



## Intra-Alaska Mail Service by Air: Instructions for Certificated Carriers and Bypass Shippers

Handbook PO-508

January 2000  
Transmittal Letter

**A. Explanation.** This handbook defines certificated air carrier responsibilities, rate of compensation, types of service, pay documents and related forms, and bypass mail responsibilities. It also includes information relative to administration, equitable tender, and penalty assessment for irregular handling of the mail. In addition, it includes instructions for bypass shippers to more closely correlate the shippers' responsibilities with the air carriers. This handbook is a total revision of the June 1992 edition, including substantive changes to dispatch and tender procedures.

- B. Distribution.** This directive is distributed to the following:
- Western Area Headquarters, Anchorage, Alaska District
  - Western Area Distribution Networks, Seattle Branch
  - Western Area Distribution Networks, Seattle Branch (Anchorage)
  - Alaska Department of Transportation, Juneau, Alaska
  - U.S. Department of Transportation, Washington, DC
  - All post offices within the state of Alaska
  - All certificated air carriers providing scheduled service within the state of Alaska
  - All shippers participating in the Alaska Bypass Mail program

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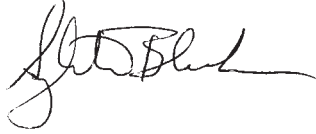
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**E. Effective Date.** This handbook is effective January 2000.

A handwritten signature in black ink, appearing to read 'Sylvester Black', with a long horizontal flourish extending to the right.

*Sylvester Black*  
*Vice President*  
*Network Operations Management*

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# 1 Authority, Responsibility, and Policy

## 1-1 Introduction

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This handbook contains regulations and instructions for the preparation, acceptance, handling, and transport of mail by certificated carriers and shippers within the state of Alaska. It also contains administrative instructions for postal officials.

## 1-2 Authority

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### 1-2.1 Authority to Establish Regulations

The Postal Service is authorized under 39 U.S.C. 5401(b) to establish rules for the transportation of mail by aircraft within the state of Alaska.

### 1-2.2 Certificated Carriers

To engage in the transportation of mail by aircraft within Alaska, a carrier must hold a certificate or an exemption issued by the Department of Transportation (DOT) or the previous regulatory authority, the Civil Aeronautics Board (CAB). Refer to 49 U.S.C. 41102 and 49 U.S.C. 41103. By habit and tradition, such certificates are frequently referred to by the old authorizing sections of "401" and "418." This handbook will also refer to them by those terms, but will put the current appropriate section number in parentheses for clarity.

### 1-2.3 Commonly Owned Carriers

In markets served by two or more commonly owned carriers (as identified by DOT), only one of the specified carriers will be eligible to carry mail. The common owner of the specified carriers may select the carrier that will be eligible to carry mail in each market served by the commonly owned carriers. The common owner must notify in writing the Western Area Distribution Networks Office (DNO), Seattle Branch (Anchorage) of the selection of the carrier in each market served by the commonly owned carriers. In the absence of a selection by the common owner, the Postal Service will make the determination.

## 1-3 Carrier Eligibility for Bypass Mail Program

### 1-3.1 **Statutory Requirements**

39 U.S.C. 5402(g)(1) establishes the statutory requirements for individual carriers wishing to transport bypass mail within the state of Alaska.

### 1-3.2 **Minimum Requirements**

The following are the minimum requirements for a carrier to be eligible to carry bypass mail:

- a. The carrier must have a valid DOT 401 certificate (49 U.S.C. 41102) or 418 certificate (49 U.S.C. 41103).
- b. The carrier must operate at least three scheduled flights each week to the destination point.
- c. The carrier must exhibit, to the best of its ability, an adherence to such scheduled flights.
- d. The carrier must have provided scheduled service within Alaska for at least 12 consecutive months with aircraft having the following payload capacity:
  - (1) Over 7,500 pounds (to be selected as a carrier of non-priority mail at the intra-Alaska Mainline service mail rate).
  - (2) Up to and including 7,500 pounds (to be selected as a carrier of non-priority bypass mail at an applicable intra-Alaska Bush service mail rate).

The Postal Service treats the statutory requirements as independent of each other — for example, the requirement for 12 months of intra-Alaska service need not have included service to the particular points under consideration for bypass mail service.

### 1-3.3 **Offset Rule**

For purposes of equitable tender of bypass mail, each destination bush point is associated with a specific hub point. If an authorized carrier elects to serve a bush point directly by overflying the associated hub point, the Postal Service will include the non-priority bypass mail poundage flown to the bush points in that carrier's allocation of total poundage of non-priority bypass mail to the associated mail hub. This treatment is required by 39 U.S.C. 5402(g)(2)(b).

## 1-4 Shippers

Shippers participating in the movement of mail within the state of Alaska must conform to the regulations defined in the *Domestic Mail Manual* (DMM) and, if they are participating in the bypass mail system, to the Intra-Alaska Bypass Policy as set forth in Chapter 8 and Appendix H of this handbook.



# 2 Mail Rates

## 2-1 Introduction

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This chapter explains how intra-Alaska mail rates are determined and who regulates them.

## 2-2 Regulatory Agency

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39 U.S.C. 5402(f) and 49 U.S.C. 4901 authorize the Department of Transportation (DOT) to establish the rates to be paid by the Postal Service for the transportation of mail by certificated carriers within the state of Alaska.

## 2-3 Intra-Alaska Mail Rates

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### 2-3.1 Rate Classifications

#### 2-3.1.1 General

The DOT has established three rate classes — Mainline, Bush, and Reeve — based on the costs associated with the size of the aircraft operated and, in the case of the Reeve rate, on the unique costs associated with Reeve's service to points in the Aleutian Islands. The DOT also determines the rates.

The Mainline and Bush rate classes are distinguished by the size of the aircraft used. The Postal Service pays the origin carrier the appropriate rate for terminal handling and linehaul to the hub. The Postal Service pays the interline carrier the designated rate for terminal handling and linehaul from the hub to final destination. The mileage for the linehaul rate is the great circle statute miles from origin to destination.

#### 2-3.1.2 Mainline Class Rate

The Mainline class rate is designated for aircraft having a maximum gross payload exceeding 7,500 pounds.

### 2-3.1.3 **Bush Class Rate**

The Bush class rate is designated for aircraft having a payload capacity up to and including 7,500 pounds.

### 2-3.1.4 **Reeve Class Rate**

The Reeve class rate is a separate mainline rate established for Reeve Aleutian Airways or those carriers operating over routes identified by the DOT as paid at the Reeve rate. It is based on the unique conditions associated with flying in the Aleutian Islands. The DOT has identified specific destination air stops where the Reeve rate will be applied for the transport of mail with mainline aircraft. The Alaska-wide Bush rate applies where bush aircraft are operated.

## 2-3.2 **Substitution of Scheduled Aircraft**

### 2-3.2.1 **Types of Substitution**

#### 2-3.2.1.1 **Bush Aircraft Substitution for a Mainline Aircraft**

Prior to substituting a bush aircraft for a scheduled mainline aircraft, a carrier must notify the Postal Service of the intent to substitute by filing a completed PS Form 2734, *Mail Exception Report*, with the local postmaster. The Postal Service may transfer the mail to another carrier if it determines that will be more beneficial for the delivery of the mail.

#### 2-3.2.1.2 **Mainline Aircraft Substitution for a Bush Aircraft**

Prior to substituting a mainline aircraft for a scheduled bush aircraft, a carrier must notify the Postal Service of the intent to substitute by filing a completed PS Form 2734, *Mail Exception Report*, with the local postmaster. In this type of substitution (as opposed to the substitution in 2-3.2.1.1), a rate change is necessary and is recorded on the PS Form 2734. However, the Postal Service may transfer the mail to another carrier if it determines that will be more beneficial for the delivery of the mail.

### 2-3.2.2 **Rate Changes**

#### 2-3.2.2.1 **Bush Aircraft Substitution for Mainline Aircraft**

When a carrier substitutes a bush aircraft for a scheduled mainline aircraft, the Postal Service makes payment at the Mainline rate.

#### 2-3.2.2.2 **Mainline Aircraft Substitution for Bush Aircraft**

When a carrier substitutes a mainline aircraft for a scheduled bush aircraft, the Postal Service makes payment at the Mainline rate.

#### 2-3.2.2.3 **Required Documentation**

A carrier is not entitled to compensation for flights until it has filed PS Form 2734.

### 2-3.3 **Pay Rate Designations**

The DOT has established distinct mail rate pay categories dependent on the size of the aircraft used by the certificated carriers. (See 2-3.1.)

Mainline aircraft have two distinct rate designations, based on the type of mail and level of service required for that mail class — priority service rate and non-priority service rate. (See Chapter 6.) The priority service rate is a higher rate of pay because the mail is moved on specific identified flights in a shorter timeframe than mail tendered at the non-priority service rate. The Postal Service determines the classification of mail as priority service or non-priority service.

There is a single rate for bush aircraft regardless of the classification of the mail.

### 2-3.4 **Mail Rate Payment**

#### 2-3.4.1 **Rate Determination by Mail Type and Aircraft Size**

The rate of payment to the carriers is based on the class of mail (priority or non-priority) and the payload capacity of the aircraft used to transport the mail (Mainline or Bush).

#### 2-3.4.2 **Equalization of Rates**

Equalization occurs when a carrier utilizing bush aircraft between an origin and a destination files a notice of intent to equalize with the DOT. In such a case, the carrier accepts the Mainline rate of pay to operate the segment served by the mainline carrier.

A composite rate is a form of equalization. A bush carrier who files a composite equalization and flies a direct flight to a bush point is paid at the existing Mainline rate to the respective hub, and at the existing Bush rate to the final destination. Equitable tender is based on the volume transported from the hub to the identified destination.

##### 2-3.4.2.1 **Who May Apply**

Any carrier with a 401 certificate (49 U.S.C. 41102) or a 418 certificate (49 U.S.C. 41103) having the authority to transport mail within the state of Alaska can file a notice of intent to equalize with the DOT.

##### 2-3.4.2.2 **How to Apply**

To obtain an equalization rate and receive mail tender, a carrier must provide written notification to the DOT Dockets Section (along with three copies); to the Western Area DNO, Seattle Branch (Anchorage); and to each carrier providing service between the points.

#### 2-3.4.2.3 **Effective Date of Equalizations**

Unless a later date is specified, the effective date of an equalization is the day that the DOT Dockets Section receives the written notice of intent to equalize in a market segment. The DOT Dockets Section must stamp the notification with the time and date it was received.

#### 2-3.4.2.4 **How to Withdraw**

To withdraw an equalized rate in a market, a carrier must provide written notification to the DOT Dockets Section (along with three copies); to the Western Area DNO, Seattle Branch (Anchorage); and to each carrier providing service between the points. Unless a later date is specified, the withdrawal is effective 10 days after the DOT Dockets Section receives the notice and stamps it with the time and date it was received.

### 2-3.5 **Utilization of Equalized Service**

#### 2-3.5.1 **General**

The Postal Service has the sole authority to determine if and when it will utilize equalized service. Upon receipt of a notice of intent to equalize from the DOT, the Postal Service will perform a review to determine the service benefits and cost impacts associated with the proposed change. The review will be based on the guidelines listed below. Only those equalizations that meet the criteria listed in 2-3.5.2 and 2-3.5.3 will be considered for the tender of mail.

#### 2-3.5.2 **Service**

##### 2-3.5.2.1 **Schedule**

The proposed schedule provided by the equalized carrier must provide a definite service advantage over existing transportation, based on the specific operating characteristics of both the origin and destination offices. A proposed equalization that simply mirrors current schedules of existing carriers may not be utilized unless it meets the criteria outlined in 2-3.5.2.2 or 2-3.5.2.3.

##### 2-3.5.2.2 **Reliability and Consistency**

The use of equalized service will be considered in an origin/destination market when current transportation has not demonstrated reliability and consistency. If existing service is consistent and reliable, the equalized transportation may not be utilized unless it meets the criteria outlined in 2-3.5.2.1 or 2-3.5.2.3.

##### 2-3.5.2.3 **Capacity**

The use of equalized service may be considered when existing carrier service fails to provide the space necessary to move the volume between the identified origin/destination market within the prescribed service standards. If the existing transportation moves all the mail tendered to the final destination

within the established service standards, a proposed equalization may not be utilized unless it meets the criteria outlined in 2-3.5.2.1 or 2-3.5.2.2.

**Note:** The Postal Service will give additional consideration to a proposed equalization when a mainline carrier enters a market that includes a traditional bush destination.

### 2-3.5.3 **Cost Implications**

The creation and maintenance of additional separations between specific origin/destination markets adds additional operational (e.g., workhours, space) and administration costs (e.g., certification of pay) that the Postal Service will consider in relation to the service evaluation performed in 2-3.5.2.

### 2-3.5.4 **Periodic Review of Existing Equalizations**

The Postal Service will monitor all existing equalizations, based on the criteria defined in 2-3.5, to ascertain if an equalized rate in a specific origin/destination should be implemented, retained, or discontinued. The Postal Service will periodically review equalizations to determine if the equalized carrier service is currently beneficial. A carrier can also request that a review be performed in a specific origin/destination market where an equalization exists.

# 3 Carrier Requirements

## 3-1 Introduction

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This chapter provides detailed information about carrier responsibilities in general and about intra-Alaska mail service by air in particular.

## 3-2 Carrier Responsibilities

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### 3-2.1 Transportation of Mail

Intra-Alaska carriers transporting mail for the Postal Service must do the following:

- a. Adhere to their scheduled flights as submitted to the Official Airline Guide (OAG). (See 3-2.3.)
- b. Transfer mail efficiently and expeditiously according to instructions on appropriate postal dispatch documents and related coding on pouch labels or container placards (Label AK-53, *Intra-Alaska Routing Label*, or facsimile). (See 5-3.)
- c. Deliver mail transported to a bush destination to the post office or addressee on the day of transport. If the delivery cannot be effected, the carrier must return the mail to the hub so it can be stored in an approved secured facility for delivery the next business day.
- d. Ensure that all personnel engaged in the processing and handling of mail protect it from damage, destruction, loss, and theft, as follows:
  - (1) Avoid leaving mail unattended, except in secure areas approved by the Postal Service. Carriers may be liable for lost or damaged mail, as outlined in Chapter 9.
  - (2) Transport mail on the ground in a fully enclosed cart or container. Carriers must cover pallet loads with plastic or protective waterproof sheets.
  - (3) Fully protect mail from the elements at the warehouse staging area and the plane-side staging area, and on all types of surface transportation.
- e. Notify the local Postal Service manager of any known or suspected loss, theft, destruction, or mistreatment of mail.

