL 330	DIS LOUISVILLE KY 400	DIS MILWAUKEE WI 530	DIS N. SUBN IL 608	DIS DALLAS TX 752	DIS LOS ANGELES CA 900	DIS SEA-TAC WA 980
040-049	140-149	220-229	330-334, 340	400-409, 411-427, 471	498-499, 530-	604-605, 609,	750-759	900	995-999
					539, 541-545, 549	617-619			
DIS WHITE RIV JCT VT 050		DIS RICHMOND VA 230							
035-037, 050-054, 056-059		230-239							
DIS HARTFORD CT 060	DIS PITTSBURGH PA 150	DIS ROANOKE VA 240	DIS TAMPA FL 335	DIS COLUMBUS OH 430	DIS ST PAUL MN 550	DIS ST LOUIS MO 630	DIS FT WORTH TX 760	DIS LAX-A CA 900	
060-069	150-168, 260	240-249	327-329	430-439	540, 546-548	620-639	760-769	902-918	
		DIS CHARLESTON WV 250	335-339		550-551 556-559	654-655	790-799		
		250-253							
		255-259							
DIS NEWARK NJ 070	DIS HARRISBURG PA 170	DIS CLARKSBURG WV 263	DIS BIRMINGHAM AL 350	DIS CLEVELAND OH 440	DIS MINNEAPOLIS MN 553	DIS KANSAS CITY MO 640	DIS HOUSTON TX 770	DIS LAX-B CA 901	
070-079	149-178	261-266 268	350-359	440-449	553-554 560-564	640-653 656-	770-778	920-935	
088-089		DIS GREENSBORO NC 270			566	668	DIS SAN ANTONIO TX 780		
		270-279					733, 779-789		
DIS SOUTH JERSEY NJ 080	DIS PHILADELPHIA PA 190	DIS CHARLOTTE NC 280	DIS MONTGOMERY AL 360	DIS CINCINNATI OH 450	DIS SIOUX FALLS SD 570	DIS WICHITA KS 670	DIS DENVER CO 800	DIS SAN FRANCISCO CA 940	
080-087	179-196	280-289	360-368	410, 450-459	570-577	669-679, 739	800-816		
		DIS COLUMBIA SC 290		470	DIS FARGO ND 580	DIS OMAHA NE 680			
		290-299			565, 567, 580-588	510-516			
						680-693			

APPENDIX A, TABLE 3--LETTER MAIL--PREPARATION OF LETTER BUNDLES AND POUCHES (SECOND OPTION)

State of		Three-Digit ZIP Code		ADC if volume warrants. If insufficient volume for this distribution, pouch letter bundles in accordance with the appropriate Rule Table 5.	
Sequence					
AL	350 - 369	DIS BIRMINGHAM AL	350	Prepare letter bundles as state directs to Area Distribution Centers (ADCs).	
AK	995 - 999	DIS SEA-TAC	980	Pouch letter bundles in orange equipment and label as state direct to the	
AZ	850 - 865	DIS PHOENIX AZ	852	ADC if volume warrants. If insufficient volume for this distribution, pouch	
AR	716 - 729	DIS LITTLE ROCK AR	720	letter bundles in accordance with the appropriate Rule Table 5.	
CA	900 - 966	DIS SAN FRANCISCO CA	940		
CO	800 - 816	DIS DENVER CO	800		
CT	060 - 069	DIS HARTFORD CT	060		
DE	197 - 199	SCF WILMINGTON DE	197		
Wash DC	200 - 205	DIS WASHINGTON DC	200		
FL	320 - 340	DIS JACKSONVILLE FL	320		
GA	300 - 319	DIS ATLANTA GA	300		
HI & Pac I	967 - 969	SCF HONOLULU HI	967		
ID	832 - 838	DIS BOISE ID	836		
IL	600 - 629	DIS NORTH SUBURBAN IL	600		
IN	460 - 479	DIS INDIANAPOLIS IN	460		
IA	500 - 528	DIS DES MOINES IA	500		
KS	660 - 679	DIS WICHITA KS	670		
KY	400 - 427	DIS LOUISVILLE KY	400		
LA	700 - 714	DIS NEW ORLEANS LA	700		
ME	040 - 049	DIS PORTLAND ME	040		
MD	206 - 219	DIS BALTIMORE MD	210		
MA	010 - 026	DIS BOSTON MA	021		
MI	480 - 499	DIS DETROIT MI	481		
MN	550 - 567	DIS ST PAUL MN	550		
MS	387 - 397	DIS JACKSON MS	390		

APPENDIX A, TABLE 3--LETTER MAIL--PREPARATION OF LETTER BUNDLES AND POUCHES (SECOND OPTION)

Prepare letter bundles as state directs to Area Distribution Centers (ADCs).

Pouch letter bundles in orange equipment and label as state direct to the

ADC if volume warrants. If insufficient volume for this distribution, pouch letter bundles in accordance with the appropriate Rule Table 5.

State of	Three-Digit ZIP Code	Sequence
MO	630 - 658	DIS ST LOUIS MO 630
MT	590 - 599	DIS BILLINGS MT 590
NE	680 - 693	DIS OMAHA NE 680
NV	890 - 898	DIS LAS VEGAS NV 890
NH	030 - 039	DIS MANCHESTER NH 030
NJ	070 - 089	DIS NEWARK NJ 070
NM	870 - 884	DIS ALBUQUERQUE NM 870
NY	090 - 149	AMF KENNEDY NY 00300
	105 - 111,	AMF KENNEDY NY 00300
	113 - 149	
NC	270 - 289	DIS GREENSBORO NC 270
ND	580 - 588	DIS FARGO ND 580
OH	430 - 459	DIS COLUMBUS OH 430
OK	730 - 749	DIS OKLAHOMA CITY OK 730
OR	970 - 979	DIS PORTLAND OR 970
PA	150 - 196	DIS PITTSBURGH PA 150
PR & VI	006 - 009	SCF SAN JUAN PR 006
		When volume of letter bundles do not warrant direct pouch, dispatch with mail labeled to AMF KENNEDY NY 00300
RI	027 - 029	SFC PROVIDENCE RI 028
SC	290 - 299	DIS COLUMBIA SC 290
SD	570 - 577	DIS SIOUX FALLS SD 570
TN	370 - 386	DIS NASHVILLE TN 370
TX	750 - 799	DIS DALLAS TX 752
UT	840 - 847	DIS SALT LAKE CITY UT 840

APPENDIX A, TABLE 3--LETTER MAIL--PREPARATION OF LETTER BUNDLES AND POUCHES (SECOND OPTION)

Prepare letter bundles as state directs to Area Distribution Centers (ADCs).

Pouch letter bundles in orange equipment and label as state direct to the

Three-Digit ZIP Code ADC if volume warrants. If insufficient volume for this distribution, pouch
State of Sequence letter bundles in accordance with the appropriate Rule Table 5.

VT	050 - 059	DIS WHITE RIVER JCT VT 050
VA	220 - 246	DIS NORTHERN VA 220
WA	980 - 994	DIS SEATTLE WA 980
WV	247 - 268	DIS CHARLESTON WV 250
WI	530 - 549	DIS MILWAUKEE WI 530
WY	820 - 831	DIS CHEYENNE WY 820

APPENDIX A, TABLE 5--PREPARATION AND POUCHING OF LETTER BUNDLES (THIRD OPTION)
FACING SLIP AND SLIDE LABEL FORMAT

RULE 1A--MAIL ORIGINATING AT 09XXX MILITARY POST OFFICES (APO/FPO)

AND FIRST DIGIT PREPARE FACING SLIP AND LABEL TO READ:

IF VOLUME OF ZIP CODE IS

DIS BOSTON MA 021
(MAIL FOR NJ (070-089), PR & VI (006-009) AND NY APO/FPO ARE TO BE
DISPATCHED IN ZIP CODE 1 POUCH)

0 AMF KENNEDY NY 00300

1 DIS WASHINGTON DC 200

2 DIS ATLANTA GA 300

3 DIS CINCINNATI OH 450

4 DIS NORTH SUBURBAN IL 600

5 DIS DALLAS TX 752

6 DIS DENVER CO 800

7 DIS SEATTLE WA 980 (WHEN ENTRY IS THROUGH SEATTLE, WA)

AMF SAN FRANCISCO CA 94001 (WHEN ENTRY IS THROUGH OTHER CITIES)
(IF VOLUME WARRANTS, MAIL FOR WA, AK, OR,
& SEATTLE APO/FPO, LABEL TO DIS SEATTLE
WA 983)

APPENDIX A, TABLE 5--PREPARATION AND POUCHING OF LETTER BUNDLES (THIRD OPTION)
FACING SLIP AND SLIDE LABEL FORMAT

RULE 1B--MAIL ORIGINATING AT 96XXX and 98XXX MILITARY POST OFFICES (APO/FPO)

PREPARE FACING SLIP AND LABEL TO READ:

IF VOLUME AND FIRST DIGIT OF ZIP CODE IS

DIS BOSTON MA 021
(MAIL FOR NJ (070-089), PR & VI (006-009) AND NY APO/FPO ARE TO BE
DISPATCHED IN ZIP CODE 1 POUCH)

IF VOLUME OF INDI-
VIDUAL LETTERS OR
LETTER BUNDLES
PREPARED DO NOT
WARRANT DISTRI-
BUTION OR POUCHING
IN ACCORDANCE WITH
TABLES 1 OR 3

- | | |
|---|---|
| 1 | AMF KENNEDY NY 00300 |
| 2 | DIS WASHINGTON DC 200 |
| 3 | DIS ATLANTA GA 300 |
| 4 | DIS CINCINNATI OH 450 |
| 5 | SEE FIRST DIGIT 6 AND 9 BELOW |
| 6 | DIS NORTH SUBURBAN IL 600 (PLUS STATES OF IA, MN, AND WI) |
| 7 | DIS DALLAS TX 752 |
| 8 | DIS DENVER CO 800 |
| 9 | EX:CA DIS SEATTLE WA 980 (PLUS MAIL FOR THE STATES OF ND, SD, AND MT) |

AMF SAN FRANCISCO CA 94001 (MAIL FOR THE STATE OF CALIFORNIA ONLY
ZIP 900-966)

APPENDIX A, TABLE 5--PREPARATION AND POUCHING OF LETTER BUNDLES (THIRD OPTION)
FACING SLIP AND SLIDE LABEL FORMAT

RULE 1C--MAIL ORIGINATING AT 340XX MILITARY POST OFFICES (APO/FPO)

AND FIRST DIGIT PREPARE FACING SLIP AND LABEL TO READ:

IF VOLUME OF ZIP CODE IS

DIS BOSTON MA 021
(MAIL FOR NJ (070-089), PR & VI (006-009) AND NY APO/FPO ARE TO BE
DISPATCHED IN ZIP CODE 1 POUCH)

IF VOLUME OF INDI-
VIDUAL LETTERS OR
LETTER BUNDLES
PREPARED DO NOT
WARRANT DISTRIBU-
TION OR POUCHING
IN ACCORDANCE WITH
TABLES 1 OR 3

1	AMF KENNEDY NY 00300
2	DIS WASHINGTON DC 200
3	DIS MIAMI FL 330
4	DIS CINCINNATI OH 450
5	
&	DIS NORTH SUBURBAN IL 600
6	
7	DIS HOUSTON TX 770
8	DIS DENVER CO 800
9	AMF SAN FRANCISCO CA 94001

APPENDIX A, TABLE 5--PREPARATION AND POUCHING OF LETTER BUNDLES (MIXED POUCHES) (FOURTH OPTION)
FACING SLIP AND SLIDE LABEL FORMAT

RULES 2A & 3A--MAIL ORIGINATING AT 09XXX MILITARY POST OFFICES (APO/FPO)

R
U
L
E

AND FIRST DIGIT
OF ZIP CODE IS

OF INDIVIDUAL LTRS
(10 OR MORE) OR
VOLUME OF LTR
BUNDLES (1/3 OF
A POUCH OR 10
POUNDS) DOES NOT
WARRANT DISTRIBU-
TION IN ACCORDANCE
WITH RULE 1A, THIS
TABLE

0
1
2

3
&
7

4
5
6

8
&
9

DIS SEATTLE WA 980 (WHEN ENTRY IS THROUGH SEATTLE WA)
AMF SAN FRANCISCO CA 94001 (WHEN ENTRY IS THROUGH OTHER CITIES)

3A INSUFFICIENT FOR
RULE 2A

ALL ZIP CODES AMF KENNEDY NY 00300

APPENDIX A, TABLE 5--PREPARATION AND POUCHING OF LETTER BUNDLES (MIXED POUCHES) (FOURTH OPTION)
FACING SLIP AND SLIDE LABEL FORMAT

RULES 2B & 3B--MAIL ORIGINATING AT 96XXX/98XXX MILITARY POST OFFICES (APO/FPO)

R
U
L
E

AND FIRST DIGIT
OF ZIP CODE IS

PREPARE FACING SLIP AND LABEL TO READ:

