

RECEIVED

JUN 27 1985



**United States  
Postal Service**

*Families of VN Political Prisoners, Assoc.*

*P.O. Box 5435*

*ARL, VA 22205-0635*

Dear Postal Customer:

The National Bulk Rate Mail Presort and Mail Make-Up Verification Programs were implemented at this facility on March 30, 1982. Under these programs detection samplings must be made on all bulk rate mails (first-class presort, second-class presort, third-class and fourth class) before they are accepted.

The 3<sup>rd</sup> class mail you submitted on 6/25/85 failed to pass our detection sample verification and was therefore given an in-depth verification. The results of that verification disclosed that your mailing did not qualify for the bulk rate of postage under the established criteria. Based on our in-depth verification, the preparation errors in your bulk rate mail were estimated to be 110 percent. A detailed listing of errors detected is attached.

You have the option of reworking this mail so it does qualify for the bulk rate of postage, or paying the single piece rate on the estimated percent of error.

Because of the level of errors in this mailing, the next mailing submitted will be scheduled for an automatic in-depth review. Please take the necessary actions to correct these irregularities in your future mailings.

We appreciate your cooperation in this matter. If we can be of assistance in explaining the attached work sheet to you or the correct presort and mail make-up regulations, please contact our Customer Service Representatives at (703) 698-6509 during the hours of 8:00 AM to 5:00 PM.

Sincerely,

  
Gerald F. Merna  
Sectional Center Manager  
MSC Northern VA 22081-9998

Attachments

# **AUTOMATIC IN-DEPTH VERIFICATION DEPTH VERIFICATION SUMMARY REPORT**

1. DATE: <u>06 126 185</u>		2. ZIP CODE OF ACCEPTANCE UNIT <u>22011</u>	
3A. NAME OF MAILER <u>FAM. LIES OF VA Political Prisoners Assoc.</u>		3B. AND/OR NAME OF PERSON PRESENTING MAIL	
4. PERMIT OR METER NUMBER <u>564 F.C.</u>			
5A. CLASS OF MAIL PRESENTED (CHECK ONE) 1ST ( ) 2ND ( ) 3RD ( <input checked="" type="checkbox"/> ) 4TH ( )		5B. TYPE OF MAIL PRESENTED (CHECK ONE) LETTER ( <input checked="" type="checkbox"/> ) IRREGULAR PARCEL ( ) FLAT ( ) MACHINABLE PARCEL ( ) OUTSIDE PARCEL (NONMACHINABLE) ( )	
6. BULK OR PRESORT POSTAGE RATE A. PER PIECE \$ <u>12.5</u> B. PER POUND \$ _____		7. WEIGHT OF A SINGLE PIECE <u>.062</u> LBS	
8. TOTAL WEIGHT OF MAILING <u>13.00</u> LBS			
9. REASON FOR IN-DEPTH VERIFICATION TRIGGERED BY DETECTION ( ) FOLLOW-UP ( ) SCHEDULED ( <input checked="" type="checkbox"/> )		10. TOTAL WEIGHT OF SAMPLE <u>13.00</u> LBS	
11. TOTAL WEIGHT OF ERRORS <u>14.30</u> LBS			
12. A. COMPUTE ERROR FACTOR: LINE #11 DIVIDED BY LINE #10 <u>14.30 ÷ 13.00 = 1.100</u> (12A) B. IF 12A IS LESS THAN 1, ENTER FIGURE COMPUTED IN 12A ON LINE TO RIGHT IF 12A IS EQUAL TO OR GREATER THAN 1, ENTER 1 ON LINE TO RIGHT <u>1.100</u> (12B) C. COMPUTE PERCENT ERROR BY MULTIPLYING LINE 12A BY 100 <u>1.100 × 100 = 110</u> (12C) IF LINE 12C IS LESS THAN 10% GO TO LINE 15 OR LINE 12C IS GREATER GO TO LINE 13			
13. TOTAL NUMBER OF PIECES IN THE MAILING AS SHOWN ON MAILING STATEMENT <u>220</u> PIECES			
14. COMPUTE LINE #12B TIMES LINE #13 <u>1.100 × 220 = 242.00</u> MAILING PIECES ERROR FACTOR			
15. COMPUTE LINE #14 TIMES APPLICABLE SINGLE PIECE RATE <u>242.00 × 22 = 53.24</u> POSTAGE ERROR FACTOR			
16. IF MAILING ENTERED AT PER PIECE RATE, COMPUTE LINE 14 TIMES LINE 6A <u>242.00 × 12.5 = 30.25</u> BULK RATE ON MAILING PIECES ERROR FACTOR IF MAILING ENTERED AT PER POUND RATE COMPUTE LINE 12B TIMES LINE 8 TIMES LINE 6B _____ OR _____ = \$ _____			
17. SUBTRACT LINE #16 FROM LINE #15 TO OBTAIN ADDITIONAL REVENUE DUE (COST AVOIDANCE) \$ <u>22.99</u> ADDITIONAL POSTAGE DUE			
18. DISPOSITION: MAILER CORRECTED ERRORS AT ACCEPTANCE UNIT MAIL ACCEPTED MAIL RETURNED FOR REWORKING ADDITIONAL POSTAGE COLLECTED - MAIL ACCEPTED MAIL ACCEPTED - NO ADDITIONAL POSTAGE COLLECTED OTHER - EXPLAIN IN REMARKS OR ATTACHED SHEET			
19. RECORD THE WEIGHT OF EACH TYPE OF ERROR TO THE RIGHT OF THE APPROPRIATE ERROR CODE BELOW.			
L 1 <u>1.300</u>	P 1 <u>13.00</u>	P 7 _____	S 4 _____
L 2 _____	P 2 _____	P 8 _____	S 5 _____
L 3 _____	P 3 _____	P 9 _____	S 10 _____
L 4 _____	P 4 _____	S 1 _____	S 11 _____
L 5 _____	P 5 _____	S 2 _____	S 12 _____
L 6 _____	P 6 _____	S 3 _____	S 13 _____
M 5 _____			
M 6 _____			
M 7 _____			
M 8 _____			
M 9 _____			
M 10 _____			
M 11 _____			

**REMARKS**

SIGNATURE OF PERSON COMPLETING WORKSHEET

## INSTRUCTIONS FOR IN-DEPTH VERIFICATION SUMMARY REPORT

- 1 through 8. SELF EXPLANATORY or from Forms 3602, 3602PC, or 3605.
9. Check the specific reason for the in-depth verification.
- 10, 11. Obtain from **In-Depth Verification Worksheet 2866B-X**.
12. Compute error factor and percentage according to instructions.
13. See Forms 3602, 3602PC, or 3605.
14. Line #14 is used to determine the number of pieces which will be charged the appropriate single piece rate. Multiply the factor error percentage (Line #12B) times line 13, the total number of pieces in the mailing.
15. Line #15 is used to determine the total postage for the pieces in error. Multiply Line #14 times the appropriate single piece rate.
16. This section is used to determine the amount of postage which has already been claimed on Forms 3602, 3602PC, or 3605, for the pieces in error.
  - A. If submitted at the piece rate, then multiply the number of pieces in Line #14 times the rate in Line #6A.
  - B. If the mailing is submitted at the pound rate, multiply Line #12B times Line #8 times Line #6B. 1/ 2/
17. This line is used to show the amount of additional revenue due for the pieces in error. To complete this line, subtract Line #16 from Line #15.
18. Check the appropriate action taken, as required by the Management Instruction.
19. To complete Line #19, collect all worksheets and add the total weights of each error code and enter the total in the appropriate error code on this summary.
20. Remarks: Use this section when additional facts are required.
21. SIGN THE SUMMARY REPORT.

1/Note: If 5-digit or carrier route presort discount used with a pound rate mailing, multiply Line 14 times the discount per piece and subtract from Line 16.

2/Note: For second-class use the last previous 3541 and multiply Line 12B times the total amount of postage computed on the 3541.

U. S. POSTAL SERVICE

DATE

## AUTOMATIC IN-DEPTH VERIFICATION

06/26/85

MAILER NAME

PERMIT NUMBER

CLASS OF MAIL

1. Families of U.S. Political Prisoners Assoc.

564 F.C.

3<sup>rd</sup>

2. NUMBER OF SACKS SAMPLED

OR TRAYS SAMPLED

OR PACKAGES SAMPLED

OR PALLETS SAMPLED

3. TOTAL WEIGHT OF SAMPLE (Remember to subtract container/sack weight):

13.00 POUNDS

## 4A. SACK OR TRAY LABELS

Always multiply LABEL ERRORS by .1 (same as dividing by 10) to compute weights for Column B.

Show label as it is filled out for each sample

If label is incorrect show how the label should be prepared for each sample

SACK/TRAY #2

None

DIS NO 2A 2AC  
30 Lbs MXD states  
Falls Church, VA 22046

Weight of Total Errors in Pounds		4B. COLUMN B (For use in Item 9)	4C. Error Code
13.00	x .1 =	1.300	L-1
	x .1 =		L-
	x .1 =		L-
	x .1 =		L-
	x .1 =		L-
	x .1 =		L-
	x .1 =		L-

- L 1 Not Labeled
- L 2 Label Not Legible
- L 3 Incorrect Destination (Top Line)
- L 4 Correct Destination (Top Line) but included SCF for 3-digit sack
- L 5 Incorrect Contents (Second Line)
- L 6 Other (describe)

SACK/TRAY #3

SACK/TRAY #4

SACK/TRAY #5

IF MORE SACKS ARE SAMPLED USE SPACE BELOW OR ANOTHER FORM

## 5A. PACKAGE LABEL ERRORS

5B. Weight of package with error

5C. Error code for each error

List packages with missing or wrong pressure sensitive labels or facing slip by showing the ZIP Code destination of the top piece in the package. Indicate the proper sticker which should have been used. (Example: 22202-''3'' should have been ''D'')

None of pkgs have A pressure sensitive label - should be "S"

13.00

P 1

- P 1 Package not labeled
- P 2 Blue F on other than firm package
- P 3 Red D on other than 5-digit package
- P 4 Yellow C on other than cry package
- P 5 Green 3 on other than 3-digit or SCF package
- P 6 Pink A on other than ADC package
- P 7 Orange S on other than state package
- P 8 Incorrect facing slip
- P 9 Other (describe)

<b>6A. PACKAGE SORTATION ERRORS</b>	<b>6B.</b> Weight of total errors in each package	<b>6C.</b> Error code for each error	
Identify packages by ZIP Code destination which have the following types of errors: (a) missorted pieces (Example: 11407—5 digit package contains 3 pieces for 11406) (b) pieces not sorted to the finest required extent (Example 190—3 digit package contains 12 pieces for 19011)		S	S 1 Package contains missorted pieces
		S	S 2 City, 3-digit, or SCF package contains enough pieces to make a 5-digit direct package
		S	S 3 State package contains enough pieces to make a 3 or 5 digit package
		S	S 4 Mixed state package contains enough pieces to make state, 3 or 5-digit package
		S	S 5 Other (describe)
		S	
<b>7A. SACK SORTATION ERRORS</b>	<b>7B.</b> Weight of total errors in each package	<b>7C.</b> Error code for each error	
Indicate if there are any packages which should not be included in the sack or tray or if there are enough packages to have required the mailer to prepare a separate sack. (Example: Sack 190 contains 12 packages for 19066 or Sack 190 contains packages for 212)		S	S 10 Sack contains missorted packages
		S	S 11 City or 3 digit sack contains enough packages to make direct 5-digit sack
		S	S 12 SDC DIS or state sack contains enough packages to make a 3 or 5-digit sack
		S	S 13 Mixed state sack contains enough packages to make state or finer sort sack
		S	S 14 Sack improperly labeled to BMC
		S	S 15 Other (describe)
<b>8A. MISCELLANEOUS</b>	<b>8B.</b> Weight of package/ pieces with errors	<b>8C.</b> Error code for each error	
For example:  (1) improperly tied or broken packages (2) use of improper sack or container (3) other general errors as noted in the error code list or not covered by that list.		M	M 1 Poorly tied package
		M	M 2 Broken package
		M	M 3 Presorted FCM not tied with rubber bands
		M	M 5 Missing ZIP Code
		M	M 6 Invalid ZIP Code
		M	M 7 Incomplete ZIP Code
	M	M 8 Mail not faced	
	M	M 9 Sack weighs over 70 lbs. or bundle (in lieu of sack) weighs over 40 lbs.	
	M	M 10 Improper sack or container	
	M	M 11 Other (describe)	

**9. COMPUTE TOTAL ERROR WEIGHT:**

TOTAL COLUMN B, ADD TOTAL COLUMN B FROM FORM 2866-A. TOTAL ERROR WEIGHT = 14.30

**10. COMPUTE TOTAL SAMPLE WEIGHT:**

ADD ENTRIES IN #3 FROM FORMS 2866-A and 2866-B.

TOTAL SAMPLE WEIGHT = 13.00

**11. COMPUTE ERROR PERCENTAGE:**

DIVIDE TOTAL ERROR WEIGHT (9 ABOVE) BY TOTAL SAMPLE WEIGHT (10 ABOVE) AND MULTIPLY BY 100 TO DETERMINE ERROR PERCENTAGE. **NOTE:** ERROR % CAN EXCEED 100%.

$$\frac{14.30}{13.00} \times 100 = 110$$

PERCENTAGE OF ERROR = 110 %

COMPLETE FORM 2866-C, **IN-DEPTH VERIFICATION SUMMARY REPORT.**

**12. SIGNATURE OF EMPLOYEE COMPLETING FORM:**

*[Handwritten Signature]*



## **United States Postal Service**

June 17, 1992

Dear Postal Customer:

In our continuing effort to provide better service to Falls Church Post Office Bulk Mail customers, we are pleased to announce the opening of the Bulk Mail Acceptance Unit in Falls Church. The unit is located at 301 West Broad Street in Falls Church, VA 22046.

