

Document Distribution Plan (for ordering labels)

1888/PR No. _____

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Distribution Summary

Fill in columns 2 and 3

Standard Hq.	Amt.	Standard Field	Amt.	¹ Destination/Distribution Copies	² No. of Dest.	³ Amt.
Policy and Procedures Infor.	4	William F. Bolger CLD	1	Headquarters (Side 1)		
Corporate Library	1	Mgr. Insp. Serv. OSG	5	HQ Field Units (Side 1)		
Counsel—Chief Inspector	1	MTSC (Norman, OK)	1	Field (Side 2)		
Inspector General	1	Mgr. TMDC	7	Originator		
Records Officer	1	NCSC (Memphis, TN)	1	Topeka Material Distribution Center		
VP, Employee Res. Mgmt.	1	Nat. Assoc. PMs & Super.	3	HQ Supply Room 1P100		
VP, Labor Relations	15	National Postal Museum	1			
		Nat. Inv. Control Ctr.	1			
Sites 7	Total	Sites 14	Total	Total		
	24		20			

Headquarters and HQ Field Units

For each label list you wish to order place a check mark in Column 1, write the number of copies each destination should receive in Column 5, multiply Columns 4 and 5 for a total in Column 6, and select the label type (chesire or G-10) in Column 7 or 8. Single copies to each destination should be mailed with chesire labels. Multiple copies are usually mailed with G-10 labels. Check with Printing Purchasing to determine which labels you need. To set requisition limits (optional) in Column 9 consult with the Topeka Material Distribution Center.

¹	² Destination	³ Label List No.	⁴ Number of Dest.	⁵ Amount Each	⁶ Total	⁷ Chesire Labels	⁸ G-10 Labels	⁹ Req. Limits
Headquarters								
X	Standard Headquarters	90	7		24			
	Officers (includes):	59B	39					
	Postmaster General, Deputy PMG, COO,							
	Senior Vice Presidents, Vice Presidents, Chief Postal Inspector, and Judicial Officer							
	Managers: (Includes all Headquarters PCES Managers)	50B	223					
	HEADQUARTERS TOTALS							
HQ Field Units (Side 1)								
X	Standard Field Distribution	91	14		20			
	Chief Field Counsels	120A	8					
	Distribution Networks Offices	10	9					
	Facilities Service Offices/Major Facilities Offices	15	11					
	Inspection Service Divisions	2DH	42					
	Inspection Service Domiciles	3A	107					
	Mail Equipment Shops	185	1					
	Mail Transport Equipment Centers	169	10					
	Money Order Division	184	1					
	National Test Administration Center	242	1					
	NISSC + ISCs + WDSS	197	26					
	Postal Business Centers	A32	115					
	Postal Employee Development Centers	206	185					
	PSDS Offices	95	51					
	Purchasing Service Centers	125	10					
	Rates & Classification Service Centers	11	5					
	Records (Berryville)	199	1					
	Remote Encoding Centers	133	55					
	Stamped Envelope Units	187	1					
	Vehicle Maintenance Facilities	81A	258					
	HQ FIELD UNITS TOTALS (Side 1)							

PS Form 187, January 2003

See reverse for Areas, Districts, Processing and Distribution Centers, and CAGs and Miscellaneous

Areas, Districts, Processing and Distribution Centers, CAGs, and Miscellaneous

1 CK	2 Destinations	3 PD List No.	4 No. of Dest.	5 Amt. Each	6 Amt.	7 Ches. Labels	8 G-10 Labels	9 Req. Limits	10 SC Code
Areas									
	VICE PRESIDENTS, AREA OPERATIONS								
	Vice Presidents	127-A	9						
	Mgr., Marketing (Area)	126-C	9						
	Mgr., Finance (Area)	127-F	9						
	Mgr., Human Resources (Area)	126	9						
	Mgr., Sales (Area)	155	9						
	AREA TOTALS								
Districts									
	CUSTOMER SERVICE AND SALES DISTRICTS								
	District Manager	127-D	85						
	Mgr., Post Office Operations (District) -9990	1	85						
	Mgr., Customer Service Support (District) -9996	1	85						
	Mgr., Finance (District) -9995	1	85						
	Mgr., Human Resources (District) -9994	1	85						
	Mgr., Information Systems (District) -9501	1	85						
	Mgr., Administrative Support (District) 9997	1	85						
	DISTRICT TOTALS								
Processing and Distribution Centers									
	Air Mail Centers and Facilities (AMC and AMF only)		57						
	Bulk Mail Centers (BMC only)		32						
	General Mail Facilities (GMF only)		14						
	Plant Managers (Includes P&DC, BMC, AMC, and AMF)		588						
	PROC. AND DIST. CENTER TOTALS								
Cost Ascertainment Group (CAG) and Miscellaneous									
	CAG A		109						A
	CAG B		187						B
	CAG C		727						C
	CAG D		667						D
	CAG E		1637						E
	CAG F		2165						F
	CAG G		3141						G
	CAG H		3840						H
	CAG J		4986						J
	CAG K		8563						K
	CAG L		1282						L
	Classified Stations/Branches		5809						D
	Community Post Offices		1272						D
	Contract Stations/Branches		2861						
	Exceptional Distribution								
	Military Postal Units (multiple copies per unit)		506		1235				
	Military Postal Units (one copy per unit)		506		506				
	CAG AND MISCELLANEOUS TOTALS								
	FIELD TOTALS (Side 2)								