0
1
2

AMF KENNEDY NY 00300

3
&
7

DIS DALLAS TX 752

4 & 6
PLUS STATES
OF MN, WI, IA

DIS NORTH SUBURBAN IL 600

8 & 9
PLUS STATES
OF ND, SD, MT

DIS SEATTLE WA 980 (WHEN ENTRY IS THROUGH SEATTLE WA)
AMF SAN FRANCISCO CA 94001 (WHEN ENTRY IS THROUGH SAN FRANCISCO)

(NOTE:)
IN THE EVENT THAT OVERSEAS FLIGHTS SERVE SEATTLE WA ONLY, ALL
FIRST DIGIT ZIP CODE MAIL WILL BE ROUTED TO DIS SEATTLE WA 980.
WHEN SAN FRANCISCO CA ONLY IS SERVED, MAIL WILL BE ROUTED TO
AMF SAN FRANCISCO CA 94001
DIS SEATTLE WA 980 (WHEN ENTRY IS THROUGH SEATTLE WA)

3B INSUFFICIENT FOR
RULE 2B, ABOVE

ALL ZIP CODES
AMF SAN FRANCISCO CA 94001 (WHEN ENTRY IS THROUGH SAN FRANCISCO
CA 94001)

APPENDIX A, TABLE 5--PREPARATION AND POUCHING OF LETTER BUNDLES (MIXED POUCHES) (FOURTH OPTION)
FACING SLIP AND SLIDE LABEL FORMAT

RULES 2C & 3C--MAIL ORIGINATING AT 340XX MILITARY POST OFFICES (APO/FPO)

R
U
L
E

AND FIRST DIGIT PREPARE FACING SLIP AND LABEL TO READ:
OF ZIP CODE IS

IF VOLUME

OF INDIVIDUAL LTRS
(10 OR MORE) OR
VOLUME OF LTR
BUNDLES (1/3 OF
A POUCH OR 10
POUNDS) DOES NOT
WARRANT DISTRIBU-
TION IN ACCORDANCE
WITH RULE 1C, THIS
TABLE

0
1
2
3
&
7

DIS WASHINGTON DC 200
DIS HOUSTON TX 770 (WHEN ENTRY IS THROUGH HOUSTON TX)
DIS MIAMI FL 330 (WHEN ENTRY IS THROUGH MIAMI FL)

4
5
6

DIS NORTH SUBURBAN IL 600

8
&
9

DIS DENVER CO 800

3C INSUFFICIENT FOR
RULE 2C ABOVE

ALL ZIP CODES DIS MIAMI FL 330

APPENDIX A, TABLE 6A--FIRST-CLASS ZONE RATED (PRIORITY) MAIL--PERSONAL AND OFFICIAL
MAIL ORIGINATING AT 09XXX/340XX MILITARY POST OFFICES (APO/FPO)

PROCEDURES TO BE FOLLOWED WHEN INLAND GATEWAYS ARE AVAILABLE AND USED

R U L E	IF MAIL IS MARKED	AND FIRST DIGIT OF ZIP CODE IS	THEN SACK IN	AND LABEL SACK TO	AND AFFIX	
					PROPER DESTINATION	TAG/LABEL IF REQUIRED
1	PRIORITY	0		DIS BOSTON MA 021		
		1		AMF KENNEDY NY 00300		
		2		DIS WASHINGTON DC 200		
		3	ORANGE	DIS ATLANTA GA 300		
		4	MAILBAGS			
		5				
		6		AMF O'HARE IL 60666		
		7		DIS DALLAS TX 752		
		8		AMF SAN FRANCISCO CA 94001		
		&		OR		
		9		DIS SEATTLE WA 980		

APPENDIX A, TABLE 6B--FIRST-CLASS ZONE RATED (PRIORITY) MAIL--PERSONAL AND OFFICIAL
MAIL ORIGINATING AT 96XXX/98XXX MILITARY POST OFFICES (APO/FPO)

PROCEDURES TO BE FOLLOWED WHEN INLAND GATEWAYS ARE AVAILABLE AND USED

R U L E	IF MAIL IS MARKED	AND FIRST DIGIT OF ZIP CODE IS	THEN SACK IN	AND LABEL SACK TO	AND AFFIX PROPER DESTINATION	
					TAGS/LABELS IF REQUIRED	
		0		AMF KENNEDY NY 00300		
		&				
		1				
		4 & 6				
		PLUS STATES OF				
		MN, WI, & IA		AMF O'HARE IL 60666		
		2 PLUS				
		STATES OF				
		ND, SD, MT, WA, OR, AK	ORANGE	DIS SEATTLE WA 980		
		3, 7, 8, PLUS				
		STATES OF	MAILBAGS			
		CA		AMF SAN FRANCISCO CA 94001		
1	PRIORITY					

APPENDIX A, TABLE 6C--FIRST-CLASS ZONE RATED (PRIORITY) MAIL--PERSONAL AND OFFICIAL MAIL
ORIGINATING AT 09XXX/96XXX, 98XXX, and 340XX MILITARY POST OFFICES (APO/FPO)

PROCEDURES TO BE FOLLOWED WHEN INLAND GATEWAYS ARE NOT AVAILABLE OR USED

R
U
L
E

IF MAIL IS MARKED	AND MAIL ORIGI- NATES AT (MPO) (APO/FPO)	AND FIRST DIGIT OF ZIP CODE IS	AND ENTRY POINT IS	THEN SACK IN	AND LABEL SACK TO	AND AFFIX
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1	PRIORITY	NEW YORK 09XXX	ALL ZIPS	NEW YORK NY	AMF KENNEDY NY	00300
		SEATTLE 98XXX	0,1,2,4,5,6 &			
		SAN FRANCISCO	STATES OF			
		96XXX	WA, OR, & AK	SEATTLE WA	DIS SEATTLE WA	980
		SEATTLE 98XXX	3, 7, 8 &		AMF SAN FRANCISCO CA	
		SAN FRANCISCO	STATE OF CA	SAN FRANCISCO	94001	PROPER
		96XXX	CA			
		SEATTLE 98XXX		ORANGE		DESTINATION
		SAN FRANCISCO	ALL ZIPS ¹	SEATTLE WA	DIS SEATTLE WA	980
		96XXX		MAILBAGS		TAG/LABEL
		SEATTLE 98XXX	ALL ZIPS ¹		AMF SAN FRANCISCO CA	
		SAN FRANCISCO			94001	
		96XXX				
		MIAMI 340XX	ALL ZIPS	MIAMI FL	DIS MIAMI FL	330

¹ APPLICABLE WHEN SAN FRANCISCO, CA, OR SEATTLE, WA, IS THE ONLY ENTRY POINT TO WHICH MAIL CAN BE ROUTED.

APPENDIX A, TABLE 7A--MILITARY ORDINARY MAIL (MOM)--MILITARY MAILINGS UNDER THE "POSTAGE AND FEES PAID" INDICIA
OR OFFICIAL METERED MAIL ORIGINATING AT 09XXX/340XX MILITARY POST OFFICES (APO/FPO)

IF MAIL IS MARKED "MOM"	THEN SACK IN	WHEN ENTRY POINT IS	THEN LABEL SACK TO	AND AFFIX
IN ADDITION TO SECOND, THIRD, OR FOURTH CLASS		NEW YORK NY MCGUIRE AFB NJ DOVER AFB DE	FOREIGN CENTER NY 099 PP MOM	APPROPRIATE DESTI- NATION TAG (AIR- PORT CODED TAG) FOR ARRIVAL AIRPORT IF REQUIRED BY APPEN- DIX C
MARKINGS	GRAY MAILBAGS	CHARLESTON AFB SC	DIS CHARLESTON SC 294 PP MOM	
		MIAMI FL	DIS MIAMI FL 330 PP MOM	
		NORFOLK VA	DIS NORFOLK VA 235 PP MOM	

APPENDIX A, TABLE 7B--MILITARY ORDINARY MAIL (MOM)--MILITARY MAILINGS UNDER THE "POSTAGE AND FEES PAID" INDICIA
OR OFFICIAL METERED MAIL ORIGINATING AT 96XXX/98XXX MILITARY POST OFFICES (APO/FPO)

IF MAIL IS MARKED "MOM"	THEN SACK IN GRAY	AND STATE OR FIRST DIGIT OF ZIP CODE IS	THEN LABEL SACK TO	AND AFFIX APPROPRIATE
IN ADDITION TO SECOND, THIRD, OR FOURTH CLASS MARKINGS	MAILBAGS	0, 1, 2, 4, 5, 6, & 9 EXCEPT STATE OF CA	AMF SEATTLE WA 98158 PP MOM	DESTINATION TAG (AIRPORT CODED TAG) FOR ARRIVAL AIRPORT IF RE- QUIRED BY APPEN- DIX C
		CA 3, 7, & 8	AMF SAN FRANCISCO CA 94001 PP MOM	

APPENDIX A, TABLE 8A--PARCEL AIRLIFT MAIL (PAL)--ORIGINATING AT 09XXX/340XX
MILITARY POST OFFICES (APO/FPO)

IF MAIL IS MARKED	THEN SACK IN	WHEN ENTRY POINT IS	THEN LABEL SACK TO	AND AFFIX
		NEW YORK NY MCGUIRE AFB NJ DOVER AFB DE	AMF KENNEDY NY 00300 PP PAL	PS TAG 18 (PAL) AND APPROPRIATE DESTI-
				NATION TAG (AIRPORT
PAL	RED	CHARLESTON AFB SC	DIS CHARLESTON SC 294 PP PAL	CODED TAG)
	MAILBAGS	MIAMI FL	DIS MIAMI FL 330 PP PAL	IF REQUIRED BY
	SEPARATE	NORFOLK VA	DIS NORFOLK VA 235 PP PAL	APPENDIX C
	FROM SAM			

APPENDIX A, TABLE 8B--PARCEL AIRLIFT MAIL (PAL)--ORIGINATING AT 96XXX/98XXX
MILITARY POST OFFICES (APO/FPO)

IF MAIL IS MARKED	THEN SACK IN	AND STATE OR FIRST DIGIT OF ZIP CODE IS	THEN LABEL SACK TO	AND AFFIX
PAL	RED	0, 1, 2, 4, 5, 6, & 9 EXCEPT STATE OF CA	AMF SEATTLE WA 98158 PP PAL	PS TAG 18 (PAL) AND APPROPRIATE DESTI-
	MAILBAGS	CA 3, 7, & 8	AMF SAN FRANCISCO CA 94001 PP PAL	NATION TAG IF REQUIRED BY APPENDIX C

APPENDIX A, TABLE 9A--SPACE AVAILABLE MAIL (SAM)--ORIGINATING AT 09XXX/340XX MILITARY POST OFFICES (APO/FPO)

IF MAIL IS	THEN SACK IN	WHEN ENTRY POINT IS	THEN LABEL SACK TO	AND AFFIX
		NEW YORK NY MCGUIRE AFB NJ DOVER AFB DE	FOREIGN CENTER NY 099 PP SAM	APPROPRIATE DESTI- NATION TAG/LABEL
ENTITLED	RED	CHARLESTON AFB SC	DIS CHARLESTON SC 294 PP SAM	IF REQUIRED BY APPENDIX C
TO	EQUIPMENT	MIAMI FL	DIS MIAMI FL 330 PP SAM	
SAM		NORFOLK VA	DIS NORFOLK VA 235 PP SAM	
SERVICE				

APPENDIX A, TABLE 9B---SPACE AVAILABLE MAIL (SAM)---ORIGINATING AT 96XXX/98XXX MILITARY POST OFFICES (APO/FPO)

IF MAIL IS	THEN SACK IN	AND STATE OR FIRST DIGIT OF ZIP CODE IS	THEN LABEL SACK TO	AND AFFIX APPROPRIATE DESTI-
ENTITLED TO	RED	0, 1, 2, 4, 5, 6, & 9	AMF SEATTLE WA 98158	NATION TAG (AIR-
SAM	MAILBAGS	EXCEPT STATE OF CA	PP SAM	PORT TAG) FOR
SERVICE		CA	AMF SAN FRANCISCO CA 94001	ARRIVAL AIRPORT IF
		3, 7, & 8	PP SAM	REQUIRED BY APPEN-
				DIX C

APPENDIX A, TABLE 10--SMALL PARCELS AND ROLLS (SPRs)--PAID AT THE FIRST-CLASS RATE OF POSTAGE--
MAIL ORIGINATING AT MILITARY POST OFFICES (APO/FPO)

IF CONTENT IS 1/3 OF A POUCH	THEN SACK IN ORANGE MAILBAGS,	AND LABEL IN THE SAME MANNER AS LETTER MAIL	AND AFFIX PROPER DESTINATION
OR 10 POUNDS FOR	POUCHED		TAG/LABEL IF RE-
A SPECIFIC FIRST	SEPARATELY FROM		QUIRED BY APPEN-
DIGIT ZIP CODE	LETTER MAIL		DIX C
INSUFFICIENT	ORANGE MAILBAGS,	IN THE SAME MANNER AS LETTER MAIL	PROPER DESTINATION
VOLUME FOR DISTRI- BUTION AS ABOVE	POUCHED		TAG/LABEL IF RE-
	LETTER MAIL		QUIRED BY APPEN-
			DIX C