All permits held at the Falls Church Office will be accepted at the Falls Church Acceptance Unit. This means permit holders will no longer have to make deposits at Falls Church and then have their mail verified by the Merrifield Bulk Mail Acceptance Unit.

Beginning June 29, 1992, please take your mailing to the Falls Church Post Office where your mail will be weighed and verified. Permit issuance, permit fee payments as well as deposits, withdrawals and adjustments from your accounts will be processed at the Falls Church Acceptance Unit.

The hours of operation at the Falls Church Acceptance Unit will be 9:00 am through 12:00 noon and 1:30pm through 4:00pm Monday through Friday. If your mailing consists of more than 15 sacks or trays, you may bring the mail to the Dulles Bulk Mail Acceptance Unit, for weighing and verification. We expect Dulles to be accepting mailings of more than 15 sacks and trays through August 15, 1992, due to construction at Merrifield. After the construction is completed and Merrifield Bulk Mail Unit is back in operation, you may take mailings of more than 15 sacks or trays to the Merrifield Bulk Mail Office. The mailing statements will be returned to the Falls Church Acceptance Unit for processing and a copy will be mailed to you. We ask that before you bring a mailing to the Dulles or Merrifield Bulk Mail Acceptance Unit that you call the Falls Church with the following information.

Name of Permit Holder  
Permit Number  
Number of sacks and trays  
Number of pieces  
Class of Mail  
Postage amount

Also, please check your account balance at this time to be sure your balance is sufficient to cover this mailing. The telephone number to call at the Falls Church Acceptance Unit is 703-534-6045. You must use this number also for any questions or concerns regarding your account or questions about Bulk Mail in general.

We are confident that these new procedures will provide you with more consistent bulk mail service. We ask for your help and cooperation in this endeavor.

If you have any questions, please feel free to call Mr. Paris Washington, Superintendent, Postal Operations or Mr. Bernard Jackson, Acting Superintendent, Window Services at 703-532-8822. On June 29, 1992, please call 703-534-6045 during the hours the Bulk Mail Acceptance Unit is open to ask any questions.

Sincerely,

A handwritten signature in cursive script that reads "Lydia A. Harper".

Lydia A. Harper  
Postmaster  
Falls Church VA 22046-9998

# UNITED STATES POSTAL SERVICE

OUR REF:

DATE:

SUBJECT: Inquiry About Receipt of International Mail

TO:

P.O. Box 5435  
0635 Telephone 703-5600058  
Allington, VA 22205

Dear Customer:

An inquiry has been received from a foreign postal administration concerning the delivery of the following piece of mail addressed to you:

☒ Letter

☐ Registered No. 371

Date Mailed: 14/6/90

☐ Parcel

☐ Other Article

☐ Insured No. \_\_\_\_\_

Content: \_\_\_\_\_

Sender:

Nguyen Van Cong 123 Thong Nhat Phau Rang

Nguyen Van Cong 123 Thong Nhat Phau Rang

In order to respond to this inquiry, we must know whether you received this mail. Please complete the reply section below, sign and return this letter to us. An official window envelope, which requires no postage, is enclosed for this purpose.

Thank you,

POSTMASTER

CUSTOMER REPLY:

☒ This mail was received. It was received on or about 8/90

(Date)

☐ This mail was not received.

Signature [Signature]

Name of firm (if applicable) Khue Muir Tho

RETURN TO:

USPS  
PRESTON KING STATION  
5877 WASHINGTON BLVD.  
ARLINGTON, VA. 22205-9998



ATION DES POSTES  
D'ORIGINE

BUU PHAM CHINH COC

# RECLAMATION

ENVOI RECOMMANDE, LETTRE AVEC VALEUR  
DECLAREE OU COLIS POSTAL

KHIEU NAI

BUU PHAM CHI SO, THU CO KHAI GIA HAY BUU KIEN

C. 9 (page 1)

8-24

3074

Indications. Une seule formule suffit pour plusieurs envois de la même catégorie (envoi recommandé, lettre avec valeur déclarée, colis ordinaire, colis avec valeur déclarée, déposés simultanément au même bureau par le même expéditeur et expédiés par le même vole pour le même destinataire.

Chiếu dẫn. Chỉ cần một phiếu cho nhiều bưu phẩm cùng loại (Bưu phẩm ghi số, thư có khai giá, bưu kiện thường, bưu kiện có khai giá). Ký gửi một loại tại cùng một bưu cục do cùng một người gửi và chuyển sang cùng cho cùng người nhận.

Bureau ou service d'origine

Bưu cục hay sở gởi

BUU DIEN TA PHAN RANG THAP CHAM

Date de la réclamation

Ngày khiếu nại

15 / 12 / 1990

Date du duplicata

Ngày lập phó bản

Référence

Tham chiếu

792/ND/90

## L. RENSEIGNEMENTS A FOURNIR PAR LE SERVICE D'ORIGINE

CHỈ DẪN DO CƠ QUAN CỐC CUNG CẤP

Motif de la réclamation

Lý do khiếu nại

Envoi - Bưu phẩm

☒ non parvenu  
không đến

☐ spolié  
sự cướp

☐ avarié  
hư mất

☐ retardé  
bị chậm trễ

☒ Envoi recommandé  
Bưu phẩm ghi số  
Lettre - Thư tín

☐ imprimé  
sưu phẩm

Valeur déclarée  
Giá khai

☐ Envoi avec valeur déclarée  
Bưu phẩm có khai giá  
Lettre - Thư tín

☐ Colis  
Bưu kiện

☐ Colis ordinaire  
Bưu kiện thường

☒ Mentions spéciales  
Ghi chú đặc biệt  
Avion - Máy bay

☐ Express  
Phải riêng

☐ Urgent  
Khẩn

☒ Avis de réception  
Biên nhận

8786677

☐ Remboursement  
Lãnh giao ngân

Montant du remboursement et monnaie  
Số tiền giao ngân và loại tiền tệ

Poids (ne concerne pas les envois de la poste aux lettres)

Trọng lượng (không liên hệ đến bưu phẩm)

Date du dépôt

Ngày ký gửi

14 / 06 /

Bureau de dépôt

Bưu cục ký gửi

No de l'envoi

R 371

Số hiệu bưu phẩm

Vote d'acheminement (ne concerne pas les envois de la poste aux lettres)

Đường chuyển (không liên hệ đến bưu phẩm)

Nom et adresse complète de l'expéditeur

Tên và địa chỉ đầy đủ người gửi

NGUYỄN VĂN CÔNG

123 THÔNG NHẤT PHAN RANG

Nom et adresse complète du destinataire

Tên và địa chỉ đầy đủ người nhận

PHUC THI MINH THU PO BOX 5435 ARLINGTON

VA 22205 - 0035 TELEPHONE 703 - 560 - 6058 USA

Contenu (description exacte)

Hàng đựng bên trong (mô tả chính xác)

Description extérieure (ne concerne pas les envois de la poste aux lettres)

Mô tả bên ngoài (không liên hệ đến bưu phẩm)

Fac-similé de la suscription de l'envoi

Bản mô tả địa chỉ của bưu phẩm

☐ Annexe  
Có kèm theo

☒ Non annexé  
Không kèm theo

Renseignements à fournir par le bureau d'origine et les bureaux réexpéditeurs

Chỉ dẫn do Bưu cục gốc và các bưu cục tái chuyển cung cấp

Dépêche de transmission de l'envoi  
Chuyển thư gửi bưu phẩm

☐ Avion  
máy bay

☐ Surface  
thủy bộ

Date Ngày	de cho	Pour gửi cho

## UNITED STATES POSTAL SERVICE

OUR REF:

SUBJECT: Inquiry About Receipt of International Mail

TO:

PO Box 5435  
 0635 Telephone 703-5  
 Arlington, VA 22205

Cheri Hoi 2/4  
 Kiem mien co  
 nhien dieu tho  
 cua ong Nguyen  
 van Chung o  
 Phan Rang  
 Su 6/14/90  
 Kiem tra khoi  
 nay (di toi tra loi)  
 the following piece

Dear Customer:

An inquiry has been received from a foreign postal administration concerning mail addressed to you:

☒ Letter☐ Registered No. 371Date Mailed: 14/6/90☐ Parcel☐ Other Article☐ Insured No. \_\_\_\_\_

Content: \_\_\_\_\_

Sender:

Chu Hien Phan RangN. Nguyen Van Geng 123 Thong Nhat Phan Rang

In order to respond to this inquiry, we must know whether you received this mail. Please complete the reply section below, sign and return this letter to us. An official window envelope, which requires no postage, is enclosed for this purpose.

Thank you,

POSTMASTER

## CUSTOMER REPLY:

☒ This mail was received. It was received on or about 8/90

(Date)

☐ This mail was not received.Signature [Signature]Name of firm (if applicable) Kiem mien tho

RETURN TO:

USPS  
 PRESTON KING STATION  
 5877 WASHINGTON BLVD.  
 ARLINGTON, VA. 22205-9998

UNITED STATES POSTAL SERVICE  
Philadelphia, PA 19196-9599

06/29/87

Authorization No. 0389999-EWP

FAMILIES OF VIETNAMESE POLITICAL PRISONERS  
ASSOCIATION  
7813 MARTHAS LANE  
FALLS CHURCH, VA 22043-3418

Dear Postal Customer:

Your application for special bulk third-class mailing privileges has been approved. Effective 06/01/87, your organization is authorized to mail at the special bulk rates at FALLS CHURCH, VA 22046.

Everything you present for mailing under this authorization must be prepared in accordance with the postal regulations that govern this class of mail. Therefore, please note the following requirements, as specified in Section 623.6 of the Domestic Mail Manual:

- a. All matter mailed at the special bulk rates must identify your organization as the authorized permit holder.
- b. The name and address of your organization must appear either on the outside of the mailing piece or in a prominent location on the material being mailed.
- c. If the mailing piece bears any name and return address, it must be that of your organization.
- d. Pseudonyms or bogus names of persons or organizations may not be used.

This authorization does not extend to mailings made at post offices other than the one named above. Also, please note that under Section 623.51 of the Domestic Mail Manual, your organization is authorized to mail only its own matter at these rates. You may not delegate or lend the use of your special rate authorization to any other person or organization. Doing so could result in the revocation of your permit.

The annual bulk mailing fee must be paid at the above-named post office prior to your first mailing each year. Additionally, you must mail under this authorization at least once every two years. Unless you do so, your special rate authorization will be revoked for nonuse.

If you have not already done so, please contact the post office named above to discuss entry of your mail under this authorization.

Thank you for your business.

Sincerely,

*James A. Elliott*

Robert Izzzi  
General Manager  
Rates and Classification Center  
Office of Classification and Rates Administration

cc: 150

UNITED STATES POSTAL SERVICE  
Philadelphia, PA 19196-9599

06/29/87

Authorization No. 0389999-EWP

FAMILIES OF VIETNAMESE POLITICAL PRISONERS  
ASSOCIATION  
7813 MARTHAS LANE  
FALLS CHURCH, VA 22043-3418

Dear Postal Customer:

Your application for special bulk third-class mailing privileges has been approved. Effective 06/01/87, your organization is authorized to mail at the special bulk rates at FALLS CHURCH, VA 22046.

Everything you present for mailing under this authorization must be prepared in accordance with the postal regulations that govern this class of mail. Therefore, please note the following requirements, as specified in Section 623.5 of the Domestic Mail Manual:

- a. All matter mailed at the special bulk rates must identify your organization as the authorized permit holder.
- b. The name and address of your organization must appear either on the outside of the mailing piece or in a prominent location on the material being mailed.
- c. If the mailing piece bears any name and return address, it must be that of your organization.
- d. Pseudonyms or bogus names of persons or organizations may not be used.

This authorization does not extend to mailings made at post offices other than the one named above. Also, please note that under Section 623.51 of the Domestic Mail Manual, your organization is authorized to mail only its own matter at these rates. You may not delegate or lend the use of your special rate authorization to any other person or organization. Doing so could result in the revocation of your permit.

The annual bulk mailing fee must be paid at the above-named post office prior to your first mailing each year. Additionally, you must mail under this authorization at least once every two years. Unless you do so, your special rate authorization will be revoked for nonuse.

If you have not already done so, please contact the post office named above to discuss entry of your mail under this authorization.

Thank you for your business.

Sincerely,

*James A. Elliott*

Robert Iezzi  
General Manager  
Rates and Classification Center  
Office of Classification and Rates Administration

cc: ASC



**United States  
Postal Service**

September 10, 1986

Families of Vietnamese  
Political Prisoners Association  
P.O. Box 5435  
Arlington, VA 22205-0635

Gentlemen:

Your application to mail at the special bulk third class rates of postage was incomplete. In order to make a determination of your organization's qualification for the special rate, the following additional information is required.

- ☒ Item 2. Please clarify which address to use
- ☒ Item 3. Please complete
- ☒ Item 5. Please complete
- ☒ A Dissolution clause
- ☒ Articles of Incorporation or Constitution or Bylaws
- ☒ Bulletins and programs as documentation in support of your qualifications

Please submit the additional documents within 15 days to the Mail Classification Office, MSC Northern VA 22081-9504. Any additional evidence that would further support your qualifications should also be submitted. Your application will be held at this office pending receipt of the requested documentation.