- f. Advise all employees engaged in transporting mail that they must fully cooperate with and assist postal inspectors and other postal officials in their duties.
- g. Permit only authorized personnel access to mail handling areas. Carrier personnel authorized or assigned to handle mail must display their badge at all times when they are discharging the duty of mail carriage.
- h. Refuse access to, or to furnish information about, mail in their custody to any person, even if the request for access or information is made in the name of a law enforcement agency. If the request is made under subpoena, the individual named in the subpoena must first seek and receive advice from the Postal Service field legal counsel through the manager of the nearest postal facility.
- i. Provide sufficient mail handling personnel and resources to handle and transfer mail within the time limits prescribed by the Postal Service, and ensure that employees receive proper training relative to mail handling procedures and security requirements. Carriers are responsible for agents or contractors acting in their behalf.
- j. Notify the Postal Service of any incident causing damage, delay, or loss of mail resulting from aircraft accidents, bomb threats, fire, hijacking, work stoppages, or other similar incidents.
- k. Immediately suspend or remove from all mail handling duties any employee who has been charged with theft, embezzlement, or mistreatment of mail, provided that the employee was brought before an appropriate judicial officer who found probable cause to detain the employee (whether the employee was subsequently released on bail or on their own recognizance) in accordance with the laws of the cognizant jurisdiction. Also, the carrier must immediately suspend or remove from all mail handling duties any employee who within the previous 5 years has been convicted of any of the offenses enumerated above.
- l. Answer all correspondence from postal officials within 5 working days from the day of receipt.
- m. Submit all forms, reports, or mail-related information as required by the Postal Service.
- n. Submit all forms, reports, or mail-related information as required by other federal regulatory agencies in a format defined by the regulatory agency.

### 3-2.2 **Facilities**

#### 3-2.2.1 **Requirements**

A carrier must provide necessary and adequate facilities and service to accommodate the transportation of mail and must transport mail whenever required by the Postal Service. The mail handling terminal facilities must be located where they can accommodate expeditious ground transportation of mail to and from the aircraft and be conveniently accessible to mail-carrying vehicles. (See Appendix A for minimum requirements for carrier facilities.)

### 3-2.2.2 **Approval**

The Postal Service manager or representative must inspect and approve a carrier's facility before the carrier will be tendered mail, whether the carrier is first entering the market or relocating an existing facility. A carrier must contact the manager of Transportation and Networks at the Processing and Distribution Center in Anchorage, AK, to arrange for the physical inspection of each terminal or storage facility for the mail.

### 3-2.3 **Schedules**

#### 3-2.3.1 **Source Document for Schedule Development**

The Postal Service utilizes carrier schedules from the National Air and Surface System (NASS) database, which is updated each week by a tape provided by OAG.

#### 3-2.3.2 **Submission Requirements**

Carriers must submit schedules meeting the requirements outlined below:

- a. Carriers must furnish schedules to OAG not less than 28 days prior to the effective date of instituting schedules or schedule changes.  
Caution: Failure to comply with this timeframe may result in a lack of available schedules to which mail may be tendered by the Postal Service. At the same time, carriers must also submit a printed copy of their schedule changes in a format used by the OAG to the Western Area DNO, Seattle Branch (Anchorage). The Western Area DNO, Seattle Branch (Anchorage) may also require an electronic schedule filing, and in such cases will provide sufficient information regarding format to facilitate the carriers' response.
- b. When preparing their schedules, carriers must identify the type of aircraft scheduled for use on each flight. If this information is not listed, the postal billing clerk will assume that mainline-type equipment will be used, and the mail rate payment to the carrier will be based on the Mainline rate.
- c. Carriers must contact the OAG regarding procedures for submitting schedules and schedule changes to be included in NASS.

#### 3-2.4 **Notification of Aircraft Capacities**

Carriers must furnish the Western Area DNO, Seattle Branch (Anchorage) with the following information about its fleet, and must immediately provide updated information whenever the fleet changes:

- a. Make, model, and tail number for each aircraft identified on the carrier's operations specifications.
- b. Payload capacity of each aircraft. (This information is used to determine whether a particular aircraft is a bush or mainline aircraft.)



### 3-2.5 **Dry Leased Equipment**

A “dry lease” is an aircraft lease in which the lessor provides the aircraft only. A carrier using FAA-approved dry leased equipment to transport mail must treat the dry leased equipment as part of its own fleet. The submission requirements in 3-2.3.2 apply to all dry leased aircraft used in the movement of mail.

### 3-2.6 **Wet Leased and Chartered Equipment**

A “wet lease” is an aircraft lease in which the lessor provides both the aircraft and crew. Wet leased or chartered equipment is acceptable only in emergency or unexpected circumstances. The inability of a carrier to transport all mail tendered in the required manner does not of itself qualify as an emergency or unexpected circumstance. Prior to using wet leased or chartered equipment, a carrier must promptly notify the appropriate postal manager of the circumstances and follow all instructions given by the postal manager, including transferring mail to another carrier if so ordered.

### 3-2.7 **Dual Consideration**

No carrier (mainline or bush) will be entitled to an additional share of the mail as a subcontractor and as a 401 certificate (49 U.S.C. 41102) carrier when operating in the origin/destination market. If a single flight is listed in the OAG under two or more carrier codes, the listing of the non-operating carrier(s) is suppressed in the NASS, and Postal Service tenders mail to only one carrier code. The non-operating carrier is responsible for having the flight suppressed for the OAG schedule download into NASS at least 28 days prior to the effective date of the schedule.

### 3-2.8 **NASS Conversion**

If carriers in a code-share relationship request a code conversion, the carrier whose two-character designator is listed in the NASS database is held responsible for all aspects of transporting the mail.

# 4 Administration

## 4-1 Introduction

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This chapter identifies administrative officials and outlines their specific responsibilities in administering intra-Alaska mail service by air.

## 4-2 Administrative Responsibilities

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### 4-2.1 Administrative Official

An administrative official is a postal employee designated to monitor the movement of the mail by certificated carriers at each air stop point within the state of Alaska. They are responsible for the movement of the mail via air, including the dispatch, receipt, review of carrier operations, pay certification, and local contact with carriers. Examples of administrative officials include the manager of the Air Mail Facility (AMF) in Anchorage, AK, and the postmaster or designee at other air stops.

Specific responsibilities for the administrative official include the following:

- a. Ensure the enforcement of rules relating to tender, transfer, receipt, and distribution of mail processed through a facility.
- b. Visit carrier and agent facilities to ensure mail is handled properly, and that required data is collected and reported according to postal regulations.
- c. Communicate directly with carriers concerning local operations.
- d. Ensure that all copies of the payment document, PS Form 2729, *Weekly Summary of Loose Sack Mail Dispatched* (both the daily summaries and the weekly summary), are properly prepared and signed. (See 5-2.)
- e. Certify copies of payment documents and forward them to carriers each week.
- f. Ensure that payment documents are submitted to the Western Area DNO, Seattle Branch (Anchorage) at the end of the week that the service was performed to avoid delays in payment to the carriers.

- g. Respond with completed PS Forms 2747, *Intra-Alaska Payment Claim Worksheet*, to the Western Area DNO, Seattle Branch (Anchorage) within 5 working days after receipt in the AMF.
- h. Report items that require corrective action to the appropriate postal official.
- i. Perform regular observations at each carrier's facility and forward copies of observation reports to the appropriate postal official(s). This document will be a standard report that can be used by all administrative officials.
- j. Forward reports of irregularities to the manager of Transportation and Networks in Anchorage.

#### 4-2.2 **Manager of Transportation and Networks in Anchorage**

The manager of Transportation and Networks in Anchorage is responsible for the following:

- a. Act as liaison between bush postmasters and carriers concerning issues relating to local operations.
- b. Review irregularity documents for accuracy in preparation.
- c. Conduct meetings with carriers to adjudicate irregularities. The manager of Transportation and Networks may delegate this responsibility. The manager of the AMF in Anchorage retains the adjudication responsibility for all irregularities originating out of Anchorage.
- d. Forward reports of irregularities (both recommended and non-recommended) with documentation to the Western Area DNO, Seattle Branch (Anchorage) on a monthly basis.
- e. Make recommendations to the plant manager of the Anchorage P&DC concerning required changes to existing service under regulated air service or contract.
- f. Maintain written memoranda pertaining to communication with carriers.
- g. Conduct performance reviews.

#### 4-2.3 **Western Area DNO, Seattle Branch (Anchorage)**

Personnel at the Western Area DNO, Seattle Branch (Anchorage) are responsible for the following:

- a. Resolve disputes between carriers and the manager of Transportation and Networks in Anchorage.
- b. Review NASS documents to determine flights for use in transporting mail.
- c. Coordinate required changes to preprinted information on PS Form 2729, and assist in resolving persistent problems related to the carriers' completing the form.

- d. Investigate carrier claims of inequity in mail tender and take corrective action as appropriate.
- e. Make interline carrier assignments.
- f. Review and investigate carrier appeals resulting from the irregularity process.
- g. Ensure that required data is collected and reviewed for performance measurement.

#### 4-2.4 **Manager(s) of Routing Policy and Networks and Transportation Modal Operations and Requirements**

The manager(s) of Routing Policy and Networks and Transportation Modal Operations and Requirements at Headquarters are responsible for the following:

- a. Develop policy for the transportation of mail via certificated carriers.
- b. Act as liaison with regulatory agencies.
- c. Resolve disputes between carriers and field postal administration.
- d. Provide notification to a carrier's corporate office regarding assessments against pay and other liabilities relative to irregularities.

# 5 Documentation

## 5-1 Introduction

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This chapter discusses the forms required by the Postal Service to manage the dispatch of intra-Alaska mail. The information entered on these forms provides the basis for determining payment.

## 5-2 Dispatch Form — PS Form 2729

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### 5-2.1 Description

The basic document for authorizing the dispatch of mail is PS Form 2729, *Weekly Summary of Loose Sack Mail Dispatched*. This is a nine-part computerized form that has some variable data already preprinted (see 5-2.2). The Western Area DNO, Seattle Branch (Anchorage) prepares and distributes this form to each location where mail is dispatched. “Blank” forms (i.e., serially numbered forms without preprinted data) are also available for special situations (such as exceptional routings or routings that are effective after the preprinted forms are distributed). The administrative official at each air stop is responsible for requisitioning blank PS Forms 2729 from the Western Area DNO, Seattle Branch (Anchorage) to have on hand for special situations. (See 5-2.5.)

PS Forms 2729 are accountable papers — each form has an assigned control number, and no form can be destroyed. The administrative official at each air stop must account for all blank and voided forms. At the end of each week, each dispatch location must return all forms received, filled out, or voided to the Western Area DNO, Seattle Branch (Anchorage).

### 5-2.2 Data Description

PS Form 2729 shows the following:

- a. *Week of* — inclusive dates of the week during which the forms are to be used.
- b. *Route No.* — the two-letter code identifier of the carrier to which mail is dispatched.
- c. *Trip No.* — the flight number of the actual dispatch.

- d. *Serial No.* — the prefix for the area identifier and serial number.
- e. *Scheduled Dep. Time* — the scheduled departure time of the flight (using a 2400-hour clock) and frequency.
- f. *Origin Code* — the origin code of the airport from which mail is dispatched.
- g. *Dest. or Tr. Pt.* — the destination code of mail. When a flight serves the destination of the mail, only the destination code is entered. Transfers are entered as follows:
  - (1) Intraline transfer points — entered above *Dest.* box in scheme order.
  - (2) Interline transfer points — entered in *Dest. or Tr. Pt.* column above the *Dest.* Box. The Postal Service places the receiving carrier's two-letter code to the right of the transfer point under the Route column. Routings read from bottom to top.

### 5-2.3 Distribution

The administrative official at each air stop should receive these forms no later than the Thursday preceding the service week. If the forms do not arrive by that date, the administrative official should notify the Western Area DNO, Seattle Branch (Anchorage).

### 5-2.4 Corrections

The preprinted information on PS Forms 2729 must not be changed or modified, except for modifications to the frequency and scheduled departure times. The dispatching office should review each PS Form 2729 to determine if there are errors or omissions and notify the Western Area DNO, Seattle Branch (Anchorage) for corrective action. The dispatching office must void and return the original incorrect preprinted form to Western Area DNO, Seattle Branch (Anchorage).

### 5-2.5 Manually Prepared Forms

The dispatching office can manually prepare blank PS Forms 2729 when preprinted forms are missing or inaccurate. Mail can be billed only to authorized carriers serving the air stop in question. The Western Area DNO, Seattle Branch (Anchorage) is the only source that can identify authorized carriers entitled to be tendered mail in an origin/destination market.

### 5-2.6 Recording Dispatches

The dispatch clerk responsible for the dispatch must be aware of the following procedures and, where indicated, make the required entries on PS Form 2729 as outlined below:

- a. *Dest.* — Under the proper destination, enter mail labeled to that point, mail scheduled to continue from that point by surface transportation, and mail for another carrier when the transfer is to be effected through that airport. Use the total of the individual actual weights indicated on

the label of the pouches, sacks, and outside parcels unless mail is bulk weighed on platform scales. For each day of the week (shown at the extreme left of the form), place an entry on the appropriate priority (PR) or non-priority (NP) lines for that particular day, under the appropriate *Dest.* column in the *Wt.* block, and the total weight of the mail to be dispatched for each destination. Do not use the *PCs* block.

- b. *Daily Closing* — Add weights for the day's tender of mail, enter total in the *Wt.* box under *Total Letter and Priority Type Mail* column, record *Mail Ready Time*, and initial the form in the space provided for each day. The *Mail Ready Time* is the time the mail is available for pick-up by the carrier.
- c. *Cancellation or Overfly* — When a carrier takes possession of the mail and the flight is canceled, the carrier must notify a postal official within 30 minutes after cancellation. Unless otherwise directed, the carrier must return intact to the postal unit the mail dispatched to that flight. The carrier must return this mail, any interlined mail the carrier may have that is affected, and the related copy of PS Form 2729 within 30 minutes after notification. The carrier must prepare PS Form 2734, *Mail Exception Report*, and submit it with the transfer mail. (See 5-3.) The transfer clerk draws a line through the appropriate day's entry on the remaining parts of PS Form 2729 for the mail dispatched to that flight and indicates the reason for cancellation or overfly. The postmaster/supervisor of the air stop voids the carrier's copy and returns it to the carrier.

### 5-2.7 **Disposition of Completed PS Forms 2729**

The administrative official for each air stop uses a separate PS Form 2729 for each flight dispatched during the week. Every day at final dispatch time when the carrier leaves the postal facility to transport the day's last load of mail to the flight described on the form, the administrative official gives the carrier the appropriate part of the completed PS Form 2729. Following the final dispatch on Friday, the administrative official closes out the weekly copy. The administrative official reviews the completed form and mails the original to the Western Area DNO, Seattle Branch (Anchorage) the same day.

### 5-2.8 **Accuracy of Data Submissions**

The administrative official must ensure that entries made on the form are accurate and consistent with instructions outlined in this handbook. The administrative official or designee enters the weights dispatched on a daily basis.