APPENDIX A, TABLE 11—SURFACE MAIL

IF MAIL IS	THAT CONSIST OF	THEN SACK	WHEN ENTRY POINT IS	THEN LABEL SACK TO
	THIRD AND FOURTH- CLASS PERSONAL PAR- CEL MAILINGS, BEING RETURNED TO SENDER OR FORWARDED, THAT DID NOT QUALIFY FOR SAM OR PAL SERVICE AT TIME OF ORIGINAL MAILING	IN CANVAS EQUIPMENT FOR MOVEMENT IN SURFACE CON- TAINERS. WHEN ADEQUATE SURFACE TRANSPORTATION IS NOT AVAILABLE, SACK IN RED MAILBAGS AND DIS- PATCH AS SAM	NEW YORK	FOREIGN CENTER 099 PP
			CHARLESTON SC	DIS CHARLESTON SC 294 PP
PERSONAL	AND/OR		SAN FRANCISCO CA	DIS OAKLAND CA 945 PP
OR	OFFICIAL INDICIA OR OFFICIAL METERED		SEATTLE WA	DIS SEATTLE WA 980 PP
OFFICIAL	PARCELS BEARING THE FOLLOWING MARKINGS: THIRD CLASS FOURTH CLASS		MIAMI FL	DIS MIAMI FL 330 PP
			HAWAII	DIS ANCHORAGE AK 995 PP
			ALASKA	DIS NORFOLK VA 235 PP
			NORFOLK VA	

APPENDIX A, TABLE 12--OFFICIAL DIRECTS AND COMMAND POUCH SERVICE

IF MAIL IS	AND ADDRESSED TO	THEN LABEL SACK TO	SPECIAL INSTRUCTIONS
	DEPARTMENT OF DEFENSE ACTIVITIES WITH ZIP CODE 20301	WASHINGTON DC 20301 OFL DOD PENTAGON	THE TYPE OF MAILBAG EQUIPMENT USED IS DETERMINED BY THE CLASSIFICATION OF MAIL AND SERVICE REQUIRED
	DEPARTMENT OF ARMY ACTIVITIES WITH ZIP CODE 20310	WASHINGTON DC 20310 OFL HQ ARMY PENTAGON	
	HQ US AIR FORCE AC- TIVITIES WITH ZIP CODE 20330	WASHINGTON DC 20330 OFL HQ USAF PENTAGON	
	CNO (NAVY ACTIVITIES) WITH ZIP CODE 20350	WASHINGTON DC 20350 OFL HQ OPNAV PENTAGON	SLIDE LABELS FOR OFFICIAL DIRECTS/COMMAND POUCHES/ CASREP POUCHES WILL CONTAIN THE FOLLOWING INFORMA- AS A MINIMUM:
	STATE DEPARTMENT ACTIVITIES WITH ZIP CODE 20520	WASHINGTON DC 20520 OFL DEPT OF STATE	
OFFICIAL	US ARMY FIN & ACCT CTR WITH ZIP CODE 46249	INDIANAPOLIS IN 46249 OFL FIN GEN USA	DESTINATION LINE--CITY, STATE (USE THE TWO-LETTER ABBREVIATION) AND ZIP CODE
	US AIR FORCE FIN & ACCT CTR WITH ZIP CODE 80279	DENVER CO 80279 OFL AFFAC/DAAC	CONTENT LINE--BEGIN WITH "OFL" FOLLOWED BY THE INSTALLATION, UNIT, OR ACTIVITY DESIGNATION
	US MARINE CORPS FIN & ACCT CTR WITH ZIP CODE 64197	KANSAS CITY MO 64197 OFL FIN GEN USMC	
	US NAVY FIN & ACCT CTR WITH ZIP CODE 44199	CLEVELAND OH 44199 OFL FIN GEN USN (0111)	
	SPECIFIC CONUS INSTALLATIONS, UNITS, OR ACTIVITIES	SEE SPECIAL INSTRU- CTIONS, COLUMN D, THIS TABLE	

APPENDIX A, TABLE 13--REGISTERED MAIL

IF MAIL IS	AND ENTRY POINT IS	THEN LABEL POUCH TO	SPECIAL INSTRUCTIONS
	NEW YORK NY	AMF KENNEDY NY 00300	
	MCGUIRE AFB NJ	REGISTERED	
	DOVER AFB DE	DIS PHILADELPHIA PA 190	
	CHARLESTON AFB SC	DIS CHARLESTON SC 294	
		REGISTERED	
	SAN FRANCISCO CA	AMF SAN FRANCISCO CA 94001	
		REGISTERED	
	SEATTLE WA	DIS SEATTLE WA 980	
		REGISTERED	
	HAWAII	SCF HONOLULU HI 967	
		REGISTERED	
	ALASKA	DIS ANCHORAGE AK 995	
		REGISTERED	
	HOUSTON TX	DIS HOUSTON TX 770	
		REGISTERED	
	MIAMI FL	DIS MIAMI FL 330	
		REGISTERED	
	NORFOLK VA	DIS NORFOLK VA 235	
		REGISTERED	

USE PROPER DESTINATION TAG/LABEL IF REQUIRED BY
APPENDIX C

APPENDIX B--EMPTY EQUIPMENT
(MPO SEATTLE/SAN FRANCISCO/NEW YORK)

R U L E	WHEN TRANS- PORTED VIA	AND CONTENTS ARE	THEN LABEL SACK TO		SPECIAL INSTRUCTIONS
			EAST COAST ENTRY	WEST COAST ENTRY	
1	SURFACE	#1 CANVAS MAILBAGS	EMPTY EQUIPMENT 001 15 NO. 1 SACKS FULL	EMPTY EQUIPMENT 001 15 NO. 1 SACK FULL	CONTENT LINE (SECOND LINE) OF THESE LABELS WILL IDENTIFY CONTENTS IN ACCORDANCE WITH PART 571 AND EXHIBITS 571.523 AND 571.53, POSTAL OPERATIONS MAN- UAL (i.e., 50 #3 FCM POUCHES). IN THESE IN- STANCES, CONTENT LINE MAY BE NEATLY HAND- WRITTEN OR TYPED
		#2 CANVAS MAILBAGS	EMPTY EQUIPMENT 002 20 NO. 2 SACKS FULL	EMPTY EQUIPMENT 002 20 NO. 2 SACKS FULL	
		#3 CANVAS MAILBAGS	EMPTY EQUIPMENT 003 15 NO. 3 SACKS FULL	EMPTY EQUIPMENT 003 15 NO. 3 SACKS FULL	
2	AIRLIFT	LIGHTWEIGHT (NYLON)	MBD EDGEWATER NJ 07020 FULL	PM SAN FRANCISCO CA 94128 FULL	
3	ANY MODE	DEFECTIVE MAILBAGS	MBD EDGEWATER NJ 07020 DEFECTIVE	MBD EMERYVILLE CA 94608 DEFECTIVE	
		SHORT BUNDLES OF MAILBAGS	MBD EDGEWATER NJ 07020 SHORT	MBD EMERYVILLE CA 94608	SHORT

Oct 2, 81
DoD 4525.6-H

APPENDIX B--EMPTY EQUIPMENT
(MPO MIAMI)

R U L E	WHEN TRANS- PORTED VIA	AND CONTENTS ARE	AND ENTRY POINT IS	THEN LABEL POUCH TO	SPECIAL INSTRUCTIONS
4	SURFACE	#1 CANVAS MAILBAGS	MIAMI FL	EMPTY EQUIPMENT 001 15 NO. 1 SACK FULL	CONTENT LINE (SECOND LINE) OF THESE LABELS WILL IDENTIFY CONTENTS IN ACCORDANCE WITH PART 571 AND EXHIBITS 571.523 AND 571.53, POSTAL OPERATIONS MAN- UAL (i.e., 50 #3 FCM POUCHES). IN THESE IN- STANCES, CONTENT LINE MAY BE NEATLY HAND- WRITTEN OR TYPED
		#2 CANVAS MAILBAGS	MIAMI FL	EMPTY EQUIPMENT 002 20 NO. 2 SACKS FULL	
		#3 CANVAS MAILBAGS	MIAMI FL	EMPTY EQUIPMENT 003 15 NO. 3 SACKS FULL	
		LIGHTWEIGHT MAILBAGS (ORANGE)	MIAMI FL	DIS MIAMI FL 330 FULL	
5	AIRLIFT	LIGHTWEIGHT MAILBAGS (GRAY/RED)	MIAMI FL	BMC JACKSONVILLE FL 32099 FULL	
		DEFECTIVE MAILBAGS	MIAMI FL	PM EAST POINT GA 30344 CONTENTS DEFECTIVE	
6	ANY MODE	SHORT BUNDLES	MIAMI FL	DIS MIAMI FL 330 SHORT	

APPENDIX C--AIRPORT-CODED TAGS AND LABELS

1. Affix airport-coded tags and labels to mailbags and outside mail (OSM) to identify the offload destination of mail tendered for air movement and conform to procedures as follows:

a. When appropriate, place the tag over the pouch or sack staple and beneath the hasp before attaching the seal.

b. When more than one tag is required, the tag identifying the category of mail is affixed as stated in a, above, and all tags are affixed to the pouch or sack staple by means of PS Item 0-813P (Seal, Airmail Plastic) after the hasp is closed. The pouch or sack grommet is not used for attachments of any tag.

c. When appropriate, self-adhesive labels are affixed to the left of the address so as not to obliterate other required markings.

d. The MPO of destination is responsible for removing all seals, tags, and slide labels from pouches or sacks and containers used for transportation of mail.

2. Use airport-coded tags and labels when:

a. Mail tendered to an air carrier requires a transfer between flights and/or carriers.

b. Mail tendered to an air carrier's flight requires a change in aircraft equipment (gauge) at an en route foreign airport.

c. Mail is transferred between a foreign and U.S. air carrier.

d. The postal activity that tenders the mail to the air carrier so requests. In this case, the APO originating the dispatch affixes the proper airport-coded tag and label.

3. Do not use tags for dispatches when large airmail labels are used. These labels are preprinted with the alpha code in capital letters to indicate the offload point (such as JFK for AMF Kennedy NY 00300). If conditions of paragraph 2 exist, airport-coded tags are used.

4. The serving Aerial Mail Terminal (AMT) provides Military Post Offices (APOs) with the required preprinted tags and labels. Naval postal units receive tags/labels from serving fleet mail centers. Requisition nonpreprinted tags and labels from appropriate supply sources.

a. Affix PS Tag 135 (white background) to nonregistered pouches and sacks.

b. Affix PS Label 136 (white background) to nonregistered outside mail (OSM) to the left of the address.

c. Affix PS Tag 135-C (red background) to registered pouches and sacks.

d. Affix PS Label 136-C (red background) to the left of the address on registered outside mail (OSM). Do not block the registered number or markings.

5. When preprinted airport-coded tags and labels are not available, prepare the following tags and labels by printing the three-letter city of destination code in the appropriate portion of the tag and label. These tags and labels are available through requisitioning procedures established in the Military Postal Service Supply Catalog (DoD 4525.6-C (reference (c))). You may use rubber stamps to enter the three-letter city of destination code. Do not enter the weight on airport-coded tags and labels.

- a. Use PS Tag 135-B (blank) instead of PS Tag 135.
 - b. Use PS Label 136-B (blank) instead of PS Label 136.
 - c. Use PS Tag 135-E (blank or red background) instead of PS Tag 135-C.
 - d. Use PS Label 136-E (blank or red background) instead of PS Label 136-C.
6. The airport-coded tag and label provides information to the air carrier on the method for handling and routing the mailbag or outside piece from time of acceptance to arrival at airport of final destination. Caution must be exercised in selection and preparation of these tags and labels to preclude misrouting by the air carrier. The "via" section on tags and labels is used to inform the air carrier on actions required to accomplish transfers or turn-in of mail to en route postal activity for remanifesting for onward movement to destination.

a. The airport-coded tag for mail destined to CONUS is the airport serving the final destination of the pouch as shown on the slide label. For example, a pouch tendered to a commercial air carrier containing FCM all destined for the Norfolk, VA, area bearing the first three ZIP code digits 233-237 would have a slide label affixed reading "SCF Norfolk, VA 235." The final airport destination for this pouch would be the Norfolk Airport; therefore, the Airport-Coded Tag would read "ORF." Had this same pouch been dispatched via MAC, the airport-coded tag would read "NGU."

b. The "via" portion of the airport coded tag is used to show where a pouch must be offloaded en route for remanifesting to end destination. For example, assume the Norfolk pouch originated in Rome and was tendered to a Commercial Air Carrier that had New York as its first city of entry. As stated in paragraph

6a, the Airport-Coded Tag would read "ORF." To inform the air carrier to turn this mail into the postal activity in New York, enter [JFK] in brackets in the "via" section.

c. When a ramp transfer between a U.S. air carrier and a foreign flag air carrier has been authorized, the "via" section will indicate the place of transfer and carrier involved. For example, a pouch originating in Tokyo destined to Jakarta would be moved by PAA to Hong Kong (HKG), then ramp transferred to Garuda Airline (GIA) for onward transportation to Jakarta. Since the final destination is Jakarta, use Airline Destination Code JKT. To indicate transfer between PAA and GIA in Hong Kong, enter HKG/GIA in the "via" section. If ramp transfer between PAA and GIA has been authorized, the entry in the "via" section would be [HKG]. By bracketing HKG, the air carrier knows this mail must be turned into the postal activity in Hong Kong for remanifesting.

d. When an interline transfer between U.S. Air Carriers must be made, the "via" section will indicate the place of transfer and carrier involved. For example, a pouch originating in Korea destined to Bangkok could be transported from Seoul to Tokyo via FTL or NWA with movement from Tokyo to Bangkok via PAA. Since the final destination is Bangkok, use airline destination BKK. To indicate transfer in Tokyo to PAA, enter TYO/PAA.