If there are any questions concerning this matter, please call our Mail Classification Office at 698-6579. *Thank you.*

Sincerely,

*Robert Hsiung*  
Robert Hsiung  
Director, Finance  
MSC Northern VA  
8409 Lee Highway  
Merrifield, VA 22081-9504

UNITED STATES POSTAL SERVICE  
OFFICE OF CLASSIFICATION AND RATES ADMINISTRATION  
RATES AND CLASSIFICATION CENTER

1845 Walnut Street

Philadelphia, PA 19196-9599

19 MAY 1987

Families of Vietnamese Political Prisoners Association  
Post Office Box 5435  
Arlington, VA 22205-0635

Dear Sir:

This is in further reference to your application to mail at the special bulk third-class rates of postage at the Arlington, VA 22205 Post Office.

On September 10, 1986 this office requested, through the Postmaster, Arlington, VA Post Office that you furnish additional materials which would enable us to make a determination as to whether your organization meets the requirements of a qualifying category in section 623.23, Domestic Mail Manual. To date, the requested information has not been received.

The supporting documents submitted with the application failed to establish that the Families of Vietnamese Political Prisoners Association meets the requirements of a qualifying nonprofit category. Since the additional information has not been received, there is no basis for approving your application to mail at the special bulk third-class rates of postage.

Based on the evidence submitted, the application is denied. The Families of Vietnamese Political Prisoners Association may, of course, mail at the regular bulk third-class rates.

We have enclosed copies of sections 623 and 642 of the Domestic Mail Manual, the regulations that pertain to the special rates. You may appeal this decision by submitting a written appeal to the postmaster where the application was filed within fifteen days of your receipt of this letter.

Sincerely,

  
Robert Iezzi  
General Manager  
Rates and Classification Center

Attachment

cc: MSC Manager/Postmaster  
Postmaster, Arlington, VA 22205-9998

CERTIFIED - RETURN RECEIPT REQUESTED

## 623 Special Bulk Rates

**623.1 Authorization.** Only organizations which meet the requirements of 623.2 or 623.3 and which have received specific authorization from the Postal Service may mail eligible matter at the special bulk rates contained in Exhibit 611.2. (See application procedure in 642.) Before mailing at the special bulk rates, a mailer must be issued a special rate authorization. A separate authorization is required at each post office where special rate mailings are deposited.

### 623.2 Qualified Nonprofit Organizations

**.21 General.** The following organizations may be authorized to mail at the special bulk rates if they are not organized for profit and none of their net income inures to the benefit of any private stockholder or individual:

- a. Religious
- b. Educational
- c. Scientific
- d. Philanthropic
- e. Agricultural
- f. Labor
- g. Veterans'
- h. Fraternal

**.22 Primary Purpose.** The standard of *primary purpose* used in the definitions of qualified nonprofit organizations in 623.23 requires that the organization be both organized and operated for the primary purpose. Organizations which *incidentally* engage in qualifying activities do not meet the primary purpose test.

### .23 Definitions of Eligible Nonprofit Organizations

**.231 Religious.** A nonprofit organization whose primary purpose is one of the following:

- a. To conduct religious worship (for example, churches, synagogues, temples, or mosques).
- b. To support the religious activities of nonprofit organizations whose primary purpose is to conduct religious worship.
- c. To further the teaching of particular religious faiths or tenets, including religious instruction and the dissemination of religious information.

**.232 Educational.** A nonprofit organization whose primary purpose is the instruction or training of individuals for the purpose of improving or developing their capabilities or the instruction of the public on subjects beneficial to the community.

*Note:* a. An organization may be educational even though it advocates a particular position or viewpoint as long as it presents a sufficiently full and fair exposition of the pertinent facts to permit an individual or the public to form an independent opinion or conclusion. Conversely, an organization is not considered educational if its principal function is the mere presentation of unsupported opinion.

b. Examples of educational organizations are:

(1) An organization (such as a primary or secondary school, a college, or a professional or trade school) which has a regularly scheduled curriculum, a regular faculty, and a regularly enrolled body of students in attendance at a place where educational activities are regularly carried on.

(2) Any organization whose activities consist of presenting public discussion groups, forums, panels, lectures, or similar programs. Such programs may be on radio or television.

(3) Any organization which presents a course of instruction by means of correspondence or through the use of television or radio.

(4) Museums, zoos, planetariums, symphony orchestras, and similar organizations.

**.233 Scientific.** A nonprofit organization whose primary purpose is one of the following:

- a. To conduct research in the applied, pure, or natural sciences.
- b. To disseminate technical information dealing with the applied, pure, or natural sciences.

**.234 Philanthropic (Charitable).** A nonprofit organization organized and operated for purposes beneficial to the public.

*Note:* a. Examples of philanthropic organizations include those which are organized to:

- (1) Relieve the poor and distressed or the underprivileged.
- (2) Advance religion.
- (3) Advance education or science.
- (4) Erect or maintain public buildings, monuments, or works.

(5) Lessen the burdens of government.

(6) Promote social welfare for any of the above purposes or to lessen neighborhood tensions; to eliminate prejudice and discrimination; to defend human and civil rights secured by law; or to combat community deterioration and juvenile delinquency.

b. The fact that an organization which is organized and operated to relieve indigent persons may receive voluntary contributions from those persons does not necessarily make it ineligible for special bulk rates as a philanthropic organization. The fact that an organization, in carrying out its primary purpose, advocates social or civic changes or presents ideas on controversial issues to influence public opinion and sentiment towards an acceptance of its views, does not necessarily make it ineligible for special bulk rates as a philanthropic organization.

**.235 Agricultural.** A nonprofit organization whose primary purpose is the betterment of the conditions of those engaged in agricultural pursuits, the improvement of the grade of their products, and the development of a higher degree of efficiency in agriculture.

*Note:* a. The organization may further and advance agricultural interests through:

- (1) Educational activities;
- (2) Holding agricultural fairs;

(3) Collecting and disseminating information concerning cultivation of the soil and its fruits or the harvesting of marine resources;

(4) Rearing, feeding, and managing livestock, poultry, bees, etc.; or

(5) Other activities related to agricultural interests.

b. The term *agricultural* also includes any nonprofit organization whose primary purpose is collecting and disseminating information or materials related to agricultural pursuits.

**236 Labor.** A nonprofit organization whose primary purpose is the betterment of the conditions of workers.

*Note.* a. Labor organizations include, but are not limited to, organizations in which employees or workers participate whose primary purpose is to deal with employers concerning grievances, labor disputes, wages, hours of employment, working conditions, etc.

b. Labor unions and employees' associations are examples of organizations formed for these purposes.

**237 Veterans.** A nonprofit organization of veterans of the armed services of the United States, or an auxiliary unit or society of, or a trust or foundation for, any such post or organization.

**238 Fraternal.** A nonprofit organization which meets all of the following criteria:

a. Has as its primary purpose the fostering of brotherhood and mutual benefits among its members;

b. Is organized under a lodge or chapter system with a representative form of government;

c. Follows a ritualistic format; and

d. Is comprised of members who are elected to membership by vote of the members.

*Note:* Fraternal organizations include such organizations as the Masons, Knights of Columbus, Elks, and college fraternities and sororities, and may include members of either or both sexes. Fraternal organizations do not encompass such organizations as business leagues, professional associations, civic associations, or social clubs.

### 623.3 Qualified Political Committees

**31 General.** The following political committees may be authorized to mail at the special bulk rates without regard to their nonprofit status:

a. A national committee of a political party

b. A state committee of a political party

c. The Republican Senatorial Campaign Committee

d. The Democratic Senatorial Campaign Committee

e. The Democratic National Congressional Committee

f. The National Republican Congressional Committee

### 32 Definitions of Qualified Political Committees

a. *National Committee*

The organization which, by virtue of the bylaws of a political party, is responsible for the day-to-day operations of such political party at the national level.

### b. State Committee

The organization which, by virtue of the bylaws of a political party, is responsible for the day-to-day operation of such political party at the state level.

**623.4 Ineligible Organizations.** The following and similar organizations do not qualify for the special bulk rates even though they may be organized on a nonprofit basis: automobile clubs; business leagues; chambers of commerce; citizens' and civic improvement associations; individuals; mutual insurance associations; political organizations (other than those specified in 623.3); service clubs such as Civitan, Kiwanis, Lions, Optimist, and Rotary; social and hobby clubs; associations of rural electric cooperatives; and trade associations. In general, State, county, and municipal governments are not eligible for the special bulk rates. However, a separate and distinct State, county, or municipal governmental organization which meets the criteria for any one of the specific categories in 623.2 may be eligible, notwithstanding its governmental status. For example, school districts and public libraries may be eligible under 623.232 (educational). Nevertheless, governmental organizations will normally not be eligible under 623.234 (philanthropic), since their income is generally not derived primarily from voluntary contributions or donations.

### 623.5 What May Be Mailed

**51** An organization authorized to mail at the special bulk rates may mail *only* its own matter at those rates. An organization may not delegate or lend the use of its permit to mail at the special bulk rates to any other person or organization.

**52** Cooperative mailings may be made at the special bulk rates only when each of the cooperating organizations is individually authorized to mail at the special bulk rates at the post office where the mailing is deposited. Cooperative mailings involving the mailing of any matter in behalf of or produced for an organization not itself authorized to mail at the special bulk rates at the post office where the mailing is deposited must be paid at the applicable regular rate. If customers disagree with a postmaster's decision that the regular rate of postage applies to a particular mailing, they may appeal the decision in accordance with 133. See Form 3602, *Statement of Mailing With Permit Imprints*, or Form 3602-PC, *Statement of Mailing-Bulk Rates*, for the certifications required of special bulk rate mailers for mailings made under this section.

**623.6 Identification.** All matter mailed at the special bulk rates must identify the authorized permit holder. The name and return address of the authorized permit holder must appear either on the outside of the mailing piece or in a prominent location on the material being mailed. Pseudonyms or bogus names of persons or organizations may not be used. If the mailing piece bears any name and return address, it must be that of the authorized permit holder. A well recognized alternative designation or abbreviation such as "The March of Dimes" or the "AFL-CIO" may be used in place of the full name of the organization.



**641 Annual Fee—Bulk Rates**

Except when a third-class bulk mailing is made under the permit-imprint system, each person or organization that enters mailings at the regular or special bulk third-class rates must pay an annual bulk mailing fee at each post office where one or more mailings will be deposited (see 612.1). Persons or organizations paying this fee may enter mail of their clients as well as their own mail. When a third-class bulk mailing is made under the permit-imprint system, the person or organization whose permit imprint is on the mail piece must put that permit number on the mailing statement and must pay the annual bulk mailing fee. The annual bulk mailing fee must be paid at or before the time of the first bulk-rate mailing of each calendar year.

**642 Application to Mail at the Special Bulk Rates****642.1 Application Procedures**

**.11 Filing.** An application for authorization on Form 3624, *Application to Mail at Special Bulk Third-Class Rates*, must be filed by the organization at each post office where the organization wishes to deposit mailings at the special bulk rates. The applicant must indicate on the application form the qualifying category or categories of organizations under which it seeks authorization (see 623).

**.12 Evidence of Qualification**

**.121 Qualified Nonprofit Organizations.** An application filed by an organization seeking authorization as a qualified nonprofit organization must include evidence that the applicant meets the requirements of the qualifying category or categories in 623.2. In addition, the application must include evidence that the organization is nonprofit. A certificate of exemption from Federal income tax, if available, should accompany the application. An exemption from the payment of Federal income tax is not required in order to qualify for the special third-class bulk rates. Such exemption will be considered as evidence of qualification for preferred Postal rates, but will not be the controlling factor in the decision. When an organization submits proof that it has been granted Federal income tax exemption under Title 26, United States Code, section 501 (c)(3), as a religious, educational, scientific, or philanthropic (charitable) organization; under section 501 (c)(5) as an agricultural or labor organization; under section 501 (c)(8) as a fraternal organization; or under section 501 (c)(19) as a veterans' organization, it will be considered as qualifying for the special bulk rates unless other evidence discloses some disqualification.

**.122 Qualified Political Committees.** An application filed by an organization seeking authorization as a qualified political committee must include evidence

that the applicant meets the requirements of one of the qualifying categories of political committees in 623.3. No evidence of nonprofit status need be submitted because qualified political committees are not required to be nonprofit.

**642.13 Authorization at Additional Offices**

**.131** Organizations already authorized to mail at the special third-class rates at one post office may obtain authorization to mail at those rates at another post office. To obtain this additional authorization, the organization (not its agent) must send a letter of request to the postmaster of the other post office.

**.132** The request must specify:

- a. The post office where mailings are currently authorized;
- b. The additional post office for which authorization is requested.

- c. The name of the printer or agent who will present mailings to the additional office;

- d. The estimated date of the first mailing; and

- e. The name and telephone number of the individual responsible for the organization's application.

**.133** The postmaster will forward valid applications to the Rates and Classification Center for approval. Applicants should allow 30 days for application processing. In no event will an authorization be made effective prior to the date of the application. Any mailings made prior to the issuance of the authorization must be paid at the regular rates as prescribed in 642.4.

**.134** An organization (or its agent) that mails under authorizations granted through these procedures must attach a sample copy of the material being mailed to each mailing statement.

**.135** These procedures do not relieve a mailer of the requirements to obtain necessary mailing permits and pay the fees prescribed for mailing at bulk rates at additional mailing locations. Nor do these provisions allow an organization to obtain an authorization for another organization that is a separate legal entity.

**.136** In order to retain an additional authorization granted under these procedures, an organization must make at least one mailing at that office during any 2-year period and maintain the original authorization upon which it is based. If the original authorization is revoked for any reason, including nonuse, the additional office authorization will also be revoked.