### 5-2.9 **Improperly Prepared Forms**

The Western Area DNO, Seattle Branch (Anchorage) returns improperly prepared PS Forms 2729 to the dispatching unit. The responsible administrative official corrects the forms and promptly returns them to the Western Area DNO, Seattle Branch (Anchorage).

## 5-3 Mail Exception — PS Form 2734

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### 5-3.1 Purpose and Use

#### 5-3.1.1 General

When mail documented on PS Form 2729 is not handled by the carrier according to the routings listed on the form, the dispatch and routing are classified as an exception. The carrier must complete PS Form 2734, *Mail Exception Report*, to correct pay documentation.

**Note:** Use separate PS Forms 2734 to record priority service mail and non-priority service mail. Only one category of mail is recorded on a PS Form 2734 because of the difference in mail rates.

The postal official must issue PS Form 2759, *Report of Irregular Handling of Mail*, for carrier irregularities. (See Chapter 9.)

#### 5-3.1.2 Completion of PS Form 2734

PS Form 2734 is prepared by the carrier at the city where the first deviation in routing of the mail is discovered. The form must clearly describe the routing instructions originally designated by the dispatching postal unit and the reason for deviating from those instructions. The item numbers listed below appear on PS Form 2734. Some of the required information is already preprinted on the form (such as Item 1, the name of the carrier); the carrier must complete items that are missing information.

- a. Item 1: The preprinted name of the carrier issuing the form.
- b. Item 2: Enter the date the report is prepared.
- c. Item 3: Enter the three-letter air stop code of the city where the irregularity occurred.
- d. Item 4: The carrier's preprinted identifying serial number for each form.
- e. Items 5a and 5b: Enter the two-letter code and flight number of the carrier from which the mail covered by the form was received.
- f. Item 6: No entry required.
- g. Items 7a and 7b: Indicate the type of mail affected. Use a separate PS Form 2734 for each category of mail reported, even though all of it may have been received from the same flight.
- h. Item 8a or 8b: Check only one. Specify the type of mail affected. Use a separate PS Form 2734 for each category of mail reported, even though all of it may have been received from the same flight.
- i. Item 9a: Since there may be two or more transfer points and two or more alpha codes shown on the pouch label, mail placard, or outside piece label, prepare PS Form 2734 for only that portion of the originally scheduled routing not completed. If a transfer point shown on the pouch label is overflowed, show the overflowed transfer point and any remaining transfer points.



- j. Item 9b: Enter the alpha code of the actual destination. If a bracketed billed destination follows the destination, enter the former. Group as one entry pouch labels with the same destination and incomplete routing.
- k. Items 10c–f: Combine the amount of mailpieces and weight for a common destination when they have the same incomplete routing shown on the labels. If this involves containers, show the type in item 10e and the serial number in item 10f. List each container separately.
- l. Items 11g–i: Use the carrier code and flight number of the carrier to transport the mail. In item 11h, enter the alpha code for the air stop where the designated carrier is to carry the mail.
- m. Item 12: Enter the alpha code for the origin air stop of mail listed in item 9a.
- n. Item 13: Record the number of pieces and the total weight of the mail listed.
- o. Items 14a–j: Check the box to the left of the most appropriate reason for preparing the form. Identify in 14j any reason not listed.
- p. Items 15a–c: Check the appropriate box to show the actual disposition of the mail listed on the form. If other than items 15a or 15b, explain in 15c.
- q. Items 16a–c: After completing 16a and 16b, the individual preparing the form must sign 16c.
- r. Items 17a–d: The individual receiving the mail must complete 17a, 17b, and 17c, and then sign 17d.

#### 5-3.1.3 **Incomplete or Incorrect Labels**

When no transfer information is shown on a pouch label and the carrier with the mail does not serve the destination, or when the pouch label is incorrect or incomplete, the carrier prepares PS Form 2734 and delivers it with the mail to the local postal unit. The receiving postal unit must do the following:

- a. Verify that PS Form 2734 is noted incomplete or incorrect on the pouch label.
- b. Remove labels and staple them to PS Form 2734.
- c. Send PS Form 2734, with labels attached, to the originating postal unit for corrective action.

The originating postal unit corrects the document and forwards the postal accounting copy to the Western Area DNO, Seattle Branch (Anchorage) for disposition.

#### 5-3.1.4 **Accounting Adjustments Document**

PS Form 2734 also serves as a means of making accounting adjustments for deviations from planned routings and irregular handling. Examples of these deviations include the following:

- a. An off-loading of mail either short of or beyond its scheduled destination with mail forwarded via another carrier or turned into the post office for redispach.
- b. Refusal of mail by a carrier who originally accepted it.
- c. Transfer of mail to a carrier other than that ordered on dispatch forms.

#### 5-3.1.5 **Certification of Substitute Aircraft**

##### 5-3.1.5.1 **Letter of Certification**

When substitution of a scheduled aircraft affects the rate of pay, the carrier must furnish the administrative official at the dispatching unit a letter of certification on company letterhead that includes the following information:

- a. Flight number.
- b. Serial number of PS Form 2729 (if numbered) that listed the dispatch.
- c. Origin code shown on PS Form 2729.
- d. Date substitute aircraft was used.
- e. Segment of route where substitute aircraft was used in lieu of regularly scheduled aircraft.
- f. Make, model, tail number, and payload capacity of the substitute aircraft.
- g. Reason for substitution. When substitution is necessary because of a mechanical failure, the carrier must explain the extent and nature of the failure.

##### 5-3.1.5.2 **Submission of Certification and PS Form 2734**

The carrier must complete a PS Form 2734, attach to it the letter of certification regarding the use of a substitute aircraft, and send the original to the postal official at the origin post office and a copy to the Western Area DNO, Seattle Branch (Anchorage). Each office must maintain its copy on file.

##### 5-3.1.6 **Exceptions to Use of PS Form 2734**

PS Form 2734 is not required for the following deviations when the offending carrier, with approval of the administrative official, corrects the irregularity. The administrative official still must complete a PS Form 2759 to identify the irregularity.

- a. A deviation in the routing of the mail occurred at the point of origin and the PS Form 2729 was voided.
- b. The carrier failed to dispatch the mail on the intended flight but transported it on a later flight.
- c. The carrier overflew the mail to the destination shown but ultimately delivered it to the intended destination.

- d. The carrier removed the mail short of the intended destination but forwarded it to the intended destination.
- e. The carrier missed the scheduled interline connection but rerouted the mail to the intended intermediate air stop to connect with the carrier shown on the original routing.
- f. The carrier missed a scheduled intraline connection but transported the mail on a subsequent flight to the intended destination.
- g. The carrier boarded the mail on the wrong flight but forwarded it on a subsequent flight to the intended destination.

## 5-3.2 Pay Document

### 5-3.2.1 General

PS Form 2734, *Mail Exception Report*, is a pay document. Postal dispatch personnel responsible for processing this form must verify that all the information on it was recorded correctly.

### 5-3.2.2 Responsibility for Preparation

The delivering carrier is responsible for initiating PS Form 2734. If the carrier fails to prepare the document or prepares it inaccurately, the administrative official completes a PS Form 2759 charging the carrier with failure to notify (non-reporting of data). Recurring problems with preparation of PS Form 2734 may impact future tender of mail.

### 5-3.2.3 Completion

The receiving carrier must complete and distribute PS Form 2734 to report the following exceptions to and deviations from normal procedures when mail is delivered to a postal facility other than the intended destination or to a carrier not specified in the original billing:

- a. Missed interline or intraline connection.
- b. Canceled.
- c. Carried by.
- d. Overflow.
- e. Failed to load.
- f. Loaded in error.
- g. Removed in error.
- h. Landed short.
- i. Failed to provide second interline.
- j. Upgraded non-priority service mail to priority service mail.

#### 5-3.2.4 **Reviewing PS Form 2734**

A postal unit receiving a PS Form 2734 from a carrier is required to review the form to ensure that it is correct and complete. The postal unit must return an incomplete or inaccurate PS Form 2734 to the carrier for correction or completion within 24 hours.

#### 5-3.2.5 **Acceptance of Repossessed Mail**

Postal employees must not accept mail from a carrier without a PS Form 2734 accounting for the mail listed on a dispatch document, regardless of the number of pieces of mail, or because of any of the following deviations:

- a. The carrier failed to load the mail dispatched.
- b. The carrier returned the mail dispatched.
- c. The carrier delivered the mail to a postal unit other than the destination shown on the pouch, sack label, or placard.
- d. The carrier returned the mail to the originating postal unit for dispatch to another carrier.

#### 5-3.2.6 **Disposition of Form**

PS Form 2734 is a six-part form, and the various parts (copies) are distributed as follows:

- a. Original/Copy 1: Receiving carrier billing.
- b. Copy 2: Western Area DNO, Seattle Branch (Anchorage).
- c. Copy 3: Western Area DNO, Seattle Branch (Anchorage).
- d. Copy 4: Delivery carrier billing.
- e. Copy 5: Receiving carrier station.
- f. Copy 6: Dispatch point file (submitted to the postmaster/supervisor of the Postal Service unit where the carrier prepared the form).

**Note:** The carrier must distribute all copies of PS Form 2734 immediately if possible, but not later than 14 days after the transfer.

## 5-4 **Intra-Alaska Payment Claim Worksheet**

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Each carrier is responsible for verifying the amount of payment received for a week's service. If a carrier identifies a discrepancy, the carrier can pursue corrective action by completing PS Form 2747, *Intra-Alaska Payment Claim Worksheet*, or a facsimile, and forwarding the form, along with copies of related dispatch documents (PS Forms 2729 and 2734), within 30 calendar days to the Western Area DNO, Seattle Branch (Anchorage). See Appendix B for a copy of PS Form 2747.

# 6 Dispatching and Receiving Mail

## 6-1 Introduction

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This chapter addresses dispatching priorities by type of mail and type of carrier.

## 6-2 Mail Dispatch

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### 6-2.1 Mail Transportation Categories

#### 6-2.1.1 Priority Service

##### 6-2.1.1.1 Types of Mail

Mail eligible for priority service consists of Express Mail, Priority Mail, and First-Class Mail.

##### 6-2.1.1.2 Boarding Accommodation

All carriers (mainline and bush) are required to board mail eligible for priority service (as identified in 6-2.1.1.1) as listed below. This mail is entitled to priority transportation.

- a. Priority service mail is tendered to a specific flight.
- b. Priority service mail must be transported on the identified flight after accommodation has been made for passengers and their baggage.
- c. Once enplaned, priority service mail must not be removed at an intermediate point to accommodate any other traffic, including passengers.
- d. Priority service mail preempts freight, even if the freight must be off-loaded.
- e. Priority service mail preempts non-priority service mail at origin, even if non-priority service mail must be off-loaded.

**6-2.1.1.3 Handling of Backlogged Priority Service Mail**

When all priority service mail cannot be boarded on the specified flight, the boarding priority of this mail is as follows:

- a. Registered mail of any type, whether Express Mail, Priority Mail, or First-Class Mail.
- b. Express Mail.
- c. Priority Mail.
- d. First-Class Mail.

**6-2.1.1.4 Carrier Notification Requirements**

Carriers must notify the local postal official whenever priority service mail is not transported on the flight for which it is intended. The carrier must make this notification no later than 30 minutes after the scheduled departure time of the flight on which the mail should have been carried. Notification is required regardless of the reason for the delay — cancellation of a flight, mechanical problems, mail exceeding aircraft capacity, weather delays, etc. After being notified about the backlogged mail, the administrative postal official will direct the carrier concerning the disposition of the mail, which may include transferring it to another carrier or holding it for a later flight.

**6-2.1.2 Non-Priority Service****6-2.1.2.1 Types of Mail**

Non-priority service mail is other than Express Mail, Priority Mail, or First-Class Mail.

**6-2.1.2.2 Boarding Accommodations**

The boarding accommodations for non-priority service mail service are as follows:

- a. Non-priority service mail must be transported on a space-available basis.
- b. Once enplaned, non-priority service mail must not be removed at an intermediate point to accommodate any other traffic, including passengers.
- c. Non-priority service mail must be transported within the transit times identified in 6-2.4.2.5.
- d. Non-priority service mail must be transferred within the time parameters defined in Appendix C.

**6-2.1.2.3 Handling Backlogged Non-Priority Service Mail**

The boarding priority of non-priority service mail is as follows:

- a. Special handling mail.
- b. Perishables.
- c. Newspapers.
- d. Parcels.
- e. Bulk mail.

#### 6-2.1.2.4 **Carrier Notification Requirements**

Carriers must notify the administrative official or designee of any mail still on hand 36 hours after the carrier assumes custody. When carriers are unable to transport all mail on hand, they must notify the administrative official or designee at the serving hub point and provide an estimate of the approximate volume of mail not transported. After being notified about the backlogged mail, the administrative official or designee will direct the carrier concerning the disposition of the mail, which may include transferring it to another carrier or holding it for a later flight.

### 6-2.2 **Upgrading Non-Priority Service Mail**

#### 6-2.2.1 **Tender and Compensation**

Nothing in these regulations precludes the Postal Service from tendering the mail defined as non-priority service mail in 6-2.1.2 as priority service mail. Under these conditions, the mail is accorded the boarding priority specified in 6-2.1.1.2, and the Postal Service compensates the carrier at the priority service mail rate.

#### 6-2.2.2 **Boarding Accommodation**

The administrative official has the authority to upgrade non-priority service mail to priority service mail. When this occurs, the mail is accorded the boarding priority specified in 6-2.1.1.2.

#### 6-2.2.3 **Sensitive Items**

Sensitive non-mail items such as human remains, urgent medical supplies, and organs for transplant are classified as freight. If transporting such items affects the movement of mail, the carrier must notify the administrative official prior to the operation of the flight that they will be transporting sensitive material and should indicate the following:

- a. The type of sensitive material to be transported.
- b. The flight impacted by this sensitive material.
- c. Whether any mail intended for dispatch on the identified flight will not be enplaned.

#### 6-2.2.4 **Upper/Lower Deck Boarding Priority**

##### 6-2.2.4.1 **General**

For all cargo- and combi-configured carriers, the Postal Service has the right to preempt the lower deck but may use any of the upper deck positions that the carrier offers for use. If a carrier offers upper deck space equal to all or any portion of the lower deck space, then the Postal Service gives capacity credit to the carrier before claiming the lower deck space.

**6-2.2.4.2 Exception**

The exception to the above policy is intra-Alaska volumes. An intra-Alaska carrier will not be credited for non-priority service mail or bypass mail boarded on the upper deck until all priority service mail (Express Mail, Priority Mail, and First-Class Mail) tendered for a specific flight has been boarded.