Oct 2, 81
DoD 4525.6-H

APPENDIX D--GATEWAYS AND AIRPORT CODES IN THE UNITED STATES

DESTINATION	THREE-LETTER CODE	DESTINATION	THREE-LETTER CODE
NEW YORK NY	JFK (1)	MC GUIRE AFB NJ	WRI (2)
SAN FRANCISCO CA	SFO (1)	DOVER AFB DE	DOV (2)
SEATTLE WA	SEA (1)	CHARLESTON AFB SC	CHS (2)
HONOLULU HI	HNL (1)	ANCHORAGE AK	ANC (1)
MIAMI FL	MIA (1)	HOUSTON TX	IAH (1)
CHICAGO IL	ORD (1)	BOSTON MA	BOS (1)
DALLAS/FT WORTH TX	DFW (1)	ATLANTA GA	ATL (1)
WASHINGTON DC	IAD (1)	TRAVIS AFB WA	SUU (2)
NORTON AFB CA	SBD (2)	MC CORD AFB WA	TCM (2)
NORFOLK VA	NGU (2)	NORFOLK VA	ORF (1)

* All other codes for commercial airports can be found in the USPS Handbook Series T-7 (reference (b)). MAC Codes are listed in Military Standard Transportation and Movement Procedures (MILSTAMP) (reference (d)).
(1) Commercial Airport.
(2) Military Airport.

APPENDIX E--EXCEPTIONS TO SLIDE LABEL FORMATS--TURKEY

APO #	OFFICIAL SLIDE LABEL	NONOFFICIAL SLIDE LABEL
09040	BALIKESIR TURKEY JUSMMAT OFFICIAL	BALIKESIR TURKEY JUSMMAT
09051	MALATYA TURKEY JUSMMAT OFFICIAL	MALATYA TURKEY JUSMMAT
09117	ERZURUM TURKEY JUSMMAT OFFICIAL	ERZURUM TURKEY JUSMMAT
09118	IZMIR TURKEY JUSMMAT OFFICIAL	NO PERSONAL MAIL
09133	SINOP TURKEY JUSMMAT OFFICIAL	SINOP TURKEY JUSMMAT
09224	IZMIR TURKEY JUSMMAT OFFICIAL	IZMIR TURKEY JUSMMAT
09254	ANKARA TURKEY JUSMMAT OFFICIAL	ANKARA TURKEY JUSMMAT
09289	INCIRLIK TURKEY JUSMMAT OFFICIAL	INCIRLIK TURKEY JUSMMAT
09294	DIYARBAKIR TURKEY JUSMMAT OFFICIAL	DIYARBAKIR TURKEY JUSMMAT
09338	ESKISEHIR TURKEY JUSMMAT OFFICIAL	ESKISEHIR TURKEY JUSMMAT
09380	ISTANBUL TURKEY JUSMMAT OFFICIAL	ISTANBUL TURKEY JUSMMAT

Oct 2, 81
DoD 4525.6-H

APPENDIX F--INTERNATIONAL CIVIL ADDRESSED MAIL THAT MUST TRANSIT

THE UNITED STATES

1. International mail addressed to countries not receiving mail from the military International Exchange Office (IEO) serving your Military Post Office (MPO), as reflected in Tables 1 and 2 of this appendix, are made up and dispatched to the appropriate CONUS gateway as follows:

a. Postal Union Mail. Make a mixed letter bundle or country directs of all international letter mail. Use a facing slip on each bundle, depending on the U.S. gateway city, as follows:

ENTRY POINT

FACING SLIP

Miami, FL

DIS MIAMI FL 330
Mixed Foreign/or Country

New York, NY
McGuire AFB, NJ

AMF KENNEDY NY 00300
Mixed Foreign/or Country

Dover AFB, DE

Seattle, WA

AMF SEATTLE WA 98158
Mixed Foreign/or Country

San Francisco, CA

AMF SAN FRANCISCO CA 94001
Mixed Foreign/or Country

Dispatch these letter bundles in domestic letter mailbags (orange) containing CONUS-destined letter mail massed on the serving AMF. (For example: AMF KENNEDY NY 00300, AMF SEATTLE WA 98158, AMF SAN FRANCISCO CA 94001.)

b. Letter Packages and Other Articles (AO) Mail. Dispatch this type of postal union mail in accordance with Table 10 of Appendix A.

c. Parcel Post.

(1) Airmail Parcels. Dispatch international airmail parcel post in domestic mailbags (orange) containing CONUS-destined FIRST-CLASS ZONE RATED MAIL, massed on the serving AMF (Rules 2A, 2B, and 2C of Table 5, Appendix A).

(2) Surface Parcels. Dispatch international surface parcel post in domestic SAM PP (RED) sacks containing CONUS-destined Space Available Mail (SAM), massed on the serving gateway (Tables 9A and 9B of Appendix A).

2. Dispatch international registered mail into the appropriate pouch containing CONUS-destined registered mail massed on the serving AMF (Table 13 of Appendix A).

APPENDIX F, TABLE 1--INTERNATIONAL MAIL ORIGINATING AT 09XXX
MILITARY POST OFFICES (APO/FPO)

IF THE MAIL IS ADDRESSED TO A COUNTRY IN	THEN LABEL SACK/POUCH TO
EUROPE	APO FRANKFURT GERMANY 09082 MIXED FOREIGN
MIDEAST	AMF KENNEDY NY 00300
AFRICA	MIXED FOREIGN
ALL OTHER COUNTRIES	

APPENDIX F, TABLE 2--INTERNATIONAL MAIL ORIGINATING AT 96XXX
MILITARY POST OFFICES (APO/FPO)

IF THE MAIL IS ADDRESSED TO	THEN LABEL	AND THE EXCHANGE POINT WILL DISPATCH TO
ASIA		
AUSTRALIA/OCEANIA	YOKOTA AMT JAPAN IEO MIXED FOREIGN	HONG KONG CPO
JAPAN (INCL RYUKYU IS)	YOKOTA AMT JAPAN IEO MIXED FOREIGN	TOKYO CPO
KOREA	APO YONGSAN KOREA 96301 MIXED FOREIGN	SEOUL CPO
PHILIPPINES	APO MANILA R.P. MIXED FOREIGN 96528	MANILA CPO
ALL OTHER COUNTRIES	AMF SAN FRANCISCO CA 94001 MIXED FOREIGN	

Oct 2, 81
DoD 4525.6-H

APPENDIX G--UNIQUE FIVE-DIGIT ZIP CODE

<u>ZIP CODE</u>	<u>FIRM</u>	<u>LOCATION</u>	DISPATCH <u>TO</u>
00401	READERS DIGEST	PLEASANTVILLE NY	DIS WESTCHESTER NY 105
00501	IRS ¹	HOLTSVILLE NY	DIS JFK NY 003
05501	IRS	ANDOVER MA	DIS BOSTON 021
19255	IRS	PHILADELPHIA PA	DIS PHILADELPHIA 190
31101	IRS	ATLANTA GA	DIS ATLANTA GA 300
37501	IRS	MEMPHIS TN	DIS MEMPHIS TN 380
45999	IRS	CINCINNATI OH	DIS CINCINNATI OH 450
64999	IRS	KANSAS CITY MO	DIS KANSAS CITY MO 640
73301	IRS	AUSTIN TX	DIS SAN ANTONIO 780
84201	IRS	OGDEN UT	DIS SALT LAKE CITY 840
93888	IRS	FRESNO CA	DIS SAN FRANCISCO 942

¹IRS: INTERNAL REVENUE SERVICE



DEPARTMENT OF DEFENSE
PUBLICATION SYSTEM

CHANGE TRANSMITTAL

OFFICE OF THE SECRETARY OF DEFENSE
Assistant Secretary of Defense
(Manpower, Reserve Affairs,
and Logistics)

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DoD 4525.6-H
January 13, 1983

MAIL DISTRIBUTION INSTRUCTIONS AND
LABELING HANDBOOK (MDILAH)

The Deputy Assistant Secretary of Defense (Logistics and Materiel Management), Office of the Assistant Secretary of Defense (Manpower, Reserve Affairs, and Logistics), has authorized the following changes to DoD 4525.6-H, "Mail Distribution Instructions and Labeling Handbook (MDILAH)," October 2, 1981:

PAGE CHANGES

Remove: Pages iii, iv, 1 through 5, A-1 through A-4, A-7&A-8, A-11&A-12, A-15&A-16, A-21 through A-34, C-1 through C-4, and D-1.

Insert: Attached replacement pages and new pages A-35 through A-37.

Changes appearing on revised pages are indicated by marginal asterisks.

EFFECTIVE DATE

The above changes are effective immediately.

O. J. Williford
O. J. WILLIFORD, Director
Correspondence and Directives

Attachments: 40 pages

WHEN PRESCRIBED ACTION HAS BEEN TAKEN, THIS TRANSMITTAL SHOULD BE FILED WITH THE BASIC DOCUMENT

	<u>Page</u>
Table 6C. First-Class Zone-Rated (PRIORITY) Mail--Personal and Official Mail Originating at 09XXX/96XXX, 98XXX, and 340XX Military Post Office (APO/FPO)	A-24
Table 7A. Military Ordinary Mail (MOM)--Military Mailings Under the "Postage and Fees Paid" Indicia or Official Metered Mail Originating at 09XXX/340XX Military Post Offices (APO/FPO)	A-25
Table 7B. Military Ordinary Mail (MOM)--Military Mailings Under the "Postage and Fees Paid" Indicia or Official Metered Mail Originating at 96XXX/98XXX Military Post Offices (APO/FPO)	A-26
Table 8A. Parcel Airlift Mail (PAL)--Originating at 09XXX/340XX Military Post Offices (APO/FPO)	A-27
Table 8B. Parcel Airlift Mail (PAL)--Originating at 96XXX/98XXX Military Post Offices (APO/FPO)	A-28
Table 9A. Space Available Mail (SAM)--Originating at 09XXX/340XX Military Post Offices (APO/FPO)	A-29
Table 9B. Space Available Mail (SAM)--Originating at 96XXX/98XXX Military Post Offices (APO/FPO)	A-30
Table 10. Small Parcels and Rolls (SPRs)--Paid at the First-Class Rate of Postage--Mail Originating at Military Post Offices (APO/FPO)	A-31
Table 11. Surface Mail	A-32
Table 12. Official Directs and Command Pouch Service	A-33
* Table 13. Outside Pieces and Working Pouches of Registered Mail	A-34 *
* Table 14. Registered Mail Direct Pouches/Sacks for Inland Areas	A-35 *
 B. Empty Equipment	 B-1
Rules 1 through 3. (MPOs Seattle/San Francisco/New York)	
Rules 4 through 6. (MPO Miami)	B-2
 C. Airport-Coded Tags and Labels	 C-1
D. Gateways and Airport Codes in the United States	D-1
E. Exceptions to Slide Label Formats--Turkey	E-1
F. International Civil Addressed Mail That Must Transit the United States	F-1
Table 1. International Mail Originating at 09XXX Military Post Offices (APO/FPO)	F-3
Table 2. International Mail Originating at 96XXX Military Post Offices (APO/FPO)	F-4
G. Unique Five-Digit ZIP Codes	G-1

Oct 2, 81
DoD 4525.6-H #

REFERENCES

- (a) DoD 4525.6-M, "DoD Postal Manual," Volume I, May 1982, authorized by DoD Directive 4525.6, "Single Manager for Military Postal Service," May 5, 1980
- (b) U.S. Postal Service Manuals,¹ issued by the U.S. Postal Service
- (c) DoD 4525.6-C, "DoD Postal Supply Catalog," January 1982, authorized by DoD Directive 4525.6, May 5, 1980
- (d) DoD 4500.32-R, "Military Standard Transportation and Movement Procedures (MILSTAMP)," Volume I, August 1, 1979, authorized by DoD Directive 4000.25, "Administration of Military Standard Logistics System," November 12, 1976

* ¹ Includes the Domestic Mail Manual (DMM), Postal Operations Manual (POM),
* and the USPS Transportation Handbook, Series T-7, and USPS Manual Letter Mail
* Distribution Handbook M-75. Information on acquiring USPS publications can be
* obtained upon request from the Executive Director, MPSA-OP, Alexandria, VA
* 22331.
*

MAIL DISTRIBUTION INSTRUCTIONS AND LABELING HANDBOOK (MDILAH)

APPLICABILITY AND SCOPE

A. PURPOSE.

This Handbook is published to provide a uniform system of sorting, labeling, and dispatching mail from overseas military post offices (MPOs) to CONUS. However, each MPO has different densities and separations of mail; therefore, each MPO must follow the applicable instructions contained in this Handbook based on its individual volume of mail.