**642.2 Granting or Denying Applications.** The postmaster will send the application (Form 3624) together with any supporting papers, to the local mail classification center (MCC). (Pending a decision, bulk mailings subject to the minimum per piece charge may be handled in accordance with 642.4.) The postmaster at the MCC will approve or deny the application. Additional information or evidence may be requested to

support or clarify the application. Failure of an organization to furnish the information is sufficient reason to deny an application. The application Form 3624 and any supporting papers will be returned with the decision to the postmaster where the application was filed for notification of the applicant. Authorizations to mail at special bulk third-class rates shall be revoked for nonuse if no special mailings occur within a two year period.

**642.3 Appeal Procedures.** If the application is denied, the applicant can appeal the decision by submitting a written appeal to the postmaster where the application was filed within 15 days of the applicant's receipt of the decision. The local postmaster will forward the appeal to the MCC. If after a review of the file, the postmaster at the MCC is still of the opinion that the organization does not qualify, he will forward the complete file, including the original application and all supporting papers, and a statement of the reasons for his denial to the Domestic Mail Classification Division, Rates & Classification Department, USPS Headquarters, Washington, DC 20260-5361. The General Manager, Domestic Mail Classification Division, will make the final decision, notify the appellant directly of the decision, and provide the postmaster at the MCC with a copy of the decision.

#### 642.4 Mailing While Application Pending

**.41 General.** An organization may not mail at the special rates until the application to mail at the special rates is approved. The postmaster may not accept mailings at the special rates for which an application is pending until an authorization is issued. Postage must be paid at the applicable first- or regular third-class rates (see Exhibit 611.2) while the application is pending.

**.42 Record of Postage Paid.** The postmaster will keep an accounting of the difference between postage paid at the regular bulk third-class rates and the postage that would have been paid at the special bulk third-class rates. No record will be kept if postage is paid at first-class or single-piece third-class rates.

**.43 Refund.** If an authorization to mail at special bulk rates is issued, the postmaster of the issuing office will refund to the mailer the postage paid at that office at the applicable regular bulk third-class rate in excess of the special rate since the effective date of the authorization. *Note:* No refunds will be made:

- a. If the application is denied and no appeal is filed;
- b. If postage was paid at First-Class or single piece third-class rates;
- c. For the period prior to the effective date of the authorization; or
- d. For mailings made at a post office at which a separate application was not filed.

**.44 Effective Date.** The effective date of the special rate authorization is the date of the application, if the organization was eligible to mail at the special rate

on that date, or the date of eligibility, if the organization became eligible after the date of application.

**.45 Appeal.** If a proper appeal is filed (see 642.3), the mailer may continue to mail under an application pending status. The record of the postage paid will be continued, and action concerning a refund will be deferred until a final decision on the appeal is made.

#### 643 Revocation

**643.1 Notice of Revocation.** An authorization to mail at the special rates will be revoked if the authorization was given to an organization which was not qualified at the time of application or which subsequently becomes unqualified. The postmaster at the MCC serving the office of mailing will notify the organization of the pending revocation of its authorization and of the reasons for the revocation. The organization will be allowed 15 days to submit a written appeal to the postmaster at the office of mailing. If a timely appeal is not filed, the postmaster will revoke the authorization. If an appeal is filed, it will be sent through the MCC to the Domestic Mail Classification Division, Rates and Classification Department, USPS Headquarters, Washington, DC 20260-5361. The final agency decision on the continuance of the authorization will be made by the General Manager, Domestic Mail Classification Division. Notice of the decision and the reasons for the decision will be given to the organization through the postmaster.

**643.2 Initiating a Review.** A review of any organization authorized to mail at the special bulk rates may be initiated or undertaken at any time by the General Manager, Domestic Mail Classification Division. The General Manager may ask the organization for information or evidence to determine if the organization is still qualified. The organization's failure to furnish such information is sufficient reason to revoke its authorization. If the General Manager, after a review, determines that an organization is no longer qualified, he will notify the organization through the postmaster of the MCC of the proposed revocation of the authorization and the reasons for the revocation. The revocation becomes effective 15 days from receipt of the notice unless the organization files a written appeal with the Director, Office of Mail Classification, Rates and Classification Department, USPS Headquarters, Washington, DC 20260-5360, who will issue the final agency decision.

**643.3 Revocation for Nonuse.** An authorization to mail at the special bulk third-class rates will be revoked by mail classification centers if no special rate mailings are made by the authorized organization during a two year period of time. The postmaster of the mail classification center who approved the application will mail a copy of the notice of revocation for nonuse to the affected organization at the address shown on the application prior to the effective date. No administrative appeal is provided for a revocation for nonuse of an authorization.



HỘI GIA ĐÌNH TÙ NHÂN CHÍNH TRỊ VIỆT NAM  
FAMILIES OF VIETNAMESE POLITICAL PRISONERS ASSOCIATION

P.O. BOX 5435, ARLINGTON, VA 22205-0635  
TELEPHONE: 703-560-0058

Hội Đồng Quản Trị  
Board of Directors

KHÚC MINH THƠ  
NGUYỄN THỊ HẠNH  
NGUYỄN QUỲNH GIAO  
NGUYỄN VĂN GIỎI  
NGUYỄN XUÂN LAN  
HIỆP LOWMAN  
TRẦN KIM DUNG  
TRẦN THỊ PHƯƠNG

Ban Chấp Hành T.Ư.  
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NGUYỄN QUỲNH GIAO  
1st Vice-President  
TRẦN KIM DUNG  
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Deputy Secretary  
NGUYỄN THỊ HẠNH  
Treasurer

Cố Vấn Đoàn  
Advisory Committee

HIỆP LOWMAN  
NGUYỄN XUÂN LAN

ARLINGTON, February 18, 1990

Kính gửi,

Bà Hồng Thị Tươi Tân,

Thưa bà,

Đề chúng tôi có thể tìm hong số  
hàng nghìn hồ sơ do cựu tù nhân chính trị  
Việt Nam và gia đình gửi đến Hội,  
xin bà vui lòng cho chúng tôi biết thư  
báo đảm mang số 2379 do bà gửi  
vào ngày 2-11-89 mang tên tù nhân  
nào hay về vụ việc gì.  
(Chúng tôi xếp hồ sơ theo tên tù nhân,  
tên quả phụ v.v... chứ không xếp theo  
tên người gửi).

Kính thư,

FAMILIES OF VIETNAMESE  
POLITICAL PRISONERS ASSOC.  
P.O. BOX 5435  
• ARLINGTON, VA 22205-0635

# UNITED STATES POSTAL SERVICE

C-32

CASE NO:

DATE: 2/8/90

SUBJECT: Inquiry About Receipt of International Mail

TO:

*Mrs. K. Luc Minh Tho  
PO Box 5435*

Dear Customer:

An inquiry has been received from a foreign postal administration concerning the delivery of the following piece of mail addressed to you:

<input checked="" type="checkbox"/> Letter	<input type="checkbox"/> Registered No. <u>2379</u>
<input type="checkbox"/> Parcel	<input type="checkbox"/> Insured No. _____
<input type="checkbox"/> Other Article	<input type="checkbox"/> Ordinary
<input type="checkbox"/> Express Mail Item No. _____	

Date Mailed: 2-11-89  
Contents: \_\_\_\_\_

Sender: *Mme Hong Thi Thanh Lan*  
*2 Rue. de Commerce*  
*93420 Villapinte, France*

In order to respond to his inquiry, we must know whether you received this mail. Please complete the reply section below, sign, and return this letter to us immediately. An official window envelope, which requires no postage, is enclosed for this purpose.

Thank you,

Postmaster

## CUSTOMER REPLY:

☐ This mail was received. It was received on or about \_\_\_\_\_ (date)  
☐ This mail was not received.

Signature: \_\_\_\_\_

Name of Firm (if applicable): \_\_\_\_\_

RETURN TO:

BUREAU

VILLEPINTE

93-078

ENVOI RECOMMANDÉ, LETTRE OU BOITE AVEC VALEUR DÉCLARÉE OU COLIS POSTAL

RÉCLAMATION

DEC 1989  
INTL NO.93 - BOBIGNY - CT  
ENQUÊTES - ARRIVÉE  
N° 1082 R

Indications. — Une seule formule suffit pour plusieurs envois de la même catégorie. Envoi recommandé, lettre ou boîte avec valeur déclarée, colis ordinaire, colis avec valeur déclarée — déposés simultanément au même bureau par le même expéditeur et expédiés par la même voie pour le même destinataire.

Avis — Les délais de réponse aux réclamations varient suivant les pays de destination et sont de plusieurs semaines en raison des difficultés parfois rencontrées dans les recherches.

Bureau ou service d'origine :

Date de la réclamation :

Date du duplicata :

Référence :

## 1. Renseignements à fournir par le service d'origine.

Motif de la réclamation :

Envoi

☒ non parvenu☐ spolié☐ avarié☐ retardé

Envoi recommandé :

☒ Lettre.☐ Imprimé.☐ Petit paquet.☐ Paquet poste (régime E)

Envoi avec valeur déclarée :

☐ Lettre.☐ Boîte (régime E).☐ Paquet (régime E)☐ Colis.

Valeur déclarée (montant et monnaie) :

☐ Colis ordinaire.

Mentions spéciales :

☒ Avion.☐ Exprès.☐ Urgent.☒ Avis de réception

Montant du remboursement et monnaie :

NY 525000

☐ Remboursement.

Poids (ne concerne pas les envois de la poste aux lettres) :

Date du dépôt 02.11.89

Heure du dépôt 15H

Bureau de dépôt : (1)

VILLEPINTE

N° de l'envoi :

2379

Voie d'acheminement (ne concerne pas les envois de la poste aux lettres) :

Nom et adresse complète de l'expéditeur : M<sup>me</sup> Hong Thi Tinh Tan  
2 Rue le Corbusier  
93420 Villepinte France

Nom et adresse complète du destinataire : Families of Vietnamese Political Prisoners Association - P.O. Box 5435 Arlington VA 22205-0635 USA

Contenu (description exacte) :

1 Dossier

Description extérieure (ne concerne pas les envois de la poste aux lettres) :

Ann

Fac-similé de la suscription de l'envoi :

☐ Annexé.☐ Non annexé.

Renseignements à fournir par le bureau d'origine et les bureaux réexpéditeurs

Dépêche de transmission de l'envoi :	N°	Date	De	Pour
<input type="checkbox"/> Avion.	<input checked="" type="checkbox"/> Surface.	2 2/11/89	Villepinte	Bobigny CTA
<input type="checkbox"/> Avion.	<input checked="" type="checkbox"/> Surface.	U 2/11/89	93-BOBIGNY-CENTRE-DE-TRI	PAT
<input type="checkbox"/> Avion.	<input type="checkbox"/> Surface.			

(1) Numéro de poste comptable du bureau de dépôt.

N° 859 - IN 0 112231 0 48 FP

4.93  
078

Convention, Lausanne 1974, art. 143, § 1

M<sup>me</sup> H Rue Manh ThoHave you Received This  
Ref Article?

Do Please Let me know - de

Received  
11/29/74

THIS IS YOUR OFFICIAL **ZIP+4** CODE

22205-0635

FOR YOUR ADDRESS:



Dear Customer:

ZIP+4 codes are being introduced by the Postal Service to increase the efficiency and accuracy of sorting mail.

Use of ZIP+4 codes is completely voluntary, but we hope you will include your code in the return address on all correspondence, stationery, forms, etc.

Your Postmaster

U.S. POSTAL SERVICE

YOUR OFFICIAL  
**ZIP+4**<sup>TM</sup> CODE




PENALTY FOR PRIVATE  
USE TO AVOID PAYMENT  
OF POSTAGE, \$300



Always show your P.O. Box No. and ZIP Code in your return address

117

Received Post Office Box/Caller Service Fees From: (Name of Customer) <i>FAMILY OF LETHAL WEAPONS ASSN</i>		Amount \$ <i>13<sup>00</sup></i>
See Rules for use of Lockbox and Caller Service on Form 1093, Application for Post Office Box or Caller Service (May 1976 or later editions)		(Dating Stamp)
Box Number <i>5435</i>	<input checked="" type="checkbox"/> For one semiannual payment period <input type="checkbox"/> For Annual payment period <input type="checkbox"/> Reserved Number Fee Ending (Date) <i>4-30-85</i>	
Postmaster By <i>Seinnghed</i>		

PS Form 1538 RECEIPT FOR POST OFFICE BOX/CALLER SERVICE FEES  
June 1982 ☆ U.S. Government Printing Office: 1982-556-108

Original

POST OFFICE <i>Post Office 22205</i>	STATION <i>P.K.</i>	\$ <i>2<sup>00</sup></i>	No. 60
AMOUNT (To be written) <i>Two</i>		<i>710</i> DOLLARS	
FOR <i>2) Two Post Keys</i>	AIC <i>126</i>	POSTMASTER (By) <i>[Signature]</i>	
Received from: (Show address only when receipt is mailed) <i>FAMILY OF LETHAL WEAPONS ASSN. POB 5435 22205</i>			DATE <i>11/8/85</i>  PERMIT NO. _____


PS Form 3544  
Nov. 1979

POST OFFICE RECEIPT FOR MONEY

Original

CUSTOMER: Complete Items 1, 3-7, 15 and 19

(Item 2 for P.O. Use ONLY)

1. Name to which box number(s) is(are) assigned <b>Families of Political Prisoners Assoc.</b>		2. Box/Caller Nos. ____ Thru ____
3. Name of person making application (If representing an organization, show title and name) <b>Khuc Minh Tho, President</b>		
4. Will this box be used for soliciting or doing business with the public? (Check one) a. <input checked="" type="checkbox"/> YES      b. <input type="checkbox"/> NO		
5. Address (No., Street, City, State and ZIP Code. Record address change on reverse and line out address below.) <b>7813 Marthas Lane, Falls Church, VA. 22043</b>		6. Telephone No. (If any) <b>560-0058</b>
7. Signature of applicant (Same as Item 3) 		8. Date of application <b>11-05-84</b>


## ITEMS 8-15: TO BE COMPLETED BY POST OFFICE

9. Type of identification (Driver's license military identification, other; show identification no.) <b>223-13-1426</b>		10. Eligibility for carrier-delivery <input type="checkbox"/> CITY <input type="checkbox"/> RURAL <input checked="" type="checkbox"/> NONE	11. Box size needed _____
12. Dates of Service a. Started <b>asap</b> b. Ended <b>1985</b>		13. Service Assigned a. <input checked="" type="checkbox"/> Post Office Box    b. <input type="checkbox"/> Caller c. <input type="checkbox"/> Reserve Number	14. Information Verified by a. (Initials) _____

PS Form 1093, June 1984

(PART I) APPLICATION FOR POST OFFICE BOX OR CALLER SERVICE

CUSTOMER: Complete Items 15 and 19.