**6-2.2.4.3 Priority Service Mail**

A carrier providing service as a bush operator at the bush transportation rate in the state of Alaska must board priority service mail ahead of bypass mail or freight. All priority service mail assigned to a specified flight must be transported on the flight assigned. These procedures are to be followed without exception. A carrier who offers single-deck capacity and who is authorized to transport mail within Alaska must board priority service mail over freight.

**6-2.3 Transferring Mail — Intraline/Interline Transfer**

The Postal Service directs intraline/interline transfers by entering such routing instructions on Label AK-53, which is affixed to the mailpiece. Carriers are responsible for ensuring that the mail designated for interline movement is transferred to the connecting carrier within published time limits listed in Appendix C.

**6-2.4 Equitable Distribution****6-2.4.1 Principles of Equitable Distribution****6-2.4.1.1 Fair and Reasonable Division**

When two or more carriers serve the same point with equivalent service in terms of requirements and cost, the mail is distributed equitably between the carriers. Equitable distribution requires a fair and reasonable — but not necessarily equal — division of mail between such carriers. See 6-2.4.2.1 and 6-2.4.2.2.

**6-2.4.1.2 Favorable Pay Rate**

In competitive situations, the Postal Service considers the additional factor of the actual mail pay rate being paid to the competing carriers. In such situations, the dispatch of mail to the carrier(s) providing Mainline rate service, or equivalent thereto, is justified because of the more favorable pay rate to the Postal Service.

**6-2.4.1.3 Equitable Tender Review**

If a carrier has documentation that suggests that it may not be receiving an equitable share of the mail moving between an origin/destination market, the carrier may request that the Postal Service review its equitable distribution practices in the specified origin/destination market. The carrier must make the request in writing and submit it, along with documentation to support the claim, to the Western Area DNO, Seattle Branch (Anchorage).



#### 6-2.4.1.4 **Investigation**

The Western Area DNO, Seattle Branch (Anchorage) will investigate the distribution practices and will respond to the carrier in writing with the findings. If necessary, the DNO will take action to correct the inequity. The Postal Service will not make retroactive adjustments.

#### 6-2.4.1.5 **Continuing Problem**

If the carrier believes that the problem persists after the Western Area DNO, Seattle Branch (Anchorage) has initiated corrective action, the carrier can request a further review. The carrier must make the request in writing and submit it, along with documentation to support the claim, to the Western Area Distribution Networks Office, Seattle Branch, which will investigate and respond to the carrier in writing with the findings. If necessary, the Postal Service will take action to correct the inequity.

#### 6-2.4.1.6 **Follow-Up Review**

If the matter cannot be resolved at the area level, the carrier can request a review by the manager(s) of Routing Policy and Networks and Modal Operations and Requirements at Postal Service Headquarters in Washington, DC. The carrier must make the request in writing and submit it, along with documentation to support the claim and copies of all previous correspondence, to Postal Headquarters in Washington, DC. The Postal Service will investigate and respond to the carrier in writing with the findings. If necessary, the Postal Service will take action to correct the inequity.

### 6-2.4.2 **Dispatch Procedures**

#### 6-2.4.2.1 **Priority Service Mail**

The Postal Service dispatches priority service mail to specific flights based on service responsiveness. The Postal Service will determine equitable distribution of priority service mail between carriers as follows.

**Note:** Equitable distribution is a fair and reasonable — but not necessarily equal — division of the mail.

- a. The Postal Service will consider the following criteria (and it may consider additional criteria at its discretion) when determining a dispatch of value flight (i.e., one that best serves the needs of the Postal Service to satisfy the service commitment) between any origin/destination pair:
  - (1) Priority rate mail service commitments.
  - (2) Origin and destination hours of operation.
  - (3) Origin and destination facility operating commitments.
  - (4) Carrier schedules (i.e., departure/arrival times, frequency, number of points served/stops).
  - (5) Carrier performance, including factors such as lift capacity, type of equipment, adherence to scheduled operation, and reliability of performance.

- b. Equitable distribution will not apply when it will result in the tender to any carrier of a dispatch as follows:
  - (1) A dispatch of less than 500 pounds per flight in any origin/destination hub market.
  - (2) A dispatch of less than 250 pounds per flight in any origin/destination hub-to-bush market.
- c. The Postal Service reserves the right to select the dispatches of value to move priority service mail for service responsiveness between any two origin/destination pairs.

#### 6-2.4.2.2 **Non-Priority Service Mail**

The Postal Service dispatches non-priority service mail using the following procedures:

- a. Non-priority service mail will be dispatched equitably to all qualified carriers who have a minimum of three scheduled flights a week in an origin and destination market.
- b. Carriers will be required to accept dispatched mail at origin postal facilities as directed by the administrative official but at least once a day. The Postal Service expects 100% compliance to scheduled operations and on-time delivery. On-time performance is based on the carrier's scheduled arrival time plus delivery time. When a carrier demonstrates inconsistent schedule reliability or a lack of performance in the movement of the mail tendered in an origin/destination market, the Postal Service may remove the carrier from equitable tender of mail in the identified market until the carrier can demonstrate that it has corrected the deficiencies.
- c. When volume available for tender in a specific origin/destination market exceeds all carriers' capacities, the undistributed mail will be carried over to the next day, and an equitable distribution will be accomplished subject to the preceding rules.
- d. The carrier transports non-priority service mail tendered by the Postal Service when it has space available for such transportation. Once enplaned, non-priority service mail must not be removed at an intermediate point to accommodate any other traffic.
- e. Equitable distribution calculations will not be adjusted on the basis of mail transferred between carriers via PS Form 2734, as provided in this chapter. When transferring mail, the carrier holding the mail must transport and make it available to the carrier designated by the Postal Service within 60 minutes for either interline or intraline transfer.

#### 6-2.4.2.3 **Inability to Transport Tendered Mail**

When a designated carrier is unable to transport all or a portion of the mail tendered to it in a specific origin/destination on any given day, the designated carrier must contact the local administrative postal official for instructions on transferring the portion of the tendered volume that cannot be transported. If the mail is transferred to another carrier, the total volume tendered will be recorded as part of the original carrier's equitable tender. The transferred

volume will not be added to the receiving carrier's equitable tender volume for the specified origin/destination market.

When inclement weather or adverse flight conditions prevent all aircraft from traveling from an origin to a destination, the transit times referenced in 6-2.4.2.5 will be extended by the amount of time related to the interruption in service caused by the event.

#### 6-2.4.2.4 **Non-Beneficial Service**

When a designated carrier is unable to consistently transport all or a portion of the mail tendered to it, or to consistently meet scheduled performance requirements, the Postal Service considers that carrier's service to be non-beneficial. The Postal Service will remove that carrier from equitable distribution until the carrier demonstrates capability to operate consistently within its published schedule with capacity to move the volume of mail tendered to it within the allowed transportation timelines.

#### 6-2.4.2.5 **Transit Times for Non-Priority Service Mail**

Non-priority service mail must be transported in accordance with the following transit times:

- a. *Transit Time for Direct Service to a Regional Hub/Bush Post Office:*  
The carriers must transport non-priority service mail from origin to regional hub post office or, if direct transportation, to bush post office destination by the end of the business day following the day of tender.
- b. *Transit Time for Mail Transferred at a Regional Hub to a Bush Destination:* Carriers receiving the transferred mail at the regional hub must transport non-priority service mail to the final destination by the end of the business day following the day of receipt.

In either situation (direct service or transfer, as discussed in item "a" or "b" above), if extraordinary circumstances require the post office to be closed during its normal business hours, the carrier must do the following:

- Deliver the mail to the post office's locking vestibule.
- If the post office has no locking vestibule, deliver the mail within 1 hour after the post office opens on the next business day.

#### 6-2.4.2.6 **Procedures for Delays in Non-Priority Service Mail Transit Times**

When a carrier in possession of non-priority service mail fails to meet the established transit times defined in 6-2.4.2.5, the Postal Service will not tender additional non-priority service mail to that carrier until the backlog has been substantially reduced. The carrier may be required to transfer the delayed mail to another carrier depending on the current ramp and dispatch conditions as determined by the Postal Service.

#### 6-2.4.2.7 **Safe Operations of Carriers**

All certificated carriers participating in the transportation of mail within the state of Alaska must comply with all federal, state, and local laws and regulations. If there is any conflict between any safety law or regulation and this handbook, the safety law or regulation takes precedent.

## 6-3 Acceptance of Mail

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### 6-3.1 Procedures — Weighing and Billing

The Postal Service weighs and bills the mail and gives the carrier the following:

- a. For priority service mail, a copy of PS Form 2729 for each dispatch at the time mail is tendered.
- b. For non-priority service mail, a copy of a manifest at the time of tender and/or a copy of PS Form 2729 at the end of the day.

### 6-3.2 Labeling Procedures

#### 6-3.2.1 Priority Service Mail

A label system is used to control the flow of priority service mail on specified flights from origin to final destination. Each mailing unit (pouch, tray, etc.) receives a label indicating the routing, weight, and scheduled delivery day.

#### 6-3.2.2 Non-Priority Service Mail

A label system is used to control the flow of non-priority service mail and bypass mail from origin to final destination. Each mailing unit (parcel, pouch, tray, pallet, etc.) receives a label indicating the routing, weight, and scheduled delivery day.

#### 6-3.2.3 Scheduled Delivery Day

In addition to routing information described above, each white label contains the delivery day of the week printed in large type across the bottom. Administrative officials at both the origin and destination should be cognizant of the delivery day shown on the label and report, through the irregularity process, when mail is delivered after the scheduled delivery day. (Mail delivered prior to the scheduled delivery day is not considered an irregularity, and administrative officials should not report it as such.)

### 6-3.3 Verification of Destination

Upon accepting mail, the carrier verifies that all mail tendered is destined for points on its system, or is coded for interline transfer at a point on its system.

**Note:** For the purposes of verification, a direct pallet is considered a single piece.

If it is necessary at the origin to break down a direct pallet destined for a bush destination, the carrier is required to affix Label AK-53 with correct transfer routings to each piece separated from the pallet. The original Label AK-53 remains with the pieces still at the origin until the entire shipment has been moved to its final destination.

**6-3.3.1 No-Office Points****6-3.3.1.1 Description**

A no-office point (NOP) is a location where there is no postal facility and postal employee present to meet the aircraft. The NOP community must identify and appoint an individual as the agent responsible for receipt and dispatch of mail.

**6-3.3.1.2 Responsibility**

Each of the following has a responsibility for mail delivered at an NOP:

- a. *Administrative Post Office:* The administrative official at the serving hub post office must make prior arrangements with community representatives for follow-up procedures for the disposition of mail.
- b. *Community:* At NOPs, the community must provide a shelter (shed, container, lean-to, etc.) adjacent to the aircraft ramp area to protect the mail if the carrier must leave it unattended.
- c. *Carrier:* If an NOP fails to provide this security for mail, the carrier must return the mail to the origin office and report the event to the administrative official of the dispatching office. Also, at an NOP, the carrier can accept outgoing mail as long as it bears correct postage.

**6-3.3.1.3 Transfer of Mail**

Each of the following has a responsibility for mail transferred at an NOP:

- a. *Community:* A representative of the local NOP designated by the community delivers the mail to the airport.
- b. *Carrier:* The authorized carrier accepts mail made available at the airport for air dispatch.
- c. *Administrative Post Office:* The administrative official at the post office serving the NOP holds all accountable mail (registered mail, certified mail, etc.) if the pilot is not an authorized agent of the addressee.

**6-3.3.2 Documentation of Dispatch****6-3.3.2.1 Carrier**

The carrier transporting the mail from the NOP to the hub point must prepare a load manifest.

**6-3.3.2.2 Administrative Post Office**

The administrative official at the post office serving the NOP must verify and list the weights on PS Form 2729 for payment.

# **7 (Reserved for Future Use)**

# 8 Bypass Mail

## 8-1 Introduction

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This chapter describes the bypass mail program and identifies the responsibilities of the shipper, the carrier, the addressee, and the Postal Service.

Bypass mail is defined as bulk Standard Mail (B) that is prepared so as not to require handling in a postal facility. The bypass mail program was established to alleviate congestion of mail in processing centers by creating bypass acceptance points. Basic legislation pertaining to bypass mail is found in 39 U.S.C. 5402.

## 8-2 Responsibility

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Daily administration of the bypass mail program is delegated to the manager of the Airport Mail Facility (AMF) in Anchorage, AK, and to the postmaster or designee at the post office in Fairbanks, AK. Oversight administration of the program is delegated to the Western Area DNO, Seattle Branch (Anchorage).

## 8-3 Designated Bypass Points

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Appendix H contains a complete list of all designated bypass points at the time of publication of this document. No bypass points have been added to the list since the inception of the program.

### 8-3.1 **Establishing or Discontinuing Bypass Points**

The procedures for making changes in bypass points are listed below:

- a. The Postal Service may of its own initiative, or at the request of a community, initiate a proceeding to establish or to eliminate a point from bypass mail service.
- b. The process for adding or eliminating bush points will ordinarily be conducted in writing as provided in 8-3.1c. The record may be supplemented by oral hearings if the Postal Service deems oral hearings to be necessary and appropriate.

- c. The Postal Service will initiate any proceeding for adding or eliminating bypass mail points by providing written notice about the consideration for addition or elimination to the affected bush communities and carriers, and to the Secretary of State of the state of Alaska. The notice must provide the addressees with at least 30 days in which they may file written comments on the proposed bypass points. The Postal Service must publish all responsive comments on the Internet.
- d. The Postal Service must render its decision on the addition or elimination of bypass points in writing as soon as practicable after the closing of the procedure, and it must also publish the decision on the Internet. The Postal Service must make the decision in the best interests of the Postal Service. Criteria includes, but is not limited to, the following:
  - (1) Current and projected mail volumes (including daily minimum and maximum volumes).
  - (2) The impact of the change in bypass service on the Anchorage or Fairbanks mail processing center's ability to process mail for delivery within established delivery standards.
  - (3) The identified capacity constraints of the facilities.
- e. The Postal Service must wait at least 1 year from the decision's publication date before implementing any determination of bypass points.

### 8-3.2 **Acceptance Points**

Bypass shipments are accepted only in the Anchorage P&DC and the Fairbanks Main Post Office.

### 8-3.3 **Shipper Eligibility for the Bypass Mail Program**

A shipper wishing to participate in the bypass mail program must submit a cover letter and a completed application providing certain information as described in the regulations. Appendix H contains a copy of the application and regulations. The Postal Service will review the application and notify the applicant within approximately 2 weeks if the shipper has been accepted into the program or if additional information is required.

### 8-3.4 **Bypass Mail Appointment Procedures**

#### 8-3.4.1 **General**

Shippers call the appropriate administrative official at either Anchorage or Fairbanks the business day before the desired shipment day to obtain an appointment. The shipper must provide the following information:

- a. Destination (community name — e.g., Bethel, King Salmon, etc.).
- b. Addressee (store/business name).
- c. Total weight of the order.
- d. Estimated number of pallets.
- e. Identity of contents (e.g., groceries, dog food, etc.).