B. BACKGROUND.

Because of changes within the United States Postal Service (USPS) distribution system, the ZIP code is of great importance. The USPS has developed area distribution centers (ADCs) based on area volumes and transportation capabilities. The geographic areas covered by these ADCs do not necessarily relate to state or city boundaries as previous distribution systems did. They relate to ZIP areas which cross geopolitical boundaries. Mail delivery will be speeded if mail is sorted to ADCs. However, this cannot always be done, and less finite sortations may be appropriate. The Military Postal Service (MPS) must ensure that mail is tied and bundled and pouched according to ZIP codes, working upward as volumes dictate from the basic five-digit areas, three-digit ADCs, split states, states, etc. When a five-digit or a ZIP-plus-four area has enough volume for a tie-out, make a tie-out to that ZIP. For instance, a large city such as Chicago has numerous five-digit ZIP codes. Ideally, mail will be pitched with the goal of making five-digit ZIP code separations rather than dispatch it to Chicago. If volumes are insufficient to make five-digit ZIP

code separations, sort the mail to the first three digits. Follow the ZIP code number, not the geographical area.

C. RESPONSIBILITIES

Each MPO is responsible for sorting mail and preparing it for dispatch as far forward in the domestic postal system as possible. Large MPOs and terminals that process massed mail depend on this support. They can re-sort or redispach massed mail more quickly when it is properly sorted and bundled.

D. PROCEDURES

1. The distribution cases Tables 2 and 4 are new and are designed in accordance with USPS guidelines to standardize mail makeup throughout the MPS. Distribution case Table 2 is the ultimate breakdown for the ADC concept. Distribution case Table 4 is a simplified version. Most MPOs will build a case between these two examples. Small units may have smaller cases but, in every instance, the case should be arranged by ZIP code number, flowing from top to bottom. Conduct a density study, usually for a period of 1 week, to determine where there is a sufficient generation of letters to establish ADC, city, and firm directs on the letter case.

* a. To facilitate efficient manual distribution of letter mail, it may *
* be best for heavy volume MPOs to use the core concept. In many distribution *
* operations, there are several high density separations, which, when placed in a *
* position most convenient for the distributor, result in greater distribution *
* productivity. *

* b. As the volume of mail handled by MPOs varies from activity to *
* activity, no set rule can be established as to which letter cases should be *

* cored. Some MPOs will serve a large number of units, some will have large *
* volumes of mail for distribution to MPOs, and others will have a heavy volume of *
* mail to CONUS. Each letter case must be treated individually to determine what *
* is best for each sortation. *

* c. Staff postal officers, postal group commanders, and directors of *
* postal operations shall provide guidance to MPOs on establishment of central *
* cores on letter cases, floor layouts, case diagrams, and material handling *
* methods using USPS Handbook M-75 (reference (b)) as a guide. This handbook *
* contains valuable information for senior level military postal managers. It is *
* not designed nor intended for distribution to individual MPOs for *
* interpretation. *

2. The following information is applicable to the preparation of slide labels.

a. The various tables in this handbook contain specific guidance on the information required on the first line of the slide label and how to identify the content of a mail bag by entering appropriate information on the second line. The category of mail must be shown on every slide label affixed to a mail bag, with the exception of the air parcel post orange pouch used for dispatch of first-class zone-rated (priority) parcels. *

b. The bottom line of the label identifies the postal activity closing the mail bag. The entry will be "APO" or "FPO," followed by the appropriate *

five-digit MPO number. The entry for Navy ships shall be "USS _____," hull number, followed by the five-digit FPO number. "USS" means United States ship.

c. The destination line on slide labels used to dispatch mail between MPOs are prepared to reflect APO or FPO, as appropriate, followed by the geographic location (city and country) and MPO number. The entry for Navy ships shall be "USS _____," hull number, followed by five-digit FPO number. When volume warrants, mail generating for Navy ships, is labeled as direct.

d. Standard preprinted slide labels shall be used in dispatching mail. The use of hand-inscribed or typewritten labels is authorized only in emergencies. Follow the format as outlined in this handbook when this use is necessary. Labels are date stamped on the reverse side to show when the pouch or sack was actually closed. The abbreviation "Of1" is shown on the second line of labels used on sacks and pouches that contain official mail only. This identifies mail for priority movement should space on aircraft become critical, or should other emergencies occur that would affect the movement of mail.

* e. The gross weight in kilograms and tenths of kilograms of all mail *
* and equipment transported by air (pouches and outside pieces) is to be inscribed *
* on the right portion of the slide labels, with the following exception: weight *
* need not be entered on slide labels when bags are bulkweighed in a container and *
* not labeled beyond the CONUS gateway. Table 10-3 (Weight Conversions), DoD *
* 4525.6-M (reference (a)), shall be used in converting pounds to kilograms. *
* Weights need not be entered on slide labels of mail transported by sealift. For *
* activities dispatching surface mail, periodically sample surface mail sacks and *
* determine the average weight per sack. Multiply this average weight by the *
* number of sacks and outside pieces in the shipment. Use this weight to complete *
* DD Form 1384, Transportation Control and Movement Document per the instructions *
* in Chapter 10 of reference (a). *

3. To determine which tables and rules are applicable, use the following logic chart. This chart depicts the first two-digit ZIP code of the MPO. You can determine the exact table and rule number applicable to the makeup and distribution of each category of mail originating at your MPO by finding your MPO number and reading across the chart.

USE THE FOLLOWING TABLES AND RULES, BASED ON THE VOLUME OF MAIL GENERATED, WHEN POUCHING LETTER CLASS MAIL/FLATS PAID AT THE FIRST-CLASS RATE DESTINED FOR THE UNITED STATES:

IF MPO IS	1ST DISTRIBUTION	2ND DISTRIBUTION	3RD DISTRIBUTION	FINAL DISTRIBUTION
09XXX	Table 1	Table 3 Rule 1	Table 5 Rule 1A	Table 5 Rule 2A&3A
340XX	Table 1	Table 3 Rule 1	Table 5 Rule 1C	Table 5 Rule 2C&3C
96XXX	Table 1	Table 3 Rule 1	Table 5 Rule 1B	Table 5 Rule 2B&3B
98XXX	Table 1	Table 3 Rule 1	Table 5 Rule 1B	Table 5 Rule 2B&3B

WHEN POUCHING PRIORITY MAIL, MILITARY ORDINARY MAIL, PARCEL AIRLIFT, SPACE AVAILABLE MAIL, AND SURFACE PARCEL MAIL DESTINED FOR THE UNITED STATES, USE FOLLOWING TABLES AND RULES:

IF MPO IS	PRI	MOM	PAL	SAM	SURFACE
09XXX	Table 6A Rule 1	Table 7A	Table 8A	Table 9A	Table 11 Rule 1
340XX	Table 6A Rule 1	Table 7A	Table 8A	Table 9A	Table 11 Rule 1
96XXX	Table 6B Rule 1	Table 7B	Table 8B	Table 9B	Table 11 Rule 1
98XXX	Table 6B Rule 1	Table 7B	Table 8B	Table 9B	Table 11 Rule 1

4. Changes in aircraft routes or changes in USPS policy on makeup of mail will require temporary changes to this handbook. Often such changes will be applicable to a limited number of MPOs. When changes are necessary, they shall be announced by the Military Postal Service Agency (MPSA-TR) by electrical message. If these changes become permanent, an appropriate change shall be made to this handbook.

APPENDIX A--DISTRIBUTION, POUCHING, AND LABELING OF MILITARY MAIL

1. Prepare letter/flat bundles giving sortation preference as follows:

a. FIRM DIRECTS. Ten or more letters or flats generated for an individual firm warrants preparation of a direct bundle. Do not include special delivery or certified mail in firm letter bundles. Blue "F" pressure-sensitive labels shall be used to indicate a firm direct.

b. DIRECTS. Fifteen or more letters or flats generated for the same five-digit ZIP code area warrant preparation of direct bundles. Red "D" pressure-sensitive labels shall be used to indicate a five-digit ZIP code direct.

c. MIXED CITY. Fifteen or more letters or flats addressed to a city assigned more than one ZIP code warrant preparation of a mixed city bundle. Yellow "C" pressure-sensitive labels shall be used to indicate a mixed city letter bundle.

d. AREA DISTRIBUTION CENTER (ADC). Ten or more letters or flats bearing
* specific three-digit ZIP codes warrant preparation of an ADC bundle. Pink "A" *
* pressure-sensitive labels shall be used to indicate an ADC letter bundle. *

e. STATE. Prepare state letter or flat bundles after all efforts to make up mail in accordance with a. through e., above, have been accomplished.

(1) Distribute in accordance with the first three digits of the ZIP code, regardless of the state address shown on the envelope. The three-digit designation, within a state and by state, is shown in Table 3. Establish letter cases in numerical sequence separations, using the three-digit ZIP code. Begin

the sequence at the top left of the case from top to bottom. Show FIRM DIRECTS, DIRECTS, and MIXED CITY separations, as appropriate, below or to the right of the related ZIP code separation.

(2) The sorting slot has "header information" indicating the inclusive first three ZIP code digits, followed by state name (abbreviated two-letter code). For example, DISTRICT (DIS) Pittsburgh, PA; reads 150-168, 260. Make up all mail falling within this ZIP code sequence in the Pittsburgh letter bundle(s), although the mail may bear a West Virginia address. Wheeling, WV 260-, falls within the DISTRICT (DIS) Pittsburgh, PA; ZIP code sequence.

(3) Mail is processed by the USPS according to ZIP codes that do not always adhere to state boundaries. For example, mail addressed to Wheeling, WV, bears ZIP code 260-, which falls within the Pittsburgh ZIP code sequence of 158-168, 260. The delivery of mail to the Wheeling, WV, area is made by the Pittsburgh post office. Thus, routing by ZIP code rather than state is proper.

(4) Ten or more letters warrant preparation of a state package. Use the orange "S" pressure-sensitive label to indicate the content is a state letter bundle. When a mixed pouch is opened at entry gateway, letter bundles with the orange "S" pressure-sensitive label are distributed to a predesignated ADC by the USPS, thereby maintaining the ADC concept.

f. MIXED STATES. When the volume of letter mail does not warrant distribution in accordance with a through e, above, make up letter mail as MIXED STATES according to the first digit of the ZIP code. When distribution of letter bundles according to the first digit and Table 5, Rules 1A, 1B, or 1C cannot be made, group the first digits in accordance with Table 5, Rules 2A, 2B, or 2C.

When the volume is insufficient for preparation of mixed-state letter bundles in accordance with Table 5, Rules 2A, 2B, or 2C, prepare letter bundles in accordance with Table 5, Rule 3A, 3B, or 3C. Ten or more letters or flats constitute a sufficient volume for a mixed-letter bundle.

2. Affix pressure-sensitive labels and nonstandard facing slips in accordance with Parts 431.922 and .923 of the Postal Operations Manual (reference (b)), and this handbook. Place special delivery and certified letters on top of appropriate bundles with the postage (stamps or meter tapes) exposed.

3. Tables 1 through 4 contain instructions on arrangement of letter cases. Prior to establishment of letter cases, the dispatching MPO must determine the volume of mail that is being generated, according to the first three digits of the ZIP codes. Sortation of letter mail by these first three digits is accomplished after five-digit distribution has been accomplished in accordance with paragraphs l.a., b., and c.

4. The ultimate in sortation to the first three digits is preparation of letter bundles to a designated area distribution center (ADC). Table 1 shows the ADCs that process letter mail according to the first three digits sortation. For example, DIS JFK NY 003 is the ADC for letter mail bearing the first three digits 005, 110-111, and 113-119. A bundle prepared with letters consisting of these first three digits constitutes an ADC letter bundle, and is identified as such by affixing the pink pressure-sensitive label "A." In addition, if the volume of letter bundles warrants a separate pouch, label it to DIS JFK 003.

5. Table 2 shows the USPS design of a letter case used to accomplish a total ADC distribution. This case does not run in true numerical sequence. It is designed in numerical sequence according to the ADC. The use of this case requires some training, and total implementation is limited.

6. Table 3 contains a second option for distribution of letters into bundles according to the first three digits of the ZIP code. This concept also applies the ADC concept and provides for a state distribution, according to the first three digits. Using Alabama as an example, prepare a single letter bundle for the first three digits 350-369 and affix the pressure-sensitive label "S." Applying this principle further, a direct pouch would be prepared for first three digits 350-369 and would be distributed into a single pouch and labeled to DIS Birmingham, AL 350-.

7. Table 4 is a standard three-digit letter case arranged in numerical sequence. If the volume of letters warrant the ADC distribution shown in Table 1, the letters are added to this case. When constructing letter cases, ensure that space is provided for letter bundles prepared in accordance with paragraphs 1.a., b., and c., above, in addition to the three-digit distributions.