<b>SPECIAL ORDERS</b>		<b>ITEMS 16-18: TO BE COMPLETED BY POST OFFICE</b>	
15. Postmaster:  The following named persons, or authorized representatives of the organizations listed are authorized to accept mail addressed to this(these) post office box or caller number(s). Continue on reverse if necessary. <input type="checkbox"/> Check if reverse is used.		16. Post Office Box/Caller number for which this card is applicable _____ through _____	
a. Applicant (Same as Item 3) _____		17. <input type="checkbox"/> Check if box is to be used for Express Mail reshipment.	
b. Name in which box rented (Same as Item 1) <b>Fam. Pol. Prisoner Assoc.</b>		18. <div style="border: 1px solid black; width: 150px; height: 100px; margin: 10px auto; text-align: center; padding: 5px;">Post Office          Date Stamp</div>	
c. Other _____		19. I have read instructions and will comply 	
d. Other _____		Signature of Applicant (Same as Item 3) _____	
CUSTOMER NOTE: Possession of post office box Key or combination may be considered by the Postal Service to be valid evidence that possessor is authorized to remove mail from boxes.			

PS Form 1093, June 1984

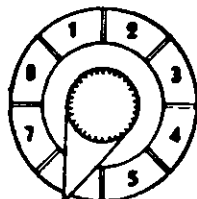
(PART II) APPLICATION FOR POST OFFICE BOX OR CALLER SERVICE

Use separate card for each number or inclusive group of numbers, and type of service. File Part I alphabetically by Customer's Name.

Use separate card for each number or inclusive group of numbers, and type of service. File Part II by box or caller number.



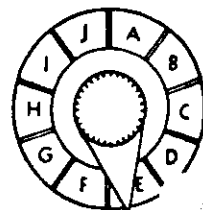
# INSTRUCTIONS FOR WORKING COMBINATION BOX



1. Clear dial by three revolutions to the right, stop on \_\_\_\_\_
2. Turn dial to the left and stop the second time around on \_\_\_\_\_
3. Turn right and stop at \_\_\_\_\_
4. Turn latch key LEFT to open.

Your ZIP + 4 is:

--	--	--	--	--	--	--	--	--	--



## Rules for use of Post Office Box and Caller Service

**IMPORTANT:** Post Office Box and Caller Service are Subject to the following and the regulations in Parts 951 and 952 *DMM*.

- I. Mail, which is properly addressed to a post office box or caller service number, will be delivered through that post office box or caller service for
  - Individual boxholders or callers, or anyone residing in their household.
  - A firm, corporation, association, or public or private, institution, or any one associated with the organization. . . . .
- II. Customers should promptly notify correspondents of their current box or caller number address.
- III. Post Office Box or caller service fees are to be paid in advance for one or two semiannual periods. A notice of fees due will be placed in a box or included with caller mail 20 days before the due date. If a boxholder is out of town and has submitted a temporary forwarding order, the notice will be mailed to the temporary address. It is the responsibility of the boxholder to assure that payment is made on time. If payment is sent by mail, it must be received by the postmaster by the due date. Payment may be by cash or by check payable to the postmaster. Do not send cash by mail. If a check is returned by the bank, the box will be closed until that check is made good.
- IV. If fee is not paid on time, the post office box will be secured so that mail cannot be removed through the door. If box rent or caller fees are not paid after 10 days, mail will be removed and treated as undeliverable, unless forwarded on a change of address order. After another five days, closed post office boxes will be available to new customers.
- V. Post office boxes or caller service may not be used for any purpose prohibited by Postal Regulations. (See Parts 951 and 952 *Domestic Mail Manual*. (*DMM*).
- VI. Boxes and caller numbers may not be used for the sole purpose of having the Postal Service forward or transfer mail to another address free of charge.
- VII. Boxholders shall promptly remove mail, or have it removed, from their boxes. Advance arrangements must be specifically made with the postmaster if mail is to be accumulated for more than 30 days.
- VIII. Keys for key-type post office boxes will be issued upon payment of \$1 for each key, including those initially issued for each post office box. When a box is surrendered, the Postal Service will repurchase a maximum of two keys. Keys for post office box may be obtained only from the Postal Service.
- IX. Customers who use post office box or caller service, are required to maintain a current Form 1093. *Application for Post Office Box or Caller Service*, on file with the Postal Service. Any information on the application, which changes or becomes obsolete, must be corrected by promptly updating the Form 1093 on file with the postmaster at the office where the post office box or caller service is used.
- X. A box may be closed or caller service terminated as provided in Parts 951 and 952 *DMM*. The customer may appeal a closure in writing to higher authority by following the detailed procedures in Sections 951.84 and 952.44 *DMM*.
- XI. Concerning information required for the completion of this form:
  - A. The collection of this information is authorized by 39 U.S.C. 403.404.
  - B. This information will be used to provide the applicant with post office box or caller service.
  - C. This information may be routinely disclosed:
    1. To persons authorized by law to serve judicial process for the purpose of serving such process.
    2. To a government agency, when necessary for the performance of its duties.
    3. To anyone, when the box is being used for the purpose of doing or soliciting business with the public.
    4. To a Congressional Office, at the request of the boxholder.
    5. In response to a subpoena or court order.
    6. Where pertinent to a legal proceeding in which the Postal Service is a party.
  - D. Completion of this form is voluntary; however, if this information is not provided, the applicant will be unable to use a box or receive caller service.
- XII. Customers are referred to Parts 951 and 952 *DMM* for a more detailed explanation of these regulations. ☆ U.S. G.P.O. 1984-447-622

PS Form 1093, June 1984 (PART III)

U.S. POSTAL SERVICE  
APPLICATION TO MAIL AT SPECIAL BULK THIRD-CLASS RATES

**APPLICANT:** Complete the section within the shaded border. A separate application with all required supporting evidence must be filed with the postmaster at *each* post office where your organization wishes to mail at the special bulk third-class rates. Check in Item 5 the one category which describes the primary purpose of your organization. Attach copies of documents which substantiate that the primary purpose of your organization is the one indicated in Item 5; examples include the charter, articles of incorporation, constitution, bylaws, bulletins and programs of your organization. All organizations except qualified political committees must also attach evidence showing that the organization is nonprofit. To further demonstrate the eligibility of your organization, the application should include an attachment which summarizes the activities of your organization over the past 12 months. Be sure to sign and date this application.

1. Name of Organization		1a. Area Code/Telephone Number (     )
2. Location (Street, Apt./Suite No.)		
3. City, State and ZIP+4 Code		
4. Post Office where authorization is requested and mailings will be made (City, State, and ZIP+4 Code)		
5. Type of Organization (Check only one)		
<input type="checkbox"/> Religious	<input type="checkbox"/> Scientific	<input type="checkbox"/> Agricultural
<input type="checkbox"/> Educational	<input type="checkbox"/> Philanthropic	<input type="checkbox"/> Labor
<input type="checkbox"/> Veterans	<input type="checkbox"/> Qualified Political Committee	<input type="checkbox"/> Fraternal
6. Check whether this organization is for profit or whether any of its net income inures to benefit of any private stockholder or individual		7. Check whether this organization is exempt from Federal income tax (If "Yes," attach a copy of the exemption issued by the Internal Revenue Service which shows the section of the IRS code under which the organization is exempt.)
<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO

I certify that the statements made by me are true and complete. I understand that if this application for authorization is approved, it may only be used for our organization's mail at the post office specified above, and that we may not transfer or extend it to any other mailer. I further understand that if this application is approved, a postage refund for the difference between the regular and special bulk rates may be made for only those regular bulk third-class mailings entered at the post office identified above during the period this application is pending, provided the conditions set forth in section 642.4, Domestic Mail Manual are met.

SIGNATURE OF APPLICANT	TITLE	DATE

Willful entry or submission of false, fictitious or fraudulent statements or representations in this application may result in a fine up to \$10,000 or imprisonment up to 5 years or both (18 U.S.C. 1001).

**INSTRUCTIONS TO ORIGINATING POSTMASTER:** Be sure applicant has completed the upper portion of this form and submitted the required supporting evidence. Forward the entire form and supporting evidence to the Mail Classification Center Postmaster for your area. The MCC Postmaster will detach the bottom portion of the form and return the remaining portion and supporting papers to you after ruling on the application. If the application is approved by the MCC Postmaster, detach and deliver the "Authorization to Mailer" portion. The remaining portion and supporting papers should be retained in your files.

MCC USE ONLY	NOTIFICATION TO ORIGINATING POSTMASTER		MCC USE ONLY
	This Application Is: <input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED		
	Signature of Mail Classification Center Postmaster	Date	
Post Office, State and ZIP+4 Code			

**U.S. POSTAL SERVICE  
AUTHORIZATION TO MAILER**

Your application to mail at special bulk third-class rates at the post office indicated below is approved. This authorization does not extend to mailings made at other post offices. The annual bulk mailing fee must be paid at this post office prior to your first mailing each year. This authorization will be revoked for nonuse if no mailings are made at the special rate within a two (2) year period.

<b>MCC USE ONLY</b>	<i>(Name of Organization, Street, Apt./Suite No., City, State and ZIP+4 Code)</i>	<b>Post Office, State and ZIP+4 Code</b>	<b>MCC USE ONLY</b>
		<b>Signature of MCC Postmaster</b>	
		<b>Date</b>	

PS Form 3624, July 1984

<b>RECORD FILE—MAIL CLASSIFICATION CENTER</b>			
<b>Name of Organization</b>			
<b>Street Address (Include Apt./Suite No.)</b>			
<b>City, State and ZIP+4 Code</b>			
<b>Post Office of Bulk Mailings</b>		<b>State</b>	<b>ZIP+4 Code</b>
<input type="checkbox"/> Religious <input type="checkbox"/> Labor <input type="checkbox"/> Philanthropic	<input type="checkbox"/> Agricultural <input type="checkbox"/> Scientific <input type="checkbox"/> Fraternal	<input type="checkbox"/> Approved (Complete Form 3554) <input type="checkbox"/> Denied	
<input type="checkbox"/> Educational <input type="checkbox"/> Veterans <input type="checkbox"/> Qualified Pol. Committee		<b>Date</b>	

PS Form 3624, July 1984

**MAIL CLASSIFICATION CENTER  
POSTMASTER**

Complete, detach and retain this section for your files. Complete the "Notification to Originating Postmaster" section. If the application is approved, also complete the "Authorization to Mailer" section. Return those portions of the form along with the supporting files to the originating postmaster.

## APPLICATION TO MAIL AT SPECIAL BULK THIRD-CLASS RATES

**APPLICANT:** Complete the section within the shaded border. A separate application with all required supporting evidence must be filed with the postmaster at *each* post office where your organization wishes to mail at the special bulk third-class rates. Check in Item 4 the one category which describes the primary purpose of your organization. Attach copies of documents which substantiate that the primary purpose of your organization is the one indicated in Item 4; examples include the charter, articles of incorporation, constitution, bylaws, bulletins and programs of your organization. All organizations except qualified political committees must also attach evidence showing that the organization is nonprofit. To further demonstrate the eligibility of your organization, the application should include an attachment which summarizes the activities of your organization over the past 12 months. Be sure to sign and date this application.

## 1. NAME OF ORGANIZATION

Families of Vietnamese Political Prisoners Association

## 2. LOCATION (Street, Apt./Suite No., City, State and ZIP Code)

Office Location: 3223 S. Utah Street, Arlington, Va. 22206  
 Mailing: P.O. Box 5435, Arlington, Va. 22205-0635

## 3. CITY, STATE AND ZIP CODE OF POST OFFICE WHERE AUTHORIZATION IS REQUESTED AND MAILINGS WILL BE MADE

## 4. CHECK TYPE OF ORGANIZATION

☐ RELIGIOUS☐ SCIENTIFIC☐ AGRICULTURAL☐ VETERANS☐ QUALIFIED POLITICAL COMMITTEE☐ EDUCATIONAL☒ PHILANTHROPIC☐ LABOR☐ FRATERNAL

## 5. CHECK WHETHER THIS ORGANIZATION IS FOR PROFIT OR WHETHER ANY OF ITS NET INCOME INURES TO BENEFIT OF ANY PRIVATE STOCKHOLDER OR INDIVIDUAL

☐ YES☐ NO

## 6. CHECK WHETHER THIS ORGANIZATION IS EXEMPT FROM FEDERAL INCOME TAX (If "Yes," attach a copy of the exemption issued by the Internal Revenue Service.)