#### 8-3.4.2 **Accuracy of Shipment Estimates**

The shipper must provide an accurate estimate of the weight and number of pallets for the Postal Service to plan shipments efficiently. A variance of more than 10 percent between the estimated shipment and the actual order (for either the number of pallets or total weight) is considered inaccurate and may result in shipment rejection. The Postal Service may remove a shipper from the bypass mail program if the shipper provides inaccurate estimates of the weight or number of pallets for shipments.

### 8-3.5 **Shipment Preparation**

#### 8-3.5.1 **Mailing Requirements**

Bypass mail shipments must be prepared based on the following guidelines:

- a. Each piece must conform to the regulations defined in the *Domestic Mail Manual* (DMM).
- b. The address of the individual or business receiving the shipment must be the customer's physical location — a post office box or a general delivery address is not acceptable.
- c. Each piece must be endorsed with the words "Bypass Mail" on the address label.
- d. For all mail destined to bush points, the shipper must indicate the weight of the piece on the label. For mail destinating at hubs, the shipper does not need to indicate the piece's weight on the label.
- e. The shipper must indicate the order number and pallet number on each piece. Shippers can print numbers either on the address label or on a separate label affixed adjacent to the address label.
- f. The shipper must affix the correct postage to each piece. An individual piece may not exceed 108 inches (combined length and girth) or weigh more than 70 pounds.

#### 8-3.5.2 **Palletized Loads**

Palletized loads for bypass mail shipments must be prepared based on the following guidelines:

- a. All pallets must conform to DMM regulations.
- b. Pallets must be uniform in size with maximum dimensions of 40 inches x 48 inches x 72 inches (width x length x height). For compliance with postal safety requirements, the overall height must not exceed 77 inches including the pallet.
- c. The weight on a pallet should be uniformly distributed, with denser products on the bottom. The maximum weight of each pallet load is 2,500 pounds.

- d. Prior to delivery to the carrier, the shipper must secure the mail to the pallet by shrink wrap so that it will be secure, stable, and able to maintain unit integrity during transit.
- e. For each piece of mail on the pallet, the shipper must apply appropriate postage and must indicate the weight and addressee on the label.

#### 8-3.5.3 **Banding and Strapping**

Parcels banded together are considered a single piece and must meet DMM requirements regarding the banding and strapping of parcels.

If more than one piece of mail is banded together, the shipper must attach a label to each piece so that the pieces, if they become separated, can still be identified and delivered.

Carriers are not authorized to separate banded parcels.

#### 8-3.5.4 **Weight — Pallets and Shipment**

To be eligible for acceptance in the bypass program, a shipment to a single addressee must weigh a minimum of 1,000 pounds.

For any shipment exceeding 50,000 pounds, the shipper must give the Postal Service 7 days notice prior to the date of appointment.

#### 8-3.5.5 **Contents**

Shippers must identify contents of bulk shipments upon request. The Postal Service strictly enforces the DMM regulation governing the packaging of heavy items and high-density loads. Heavy items and high-density loads can harm Postal Service personnel and can damage equipment and mail. Heavy items must be braced and cushioned before the mailing can be accepted.

#### 8-3.5.6 **Accountable Material**

The Postal Service will not accept for bypass mail any accountable mail — i.e., mail that requires the signature of the addressee or the addressee's agent upon receipt to provide proof of delivery or indemnification for loss or damage. Accountable mail includes Express Mail, certified mail, collect on delivery (COD), insured mail for more than \$50.00, registered mail, and return receipt for merchandise.

#### 8-3.5.7 **Hazardous Material**

The Postal Service will not accept for bypass mail any items identified as hazardous material by the Postal Service and/or the Federal Aviation Administration (FAA) and the Department of Transportation (DOT). If the Postal Service finds any hazardous material in a bypass mail shipment, it will refuse the entire shipment. If a second violation occurs, the Postal Service will remove the shipper from the bypass mail program. The shipper should contact DOT or the local carrier for specific instructions concerning hazardous material.

### 8-3.5.8 **Building and Construction Materials**

The Postal Service will not accept for bypass mail building and construction materials, including lumber, insulation, flooring, concrete, cement, or other construction materials.

### 8-3.5.9 **Freeze and Chill**

The Postal Service will accept for bypass mail freeze and chill items. However, shippers and addressees must understand that these types of items are entered into the mailstream “at own risk.” The Postal Service does not have freezers or coolers to store such items, nor does the Postal Service require carriers to have freezers or coolers. Some carriers have freezers and coolers at hub locations. The carriers have offered the use of their freezers and coolers for temporary storage until flight time. To assist in reducing the chance of damage/spoilage, the shipper must adhere to the following requirements:

- a. Segregate all freeze and chill items on their own pallets (in accordance with 8-3.5.1 and 8-3.5.2).
- b. Clearly identify pieces and pallets as freeze or chill, as appropriate.
- c. Verify that all freeze items are frozen solid at the time of acceptance at the carrier’s facility.
- d. Package all freeze items so that, in the event of thaw, adjacent packages will not be damaged.

### 8-3.6 **Right to Refuse**

The Postal Service reserves the right to deny a shipper participation in the bypass mail program for failing to adhere to the program regulations, including the following failures:

- a. Failure to make timely appointments.
- b. Failure to make accurate estimates of the weight and number of pallets for shipment.
- c. Failure to comply with labeling requirements.

### 8-3.7 **Integrity of a Bypass Mail Shipment**

#### 8-3.7.1 **General**

A shipper tenders a single bypass mailing to a sole carrier at origin. The entire shipment must retain its integrity from the time the shipper tenders it to the carrier at the origin until it arrives at the hub. At the hub, the carrier may distribute the shipment to more than one carrier. In such cases, the pallet unit maintains the shipment’s integrity from the hub to the final addressee at the bush destination.

### 8-3.7.2 **Mainline Carriers**

The mainline carrier is responsible for maintaining the integrity of each pallet of the bypass shipment. At the hub, the mainline carrier is responsible for delivering each pallet intact either to the transfer bush carrier or to the addressee. Mainline carriers are expected to keep all pallets tendered to them intact to reduce loss and damage. If the carrier must break down a pallet, all the pieces from that pallet must remain together as a unit. If the mail has to be transferred for transport to the hub, the pallet must be transferred intact. If it is necessary to break down a direct pallet at the acceptance point, the carrier is required to affix Label AK-53 with correct transfer routings to each piece separated from the pallet. The original Label AK-53 remains with the pieces still at the hub until the entire shipment has been moved to its final destination.

### 8-3.7.3 **Bush Carriers**

The bush carrier is expected to effect delivery of the bypass unit (pallet) intact to the addressee. Due to equipment size, it may be necessary for mail from an individual pallet to be transported on more than one bush flight.

## 8-4 **Bypass Transit Times**

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### 8-4.1 **General**

Carriers must transport tendered bypass mail in accordance with the transit times outlined below.

### 8-4.2 **Transit Time to Regional Hub/Bush Point**

The carrier must transport tendered bypass mail from Anchorage or Fairbanks to the regional hub/bush point by the end of the day following the day of tender.

### 8-4.3 **Transit Time to Bush Destination**

The carrier must transport bypass mail to the bush destination by the end of the day following the day the bypass mail shipment was received from the carrier arriving from Anchorage and/or Fairbanks.

### 8-4.4 **Interruption in Transit Time**

When inclement weather or adverse flight conditions prevent all aircraft from traveling from an origin to a destination, the transit times referenced in 8-4.2 and 8-4.3 will be extended by the amount of time related to the interruption in service caused by the event.

#### 8-4.5 **Advance Shipment**

If a bypass shipment has been advanced to the hub on the same day as the original tender, the receiving carrier is responsible for transporting it to the final destination according to labeling instructions or earlier, according to the direction of the appropriate administrative official.

#### 8-4.6 **Delayed Shipment**

If a bypass shipment has been delayed into the hub, the receiving carrier is responsible for transporting the bypass shipment to the final destination according to 8-4.3. Upon receiving the delayed shipment, the receiving carrier must immediately notify the administrative official at the hub post office that it has received a delayed shipment.

#### 8-4.7 **Delivery to Addressee**

##### 8-4.7.1 **Transfer Carrier**

The delivering carrier takes the pallet, or reassembles the contents from the broken pallet, and delivers it to the downstream carrier. Both the delivering and receiving carriers record the transfer time, date, and weight.

##### 8-4.7.2 **Final Destination**

The carrier at the shipment's final destination is responsible for delivering the shipment to the addressee. The carrier or its agent must make arrangements to pick up the bypass shipment at the airport or runway and transport it to the addressee. The carrier must protect the shipment at all times from the elements and the threat of theft or damage. Addressees cannot be required to pick up their own shipment, but they are responsible for providing a physical location where the carrier can deliver the shipment.

**Note:** Addressees can authorize carriers to deliver shipments to a designated agent's address.

Mail transported to a bush destination must be delivered to the addressee on the day of transport. If, once transported, the delivery cannot be effected for any reason, the carrier must return the mail to the hub and store it in an approved secured facility for delivery the next business day.

##### 8-4.7.3 **Delivery Requirements**

The carrier or its agent is responsible for delivering bypass mail shipments to the addressees during business hours, normally 8:00 a.m.–5:00 p.m. Carriers cannot store bypass mail in their destination facilities unless the mail arrives at times other than those specified above or during periods of extreme inclement weather. If a bypass shipment arrives on an evening flight after normal business hours, that mail must be delivered between 8:00 a.m. and noon the next business day.

**8-4.7.4 Failed Attempts**

If a carrier or its agent attempts to deliver the bypass shipment during normal business hours but the addressee's place of business is closed, the addressee is responsible for picking up the shipment at the carrier's facility before the end of that business day. Bypass shipments are not held at the post office for pickup.

**Note:** The Postal Service may refuse to accept bypass shipments for an addressee who fails to adhere to these guidelines.

## 8-5 Carrier Safety

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All certificated carriers participating in the movement of mail within the state of Alaska must adhere to all safety laws and regulations issued by federal, state, and local agencies. In the event of any conflict between a safety regulation or a law and this handbook, the safety regulation or law takes precedent.

# 9 Irregularities

## 9-1 Introduction

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Mail-handling irregularities are failures by carriers to comply with postal rules, regulations, and requirements related to transporting mail by aircraft. Irregularities are extremely serious. Carriers incurring any of the irregularities defined in this chapter are subject to assessment. Continued non-compliance can result in a carrier's disqualification from the carriage of mail. The Postal Service strictly enforces requirements, not to penalize carriers but rather to bring problems to the attention of the carrier's management so they can be resolved, thereby promoting and maintaining service goals.

## 9-2 Responsibilities

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### 9-2.1 Carriers

Carriers providing service to the Postal Service are responsible for the proper handling and care of mail and postal equipment in their custody.

### 9-2.2 Postal Service

When a carrier's employee, representative, or agent mishandles mail, the administrative official or designee prepares a PS Form 2759, *Report of Irregular Handling of Mail*. This form is intended primarily as a management tool for local Postal Service officials and carrier officials responsible for the proper handling of the mail.

## 9-3 Types of Irregularities (Mail in Sacks, Outside Pieces, or Bypass Shipments)

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### 9-3.1 General

#### 9-3.1.1 Failure to Load or Unload

##### 9-3.1.1.1 Failure to Load

###### 9-3.1.1.1.1 Definition

“Failure to load” is defined as a failure by a carrier to load mail aboard an aircraft for any reason other than refusal when sufficient space and weight are available to transport mail tendered by the Postal Service.

###### 9-3.1.1.1.2 Examples

The following are examples of failure to load:

- a. Inadvertent failure to pick up from the Postal Service facility all mail entered on dispatch documents for a flight.
- b. Failure to board all mail picked up from the Postal Service facility when there is sufficient space and weight available on the flight. (See 6-2.1.1.2 and 6-2.1.2.2.)
- c. Failure to board mail transferred from another flight (either interline or intraline) when the mail is available with adequate time before departure and there is sufficient space and weight available on the flight.

##### 9-3.1.1.2 Failure to Unload

###### 9-3.1.1.2.1 Definition

“Failure to unload” is defined as a failure by a carrier to unload all or some of the mail from the aircraft at the terminal point of flight.

###### 9-3.1.1.2.2 Documentation

The administrative official or designee must complete PS Form 2759 identifying the routing on the label of the pouch concerned and the air stop where the irregularity occurred.

#### 9-3.1.2 Carried By

“Carried by” is defined as a failure of a carrier to unload the mail at an enroute stop and to carry it beyond its intended destination as indicated on the destination tags or labels.

#### 9-3.1.3 Loaded or Removed in Error

##### 9-3.1.3.1 Loaded in Error

“Loaded in error” is defined as loading mail aboard a flight that is not the intended flight as shown on the dispatch document for that mail.



**9-3.1.3.2 Removed in Error**

“Removed in error” is defined as removing mail from a flight at a point other than the destination or transfer point shown on the billing documents for that mail.

**9-3.1.4 Damage to Mail or Equipment****9-3.1.4.1 Definition**

“Damage to mail or equipment” is defined as damage of any kind — regardless of physical cause — to mail or to mail sacks, pouches, or containers, or other mail equipment, while under the custody and control of the carrier.

**9-3.1.4.2 Documentation**

The administrative official or designee must complete PS Form 2759, identifying the damaged mail or equipment and stating the cause of the damage, if known. Wet mail is considered damaged and must also be included on this form; however, only those pouches with wet contents should be reported.

**9-3.1.5 Failure to Transfer****9-3.1.5.1 Definition**

“Failure to transfer” is defined as a failure of a carrier to transfer mail between flights of the same or another carrier within an allowable time. (See Appendix C.) This includes failure on the part of competing airlines to automatically transfer mail when instructed to do so by postal representatives because a scheduled flight by one carrier has a history of space shortage for mail.

**9-3.1.5.2 Documentation**

The administrative official or designee must record this failure on PS Form 2759 and must show the arrival and departure times of connecting flights.

**9-3.1.6 Failure to Protect**

“Failure to protect” is defined as a failure of a carrier to protect and safeguard the mail from the threat of theft or damage or other hazards while it is in the custody and control of the carrier. Examples of failure to protect include, but are not limited to, the following:

- a. Failure to prevent unauthorized persons access to the mail.
- b. Failure to transport mail on the ground in carts, containers, or other vehicles securely closed to protect the mail from loss, threat of theft or damage, and inclement weather.
- c. Mail left or stored at an unauthorized bush facility or other unauthorized point.

In bush locations, carriers often move mail to the post office or to addressees in multiple trips by sled, snowmobile, or truck. Although these transportation constraints may make it necessary for a carrier to leave some mailpieces at the airstrip while delivering other mailpieces, the carrier must still ensure that the mail left at the airstrip under these circumstances is protected from weather, theft, or other hazards.