8. Table 5 provides the rules for preparation of letter bundles by small postal activities. This distribution of letter mail to CONUS is accomplished only when it is impossible to mass mail on a large postal activity where it is consolidated into distribution in accordance with Tables 1 and 3. Table 5 also provides the rule for pouching and labeling letter mail according to the first digit of the ZIP code. Few MPOs prepare a sufficient volume of letter bundles for preparation of pouches in accordance with Table 1 or 3; thus, letter

Oct 2, 81
DoD 4525.6-H#

APPENDIX A, TABLE 1--COMPLETE "ADC" DISTRIBUTION (PRIMARY DISTRIBUTION)
POUCHING AND PRESSURE-SENSITIVE LABEL "A" USED ON LETTER BUNDLES

MAIL IS FOR ZIPS	POUCH LABEL TO READ
169-178	DIS HARRISBURG PA 170
179-196	DIS PHILADELPHIA PA 190
197-199	DIS WILMINGTON DE 197
200-205	DIS WASHINGTON DC 200
206-219, 254, 267	DIS BALTIMORE MD 210
220-229	DIS NORTHERN VA 220
230-239	DIS RICHMOND VA 230
240-249	DIS ROANOKE VA 240
250-253, 255-259	DIS CHARLESTON WV 250
261-266, 268	DIS CLARKSBURG WV 263
* 270-279, 285	DIS GREENSBORO NC 270
* 280-284, 286-289	DIS CHARLOTTE NC 280
290-299	DIS COLUMBIA SC 290
300-309, 311	DIS ATLANTA GA 300
310, 312-319	DIS MACON GA 310
320-326	DIS JACKSONVILLE FL 320
330-334, 340	DIS MIAMI FL 330

Oct 2, 81
DoD 4525.6-H#

APPENDIX A. TABLE 1--COMPLETE "ADC" DISTRIBUTION (PRIMARY DISTRIBUTION)
POUCHING AND PRESSURE-SENSITIVE LABEL "A" USED ON LETTER BUNDLES

MAIL IS FOR ZIPS	POUCH LABEL TO READ
327-329, 335-339	DIS TAMPA FL 335
* 350-359, 362	DIS BIRMINGHAM AL 350
* 360-361, 363-368	DIS MONTGOMERY AL 360
370-374, 376-379	DIS NASHVILLE TN 370
375, 380-386, 723	DIS MEMPHIS TN 380
369, 387-397	DIS JACKSON MS 390
400-409, 411-427, 471	DIS LOUISVILLE KY 400
430-439	DIS COLUMBUS OH 430
440-449	DIS CLEVELAND OH 440
410, 450-459, 470	DIS CINCINNATI OH 450
460-469, 472-479	DIS INDIANAPOLIS IN 460
480-489	DIS DETROIT MI 481
490-497	DIS GRAND RAPIDS MI 493
500-508, 520-528, 612	DIS DES MOINES IA 500
498-499, 530-539, 541-545, 549	DIS MILWAUKEE WI 530
540, 546-548, 550-551, 556-559	DIS ST PAUL MN 550
553-554, 560-564, 566	DIS MINNEAPOLIS MN 553

A-8

DoD 4525.6-H0

[illegible]

Oct 2, 81
DoD 4525.6-H

APPENDIX A, TABLE 3--LETTER MAIL--PREPARATION OF LETTER BUNDLES AND POUCHES (SECOND OPTION)

Prepare letter bundles as state directs to Area Distribution Centers (ADCs).		
Pouch letter bundles in orange equipment and label as state direct to the		
ADC if volume warrants. If insufficient volume for this distribution, pouch		
letter bundles in accordance with the appropriate Rule Table 5.		
State	Three-Digit ZIP Code Sequence	
AL	350 - 369	DIS BIRMINGHAM AL 350
AK	995 - 999	DIS SEA-TAC 980
AZ	850 - 865	DIS PHOENIX AZ 852
AR	716 - 729	DIS LITTLE ROCK AR 720
CA	900 - 966	DIS SAN FRANCISCO CA 940
CO	800 - 816	DIS DENVER CO 800
CT	060 - 069	DIS HARTFORD CT 060
DE	197 - 199	SCF WILMINGTON DE 197
Wash DC	200 - 205	DIS WASHINGTON DC 200
FL	320 - 340	DIS JACKSONVILLE FL 320
GA	300 - 319	DIS ATLANTA GA 300
HI & Pac I	967 - 969	SCF HONOLULU HI 967
ID	832 - 838	DIS BOISE ID 836
IL	600 - 629	DIS NORTH SUBURBAN IL 600
IN	460 - 479	DIS INDIANAPOLIS IN 460
IA	500 - 528	DIS DES MOINES IA 500
KS	660 - 679	DIS WICHITA KS 670
KY	400 - 427	DIS LOUISVILLE KY 400
LA	700 - 714	DIS NEW ORLEANS LA 700
ME	040 - 049	DIS PORTLAND ME 040
MD	206 - 219	DIS BALTIMORE MD 210
MA	010 - 026	DIS BOSTON MA 021
MI	480 - 499	DIS DETROIT MI 481
MN	550 - 567	DIS ST PAUL MN 550
MS	387 - 397	DIS JACKSON MS 390

Oct 2, 81
DoD 4525.6-H#

APPENDIX A, TABLE 4--STANDARD THREE-DIGIT ZIP CODE LETTER CASE

* 010-026 (MA)	006-009 PR, VI	090-149 (NY)	200-205 (WASH DC)	300-319 (GA)	430-459 (OH)	570-577 (SD)	660-679 (KS)	800-816 (CO)	890-898 (NV)	980-994 (WA)	*
* 027-029 (RI)			206-219 (MD)	320-340 (FL)	460-479 (IN)	580-588 (ND)	680-693 (NE)	820-831 (WY)	900-966 (CA)	995-999 (AK)	*
* 030-039 (NH)	070-089 (NJ)		220-246 (VA)	350-369 (AL)	480-499 (MI)	590-599 (MT)	700-714 (LA)	832-838 (ID)			*
* 040-049 (ME)		150-196 (PA)	247-268 (WV)	370-386 (TN)	500-528 (IA)	600-629 (IL)	716-729 (AR)	840-847 (UT)			*
* 050-059 (VT)			270-289 (NC)	387-397 (MS)	530-549 (WI)		730-749 (OK)	850-865 (AZ)	967-969 (HI)		*
* 060-069 (CT)		197-199 (DE)	290-299 (SC)	400-427 (KY)	550-567 (MN)	630-658 (MO)	750-799 (TX)	870-884 (NM)	970-979 (OR)	(INTER- NATIONAL MAIL)	*

A-15

First Amendment (CH 1, 1/13/83)

Oct 2, 81
DoD 4525.6-H

APPENDIX A, TABLE 5--PREPARATION AND POUCHING OF LETTER BUNDLES (THIRD OPTION)
FACING SLIP AND SLIDE LABEL FORMAT

RULE 1A--MAIL ORIGINATING AT 09XXX MILITARY POST OFFICES (APO/FPO)

AND FIRST DIGIT PREPARE FACING SLIP AND LABEL TO READ:

IF VOLUME OF ZIP CODE IS

OF INDIVIDUAL LETTERS OR LETTER BUNDLES PREPARED DO NOT WARRANT DISTRIBUTION OR POUCHING IN ACCORDANCE WITH TABLE 1 OR 3	0	DIS BOSTON MA 021 (MAIL FOR NJ (070-089), PR & VI (006-009) AND NY APO/FPO ARE TO BE DISPATCHED IN ZIP CODE 1 POUCH)
	1	AMF KENNEDY NY 00300
	2	DIS WASHINGTON DC 200
	3	DIS ATLANTA GA 300
	4	DIS CINCINNATI OH 450
	5	
	6	DIS NORTH SUBURBAN IL 600
	7	DIS DALLAS TX 752
	8	DIS DENVER CO 800
	9	DIS SEATTLE WA 980 (WHEN ENTRY IS THROUGH SEATTLE, WA)
		AMF SAN FRANCISCO CA 94001 (WHEN ENTRY IS THROUGH OTHER CITIES) (IF VOLUME WARRANTS, MAIL FOR WA, AK, OR, & SEATTLE APO/FPO, LABEL TO DIS SEATTLE WA 980)

Oct 2, 81
DoD 4525.6-H

APPENDIX A, TABLE 5--PREPARATION AND POUCHING OF LETTER BUNDLES (MIXED POUCHES) (FOURTH OPTION)
FACING SLIP AND SLIDE LABEL FORMAT

RULES 2C & 3C--MAIL ORIGINATING AT 340XX MILITARY POST OFFICES (APO/FPO)

R U L E	IF VOLUME	AND FIRST DIGIT OF ZIP CODE IS	PREPARE FACING SLIP AND LABEL TO READ:
2C	OF INDIVIDUAL LTRS (10 OR MORE) OR	0	DIS WASHINGTON DC 200
	VOLUME OF LTR	1	
	BUNDLES (1/3 OF A POUCH OR 10 POUNDS) DOES NOT WARRANT DISTRIBU- TION IN ACCORDANCE WITH RULE 1C, THIS TABLE	2	
		3	DIS HOUSTON TX 770 (WHEN ENTRY IS THROUGH HOUSTON TX) DIS MIAMI FL 330 (WHEN ENTRY IS THROUGH MIAMI FL)
		4	
		5	
		6	DIS NORTH SUBURBAN IL 600
		7	
		8	
		9	DIS DENVER CO 800
3C	INSUFFICIENT FOR RULE 2C ABOVE	ALL ZIP CODES	DIS MIAMI FL 330

Oct 2, 81
DoD 4525.6-H#

APPENDIX A, TABLE 6A--FIRST-CLASS ZONE-RATED (PRIORITY) MAIL--PERSONAL AND OFFICIAL
MAIL ORIGINATING AT 09XXX/340XX MILITARY POST OFFICES (APO/FPO)

PROCEDURES TO BE FOLLOWED WHEN INLAND GATEWAYS ARE AVAILABLE AND USED

R U L E	IF MAIL IS MARKED	AND FIRST DIGIT OF ZIP CODE IS	THEN SACK IN	AND LABEL SACK TO	AND AFFIX
		0		DIS BOSTON MA 021	PROPER DESTINATION
		1		AMF KENNEDY NY 00300	TAG/LABEL IF
		2		DIS WASHINGTON DC 200	REQUIRED
1	PRIORITY	3	ORANGE	DIS ATLANTA GA 300	
		4	APP		
		5	MAILBAGS		
		6		AMF O'HARE IL 60666	
		7 (1)		DIS DALLAS TX 752	
		8		AMF SAN FRANCISCO CA 94001	
		6		OR	
		9		DIS SEATTLE WA 980	

* (1) If Dallas is not available as a Gateway dispatch first digit 7 mail to Dis Atlanta, GA 300.

Oct 2, 81
DoD 4525.6-H#

APPENDIX A, TABLE 6C---FIRST-CLASS ZONE-RATED (PRIORITY) MAIL---PERSONAL AND OFFICIAL MAIL
ORIGINATING AT 09XXX/96XXX, 98XXX, and 340XX MILITARY POST OFFICES (APO/FPO)

PROCEDURES TO BE FOLLOWED WHEN INLAND GATEWAYS ARE NOT AVAILABLE OR USED

R
U
L
E

IF MAIL IS MARKED	AND MAIL ORIGI- NATES AT (MPO) (APO/FPO)	AND FIRST DIGIT OF ZIP CODE IS	AND ENTRY POINT IS	THEN SACK IN	AND LABEL SACK TO	AND AFFIX
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1	PRIORITY	NEW YORK 09XXX	ALL ZIPS	NEW YORK NY	AMF KENNEDY NY	00300
		SEATTLE 98XXX	0,1,2,4,5,6 &			
		SAN FRANCISCO	STATES OF			
		96XXX	WA, OR, & AK	SEATTLE WA	DIS SEATTLE WA	980
		SEATTLE 98XXX	3, 7, 8 &		AMF SAN FRANCISCO CA	94001
		SAN FRANCISCO	STATE OF CA	SAN FRANCISCO		
		96XXX		CA		
		SEATTLE 98XXX			ORANGE	
		SAN FRANCISCO	ALL ZIPS1	SEATTLE WA	DIS SEATTLE WA	980
		96XXX			APP	
1	PRIORITY	SEATTLE 98XXX	ALL ZIPS1	SEATTLE WA	MAILBAGS	
		SAN FRANCISCO				
		96XXX				
		SEATTLE 98XXX				
		SAN FRANCISCO	ALL ZIPS1	SAN FRANCISCO	AMF SAN FRANCISCO CA	94001
		96XXX		CA		
		MIAMI 340XX	ALL ZIPS	MIAMI FL		
					DIS MIAMI FL	330

PROPER
DESTINATION
TAG/LABEL

INAPPLICABLE WHEN SAN FRANCISCO, CA, OR SEATTLE, WA, IS THE ONLY ENTRY POINT TO WHICH MAIL CAN BE ROUTED.