☒ YES☐ NO

I certify that the statements made by me are true and complete. I understand that if this application for authorization is approved, it may only be used for our organization's mail at the post office specified above, and that we may not transfer or extend it to any other mailer. I further understand that if this application is approved, a postage refund for the difference between the regular and special bulk rates may be made for only those regular bulk third-class mailings entered at the post office identified above during the period this application is pending, provided the conditions set forth in section 642.4, Domestic Mail Manual are met.

SIGNATURE OF APPLICANT

Khuc Minh Tho (Mrs.)

TITLE

President

DATE

June 12, 1980

Willful entry or submission of false fictitious or fraudulent statements or representations in this application may result in a fine up to \$10,000 or imprisonment up to 5 years or both (18 U.S.C. 1001).

**INSTRUCTIONS TO ORIGINATING POSTMASTER:** Be sure applicant has completed the upper portion of this form and submitted the required supporting evidence. Forward the entire form and supporting evidence to the Mail Classification Center Postmaster for your area. The MCC Postmaster will detach the bottom portion of the form and return the remaining portion and supporting papers to you after ruling on the application. If the application is approved by the MCC Postmaster, detach and deliver the "Authorization to Mailer" portion. The remaining portion and supporting papers should be retained in your files.

## NOTIFICATION TO ORIGINATING POSTMASTER

This Application Is:

☐ APPROVED☐ DENIED

SIGNATURE OF MAIL CLASSIFICATION CENTER

DATE

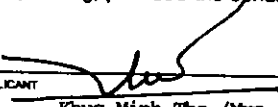
POST OFFICE, STATE AND ZIP CODE

MCC USE ONLY

MCC USE ONLY

## APPLICATION TO MAIL AT SPECIAL BULK THIRD-CLASS RATES

**APPLICANT:** Complete the section within the shaded border. A separate application with all required supporting evidence must be filed with the postmaster at *each* post office where your organization wishes to mail at the special bulk third-class rates. Check in Item 4 the one category which describes the primary purpose of your organization. Attach copies of documents which substantiate that the primary purpose of your organization is the one indicated in Item 4; examples include the charter, articles of incorporation, constitution, bylaws, bulletins and programs of your organization. All organizations except qualified political committees must also attach evidence showing that the organization is nonprofit. To further demonstrate the eligibility of your organization, the application should include an attachment which summarizes the activities of your organization over the past 12 months. Be sure to sign and date this application.

1. NAME OF ORGANIZATION <b>Families of Vietnamese Political Prisoners Association</b>	
2. LOCATION (Street, Apt./Suite No., City, State and ZIP Code) <b>Office Location: 3223 S. Utah Street, Arlington, Va. 22206</b> <b>* Mailing: P.O. Box 5435, Arlington, Va. 22205-0635 #</b>	
3. CITY, STATE AND ZIP CODE OF POST OFFICE WHERE AUTHORIZATION IS REQUESTED AND MAILINGS WILL BE MADE <b>PRESTON KING STATION</b> <b>5877 N. WASHINGTON BLVD.</b> <b>ARLINGTON VA. 22205</b>	
4. CHECK TYPE OF ORGANIZATION: <input type="checkbox"/> RELIGIOUS <input type="checkbox"/> SCIENTIFIC <input type="checkbox"/> AGRICULTURAL <input type="checkbox"/> VETERANS <input type="checkbox"/> QUALIFIED POLITICAL COMMITTEE <input type="checkbox"/> EDUCATIONAL <input checked="" type="checkbox"/> PHILANTHROPIC <input type="checkbox"/> LABOR <input type="checkbox"/> FRATERNAL	
5. CHECK WHETHER THIS ORGANIZATION IS FOR PROFIT OR WHETHER ANY OF ITS NET INCOME INURES TO BENEFIT OF ANY PRIVATE STOCKHOLDER OR INDIVIDUAL <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	6. CHECK WHETHER THIS ORGANIZATION IS EXEMPT FROM FEDERAL INCOME TAX (If "Yes," attach a copy of the exemption issued by the Internal Revenue Service.) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
<p>I certify that the statements made by me are true and complete. I understand that if this application for authorization is approved, it may only be used for our organization's mail at the post office specified above, and that we may not transfer or extend it to any other mailer. I further understand that if this application is approved, a postage refund for the difference between the regular and special bulk rates may be made for only those regular bulk third-class mailings entered at the post office identified above during the period this application is pending, provided the conditions set forth in section 642.4, Domestic Mail Manual are met.</p>	
SIGNATURE OF APPLICANT  <b>Khuc Minh Tho (Mrs.)</b>	TITLE <b>President</b>
DATE <b>June 12, 1980</b>	
<small>Willful entry or submission of false fictitious or fraudulent statements or representations in this application may result in a fine up to \$10,000 or imprisonment up to 5 years or both (18 U.S.C. 1001).</small>	

**INSTRUCTIONS TO ORIGINATING POSTMASTER:** Be sure applicant has completed the upper portion of this form and submitted the required supporting evidence. Forward the entire form and supporting evidence to the Mail Classification Center Postmaster for your area. The MCC Postmaster will detach the bottom portion of the form and return the remaining portion and supporting papers to you after ruling on the application. If the application is approved by the MCC Postmaster, detach and deliver the "Authorization to Mailer" portion. The remaining portion and supporting papers should be retained in your files.

<b>NOTIFICATION TO ORIGINATING POSTMASTER</b>	
This Application Is: <input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED	
MCC USE ONLY	SIGNATURE OF MAIL CLASSIFICATION CENTER
	DATE
POST OFFICE, STATE AND ZIP CODE	
MCC USE ONLY	MCC USE ONLY

PS Form 3824  
July 1980

## AUTHORIZATION TO MAILER

Your application to mail at special bulk third-class rates at the post office indicated below is approved. This authorization does not extend to mailings made at other post offices. The annual bulk mailing fee must be paid at this post office prior to your first mailing each year. This authorization will be revoked for nonuse if no mailings are made at the special rate within a two (2) year period.

MCC USE ONLY	(Name of organization, street, apt./suite no., city, state and ZIP code)	POST OFFICE, STATE AND ZIP CODE	MCC USE ONLY
		SIGNATURE OF MCC POSTMASTER	
		DATE	

PS Form 3824, July 1980

## COMMONWEALTH OF VIRGINIA - STATE CORPORATION COMMISSION

1986

ANNUAL REPORT

262852-7

\*\*\*\*\*

REPORT DATE 01/11/86

CORPORATE I.D.

CORPORATION NAME:

FAMILIES OF VIETNAMESE POLITICAL PRISONERS

STATE OR COUNTRY OF INCORPORATION:

VIRGINIA

REGISTERED AGENT NAME AND REGISTERED OFFICE ADDRESS, IN VIRGINIA:

DUONG MY LINH SOLAND DIR  
3223 SOUTH UTAH STREET  
P.O. BOX 5435  
ARLINGTON, VA 22205

CITY OR COUNTY (IN VIRGINIA) OF THE REGISTERED OFFICE:  
ARLINGTON COSTOCK TOTAL NUMBER OF SHARES AUTHORIZED BY THE CHARTER,  
ITEMIZED BY CLASS:

CLASS	AUTHORIZED	CLASS	AUTHORIZED
NONE			

6. PRINCIPAL OFFICERS DO NOT LIST MORE THAN FIVE, BUT YOU MUST INCLUDE A PRESIDENT, AND A SECRETARY. IF THE REGISTERED AGENT IS AN OFFICER, INCLUDE HIS OR HER CORPORATE TITLE.

NAME	TITLE(S)	COMPLETE POST OFFICE ADDRESS (INCLUDE STREET NO. OR RFD)
Khuc Minh Tho	President	
Trinh Ngoc Dung	Secretary	
Nguyen Quynh Giao	Vice President	
Tran Thi Phuong	Treasurer	
Duong My Linh Soland	Adviser, Registered Agent	

L30981

READ THE INSTRUCTIONS ON THE BACK OF THIS FORM BEFORE FILLING  
REPORT TYPE OR PRINT IN BLACK INK.

7. ADDRESS OF THE CORPORATION'S PRINCIPAL OFFICE

STREET

3223 South Utah St.

P.O. Box 5435

CITY

Arlington

STATE

Va

ZIP

22205

8. DIRECTORS (ATTACH AN EXTRA SHEET IF NECESSARY) MUST INCLUDE NAMES  
AND COMPLETE POST OFFICE ADDRESS (INCLUDE STREET NO. OR RFD)

NAME

Khuc Minh Tho

ADDRESS

7813 Matthews Lane, Falls Church Va 22043

NAME

Trinh Ngoc Dung

ADDRESS

3223 South Utah St Arlington, Va 22205

NAME

Nguyen Quynh Giao

ADDRESS

9387 Lee Hwy, Fairfax, Va 22031

NAME

Nguyen Xuan Lam

ADDRESS

3223 Blue Ford Rd., Kensington, Md 20895

NAME

Mrs. Le Van Hung

ADDRESS

6021 Knollwood Dr. # 5, Falls Church, Va 22041

NAME

Tran Thi Phuong

ADDRESS

7415 Magnolia Rd, Fairfax City, Va 22033

I AFFIRM THAT THE INFORMATION CONTAINED IN  
THIS REPORT IS ACCURATE AND THAT NONE OF IT  
IS FALSE IN ANY MATERIAL RESPECT

DATE SIGNED March 21, 1986

SIGNATURE

PRINTED NAME NGOC DUNG TRINH

TITLE

Secretary

THIS REPORT MUST BE EXECUTED BY SOMEONE LISTED IN 6 OR 8.



**United States  
Postal Service**

October 9, 1986

Families of Vietnamese  
Political Prisoners Association  
P.O. Box Box 5435  
Arlington, VA 22205-0635

Gentlemen:

Your application to mail at the special bulk third class rates of postage was incomplete. In order to make a determination of your organization's qualification for the special rate, the following additional information is required.

A dissolution clause stating what will happen if the organization is terminated

Please submit the additional documents within 15 days to the Mail Classification Office, MSC Northern VA 22081-9504. Any additional evidence that would further support your qualifications should also be submitted. Your application will be held at this office pending receipt of the requested documentation.

If we may be of assistance in this matter, please call our Mail Classification Office at 698-6579. Thank you for your cooperation.

Sincerely,

Robert Hsiung  
Director, Finance  
MSC Northern VA  
8409 Lee Highway  
Merrifield, VA 22081-9995

FAMILIES OF VIETNAMESE POLITICAL  
PRISONERS ASSOCIATION

PURPOSE.

To help facilitate the movement of Vietnamese political prisoners and their families to be resettled in the United States, pursuant to Department of State rules for admission of refugees as follows, under the Orderly Departure Program:

Priority 1: "Compelling Concern/Interest. exceptional cases: (a), (b) of refugees of compelling concern to the United States, such as former or present political prisoners and dissidents."

Priority 2: "Family Reunification. refugees who are spouses, sons, daughters, parents, grandparents, unmarried siblings or unmarried children . . . . . of persons in the United States . . ."

The organization provides charitable assistance to political prisoners' relatives, already living in the United States, in preparing a variety of application documents to enable the prisoners to join their families in the United States through the Orderly Departure Program. It similarly assists prisoners and their families who have no relatives in the United States but who meet criteria to be admitted here.

The organization prints its own forms such as intake, membership, letterheads, etc. It also publishes a bilingual newsletter quarterly to share information with its members as well as interested parties regarding its activities and changes in the law. It coordinates its activity with the Orderly Departure Program's changing provisions and disseminates information to keep members informed. The organization spends a substantial amount on postage since it receives and replies to correspondence throughout the country and from Viet Nam.



UNITED STATES POSTAL SERVICE  
OFFICE OF CLASSIFICATION AND RATES ADMINISTRATION  
RATES AND CLASSIFICATION CENTER

1845 Walnut Street

Philadelphia, PA 19196-9599

19 MAY 1987

Families of Vietnamese Political Prisoners Association  
Post Office Box 5435  
Arlington, VA 22205-0635

Dear Sir:

This is in further reference to your application to mail at the special bulk third-class rates of postage at the Arlington, VA 22205 Post Office.


On September 10, 1986 this office requested, through the Postmaster, Arlington, VA Post Office that you furnish additional materials which would enable us to make a determination as to whether your organization meets the requirements of a qualifying category in section 623.23, Domestic Mail Manual. To date, the requested information has not been received.

The supporting documents submitted with the application failed to establish that the Families of Vietnamese Political Prisoners Association meets the requirements of a qualifying nonprofit category. Since the additional information has not been received, there is no basis for approving your application to mail at the special bulk third-class rates of postage.

Based on the evidence submitted, the application is denied. The Families of Vietnamese Political Prisoners Association may, of course, mail at the regular bulk third-class rates.

We have enclosed copies of sections 623 and 642 of the Domestic Mail Manual, the regulations that pertain to the special rates. You may appeal this decision by submitting a written appeal to the postmaster where the application was filed within fifteen days of your receipt of this letter.

Sincerely,

  
Robert Ierzi  
General Manager  
Rates and Classification Center

Attachment

cc: MSC Manager/Postmaster  
✓ Postmaster, Arlington, VA 22205-9998

CERTIFIED - RETURN RECEIPT REQUESTED

September 10, 1986

Families of Vietnamese  
Political Prisoners Association  
P.O. Box 5435  
Arlington, VA 22205-0635

Gentlemen:

Your application to mail at the special bulk third class rates of postage was incomplete. In order to make a determination of your organization's qualification for the special rate, the following additional information is required.