**Note:** Carriers may not leave mail in a storage facility overnight.

#### 9-3.1.7 **Delayed Delivery**

“Delayed delivery” is defined as a failure to deliver incoming mail to the destination postal facility within the time allowed for such delivery. (See Appendix C.)

### 9-3.2 **Special**

#### 9-3.2.1 **Refusal or Removal**

##### 9-3.2.1.1 **Definitions**

“Refusal” is defined as a refusal by a carrier to accept or transport priority mail tendered by the Postal Service after passengers and their baggage have been boarded and freight is carried on the flight.

**Note:** Generally, carriers are not penalized for refusing to carry hazardous material.

“Removal” is defined as off-loading through-mail from an aircraft short of its destination to make space available at an enroute point for freight or passengers and baggage.

##### 9-3.2.1.2 **Reporting and Response Procedures**

###### 9-3.2.1.2.1 **PS Form 2759**

The administrative official or designee must report a carrier’s refusal or removal on PS Form 2759 on the day that the incident occurs. Within 24 hours, the Postal Service must send to the carrier a copy of the form, along with a blank PS Form 2760, *Airlines Reply to Refusal/Removal of Mail*. (See 9-4.2.3.)

When the refusal or removal involves hazardous material, the administrative official or designee prepares PS Form 2759 for informational purposes only. The administrative official sends the original form, marked “Information Only,” to the concerned carrier and maintains a completed copy, with available documentation, to show the reason for the refusal. Postal employees use these completed PS Forms 2759 for reference if they receive a customer complaint about a delay in mailing hazardous material.

###### 9-3.2.1.2.2 **PS Form 2760**

A carrier who refuses or removes mail must complete PS Form 2760, *Airlines Reply to Refusal/Removal of Mail*, and return it to the Postal Service supervisor at the air stop point within 5 days of the incident. Failure of the carrier to file this form with the Postal Service by the fifth day following the

incident must be considered as acceptance of the facts shown on PS Form 2759. If the carrier certifies that no lower priority cargo was aboard the aircraft, it can note this on its received copy of PS Form 2759 and return that form in lieu of completing and returning PS Form 2760.

#### 9-3.2.1.3 **Minimizing Refusals and Removals**

To minimize incidents of mail refusals and removals, carriers can request from local and downline Postal Service units at air stop points an estimate of mail volume to be tendered to a specific flight as early as 3 hours prior to the scheduled departure time. Postal units must cooperate in furnishing this information when requested by a carrier. The Postal Service must maintain records showing estimates furnished, time furnished, flight number, mail class, destination, and names of postal and carrier personnel involved.

#### 9-3.2.2 **Failure to Notify**

##### 9-3.2.2.1 **Priority Service Mail**

For priority service mail, "failure to notify" is defined as a failure of a carrier to notify the postal unit concerned of a delay in a scheduled operation exceeding 30 minutes, or a cancellation, diversion, or emergency change in schedule of any flight on which mail is transported or that the postal unit has tendered for transportation. This category also applies to a failure of a carrier to notify the Postal Service of the following: data requirements such as hub transportation requirements; delivery to final addressee; identification of scheduled flights that are regularly cancelled; updated and accurate flight schedules; and other data as required.

##### 9-3.2.2.2 **Non-Priority Service Mail/Bypass Mail**

For non-priority service/bypass mail, "failure to notify" is defined as a failure of a carrier to notify the Postal Service that it will not be able to meet the transit times referenced in 6-2.4.2.5, 8-4.2, and 8-4.3.

#### 9-3.2.3 **Dropped Pouch**

A "dropped pouch" is defined as a pouch or outside piece of mail found unattended or out of the control of the carrier. Some examples of dropped pouch include, but are not limited to, the following:

- a. Mail dropped in transit during ground transport.
- b. Mail dropped off an aircraft.
- c. Mail left unattended by a carrier on the ramp while the carrier is not actively engaged in transport or delivery.

## 9-4 Reporting Irregularities

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### 9-4.1 PS Form 2759

The administrative official or designee is responsible for reporting each mail handling irregularity on PS Form 2759 on the day that the incident occurs. This form is intended primarily as a management tool for local postal officials and carrier officials responsible for the proper handling of mail.

### 9-4.2 Procedures

#### 9-4.2.1 Responsibility

The postal employee who becomes aware of a mail handling irregularity is responsible for reporting it on PS Form 2759. This form provides a tool for reporting the type of irregularity, the category of mail, the pouch label information when appropriate, and other information required to adjudicate the offense.

#### 9-4.2.2 Explanation of Incident

As soon as possible after the PS Form 2759 is completed and the administrative official or designee is aware of the irregularity, the administrative official or designee attempts to obtain an explanation of the irregularity from the carrier. The administrative official or designee summarizes this information on PS Form 2759 under the column "Explanation of Irregularity."

#### 9-4.2.3 Distribution

##### 9-4.2.3.1 At Own Postal Unit

At the close of each tour or at least every 24 hours, the employee in charge of the reporting unit must do the following:

- a. Send the first two parts of the four-part PS Form 2759, with all supporting documentation, to the manager of the Airport Mail Facility (AMF) at Anchorage for those incidents that occurred at Anchorage, and to the manager of Transportation and Networks at the Anchorage P&DC for all other incidents.
- b. Send the third part to the local carrier station manager/representative.
- c. Retain the fourth part in the reporting unit files.

##### 9-4.2.3.2 At a Postal Unit Not Its Own

An office preparing a PS Form 2759 for a carrier irregularity occurring at a postal unit other than its own (i.e., an irregularity such as "carried by," "loaded in error," etc.) must, within 24 hours, distribute the parts of the form as described in 9-4.2.3.1.

#### 9-4.2.4 **Issuance of PS Form 2734**

When necessary, a postal employee may direct a carrier to transfer mail to another carrier. (See 6-2.3.) When this occurs, the transferring carrier is responsible for completing PS Form 2734, *Mail Exception Report*. The receiving carrier is responsible for distributing the completed PS Form 2734 (see 5-3.2.6). The receiving carrier should submit the accounting service center copies to the postmaster at the transfer point, who ensures that the form is complete and correct.

If the transferring carrier refuses to complete the PS Form 2734, a postal employee does so. The postal employee then normally generates a PS Form 2759 and, in the "Explanation" section, describes the transferring carrier's refusal as "failure to cooperate."

## 9-5 **Performance Reviews**

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### 9-5.1 **Considerations**

The postal official responsible for reviewing PS Forms 2759 with the carrier must consider all aspects of the conditions and circumstances bearing on the incidents, including the following:

- a. Impact on delivery service.
- b. Frequency and type of irregularity.
- c. Repetitive mishandling on the same flight, tours, days of the week, etc.
- d. Carrier efforts to improve.

### 9-5.2 **Review Meetings**

Review meetings will be held at least once monthly as directed by the plant manager of the Anchorage P&DC, the AMF manager, or the manager or designee of Transportation and Networks at Anchorage.

#### 9-5.2.1 **Scheduling Meetings**

The postal official schedules meetings with the carriers at least once monthly, or more frequently, if necessary. Meetings should be scheduled to meet the forwarding requirements as defined in 9-5.2.3.

#### 9-5.2.2 **Reviewing PS Forms 2759**

During each meeting, the AMF manager or the manager of Transportation and Networks reviews the PS Forms 2759 issued since the previous meeting, or deferred during that meeting, and advises the carrier of any incident for which an assessment is considered. The carrier may comment, verbally or in writing, on any incident reviewed. The postal official must summarize any verbal comments and then record them on the PS Form 2759 in question, or on a separate sheet of paper to be attached to the form. The postal official

must also staple to the PS Form 2759 any written comments made by the carrier.

#### 9-5.2.3 **Noting Recommendations and Forwarding Forms**

At the conclusion of each meeting, the reviewing official checks the box marked “recommended” or “not recommended” located at the bottom of each PS Form 2759, and then puts the forms marked “recommended” into one pile and those marked “not recommended” into another pile. Once monthly, the reviewing official must complete PS Form 2766, *Summary of Mail Handling Irregularities*, and forward that form along with the sorted piles of PS Forms 2759 to the Western Area DNO, Seattle Branch (Anchorage). These forms must arrive no later than the tenth day of the month following the service month (e.g., January irregularities are due by February 10).

## 9-6 Appeals Process

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### 9-6.1 **Carrier’s Role**

The carrier may appeal a decision rendered by the local reviewing authority to impose an assessment for an irregularity committed by the carrier. The carrier must make the appeal in writing and must provide a full explanation of the disputed facts. The carrier must file the appeal with the Western Area DNO, Seattle Branch (Anchorage) within 10 days after the date of the local review meeting (unless the carrier has requested and been granted an extension). Failure to comply with the procedures set forth in the appeal process will result in the appeal being denied. A final appeal may be made to the manager of Transportation Modal Operations and Requirements as described in 9-7.3.3.

### 9-6.2 **Postal Investigation**

#### 9-6.2.1 **Review of PS Form 2759**

To resolve any differences between the carrier and the local reviewing official, the Western Area DNO, Seattle Branch (Anchorage) will investigate the incidents on which the carrier has filed a written appeal.

#### 9-6.2.2 **Recommendation**

Based on the results of the investigation, the Western Area DNO, Seattle Branch (Anchorage) upholds or overturns the initial decision and assessment, and advises the carrier of the determination in writing. When it upholds an initial decision and assessment, it records the findings of its investigation and the reason for the final recommendation, and then forwards the complete record to the manager of Transportation Modal Operations and Requirements at Postal Service Headquarters.

## 9-7 Assessment Administration

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### 9-7.1 Purpose for Imposing Assessments

The Postal Service imposes assessments for irregularities to encourage carriers to comply with Postal Service rules, regulations, and requirements for air transportation of mail.

### 9-7.2 Responsibilities

#### 9-7.2.1 AMF Manager and Manager of Transportation and Networks

The AMF manager or manager of Transportation and Networks at Anchorage has the following responsibilities:

- a. Review irregularity reports to determine if they are valid.
- b. Conduct meetings with carriers to adjudicate irregularities.
- c. Forward all recommended and non-recommended irregularity reports each month to the Western Area DNO, Seattle Branch (Anchorage).

#### 9-7.2.2 Western Area DNO, Seattle Branch (Anchorage)

The Western Area DNO, Seattle Branch (Anchorage) has the following responsibilities:

- a. Review recommended irregularities and supporting documentation.
- b. Hear carrier appeals and provide further investigation.
- c. Forward recommended irregularities and supporting documentation to the manager of Transportation Modal Operations and Requirements at Postal Service Headquarters in Washington, DC.

#### 9-7.2.3 Manager of Transportation Modal Operations and Requirements

The manager of Transportation Modal Operations and Requirements has the following responsibilities:

- a. Review recommended irregularities and supporting documentation.
- b. Hear carrier's final appeal, when necessary.
- c. Notify carrier's corporate office when assessment is to be imposed.

### 9-7.3 Imposing Assessment

#### 9-7.3.1 Notifying the Carrier

The manager of Transportation Modal Operations and Requirements notifies the corporate offices of the carrier involved regarding an impending assessment.

### 9-7.3.2 Forwarding the Summary

The manager of Transportation Modal Operations and Requirements forwards a summary of the violations and the amount of assessment for which the carrier is liable and notifies the carrier of the final opportunity to appeal.

### 9-7.3.3 Appealing the Decision

The carrier must reply, in writing, within 30 days after receiving the summary of violations and assessment. The carrier must include in the appeal all facts and arguments to support the appeal. The manager of Transportation Modal Operations and Requirements makes a decision and notifies the carrier.

### 9-7.3.4 Closing the File

If the carrier does not file an appeal, or if the carrier's appeal does not result in a reversal of the decision and the assessment, the manager of Transportation Modal Operations and Requirements directs the St. Louis Accounting Service Center to deduct from pay due a carrier an amount necessary to satisfy any assessment imposed. The St. Louis Accounting Service Center notifies the carrier of this deduction. This is the final Postal Service decision.

## 9-7.4 Schedule of Irregularities and Assessments

The following schedule identifies mail handling irregularities and their maximum applicable assessments.

Mail Handling Irregularity	Reference	Assessment
Failure to Load	9-3.1.1.1	\$6.00 per piece
Failure to Unload	9-3.1.1.2	\$6.00 per piece
Carried By	9-3.1.2	\$6.00 per piece
Loaded in Error	9-3.1.3.1	\$6.00 per piece
Removed in Error	9-3.1.3.2	\$6.00 per piece
Damage to Mail and/or Equipment	9-3.1.4	\$6.00 per piece
Failure to Transfer	9-3.1.5	\$6.00 per piece
Failure to Protect	9-3.1.6	\$6.00 per piece
Delayed Delivery	9-3.1.7	\$6.00 per piece
Refusal or Removal	9-3.2.1	\$1.00 per pound
Failure to Notify	9-3.2.2	\$25.00 per report
Dropped Pouch	9-3.2.3	\$100.00 per piece*

\* \$100.00 per piece for the first nine pieces, and \$1,000.00 per piece for 10 or more per incident.



**9-7.5 Other Action**

The procedures and other requirements for resolving mail-handling irregularities discussed in this chapter apply only when the Postal Service proposes to impose assessments, deductions, or damages. However, the Postal Service may resort to other actions when addressing irregularities. For instance, the Postal Service may take a summary action to withhold tender of mail to protect the public interest in the event of major irregularities such as the following:

- a. Theft.
- b. Deliberate loss, damage, or abandonment of the mail.
- c. Repeated instances of the other irregularities listed in this chapter.

## Appendix A

# Carrier Facility Requirements and Checklist

- a. Facility Requirements:
  - (1) Security Requirements:
    - (a) Exterior personnel doors must be solid core with deadbolt-type locks.
    - (b) Overhead dock doors must be bolt locked.
    - (c) Ground level windows leading to the cargo facility must be covered with security fences or barred to prevent entry.
    - (d) Facilities used by more than one carrier, or for activities in addition to the storage of mail and freight (such as aircraft maintenance), must provide a distinct area for each carrier's mail storage. This area is to be defined by a fully enclosed locking security fence that is at least 8 feet high plus a top guard.
  - (2) Size Requirements:
    - (a) Facilities at hub points must provide a minimum mail storage area of 30 square feet for each bush destination.
    - (b) Hub point facilities for carriers using mainline type aircraft and not providing intraline service to bush points must provide a minimum mail storage area of 300 square feet. Hub point facilities for destinating carriers using bush type aircraft and not providing intraline service to bush points must provide a minimum mail storage area of 100 feet.
    - (c) Facilities at origins Anchorage and Fairbanks must provide a minimum mail storage area of 300 square feet if mainline aircraft are used and 100 square feet if bush aircraft are used, except for carriers receiving bypass mail (see Part 2, Facility Review Checklist).
    - (d) Deviations in the above size requirements, due to locations at certain air stops, must be approved by the Western Area DNO, Seattle Branch (Anchorage).
    - (e) These are minimum requirements. The carrier has the ultimate obligation to secure all the mail in its possession. Failure to do so will result in restrictions to mail tender.
- b. Facility Review Checklist  
See the Facility Review Checklist on the next page.