A-24

First Amendment (CH 1, 1/13/83)

Oct 2, 81
DoD 4525.6-H#

APPENDIX A, TABLE 7A--MILITARY ORDINARY MAIL (MOM)--MILITARY MAILINGS UNDER THE "POSTAGE AND FEES PAID" INDICIA
OR OFFICIAL METERED MAIL ORIGINATING AT 09XXX/340XX MILITARY POST OFFICES (APO/FPO)

IF MAIL IS MARKED "MOM"	THEN SACK IN	WHEN ENTRY POINT IS	THEN LABEL SACK TO	AND AFFIX
IN ADDITION TO SECOND, THIRD, OR FOURTH CLASS		NEW YORK NY MCGUIRE AFB NJ DOVER AFB DE	FOREIGN CENTER NY 099 PP MOM	APPROPRIATE DESTI- NATION TAG (AIR- PORT CODED TAG) FOR ARRIVAL AIRPORT IF REQUIRED BY APPEN- DIX C
MARKINGS	GRAY MAILBAGS	CHARLESTON AFB SC	DIS CHARLESTON SC 294 PP MOM	
		MIAMI FL	DIS MIAMI FL 330 PP MOM	
		NORFOLK VA	DIS WASH DC 200 PP MOM	

Oct 2, 81
DoD 4525.6-H

APPENDIX A, TABLE 78--MILITARY ORDINARY MAIL (MOM)--MILITARY MAILINGS UNDER THE "POSTAGE AND FEES PAID" INDICIA
OR OFFICIAL METERED MAIL ORIGINATING AT 96XXX/98XXX MILITARY POST OFFICES (APO/FPO)

IF MAIL IS MARKED "MOM"	THEN SACK IN	AND STATE OR FIRST DIGIT OF ZIP CODE IS	THEN LABEL SACK TO	AND AFFIX APPROPRIATE
IN ADDITION TO SECOND, THIRD, OR FOURTH CLASS MARKINGS	GRAY MAILBAGS	0, 1, 2, 4, 5, 6, & 9 EXCEPT STATE OF CA	AMF SEATTLE WA 98158 PP MOM	DESTINATION TAG (AIRPORT CODED TAG) FOR ARRIVAL AIRPORT IF RE- QUIRED BY APPEN- DIX C
		CA 3, 7, & 8	AMF SAN FRANCISCO CA 94001 PP MOM	

Oct 2, 81
DoD 4525.6-H#

APPENDIX A, TABLE 8A--PARCEL AIRLIFT MAIL (PAL)--ORIGINATING AT 09XXX/340XX
MILITARY POST OFFICES (APO/FPO)

IF MAIL IS MARKED	THEN SACK IN	WHEN ENTRY POINT IS	THEN LABEL SACK TO	AND AFFIX
		NEW YORK NY MCGUIRE AFB NJ DOVER AFB DE	AMP KENNEDY NY 00300 PP PAL	PS TAG 18 (PAL) AND APPROPRIATE DESTI-
				NATION TAG (AIRPORT
PAL	RED	CHARLESTON AFB SC	DIS CHARLESTON SC 294 PP PAL	CODED TAG)
	MAILBAGS	MIAMI FL	DIS MIAMI FL 330 PP PAL	IF REQUIRED BY
	SEPARATE	NORFOLK VA	DIS WASH DC 200 PP PAL	APPENDIX C
	FROM SAM			

Oct 2, 81
DoD 4525.6-H

APPENDIX A, TABLE 8B--PARCEL AIRLIFT MAIL (PAL)--ORIGINATING AT 96XXX/98XXX
MILITARY POST OFFICES (APO/FPO)

IF MAIL IS MARKED	THEN SACK IN	AND STATE OR FIRST DIGIT OF ZIP CODE IS	THEN LABEL SACK TO	AND AFFIX
PAL	RED	0, 1, 2, 4, 5, 6, & 9 EXCEPT STATE OF CA	AMF SEATTLE WA 98158 PP PAL	PS TAG 18 (PAL) AND APPROPRIATE DESTI-
	MAILBAGS	CA 3, 7, & 8	AMF SAN FRANCISCO CA 94001 PP PAL	NATION TAG IF REQUIRED BY
				APPENDIX C

Oct 2, 81
DoD 4525.6-H#

APPENDIX A, TABLE 9A--SPACE AVAILABLE MAIL (SAM)--ORIGINATING AT 09XXX/340XX MILITARY POST OFFICES (APO/FPO)

IF MAIL IS	THEN SACK IN	WHEN ENTRY POINT IS	THEN LABEL SACK TO	AND AFFIX
		NEW YORK NY MCGUIRE AFB NJ DOVER AFB DE	FOREIGN CENTER NY 099 PP SAM	APPROPRIATE DESTI- NATION TAG/LABEL IF REQUIRED BY
ENTITLED	RED	CHARLESTON AFB SC	DIS CHARLESTON SC 294 PP SAM	APPENDIX C
TO	EQUIPMENT	MIAMI FL	DIS MIAMI FL 330 PP SAM	
SAM		NORFOLK VA	DIS WASH DC 200 PP SAM	
SERVICE				

Oct 2, 81
DoD 4525.6-H

APPENDIX A, TABLE 9B--SPACE AVAILABLE MAIL (SAM)--ORIGINATING AT 96XXX/98XXX MILITARY POST OFFICES (APO/FPO)

IF MAIL IS	THEN SACK IN	AND STATE OR FIRST DIGIT OF ZIP CODE IS	THEN LABEL SACK TO	AND AFFIX APPROPRIATE DESTI-
ENTITLED TO	RED		AMF SEATTLE WA 98158	NATION TAG (AIR-
SAM	MAILBAGS	0, 1, 2, 4, 5, 6, & 9 EXCEPT STATE OF CA	PP SAM	PORT TAG) FOR
SERVICE		CA 3, 7, & 8	AMF SAN FRANCISCO CA 94001 PP SAM	ARRIVAL AIRPORT IF REQUIRED BY APPEN-
				DIX C

Oct 2, 81
DoD 4525.6-H#

APPENDIX A, TABLE 10--SMALL PARCELS AND ROLLS (SPRs)--PAID AT THE FIRST-CLASS RATE OF POSTAGE--
MAIL ORIGINATING AT MILITARY POST OFFICES (APO/FPO)

- * a. Small parcels not exceeding 12 ounces in weight, containing merchandise, will be pouched with first-class
- * zone-rated (priority) mail, in the orange air PP pouch.
- * b. Sound-recorded communications, films, and rolls of printed matter, not exceeding 12 ounces in weight will
- * be pouched with first-class letter mail (letters and flats) in the orange No. 1 or 2 pouches.

Oct 2, 81
DoD 4525.6-H#

APPENDIX A, TABLE 11--SURFACE MAIL

IF MAIL IS	THAT CONSIST OF	THEN SACK	WHEN ENTRY POINT IS	THEN LABEL SACK TO
PERSONAL	THIRD AND FOURTH- CLASS PERSONAL PAR- CEL MAILINGS, BEING RETURNED TO SENDER OR FORWARDED, THAT DID NOT QUALIFY FOR SAM OR PAL SERVICE AT TIME OF ORIGINAL MAILING	IN CANVAS EQUIPMENT FOR MOVEMENT IN SURFACE CON- TAINERS. WHEN ADEQUATE SURFACE TRANSPORTATION IS NOT AVAILABLE, SACK IN RED MAILBAGS AND DIS- PATCH AS SAM. PARCELS WILL BE SACKED SEPARATELY FROM NEWSPAPERS, PERI- ODICALS, FLATS, ETC.	NEW YORK	FOREIGN CENTER 099 PP
	AND/OR		CHARLESTON SC	DIS CHARLESTON SC 294 PP
OR	OFFICIAL INDICIA OR OFFICIAL METERED		SAN FRANCISCO CA	DIS OAKLAND CA 945 PP
	PARCELS BEARING THE FOLLOWING MARKINGS: THIRD CLASS FOURTH CLASS		SEATTLE WA	DIS SEATTLE WA 980 PP
OFFICIAL		LABEL NEWSPAPERS, FLATS, ETC ON CONTENTS LINE; 3-C WKG L&F	MIAMI FL	DIS MIAMI FL 330 PP
			HAWAII	DIS HONOLULU HI 967 PP
			ALASKA	DIS ANCHORAGE AK 995 PP
			NORFOLK VA	DIS NORFOLK VA 235 PP

* * *

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Oct 2, 81
DoD 4525.6-H

APPENDIX A, TABLE 12--OFFICIAL DIRECTS AND COMMAND POUCH SERVICE

IF MAIL IS	AND ADDRESSED TO	THEN LABEL SACK TO	SPECIAL INSTRUCTIONS
	DEPARTMENT OF DEFENSE ACTIVITIES WITH ZIP CODE 20301	WASHINGTON DC 20301 OFL DOD PENTAGON	THE TYPE OF MAILBAG EQUIPMENT USED IS DETERMINED BY THE CLASSIFICATION OF MAIL AND SERVICE REQUIRED
	DEPARTMENT OF ARMY ACTIVITIES WITH ZIP CODE 20310	WASHINGTON DC 20310 OFL HQ ARMY PENTAGON	
	HQ US AIR FORCE AC- TIVITIES WITH ZIP CODE 20330	WASHINGTON DC 20330 OFL HQ USAF PENTAGON	
	CNO (NAVY ACTIVITIES) WITH ZIP CODE 20350	WASHINGTON DC 20350 OFL HQ OPNAV PENTAGON	SLIDE LABELS FOR OFFICIAL DIRECTS/COMMAND POUCHES/ CASREP POUCHES WILL CONTAIN THE FOLLOWING INFORMATION AS A MINIMUM:
	STATE DEPARTMENT ACTIVITIES WITH ZIP CODE 20520	WASHINGTON DC 20520 OFL DEPT OF STATE	
OFFICIAL	US ARMY FIN & ACCT CTR WITH ZIP CODE 46249	INDIANAPOLIS IN 46249 OFL FIN CEN USA	DESTINATION LINE--CITY, STATE (USE THE TWO-LETTER ABBREVIATION), AND ZIP CODE
	US AIR FORCE FIN & ACCT CTR WITH ZIP CODE 80279	DENVER CO 80279 OFL AFFAC/DAAC	CONTENT LINE--BEGIN WITH "OFL" FOLLOWED BY THE INSTALLATION, UNIT, OR ACTIVITY DESIGNATION
	US MARINE CORPS FIN & ACCT CTR WITH ZIP CODE 64197	KANSAS CITY MO 64197 OFL FIN CEN USMC	
	US NAVY FIN & ACCT CTR WITH ZIP CODE 44199	CLEVELAND OH 44199 OFL FIN CEN USN (O111)	
	SPECIFIC CONUS INSTALLATIONS, UNITS, OR ACTIVITIES	SEE SPECIAL INSTRU- CTIONS AT RIGHT (THIS TABLE)	

Oct 2, 81
DoD 4525.6-H#

* APPENDIX A, TABLE 13--OUTSIDE PIECES AND WORKING POUCHES OF REGISTERED MAIL

IF MAIL IS	AND ENTRY POINT IS	THEN LABEL POUCH TO	SPECIAL INSTRUCTIONS
NEW YORK NY	AMF KENNEDY NY 00300		
MCGUIRE AFB NJ	DIS PHILADELPHIA PA 190		
DOVER AFB DE			
CHARLESTON AFB SC	DIS CHARLESTON SC 294		
SAN FRANCISCO CA	AMF SAN FRANCISCO CA 94001		
SEATTLE WA	DIS SEATTLE WA 980		
HAWAII	SCF HONOLULU HI 967		
ALASKA	DIS ANCHORAGE AK 995		
HOUSTON TX	DIS HOUSTON TX 770		
MIAMI FL	DIS MIAMI FL 330		
NORFOLK VA	DIS NORFOLK VA 235		

USE PROPER DESTINATION TAG/LABEL IF REQUIRED BY

APPENDIX C

Jan 13, 83
DoD 4525.6-H

APPENDIX A, TABLE 14--REGISTERED MAIL DIRECT POUCHES/SACKS FOR INLAND AREAS

This chart lists all DIS's, SCF's, and AMF's to which direct pouches of registered mail can be dispatched from overseas military post offices. The inside bill will be prepared in accordance with Chapter 7 of DoD 4525.6-M (reference (a)). Pouches and outside bills will be made-up to entry points contained in Table 13, Appendix A. Tagging and labeling will be in accordance with Appendix C, as applicable.