<u>  X  </u>	Item 2. Please clarify which address to use
<u>  X  </u>	Item 3. Please complete
<u>  X  </u>	Item 5. Please complete
<u>  X  </u>	A Dissolution clause
<u>  X  </u>	Articles of Incorporation or Constitution or Bylaws
<u>  X  </u>	Bulletins and programs as documentation in support of your qualifications

Please submit the additional documents within 15 days to the Mail Classification Office, MSC Northern VA 22081-9504. Any additional evidence that would further support your qualifications should also be submitted. Your application will be held at this office pending receipt of the requested documentation.

If there are any questions concerning this matter, please call our Mail Classification Office at 698-6579.

Sincerely,

Robert Hsiung  
Director, Finance  
MSC Northern VA 22081-9504  
8409 Lee Highway  
Merrifield, VA 22081-9504

Hội Gia Đình Tù Nhân Chính Trị Việt Nam  
Families of Vietnamese Political Prisoners' Association  
P.O. Box 5435  
Arlington, Virginia 22205-0635  
Telephone: (703) 998-7850  
Non-Profit Organization ID: 1545-0056

-----

No.: # 7

Date: Jan. 87

From: Valerie Peterson

Hội xin thành thật tri ân \_\_\_\_\_

Đã đóng niên liễm, ủng hộ \$ 50.00

This acknowledges receipt of your contribution.

Nỗ lực của Hội trong công cuộc vận động cho các tù nhân chính trị  
Việt Nam và gia đình họ được đoàn tụ.

Which makes you a part of our Association's efforts to serve the Vietnamese  
political prisoners and their families.

Nguyễn Thị Hạnh  
Treasurer

U.S. POSTAL SERVICE  
NONUSE OF MAILING PERMIT

FALLS CHURCH VA 220469998

DATE 02.23.87

PERMIT # 564      DATE OF LAST MAILING //0

PERMIT IMPRINT PERMIT  
(145.221 DMM)

*01/02/86*

POSTAL REGULATIONS PROVIDE THAT WHEN A PERMIT HOLDER DOES NOT MAIL UNDER THE PERMIT FOR A PERIOD OF 12 CONSECUTIVE MONTHS IT MAY BE REVOKED. IF THIS PERMIT IS TO BE USED WITHIN THE NEXT 90 DAYS, PLEASE COMPLETE THE LOWER PORTION OF THIS FORM. IF YOUR REPLY IS NOT RECEIVED WITHIN 10 DAYS, YOUR PERMIT WILL BE CANCELED.

IF THE PRESENT PERMIT IS CANCELED, A NEW APPLICATION WILL BE REQUIRED SHOULD YOU LATER DESIRE TO RESUME USING THIS TYPE OF PERMIT.

TO:

FAMILIES VIET POL PRIS  
BOX 5435  
ARLINGTON VA      22205-0640

C GALENTINE

Postmaster, By

*[Signature]*

\*\*\*\*\*

IT IS MY/OUR INTENTION TO MAIL WITHIN THE NEXT 90 DAYS UNDER THE PRESENT PERMIT.

-----  
(Date)

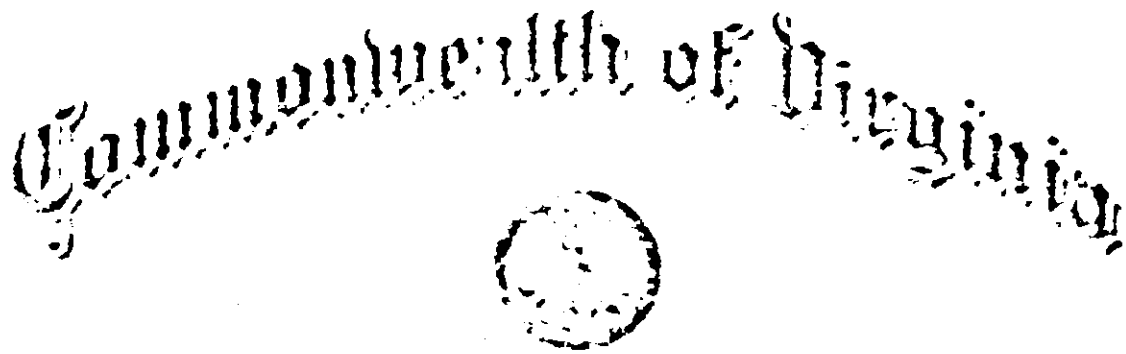
-----  
(Signature and Title)

FAMILIES VIET POL PRIS      PERMIT NO. 564

RETURN

TO:

POSTMASTER  
ATTN: PERMIT ACCEPTANCE UNIT  
FALLS CHURCH VA 220469998



## STATE CORPORATION COMMISSION

Richmond, October 29, 1964

*This is to Certify that the certificate of incorporation of*

FAMILIES OF VIETNAMESE POLITICAL PRISONERS

*was this day issued and admitted to record in this office  
and that the said corporation is authorized to transact its  
business subject to all the laws of the State applicable to the  
corporation and its business.*



State Corporation Commission

*George M. Bryant*  
Chairman of the Commission

Falls Church Post Office  
301 West Broad St, VA 22046-9998  
532-8822

UNITED STATES POSTAL SERVICE  
Philadelphia, PA 19196-9599

06/29/87

Authorization No. 0389999-EWP

FAMILIES OF VIETNAMESE POLITICAL PRISONERS  
ASSOCIATION  
7813 MARTHAS LANE  
FALLS CHURCH, VA 22043-3418

Dear Postal Customer:

Your application for special bulk third-class mailing privileges has been approved. Effective 06/01/87, your organization is authorized to mail at the special bulk rates at FALLS CHURCH, VA 22046.

Everything you present for mailing under this authorization must be prepared in accordance with the postal regulations that govern this class of mail. Therefore, please note the following requirements, as specified in Section 623.6 of the Domestic Mail Manual:

- a. All matter mailed at the special bulk rates must identify your organization as the authorized permit holder.
- b. The name and address of your organization must appear either on the outside of the mailing piece or in a prominent location on the material being mailed.
- c. If the mailing piece bears any name and return address, it must be that of your organization.
- d. Pseudonyms or bogus names of persons or organizations may not be used.

This authorization does not extend to mailings made at post offices other than the one named above. Also, please note that under Section 623.51 of the Domestic Mail Manual, your organization is authorized to mail only its own matter at these rates. You may not delegate or lend the use of your special rate authorization to any other person or organization. Doing so could result in the revocation of your permit.

The annual bulk mailing fee must be paid at the above-named post office prior to your first mailing each year. Additionally, you must mail under this authorization at least once every two years. Unless you do so, your special rate authorization will be revoked for nonuse.

If you have not already done so, please contact the post office named above to discuss entry of your mail under this authorization.

Thank you for your business.

Sincerely,

*James A. Elliott*

564

Robert Iezzi  
General Manager  
Rates and Classification Center  
Office of Classification and Rates Administration

cc: MSC





## FOR ZONE RATED MAIL USE FORM 3605

U.S. Postal Service <b>STATEMENT OF MAILING WITH PERMIT IMPRINTS</b>		MAILER: Complete all items by typewriter, pen or indelible pencil. Prepare in duplicate if receipt is desired. Check for instructions from your postmaster regarding box labeled "RCA Offices."			Permit No. <div style="font-size: 2em; font-weight: bold; text-align: center;">564</div>																																							
Post Office of Mailing <div style="font-size: 1.5em; font-weight: bold;">FALLS CHURCH VA 22046</div>		Date <div style="font-size: 1.5em; font-weight: bold;">9-11-87</div>	Receipt No.	Mailing Statement Sequence No.																																								
Check applicable box																																												
<input type="checkbox"/> International  <input type="checkbox"/> Other (Specify)		1st Class <input type="checkbox"/> ZIP + 4 Nonpresort <input type="checkbox"/> ZIP + 4 Presort <input type="checkbox"/> Carrier Route <input type="checkbox"/> Presort First-Class <input type="checkbox"/> Single Piece		2nd Class <input type="checkbox"/> Newspapers and magazines entered at the applicable third-class rate																																								
		3rd Class <input type="checkbox"/> Carrier Route <input type="checkbox"/> 5-digit <input type="checkbox"/> Basic <input type="checkbox"/> Single Piece		4th Class <input type="checkbox"/> Library Rate <input type="checkbox"/> Special 4th Class Single Piece <input type="checkbox"/> Presort Special 4th Class																																								
Processing Category (See DMM 128) <input type="checkbox"/> Letters <input checked="" type="checkbox"/> Flats <input type="checkbox"/> Machinable (Regular Parcels)		Weight of a single piece _____ lbs. <div style="border: 1px solid black; padding: 2px; text-align: center; font-weight: bold;">TOTAL IN MAILING</div> <div style="display: flex; justify-content: space-between;"> <div>Pieces <div style="font-size: 1.5em; font-weight: bold;">200</div></div> <div>Pound</div> <div>Sacks</div> <div>Trays</div> <div>Pallets</div> <div>Other Containers</div> </div>		RCA Offices:																																								
Name and Address of Permit Holder (Include ZIP Code) <div style="font-size: 1.2em;">Families of Vietnamese Political Prisoners Ann 7813 Marthas Ln - FALLS CHURCH VA 22043</div>		Telephone No. <div style="font-size: 1.2em;">560 0058</div>		<div style="border: 1px solid black; padding: 2px; text-align: center; font-weight: bold;">POSTAGE COMPUTATION</div> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:10%;">Pound Rate</th> <th style="width:30%;">1. Pound Rate Postage Charge</th> <th style="width:20%;">No. Pounds</th> <th style="width:20%;">Rate/Pound</th> <th style="width:20%;">Postage</th> </tr> </thead> <tbody> <tr> <td rowspan="8" style="text-align: center; vertical-align: middle; font-weight: bold;">Piece Rates</td> <td>2. ZIP + 4 Presort</td> <td>No. Qual. Pieces</td> <td>Rate Per Piece</td> <td>Postage</td> </tr> <tr> <td>3. Presort First Class</td> <td>No. Qual. Pieces</td> <td>Rate Per Piece</td> <td>Postage</td> </tr> <tr> <td>4. ZIP + 4 Nonpresort</td> <td>No. Qual. Pieces</td> <td>Rate Per Piece</td> <td>Postage</td> </tr> <tr> <td>5. Carrier Route</td> <td>No. Qual. Pieces</td> <td>Rate Per Piece</td> <td>Postage</td> </tr> <tr> <td>6. 5-digit</td> <td>No. Qual. Pieces</td> <td>Rate Per Piece</td> <td>Postage</td> </tr> <tr> <td>7. Basic</td> <td>No. Qual. Pieces</td> <td>Rate Per Piece</td> <td>Postage</td> </tr> <tr> <td>8. Rate Category</td> <td>No. of Pieces</td> <td>Rate Per Piece</td> <td>Postage</td> </tr> <tr> <td colspan="4" style="text-align: right;">9. SUBTOTAL (1 through 8) </td> <td>Postage</td> </tr> </tbody> </table>		Pound Rate	1. Pound Rate Postage Charge	No. Pounds	Rate/Pound	Postage	Piece Rates	2. ZIP + 4 Presort	No. Qual. Pieces	Rate Per Piece	Postage	3. Presort First Class	No. Qual. Pieces	Rate Per Piece	Postage	4. ZIP + 4 Nonpresort	No. Qual. Pieces	Rate Per Piece	Postage	5. Carrier Route	No. Qual. Pieces	Rate Per Piece	Postage	6. 5-digit	No. Qual. Pieces	Rate Per Piece	Postage	7. Basic	No. Qual. Pieces	Rate Per Piece	Postage	8. Rate Category	No. of Pieces	Rate Per Piece	Postage	9. SUBTOTAL (1 through 8)				Postage
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Name and Address of Individual or Organization for which mailing is prepared (If other than permit holder)  <input type="checkbox"/> Check if non-profit under 623. DMM*																																												
Name and Address of Mailing Agent (If other than permit holder)																																												
10. Additional Postage Payment (State reasons for additional postage payments)				No. Pieces	Rate/Piece \$	Postage																																						
11. <input type="checkbox"/> Check if applicable third class bulk piece rate is paid by meter. (Form 3602-PC required)																																												
12. TOTAL POSTAGE (9 plus 10) where applicable					Total Postage \$																																							
*The signature of a nonprofit mailer certifies that: (1) The mailing does not violate section 623.5 DMM and (2) Only the mailer's matter is being mailed; and (3) This is not a cooperative mailing with other persons or organizations that are not entitled to special bulk mailing privileges; and (4) This mailing has not been undertaken by the mailer on behalf of or produced for another person or organization that is not entitled to special bulk mailing privileges.																																												
Signature of Permit Holder or Agent (Both principal and agent are liable for any postage deficiency incurred)					Telephone No.																																							

**FOR USE OF POSTAL SERVICE ONLY**  
**WEIGHING SECTION — COMPLETE APPLICABLE PART BELOW**

Station or Unit				Mailing Statement Sequence No.		Permit No.  <input type="checkbox"/> (Check here if company permit)	
FINANCE NO.		ZIP CODE		Name of Permit Holder			
RECEIVED AND WEIGHED				<input type="checkbox"/> LETTER SIZE —All mail normally processed through letter cases. <input type="checkbox"/> FLATS—All mail normally processed through flat cases. <input type="checkbox"/> OTHER MAIL—Not normally distributed in letter or flat cases.		<b>RCA OFFICE ONLY</b>	
Date		Time					
NUMBER OF Sacks      Trays      Pallets      Other Containers				Class		Weight of a single piece	
NUMBER OF Total Pieces      Total Pounds				.    —    —    —    lbs.			