### Facility Review Checklist

Carrier \_\_\_\_\_ Air Stop Code \_\_\_\_\_

Inspection Conducted By \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_

\* Explain items marked in the "Fails" column in the Comments section on the next page.

Item	Requirements	Meets	Fails*	N/A
Exterior doors	Minimum size 3' wide, 6'8" high.			
	Solid core wood, minimum thickness 1 3/4", or metal.			
	Maximum frame clearance of 1/8".			
Door hinges	Interior hinges.			
	If exterior hinges, pins are non-removable.			
	If exterior hinges, headless screws are used in plate,			
Door locks	Deadbolt locks.			
	If there is a glass panel in the door, the lock is double cylinder.			
Window	Windows have burglar-resistant glass (Lexan).			
	Windows have security screen, maximum 1/2" spacing, inside mount.			
	Windows have security bars, minimum 1/2" diameter. (If outside mount, the security bars must be installed with headless bolts.)			
Roof	If there are any skylights, atrioms, windows, or other openings that penetrate the roof, there is no evidence of leaks.			
Lighting	Entry doorways or other possible accesses are sufficiently illuminated to be seen from a minimum distance of 100 feet.			
Interior doors	Minimum size 3' wide, 6'8" high.			
	Solid core wood, minimum thickness 1-3/4", or metal.			
	Maximum frame clearance of 1/8".			
	If wire partitions are used, door may be sliding or hinged.			
Locks	Locks are positioned so they do not interfere with the normal movement of the door.			
Ceiling	The ceiling is made of a permanent non-removable construction.			
	Are there any access hatches, light fixtures, or mechanical grilles?			
Walls	The walls reach to the ceiling.			
	Are there any access hatches or grilles?			
	Walls are covered on both sides with plywood or 5/8" sheetrock.			
	If walls are wire mesh, wire is a minimum of 10 gauge and weave is a maximum of 2" mesh.			
Bush destinations	Number of bush destinations served: _____			
	There is a minimum of 30 square feet for each destination.			
	The carrier uses mainline aircraft.			
	The carrier provides intraline service to bush.			
	The total storage area is a minimum of 100/300 sq. ft.			
	The storage area is maintained at or above 1 degree Celsius.			

**Facility Review Checklist (page 2)**

Use this comments section to explain any items marked in the "Fails" column on page 1 of this checklist.

## Appendix B

# **PS Form 2747, Intra-Alaska Payment Claim Worksheet**

A copy of PS Form 2747, *Intra-Alaska Payment Claim Worksheet*, appears on the following pages. Use this copy to reproduce forms for local use.



**Instructions**

1. **Carrier Name:** Enter your company name.
  2. **Carrier Address:** Enter company mailing address.
  3. **Carrier Code:** Enter Route Identification Code assigned to your airline.
  4. **Claim Number:** Enter the claim number of the week in dispute. This number is on your weekly Payroll Summary Report. The number consists of your Carrier Code, Postal Fiscal Year, Postal Week, and Type of Service (*Intra-Alaska = 6*).
  5. **Service Dates:** Enter beginning and end dates of the claim week.
  6. **Type of Claim:**
    - N = Non-Payment.
    - W = Weight Discrepancy.
    - R = Rate Discrepancy.
  7. **Serial Number:** Enter serial number of Form 2729 or Form 2734.
  8. **Trip Number:** Enter flight number.
  9. **Origin Code:** Enter alpha identifier of origin facility (*e.g., ANC = Anchorage*).
  10. **Equipment Code:**
    - B = Bush.
    - M = Mainline.
  11. **Destination Code:** Enter alpha identifier of destination facility (*e.g., ANC = Anchorage*).
  12. **Priority Weight:** Enter priority weight being claimed.
  13. **Non-Priority Weight:** Enter non-priority weight being claimed.
  14. **Total Weight:** Enter total priority and non-priority weight being claimed.
- NOTE:** Claims for supplemental payment must be supported with a legible copy of Form 2729 or 2734.

## Appendix C

# Hub Transfer/Delivery Times

The following transfer times have been established for use at hub points in Alaska:

- a. Interline transfer and delivery times of priority service mail from the block time of the transferring carrier to receipt by the receiving carrier (60 minutes).
- b. Intraline transfer and delivery times of priority service mail from the block time of the transferring carrier to receipt by the receiving carrier (60 minutes).
- c. Interline or intraline transfer time of non-priority service mail from the block time of the transferring carrier to receipt by the receiving carrier (120 minutes).
- d. Mainline flights arriving at hub points after 5:00 p.m. transfer time to the receiving carrier (maximum 60 minutes prior to the receiving carrier's next scheduled flight departure).
- e. Delivery time of priority service mail for hub city from scheduled arrival time of the carrier to receipt at the post office (60 minutes).
- f. Delivery time of non-priority service mail for hub city from scheduled arrival of the carrier to receipt at the post office (120 minutes).
- g. Delivery time of mail for hub city from flights arriving after 5:00 p.m. to the secured post office dock/vestibule (120 minutes). Note: If there is no secured dock/vestibule, delivery must be completed within 60 minutes following the opening of the post office the next business day.
- h. Delivery time for hub bypass mail from the flight's scheduled arrival time to receipt by the addressee (240 minutes). Note: A first dispatch of available mail will be made up to 120 minutes prior to flight's scheduled departure time at carrier's request.
- i. Tender time of close-out mail from hub post office prior to flight's scheduled departure time (60 minutes).
- j. Transfer and delivery times at bush points (same as listed for hub points unless otherwise specified by the Western Area DNO, Seattle Branch (Anchorage)).
- k. Delivery for hub bypass mail from scheduled arrival to receipt by addressee (240 minutes).

See the chart on the next page.



<b>Transfer Times at Hub Points (in minutes)</b>						
			<b>Field Transfers</b>			
<b>Airport Mail Facility</b>	<b>Mail Due Carrier Prior to Departure</b>	<b>Mail Due USPS After Arrival</b>	<b>Inter</b>	<b>Intra</b>	<b>Inter</b>	<b>Intra</b>
Hub (priority)	60	60	60	60	60	60
Hub (non-priority)	60	120	120	120	120	120

## Appendix D

# Hub Points and Associated Bush Points

Hub points are listed with capital letters, bold, and underlining. Bush points are listed under their hub. The three-letter code is the airport code. Special service notes are listed after the alpha airport code as follows:

- (1) Air Taxi Service Only
- (2) Surface Highway Contract Route Point
- (3) No service

**Note:** “(NOP)” indicates “no-office point.” An NOP is generally a sparsely populated or isolated location that has no postal facility and is served by a certificated carrier or air taxi certification of substitute aircraft.

For each hub point, the bush points are listed in alphabetical order first by city and then by the three-letter airport code. The information in the two lists is the same, but just presented in different order.

## Alphabetical By City

<b><u>ANCHORAGE</u></b>	<b><u>ANC</u></b>	<b><u>BETHEL</u></b>	<b><u>BET</u></b>	<b><u>EMMONAK</u></b>	<b><u>EMK</u></b>
Adak Island	ADK	Akiachak	KKI	Alakanuk	AUK
Alexander Creek (NOP)	ACR <sup>(1)</sup>	Akiak	AKI	Kotlik	KOT
Beluga (NOP)	BVU	Atmautluak	ATT	Sheldon Point	SXP
Boswell Bay (NOP)	BSW <sup>(1)</sup>	Chefornak	CYF	<b><u>FAIRBANKS</u></b>	<b><u>FAI</u></b>
Cape Yakataga (NOP)	CYT <sup>(1)</sup>	Chevak	VAK	Allakaket	AET
Cordova	CDV	Eek	EEK	Anaktuvuk Pass	AKP
Ellamar (NOP)	ELW <sup>(1)</sup>	Goodnews Bay	GNU	Beaver	WBQ
Falls Bay (NOP)	FLJ <sup>(1)</sup>	Hooper Bay	HPB	Bettles	BTT
Gold Creek (NOP)	GDC <sup>(1)</sup>	Kasigluk	KUK	Boundary (NOP)	BYA <sup>(1)</sup>
Halibut Cove (NOP)	KHC <sup>(2)</sup>	Kipnuk	KPN	Central	CEM
Homer	HOM	Kongiganak	KKH	Chicken (NOP)	CKX <sup>(1)</sup>
Icy Bay (NOP)	ICY <sup>(1)</sup>	Kwethluk	KWT	Chisana (NOP)	CZN <sup>(1)</sup>
Kenai	ENA	Kwigillingok	KWK	Circle	IRC
Nanwalek	KEB	Marshall/Fortuna Ledge	MLL	Eagle	EAA
New Chenega (NOP)	NCN	Mekoryuk	MYU	Healy Lake (NOP)	HKB
Port Graham	PGM	Napakiak	WNA	Kaktovik/Barter Island	BTI
Red Mountain (NOP)	RDO	Napaskiak	PKA	Lake Minchumina	LMA
San Juan (NOP)	PJS <sup>(1)</sup>	Newtok	WWT	Manley Hot Springs	MLY
Sand Point	SDP	Nightmute	NME	Minto	MNT
Seldovia	SOV	Nunapitchuk	NUP	Nenana	ENN <sup>(2)</sup>
Seward	SWD	Platinum	PTU	Prudhoe Bay/Deadhorse	SCC
Skwentna (NOP)	SKW	Quinhagak	KWN	Rampart	RMP
Soldotna	SXQ	Scammon Bay	SCM	Stevens Village	SVS
St. George Island	STG	Toksook Bay	OOK	Tanana	TAL
St. Paul Island	SNP	Tuluksak	TLT	Tetlin (NOP)	THE <sup>(1)</sup>
Tatitlek (NOP)	TEK <sup>(1)</sup>	Tuntutuliak	WTL	Tok	TKJ <sup>(1)</sup>
Tyonek	TYE	Tununak	TNK	<b><u>FORT YUKON</u></b>	<b><u>FYU</u></b>
Valdez	VDZ	<b><u>COLD BAY</u></b>	<b><u>CDB</u></b>	Arctic Village	ARC
Yakutat	YAK	False Pass	KFP	Birch Creek (NOP)	KBC <sup>(1)</sup>
<b><u>ANIAK</u></b>	<b><u>ANI</u></b>	King Cove	KVC	Chalkyitsik	CIK
Anvik	ANV	Nelson Lagoon	NLG	Venetie	VEE
Chuathbaluk	CHU	Pauloff Harbor	KPH	<b><u>GALENA</u></b>	<b><u>GAL</u></b>
Crooked Creek	CKD	Port Moller (NOP)	PML	Hughes	HUS
Grayling	KGX	<b><u>DILLINGHAM</u></b>	<b><u>DLG</u></b>	Huslia	HSL
Holy Cross	HCR	Aleknagik	WKK	Kaltag	KAL
Kalskag	KLG	Clarks Point	CLP	Koyukuk	KYU
Lower Kalskag	KLK	Ekuk	KKU	Nulato	NUL
Red Devil	RDV	Ekwok	KEK	Ruby	RBV
Russian Mission	RSH	Koliganek	KGK	<b><u>GLENALLEN</u></b>	<b><u>GLN</u></b>
Shageluk	SHX	Manokotak	KMO	Chitina	CXC
Sleetmute	SLQ	New Stuyahok	KNW	Gulkana	GKN
Stony River	SRV	Portage Creek (NOP)	PCA	May Creek (NOP)	MYK <sup>(1)</sup>
<b><u>BARROW</u></b>	<b><u>BRW</u></b>	Togiak	TOG	McCarthy (NOP)	MYX <sup>(1)</sup>
Atqasuk	ATK	Twin Hills	TWA	<b><u>ILIAMNA</u></b>	<b><u>ILI</u></b>
Nuiqsut	NUI	<b><u>DUTCH HARBOR</u></b>	<b><u>DUT</u></b>	Kakhanok	KNK
Point Lay	PIZ	Akutan	KQA	Nondalton	NNL
Wainwright	AIN	Nikolski	IKO	Pedro Bay	PDB
		Unalaska	DUT	Pope Vannoy (NOP)	PVY <sup>(1)</sup>
				Port Alsworth	PTA

<b>JUNEAU</b>	<b>JNU</b>	<b>KING SALMON</b>	<b>AKN</b>	<b>NOME</b>	<b>OME</b>
Angoon	AGN	Egegik	EGX	Brevig Mission	KTS
Elfin Cove	ELV	Igiuigig	IGG	Elim	ELI
Excursion Inlet (NOP)	EXI	Levelock	KLL	Gambell	GAM
Freshwater Bay (NOP)	FRP	Pilot Point	PIP	Golovin	GLV
Gustavus	GST	South Naknek	WSN	Little Diomedede Island	DIO <sup>(1)</sup>
Haines	HNS	Ugashik Bay (NOP)	UGB	Savoonga	SVA
Hobart Bay	HBH	<b>KODIAK</b>	<b>ADQ</b>	Shishmaref	SHH
Hoonah	HNH	Akhiok	AKK	Teller	TLA
Kake	KAE	Alitak (NOP)	ALZ	Tin City	TNC
Pelican	PEC	Ammok (NOP)	AOS	Wales	WAA
Petersburg	PSG	Karluk	KYK	White Mountain	WMO
Port Alexander	PTD	Kitoy Bay (NOP)	KKB	<b>PORT HEIDEN</b>	<b>PTH</b>
Port Walter (NOP)	LPW	Larsen Bay	KLN	Chignik	KCG
Rowan Bay (NOP)	RWB	Moser Bay (NOP)	KMY	Chignik Lagoon	KCL
Sitka	SIT	Old Harbor	OLH	Chignik Lake	KCQ
Skagway	SGY	Olga Bay (NOP)	KOY	Ivanof Bay (NOP)	KIB
Tenakee Springs	TKE	Ouzinkie	KOZ	Perryville	KPV
Wrangell	WRG	Port Bailey (NOP)	KPY	<b>SAINT MARYS</b>	<b>KSM</b>
<b>KETCHIKAN</b>	<b>KTN</b>	Port Lions	ORI	Mountain Village	MOU
Bell Island (NOP)	KBE	Port Williams (NOP)	KPR	Pilot Station	PQS
Coffman Cove	KCC	Seal Bay (NOP)	SYB	Pitkas Point	PQS
Craig	CGA	Uganik (NOP)	UGI	<b>UNALAKLEET</b>	<b>UNK</b>
Deep Bay (NOP)	DPB <sup>(1)</sup>	Uyak	KUY <sup>(3)</sup>	Koyuk	KKA
Dolomi (NOP)	DLO	West Point (NOP)	KWP	Saint Michael	SMK
Edna Bay	EDA	Zachar Bay (NOP)	KZB	Shaktoolik	SKK
Fire Cove/ Neets Bay (NOP)	FIC	<b>KOTZEBUE</b>	<b>OTZ</b>	Stebbins	WBB
Hollis (NOP)	HYL	Ambler	ABL		
Hydaburg	HYG	Buckland	BKC		
Hyder (NOP)	WHD <sup>(1)</sup>	Deering	DRG		
Kasaan	KXA	Kiana	IAN		
Klawock	KLW	Kivalina	KVL		
Labouchere Bay	WLB <sup>(3)</sup>	Kobuk	OBU		
Long Island/View Cove	LIJ	Noatak	WTK		
Loring	LRG <sup>(3)</sup>	Noorvik	ORV		
Metlakatla	MTM	Point Hope	PHO		
Naukiti Bay (NOP)	NKI	Selawik	WLK		
Polk Inlet (NOP)	POQ	Shungnak	SHG		
Port Alice (NOP)	PTC	<b>MCGRATH</b>	<b>MCG</b>		
Port Protection (NOP)	PPV	Flat	FLT		
Thorne Bay	KTB	Lime Village (NOP)	LVD		
Token (NOP)	TKI	Nikolai	NIB		
Ward Cove	KWC <sup>(2)</sup>	Takotna	TCT		
Waterfall (NOP)	KWF	Tatalina	TLJ		
Whale Pass (NOP)	WWP	Telida (NOP)	TLF		
Yes Bay (NOP)	WYB <sup>(1)</sup>				