Three-Digit ZIP Code
Sequence

State

AL	350 - 369	DIS BIRMINGHAM, AL 350
AK	995 - 999	AMF SEATTLE, WA
AZ	850 - 865	DIS PHOENIX, AZ 852
AR	716-717, 719-722, 725-729	DIS LITTLE ROCK, AR 720
	718,	DIS DALLAS, TX 752
	723, 724	DIS MEMPHIS, TN 380
CA	900 - 935	AMF LOS ANGELES, CA
	966 (FPO)	AMF SAN FRANCISCO, CA
	936-961, 962-965 (APO)	AMF SEATTLE, WA
CO	800 - 816	DIS DENVER, CO 800
CT	060 - 067	DIS HARTFORD, CT 060
	068, 069	SCF STAMFORD, CT 068
DE	197 - 199	DIS WILMINGTON, DE 197
DC	200 - 205	WASHINGTON, DC 200
FL	320 - 326	DIS JACKSONVILLE, FL 320
	330 - 334, 340	AMF MIAMI, FL
	335-339, 327-329	DIS TAMPA, FL 335
GA	300-314, 317-319	AMF ATLANTA, GA
	315, 316	DIS JACKSONVILLE, FL 320
HI	969, 967, 968	SCF HONOLULU, HI 967
ID	823 - 838	AMF SEATTLE, WA
IL	600-619, 623, 625 - 627	AMF O'HARE, IL
	620, 622, 624, 628, 629	AMF ST. LOUIS, MO 620
IN	460-462, 467-469, 472-479,	AMF INDIANAPOLIS, IN 460
	463 - 466	AMF O'HARE, IL
	470	AMF CINCINNATI, OH 450
	471	AMF LOUISVILLE, KY 400
IA	500-514, 516-528	AMF O'HARE, IL
	515	DIS OMAHA, NE 680
KS	660 - 679	AMF KANSAS CITY, MO 640
KY	400 - 427	AMF LOUISVILLE, KY 400
LA	700 - 714	AMF NEW ORLEANS, LA

APPENDIX A, TABLE 14--REGISTERED MAIL DIRECT POUCHES/SACKS FOR INLAND AREAS

Jan 13, 83
DoD 4525.6-H

This chart lists all DIS's, SCF's, and AMF's to which direct pouches of registered mail can be dispatched from overseas military post offices. The inside bill will be prepared in accordance with Chapter 7 of DoD 4525.6-M (reference (a)). Pouches and outside bills will be made-up to entry points contained in Table 13, Appendix A. Tagging and labeling will be in accordance with Appendix C, as applicable.

State	Three-Digit ZIP Code Sequence	
ME	039 - 049	DIS PORTLAND, ME 040
MD	206 - 219	DIS BALTIMORE, MD 210
MA	014-020, 023-26	DIS BOSTON, MA 021
	027	SCF PROVIDENCE, RI 027
	010 - 013	DIS SPRINGFIELD, MA 010
	021 - 022	BOSTON, MA 021
MI	480-481, 483-497	AMF DETROIT, MI
	482	DETROIT, MI 482
	498, 499	AMF O'HARE, IL
MN	550 - 567	AMF TWIN CITIES, MN
MS	387,389 - 397	DIS JACKSON, MS 390
	386, 388	DIS MEMPHIS, TN 380
MO	630-639, 650-652, 654-655	AMF ST. LOUIS, MO 630
	640-648, 653, 656-658	AMF KANSAS CITY, MO 640
MT	590 - 599	AMF SEATTLE, WA
NE	680 - 698	AMF OMAHA, NE 680
NV	893 - 898	AMF SAN FRANCISCO, CA
	890 - 891	SCF LAS VEGAS, NV 840
NH	030 - 038	DIS BOSTON, MA 021
NJ	070-079, 088, 089	DIS NEWARK, NJ 070
	080 - 087	DIS SO. JERSEY, NJ 080
NM	870 - 884	DIS ALBUQUERQUE, NM 870
NY	120 - 123	ALBANY, NY 120
	128	SCF GLEN FALLS, NY 128
NY	140 - 143, 147	DIS BUFFALO, NY 140
	144 - 145	SCF ROCHESTER, NY 144
	130 - 132	SCF SYRACUSE, NY 130
	136	SCF WATERTOWN, NY 136
	146	ROCHESTER, NY 146
ND	580 - 588	DIS FARGO, ND 580
NC	270 - 289	AMF CHARLOTTE, NC

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State	Three-Digit ZIP Code Sequence	
OH	434-436, 439-449	AMF CLEVELAND, OH 440
	430-433, 437, 438, 456-458	COLUMBUS, OH 432
	450-455	AMF CINCINNATI, OH 450
OK	730-732, 734-738, 740-749	DIS OKLAHOMA CITY, OK 730
	739	AMF KANSAS CITY, MO 640
	970 - 979	DIS PORTLAND, OR 970
PA	150 - 168	DIS PITTSBURGH, PA 150
	169 - 196	DIS PHILADELPHIA, PA 190
	006 - 007, 009	ATO SAN JUAN, PR 00913
RI	028 - 029	SCF PROVIDENCE, RI 028
SC	290 - 296	DIS COLUMBIA, SC 290
	297	AMF CHARLOTTE, NC
	298, 299	AMF ATLANTA, GA
SD	570 - 577	DIS SIOUX FALLS, SD 570
TN	370-372, 376-379, 384, 385	DIS NASHVILLE, TN 370
	373 - 374	SCF CHATTANOOGA, TN 373
	375, 380 - 383	DIS MEMPHIS, TN 380
TX	750-769, 790-799	DIS DALLAS, TX 752
	733, 770 - 789	AMF HOUSTON, TX
	840 - 847	DIS SALT LAKE CITY, UT 840
VA	220-229, 244	DIS NORTHERN, VA 220
	230-232, 238-243, 245	DIS RICHMOND, VA 230
	233 - 237	SCF NORFOLK, VA 235
VI	246	DIS CHARLESTON, WV 250
	008	ATO SAN JUAN, PR 00913
	050 - 059	DIS WHITE RIVER JCT., VT 050
WA	980 - 994	AMF SEATTLE, WA
WI	530-539, 541-545, 549	AMF MILWAUKEE, WI 530
	540, 546 - 548	AMF TWIN CITIES, MN
	820 - 831	AMF DENVER, CO
WY	247-259, 261-266, 268	DIS CHARLESTON, WV 250
WV	260	DIS PITTSBURGH, PA 150
	267	DIS BALTIMORE, MD 210

Oct 2, 81

DoD 4525.6-H

APPENDIX C--AIRPORT-CODED TAGS AND LABELS

1. Affix airport-coded tags and labels to mailbags and outside mail (OSM) to identify the offload destination of mail tendered for air movement and conform to procedures as follows:
 - a. When appropriate, place the tag over the pouch or sack staple and beneath the hasp before attaching the seal.
 - b. When more than one tag is required, the tag identifying the category of mail is affixed as stated in a., above, and all tags are affixed to the pouch or sack staple by means of PS Item 0-813P (Seal, Airmail Plastic), after the hasp is closed. The pouch or sack grommet is not used for attachments of any tag.
 - c. When appropriate, self-adhesive labels are affixed to the left of the address so as not to obliterate other required markings.
 - d. The MPO of destination is responsible for removing all seals, tags, and slide labels from pouches or sacks and containers used for transportation of mail.
2. Use airport-coded tags and labels when:
 - a. Mail tendered to an air carrier requires a transfer between flights or carriers.
 - b. Mail tendered to an air carrier's flight requires a change in aircraft equipment (gauge) at an en route foreign airport.
 - c. Mail is transferred between a foreign and U.S. air carrier.

d. The postal activity that tenders the mail to the air carrier so requests. In this case, the APO originating the dispatch affixes the proper airport-coded tag and label.

- * 3. Airport-coded tags are not required when mail is dispatched in airmail
- * pouches using the large slide labels and conditions stated in paragraph 2., above, *
- * do not exist. The large label will be preprinted with the alpha code in capital *
- * letters to reflect the airport serving final destination of the pouch as shown on *
- * the slide label. For example, a pouch containing mail destined to "DIS North *
- * Suburban IL 600" will bear the alpha code "ORD." If this pouch is tendered to an *
- * air carrier providing direct service to ORD, no further information as to *
- * destination airport is required. However, if the pouch must be offloaded at an *
- * airport short of destination for remanifesting, the offload point will be *
- * identified in brackets immediately following the final destination code. For *
- * example, if a pouch bearing an "ORD" destination code is transported aboard an *
- * aircraft terminating at John F. Kennedy airport, it will be offloaded at this *
- * point by the air carrier and turned in to the USPS for onward movement; to reflect *
- * this turn-in, enter "JFK" in brackets after the ORD, that is "ORD [JFK]."
- * 4. Military post offices (MPOs) shall requisition preprinted airport-coded tags *
- * and labels as outlined in DoD 4525.6-C (reference (c)). *

- a. Affix PS Tag 135 (white background) to nonregistered pouches and sacks.
- b. Affix PS Label 136 (white background) to nonregistered outside mail (OSM) to the left of the address.
- c. Affix PS Tag 135-C (red background) to registered pouches and sacks.

d. Affix PS Label 136-C (red background) to the left of the address on registered outside mail (OSM). Do not block the registered number or markings.

5. When preprinted airport-coded tags and labels are not available, prepare the following tags and labels by printing the three-letter city of destination code on the appropriate portion of the tag and label. These tags and labels are available through requisitioning procedures established in the Military Postal Service Supply Catalog (DoD 4525.6-C (reference (c))). You may use rubber stamps to enter the three-letter city of destination code. Do not enter the weight on airport-coded tags and labels.

- a. Use PS Tag 135-B (blank) instead of PS Tag 135.
 - b. Use PS Label 136-B (blank) instead of PS Label 136.
 - c. Use PS Tag 135-E (blank or red background) instead of PS Tag 135-C.
 - d. Use PS Label 136-E (blank or red background) instead of PS Label 136-C.
6. The airport-coded tag and label provides the air carrier with information for handling and routing the mailbag or outside piece from time of acceptance to arrival at airport of final destination. Caution must be exercised in selection and preparation of these tags and labels to preclude misrouting by the air carrier. The "via" section on tags and labels is used to inform the air carrier of actions required to accomplish transfers or turnover of mail en route to a postal activity for remanifesting before onward movement to destination.

a. The airport-coded tag for mail destined for CONUS is the airport serving the final destination of the pouch as shown on the slide label. For example, a pouch tendered to a commercial air carrier containing FCM all destined for the Norfolk, VA, area bearing the first three ZIP code digits 233-237 would have a

slide label affixed reading "SCF Norfolk, VA 235." The final airport destination for this pouch would be the Norfolk Airport; therefore, the airport-coded tag would read "ORF." If this same pouch had been dispatched via MAC, the airport-coded tag would read "NGU."

b. The "via" portion of the airport-coded tag is used to show where a pouch must be offloaded en route for remanifesting to end destination. For example, assume the Norfolk pouch originated in Rome and was tendered to a commercial air carrier that had New York as its first city of entry. As stated in paragraph 6.a., the airport-coded tag would read "ORF." To inform the air carrier to turn this mail into the postal activity in New York, enter [JFK] in brackets in the "via" section.

c. When a ramp transfer between a U.S. air carrier and a foreign flag air carrier has been authorized, the "via" section will indicate the place of transfer and carrier involved. For example, a pouch originating in Tokyo destined to Jakarta would be moved by PAA to Hong Kong (HKG), then ramp transferred to Garuda Airline (GIA) for onward transportation to Jakarta. Since the final destination is Jakarta, use airline destination code JKT. To indicate transfer between PAA and GIA in Hong Kong, enter HKG/GIA in the "via" section. If ramp transfer between PAA and GIA has not been authorized, the entry in the "via" section would be [HKG]. By bracketing HKG, the air carrier knows this mail must be turned into the postal activity in Hong Kong for remanifesting.

d. When an interline transfer between U.S. air carriers must be made, the "via" section will indicate the place of transfer and carrier involved. For example, a pouch originating in Korea destined for Bangkok could be transported

Oct 2, 81
DoD 4525.6-R#

from Seoul to Tokyo via FTL or NWA with movement from Tokyo to Bangkok via PAA.

Since the final destination is Bangkok, use airline destination BKK. To indicate transfer in Tokyo to PAA, enter TYO/PAA.

- * 7. When it is necessary to retag intransit mail bags or OSM, relabel by affix- *
- * ing the self-adhesive PS labels (136 series), as applicable, over the original *
- * tag or label. If final destination of mailbag does not change, but offloading *
- * at an en route point is required, add this destination by bracketing on the via *
- * line, either printing by hand or by the use of preprinted self-adhesive labels. *

C-5

First Amendment (Ch 1, 1/13/83)

Oct 2, 81
DoD 4525.6-H#

APPENDIX D--GATEWAYS AND AIRPORT CODES IN THE UNITED STATES

DESTINATION	THREE-LETTER CODE	DESTINATION	THREE-LETTER CODE
NEW YORK NY	JFK (1)	MC GUIRE AFB NJ	WRI (2)
SAN FRANCISCO CA	SFO (1)	DOVER AFB DE	DOV (2)
SEATTLE WA	SEA (1)	CHARLESTON AFB SC	CHS (2)
HONOLULU HI	HNL (1)	ANCHORAGE AK	ANC (1)
MIAMI FL	MIA (1)	HOUSTON TX	IAH (1)
CHICAGO IL	ORD (1)	BOSTON MA	BOS (1)
DALLAS/FT WORTH TX	DFW (1)	ATLANTA GA	ATL (1)
* WASHINGTON DC	IAD (1)	TRAVIS AFB CA	SUU (2)
NORTON AFB CA	SBD (2)	MC CORD AFB WA	TCM (2)
NORFOLK VA	NGU (2)	NORFOLK VA	ORF (1)

All other codes for commercial airports can be found in the USPS Handbook Series T-7 (reference (b)). MAC Codes are listed in Military Standard Transportation and Movement Procedures (MILSTAMP) (reference (d)).
(1) Commercial Airport.
(2) Military Airport.