FOR TOTAL MAILING		FOR PIECES QUALIFYING FOR PRESORT RATE		POSTAGE COMPUTATION				
Total Weight (lbs.)		Total Weight (lbs.)		<b>Piece Rates</b>	1. Pound Rate Postage Charge	No. Pounds	Rate/Pound \$	Postage
Less TARE (lbs.)		Less TARE (lbs.)			2. ZIP + 4 Presort	No. Qual. Pieces	Rate Per Piece \$	Postage
Net Total Wt. (lbs.)		Net Weight (lbs.)			3. Presort First Class	No. Qual. Pieces	Rate Per Piece \$	Postage
Results of Presort Verification  Detection (Form 2866-A) _____ %  In-Depth (Form 2866-B) _____ %  SACK/TRAY LABELS (For mailings with 0% error) <div style="border: 1px solid black; height: 60px; width: 100%;"></div>					4. ZIP + 4 Nonpresort	No. Qual. Pieces	Rate Per Piece \$	Postage
					5. Carrier Route	No. Qual. Pieces	Rate Per Piece \$	Postage
					6. 5-digit	No. Qual. Pieces	Rate Per Piece \$	Postage
					7. Basic	No. Qual. Pieces	Rate Per Piece \$	Postage
					8. Rate Category	No. of Pieces	Rate Per Piece \$	Postage
					9. SUBTOTAL (1 through 8)			Postage

10. Additional Postage Payment (State reasons for additional Postage Payments)		No. Pieces	Rate/Piece \$	Postage
Remarks:				
11. TOTAL POSTAGE (9 plus 10) where applicable				Postage \$
I CERTIFY that this mailing has been inspected to verify that it qualifies for the rate of postage being paid, and that it is properly prepared (and presorted where required) and that the statement of mailing on the reverse of this form has been verified and the necessary annual fee has been paid.				
Signature of Weigher				Date



**United States  
Postal Service**

Dear Postal Customer:

Effective immediately, a new set of sacking requirements for bulk third-class mail is in effect. These new sacking requirements are designed to eliminate mailers' preparation of lightweight sacks of bulk third-class mail which over the years have created inefficiencies in Postal operations.

In general, the new regulations will increase the minimum sacking requirements for most sacks of bulk third-class mail from current levels to 125 pieces or 15 pounds of mail.

These changes affect only bulk third-class sacking requirements. The minimum quantity required per mailing remains unchanged at 200 pieces or 50 pounds of mail. Similarly, packaging requirements are unchanged.

A transition period will be provided for mailers. Compliance with the new regulations becomes mandatory on August 24, 1986. During the transition period, mailers may choose to prepare mailings in accordance with the preparation requirements currently appearing in the Domestic Mail Manual, or they may prepare mailings in accordance with the new regulations.

Enclosed is information concerning the basic presort level and the 5-digit presort level. If you are currently mailing at the carrier route presort level, or if you think you may qualify to do so, please contact the Customer Services Office at 698-6509 or the Mail Classification Office at 698-6378.

If we may be of any assistance during this transition period, please contact one of the aforementioned numbers.

Sincerely,

Gerald F. Merna  
Sectional Center Manager  
Northern Virginia MSC  
8409 Lee Highway  
Merrifield, VA 22081-9998

**THIRD CLASS BULK MAIL  
BASIC PRESORT LEVEL**

**MINIMUM QUANTITY**

Each mailing must consist of at least 200 pieces or 50 pounds, presorted in accordance with the following requirements to be eligible for the third-class bulk basic level rates.

**WEIGHT**

When paying postage with permit imprint indicia, pieces must be identical in size and weight. When paying postage with precancelled stamps or postage meter, pieces may vary in weight.

**MERGING AND PRESORTING**

Mailers should merge and presort all third-class matter:

1. When presented for mailing at the same time; and
2. When the pieces are identical as to size and weight.

Note: Differences in text, use or non-use of adhesive address labels, and the use of several address lists with differing key numbers do NOT prohibit the mailer from merging and presorting mailings.

**PREPARATION REQUIREMENTS FOR  
THIRD-CLASS BASIC PRESORT LEVEL**

**PACKAGING**

A package of mail should not exceed four inches in thickness. All pieces in a package must be securely wrapped or tied together. All pieces in a package must be faced in the same direction. Rubber bands are the preferred method of securing packages.

Pressure sensitive labels are to be applied to the lower left corner of the address side of the top piece on letter size packages and next to the address on flats or other larger size pieces. Pressure sensitive labels are available from your Post Office.

**FIVE-DIGIT PACKAGES**

When there are 10 or more pieces for the same 5-digit ZIP Code destination, they must be made up into 5-digit packages. The mailer may package less than 10 pieces in the same manner. Mailers are encouraged to affix a red label "D" to each package.

### THREE-DIGIT PACKAGES

When there are 10 or more pieces for the same 3-digit ZIP Code prefix, AFTER The required 5-digit packages have been made, they MUST be made up into 3-digit packages. The mailer may package less than 10 pieces in the same manner. A green label "3" must be affixed to each package.

### STATE PACKAGES

When there are 10 or more pieces for the same state remaining after the 5-digit and 3-digit packages have been made, they must be made up into state packages. The mailer may package less than 10 pieces in the same manner. An orange label "S" must be affixed to each package.

### MIXED STATES PACKAGES

Any remaining pieces after the 5-digit, 3-digit and state packages have been prepared, must be made up into mixed states packages. A "Mixed States" white facing slip MUST be placed COMPLETELY over the address of the top piece of the package.

### SACKING

#### FIVE-DIGIT SACKS

When there are 125 or more pieces of mail packaged to the same 5-digit ZIP-Code destination, the packages MUST be placed in a 5-digit sack labeled to the 5-digit destination. 5-digit sacks containing fewer than 125 pieces of mail will NOT be accepted. Each sack must be labeled in the following manner:

Line 1: City, State and 5-digit ZIP Code destination  
Line 2: Contents  
Line 3: Office of mailing

Example: 

Arlington VA 22201
3C LTRS
Alexandria VA 223

### THREE-DIGIT SACKS

When after preparing required 5-digit sacks, there are 125 or more pieces of mail packaged to the same 3-digit ZIP Code destination, the packages **MUST** be placed in a 3-digit sack labeled to the 3-digit destination. 3-digit sacks containing fewer than 125 pieces of mail will **NOT** be accepted. Each sack must be labeled in the following manner:

Line 1: City, State and 3-digit ZIP Code prefix.  
Line 2: Contents  
Line 3: Office of mailing

Example: 

Northern VA	220
3C LTRS	
Annandale VA	220

### OPTIONAL SECTIONAL CENTER FACILITY (SCF) SACKS

When, after preparing required 5-digit and 3-digit sacks, there are 125 or more pieces of mail packaged to post offices in the same sectional center facility (SCF), mailers are encouraged to place the packages into SCF sacks. SCF sacks containing fewer than 125 pieces of mail will not be accepted. However, mailings originating within the SCF Northern VA service area and destined for delivery within the SCF Northern VA service area, (ZIPS 220-223, and 226) may have SCF sacks with less than 125 pieces. Each sack must be labeled in the following manner:

Line 1: Name and state of SCF and lowest 3-digit ZIP Code for that SCF.  
Line 2: Contents  
Line 3: Office of mailing

Example: 

SCF Northern VA	220
3C LTRS	
Herndon VA	220

### STATE SACKS

When, after preparing required 5-digit, 3-digit and optional SCF sacks, there are 125 or more pieces of mail packaged to the same state, the packages MUST be placed into state sacks. Sacks containing fewer than 125 pieces may be prepared. Each sack must be labeled in the following manner.

Line 1: Name of SDC for state of destination.  
Line 2: Contents and 2-letter state abbreviation.  
Line 3: Office of mailing.

Example: 

DIS Charleston WV	250
3C LTRS WV	
Springfield VA	221

### MIXED STATES SACKS

If, after all required and optional sacks have been prepared, there are packages remaining for more than one state, and/or any mixed states packages, the mail must be placed into a mixed states sack. The mixed states sack must be labeled in the following manner:

Line 1: Mixed states distribution location.  
Line 2: Contents followed by the words "Mixed States".  
Line 3: Office of mailing.

Example: 

DIS Northern VA	220
3C LTRS MXD STATES	
Falls Church VA	220

NOTE: The last sack prepared in a mailing may not necessarily be a "Mixed States" sack. For example, if there are 10 pieces remaining for a single 3-digit ZIP Code prefix, which could not be placed in any of the previously prepared sacks, they then must be placed in a sack labeled to the 3-digit ZIP Code destination. Equally, the last sack in a mailing could be for any level of sortation and is dependent upon the mail remaining after all previous sacks have been prepared. The last sack must be labeled to the appropriate destination depending on the mail for which the sack was prepared.



## United States Postal Service

Dear Postal Customer:

Effective immediately, a new set of sacking requirements for bulk third-class mail is in effect. These new sacking requirements are designed to eliminate mailers' preparation of lightweight sacks of bulk third-class mail which over the years have created inefficiencies in Postal operations.

In general, the new regulations will increase the minimum sacking requirements for most sacks of bulk third-class mail from current levels to 125 pieces or 15 pounds of mail.

These changes affect only bulk third-class sacking requirements. The minimum quantity required per mailing remains unchanged at 200 pieces or 50 pounds of mail. Similarly, packaging requirements are unchanged.

A transition period will be provided for mailers. Compliance with the new regulations becomes mandatory on August 24, 1986. During the transition period, mailers may choose to prepare mailings in accordance with the preparation requirements currently appearing in the Domestic Mail Manual, or they may prepare mailings in accordance with the new regulations.

Enclosed is information concerning the basic presort level and the 5-digit presort level. If you are currently mailing at the carrier route presort level, or if you think you may qualify to do so, please contact the Customer Services Office at 698-6509 or the Mail Classification Office at 698-6378.

If we may be of any assistance during this transition period, please contact one of the aforementioned numbers.

Sincerely,

Gerald F. Merna  
Sectional Center Manager  
Northern Virginia MSC  
8409 Lee Highway  
Merrifield, VA 22081-9998



**THIRD CLASS BULK MAIL  
FIVE-DIGIT PRESORT LEVEL**

**MINIMUM QUANTITY**

Each mailing must consist of at least 200 pieces or 50 pounds of qualifying mail presorted to 5-Digit destinations. Each piece must be part of a package of 10 or more pieces to the same 5-Digit ZIP Code destination and the packages must be placed in a 5-Digit or 3-Digit sack as follows:

1. 5-Digit sacks MUST contain a minimum of 125 pieces of qualifying mail.
2. For "UNIQUE" 3-Digit ZIP Code prefix offices, mailers may commingle different 5-Digit packages of 10 or more pieces in unique 3-Digit sacks providing:
  - (a) Each sack contains at least 125 pieces of mail, and
  - (b) 3-Digit city packages are NOT included in the sack, and
  - (c) 125 pieces of mail for a single 5-Digit ZIP Code (within the unique 3-Digit prefix) must be sacked separately.
3. 3-Digit sacks MUST contain a minimum of 125 pieces of mail with a minimum of 50 pieces to each 5-Digit ZIP-Code destination contained within the 3-Digit sack.

**RESIDUAL PIECES**

Residual pieces (those not part of a group of ten or more pieces to a particular 5-digit ZIP Code) may be included in a 5-digit presort level rate mailing subject to the following provisions:

1. Residual pieces do not count toward the minimum quantity requirements for the 5-digit presort level rate.
2. Residual pieces are not eligible for the 5-digit presort level rate and must have postage paid at the appropriate third-class "basic" level rate.

**WEIGHT**

When paying postage with permit imprint indicia, pieces must be identical in size and weight. When paying postage with precancelled stamps or postage meter, pieces may vary in weight.

**MERGING AND PRESORTING**

Mailers should merge and presort all third-class matter:

1. When presented for mailing at the same time; and
2. When the pieces are identical as to size and weight.

Note: Differences in text, use or non-use of adhesive address labels, and the use of several address lists with differing key numbers do NOT prohibit the mailer from merging and presorting mailings.

PREPARATION REQUIREMENTS FOR THIRD-CLASS  
FIVE-DIGIT PRESORT LEVEL RATE

FIVE-DIGIT PACKAGES

When there are ten or more pieces addressed to the same 5-digit ZIP Code area, the mailer must prepare them in packages of ten or more. A package of mail should not exceed four inches in thickness. All pieces in a package must be securely wrapped or tied together. All pieces in a package must be faced in the same direction. Rubber bands are the preferred method of securing packages.

SACKING

All qualifying packages of 10 or more pieces to the same 5-Digit ZIP Code destination must be placed in sacks containing a minimum of 125 pieces of mail.

FIVE-DIGIT SACKS

When there are 125 pieces of qualifying 5-Digit mail for the same 5-Digit destination, it MUST be placed in a 5-Digit sack. 5-Digit sacks containing fewer than 125 pieces of qualifying mail will NOT be accepted. Each sack must be labeled in the following manner:

Line 1: City, State and 5-Digit ZIP Code Destination  
Line 2: Contents  
Line 3: Office of Mailing

Example: 

ARLINGTON VA 22209
3C LTRS
HERNDON VA 220

UNIQUE THREE-DIGIT SACKS

After preparing required 5-Digit sacks, mailers may commingle different 5-Digit packages of 10 or more pieces for the same unique 3-Digit ZIP Code prefix into unique 3-Digit sacks. Each sack must contain at least 125 pieces of mail. Each sack must be labeled in the following manner:

Line 1: City, state and unique 3-Digit ZIP Code prefix.  
Line 2: Contents followed by - "MIXED 5-DIGIT PKGS".  
Line 3: Office of mailing.

Example: 

ALEXANDRIA VA 223
3C LTRS - MXD 5-DG PKGS
GREAT FALLS VA 220