## Alphabetical By Airport Code

### ANC ANCHORAGE

ACR<sup>(1)</sup> Alexander Creek (NOP)  
 ADK Adak Island  
 BSW<sup>(1)</sup> Boswell Bay (NOP)  
 BVU Beluga (NOP)  
 CDV Cordova  
 CYT<sup>(1)</sup> Cape Yakataga (NOP)  
 ELW<sup>(1)</sup> Ellamar (NOP)  
 ENA Kenai  
 FLJ<sup>(1)</sup> Falls Bay (NOP)  
 GDC<sup>(1)</sup> Gold Creek (NOP)  
 HOM Homer  
 ICY<sup>(1)</sup> Icy Bay (NOP)  
 KEB Nanwalek  
 KHC<sup>(2)</sup> Halibut Cove (NOP)  
 NCN New Chenega (NOP)  
 PGM Port Graham  
 PJS<sup>(1)</sup> San Juan (NOP)  
 RDO Red Mountain (NOP)  
 SDP Sand Point  
 SKW Skwentna (NOP)  
 SNP St. Paul Island  
 SOV Seldovia  
 STG St. George Island  
 SWD Seward  
 SXQ Soldotna  
 TEK<sup>(1)</sup> Tatitlek (NOP)  
 TYE Tyonek  
 VDZ Valdez  
 YAK Yakutat

### ANI ANIAK

ANV Anvik  
 CHU Chuathbaluk  
 CKD Crooked Creek  
 HCR Holy Cross  
 KGX Grayling  
 KLG Kalskag  
 KLG Lower Kalskag  
 RDV Red Devil  
 RSH Russian Mission  
 SHX Shageluk  
 SLQ Sleetmute  
 SRV Stony River

### BRW BARROW

AIN Wainwright  
 ATK Atqasuk  
 NUI Nuiqsut  
 PIZ Point Lay

### BET BETHEL

AKI Akiak  
 ATT Atmautluak  
 CYF Chefornak  
 EEK Eek  
 GNU Goodnews Bay  
 HPB Hooper Bay  
 KKH Kongiganak  
 KKI Akiachak  
 KPN Kipnuk  
 KUK Kasigluk  
 KWK Kwigillingok  
 KWN Quinhagak  
 KWT Kwethluk  
 MLL Marshall/Fortuna Ledge  
 MYU Mekoryuk  
 NME Nightmute  
 NUP Nunapitchuk  
 OOK Toksook Bay  
 PKA Napaskiak  
 PTU Platinum  
 SCM Scammon Bay  
 TLT Tuluksak  
 TNK Tununak  
 VAK Chevak  
 WNA Napakiak  
 WTL Tuntutuliak  
 WWT Newtok

### CDB COLD BAY

KFP False Pass  
 KPH Pauloff Harbor  
 KVC King Cove  
 NLG Nelson Lagoon  
 PML Port Moller (NOP)

### DLG DILLINGHAM

CLP Clarks Point  
 KEK Ekwok  
 KGK Koliganek  
 KKU Ekuk  
 KMO Manokotak  
 KNW New Stuyahok  
 PCA Portage Creek (NOP)  
 TOG Togiak  
 TWA Twin Hills  
 WKK Aleknagik

### DUT DUTCH HARBOR

DUT Unalaska  
 IKO Nikolski  
 KQA Akutan

### EMK EMMONAK

AUK Alakanuk  
 KOT Kotlik  
 SXP Sheldon Point

### FAI FAIRBANKS

AET Allakaket  
 AKP Anaktuvuk Pass  
 BTI Kaktovik/Barter Island  
 BTT Bettles  
 BYA<sup>(1)</sup> Boundary (NOP)  
 CEM Central  
 CKX<sup>(1)</sup> Chicken (NOP)  
 CZN<sup>(1)</sup> Chisana (NOP)  
 EAA Eagle  
 ENN<sup>(2)</sup> Nenana  
 HKB Healy Lake (NOP)  
 IRC Circle  
 LMA Lake Minchumina  
 MLY Manley Hot Springs  
 MNT Minto  
 RMP Rampart  
 SCC Prudhoe Bay/  
 Deadhorse  
 SVS Stevens Village  
 TAL Tanana  
 THE<sup>(1)</sup> Tetlin (NOP)  
 TKJ<sup>(1)</sup> Tok  
 WBQ Beaver

### FYU FORT YUKON

ARC Arctic Village  
 CIK Chalkyitsik  
 KBC<sup>(1)</sup> Birch Creek (NOP)  
 VEE Venetie

### GAL GALENA

HSL Huslia  
 HUS Hughes  
 KAL Kaltag  
 KYU Koyukuk  
 NUL Nulato  
 RBY Ruby

### GLN GLENALLEN

CXC Chitina  
 GKN Gulkana  
 MXY<sup>(1)</sup> McCarthy (NOP)  
 MYK<sup>(1)</sup> May Creek (NOP)

### ILI ILIAMNA

KNK Kakhanok  
 NNL Nondalton  
 PDB Pedro Bay  
 PTA Port Alsworth  
 PVY<sup>(1)</sup> Pope Vannoy (NOP)

**JNU JUNEAU**

AGN Angoon  
 ELV Elfin Cove  
 EXI Excursion Inlet (NOP)  
 FRP Freshwater Bay (NOP)  
 GST Gustavus  
 HBH Hobart Bay  
 HNH Hoonah  
 HNS Haines  
 KAE Kake  
 LPW Port Walter (NOP)  
 PEC Pelican  
 PSG Petersburg  
 PTD Port Alexander  
 RWB Rowan Bay (NOP)  
 SGY Skagway  
 SIT Sitka  
 TKE Tenakee Springs  
 WRG Wrangell

**KTN KETCHIKAN**

CGA Craig  
 DLO Dolomi (NOP)  
 DPB<sup>(1)</sup> Deep Bay (NOP)  
 EDA Edna Bay  
 FIC Fire Cove/  
 Neets Bay (NOP)  
 HYG Hydaburg  
 HYL Hollis (NOP)  
 KBE Bell Island (NOP)  
 KCC Coffman Cove  
 KLW Klawock  
 KTB Thorne Bay  
 KWC<sup>(2)</sup> Ward Cove  
 KWF Waterfall (NOP)  
 KXA Kasaan  
 LIJ Long Island/View Cove  
 LRG<sup>(3)</sup> Loring  
 MTM Metlakatla  
 NKI Naukiti Bay (NOP)  
 POQ Polk Inlet (NOP)  
 PPV Port Protection (NOP)  
 PTC Port Alice (NOP)  
 TKI Tokeen (NOP)  
 WHD<sup>(1)</sup> Hyder (NOP)  
 WLB<sup>(3)</sup> Labouchere Bay  
 WWP Whale Pass (NOP)  
 WYB<sup>(1)</sup> Yes Bay (NOP)

**AKN KING SALMON**

EGX Egegik  
 IGG Igiuigig  
 KLL Levelock  
 PIP Pilot Point  
 UGB Ugashik Bay (NOP)  
 WSN South Naknek

**ADQ KODIAK**

AKK Akhiok  
 ALZ Alitak (NOP)  
 AOS Ammok (NOP)  
 KKB Kitoi Bay (NOP)  
 KLN Larsen Bay  
 KMY Moser Bay (NOP)  
 KOY Olga Bay (NOP)  
 KOZ Ouzinkie  
 KPR Port Williams (NOP)  
 KPY Port Bailey (NOP)  
 KUY<sup>(3)</sup> Uyak  
 KWP West Point (NOP)  
 KYK Karluk  
 KZB Zachar Bay (NOP)  
 OLH Old Harbor  
 ORI Port Lions  
 SYB Seal Bay (NOP)  
 UGI Uganik (NOP)

**OTZ KOTZEBUE**

ABL Ambler  
 BKC Buckland  
 DRG Deering  
 IAN Kiana  
 KVL Kivalina  
 OBU Kobuk  
 ORV Noorvik  
 PHO Point Hope  
 SHG Shungnak  
 WLK Selawik  
 WTK Noatak

**MCG MCGRATH**

FLT Flat  
 LVD Lime Village (NOP)  
 NIB Nikolai  
 TCT Takotna  
 TLF Telida (NOP)  
 TLJ Tatalina

**OME NOME**

DIO<sup>(1)</sup> Little Diomed Island  
 ELI Elim  
 GAM Gambell  
 GLV Golovin  
 KTS Brevig Mission  
 SHH Shishmaref  
 SVA Savoonga  
 TLA Teller  
 TNC Tin City  
 WAA Wales  
 WMO White Mountain

**PTH PORT HEIDEN**

KCG Chignik  
 KCL Chignik Lagoon  
 KCQ Chignik Lake  
 KIB Ivanof Bay (NOP)  
 KPV Perryville

**KSM SAINT MARYS**

MOU Mountain Village  
 PQS Pilot Station  
 PQS Pitkas Point

**UNK UNALAKLEET**

KKA Koyuk  
 SKK Shaktoolik  
 SMK Saint Michael  
 WBB Stebbins

## Appendix E

# List of Forms and Retention Periods

**Note:** The person who prepares the following forms is responsible for retaining a copy.

Form No.	Date	Title	Prepared by	Supplied by	Stocked at	Retain for
PS 2708	06/79	<i>Report of Air Service Disruption</i>	P&DC/DN	USPS	WDN(A)	1 yr.
PS 2729	10/75	<i>Weekly Summary of Loose Sack Mail Dispatched (nine-part)</i>	P&DC/ AMF DN	USPS	DN	1 yr. (AMF) 7 yrs. (DN)
PS 2734	01/79	<i>Mail Exception Report</i>	AC	AC	AC	1 yr.
PS 2747	10/94	<i>Intra-Alaska Payment Claim Worksheet</i>	AC	USPS	LOC	N/A
PS 2753-A	06/93	<i>Mail Delivery Record</i>	AMF	USPS	MDC	6 mos.
PS 2759	06/99	<i>Report of Irregular Handling of Mail</i>	AMF	USPS	MDC	18 mos.
PS 2760	09/74	<i>Airlines Reply to Refusal/Removal of Mail</i>	AC	USPS	MDC	1 yr.
PS 2766	08/91	<i>Summary of Mail Handling Irregularities</i>	AMF	USPS	MDC	18 mos.
PS 2768	10/91	<i>Aircraft Weight and Balance Data</i>	AC	USPS	MDC	90 days
Label AK-53	12/70	<i>Intra-Alaska Routing Label</i>	P&DC	P&DC	P&DC	N/A

**Key:**

- AC: Carrier
- AMF: Airport Mail Facility
- DN: Distribution Networks
- P&DC: Processing and Distribution Center
- LOC: Reproduce locally from Appendix B of this handbook.
- MDC: Material distribution center
- USPS: U.S. Postal Service
- WDN(A): Western Area DNO, Seattle Branch (Anchorage)

## Appendix F

# Glossary

This is a glossary of terms used in this document. Forms identified in this handbook are listed in Appendix E.

**ACDCS** — Abbreviation for “Air Contract Data Collection System,” A network of equipment at airport mail facilities that collects information on weight, destination, and routing of air shipments.

**ACT** — Abbreviation for “air contract transportation.”

**ACT tag** — A printed barcoded tag that bears barcoded information for routing mail containers to be transported by contracted air carriers.

**administrative official** — A postal employee stationed at each air stop point within the state of Alaska served by certificated carriers. Administrative officials are responsible for the movement of the mail via air, including dispatch, receipt, review of carrier operations, pay certification, and local contact with carrier. Examples of administrative officials include manager of the AMF in Anchorage and the postmaster or designee at other offices.

**AMF** — Abbreviation for “airport mail facility.”

**ANC** — Three-letter identifier for the Anchorage airport.

**bush point** — A remote Alaska location associated with a specific hub point. (See Appendix C.)

**Bush rate** — One of three rate classes established by the Department of Transportation for Intra-Alaska mail. This mail is distinguished by the size of the aircraft used to deliver it — aircraft having a payload capacity up to and including 7,500 pounds.

**bypass mail** — Mail prepared by the mailer to bypass postal processing for delivery directly to the recipient under prescribed guidelines and conditions. (Note: This definition is unique to the Alaska bypass mail program and should not be confused with “bypass mail” as defined in Publication 32, *Glossary of Postal Terms*.)

**CAB** — Civil Aeronautics Board.

**Carry by** — Mail carried beyond the scheduled destination.

**certificated** — A term used to refer to a carrier awarded a certificate under 49 U.S.C. 41102 or 49 U.S.C. 41103.



**certification** — A process required of carriers to engage in the transportation of mail by aircraft within Alaska, as required by 49 U.S.C. 41102 or 49 U.S.C. 41103.

**city** — Mail distributed within the destination city.

**composite rate** — A form of equalization that is a combination of Mainline and Bush rates paid to bush carrier who flies a direct flight to a bush point. The carrier is paid at the existing Mainline rate to the respective hub, and at the existing Bush rate to the final destination.

**DIS** — Mail distributed outside the destination city.

**DMM** — Abbreviation for *Domestic Mail Manual*.

**DOT** — Abbreviation for “Department of Transportation,” the governmental agency that has the authority to establish the rates to be paid by the Postal Service for the transportation of mail by certificated carriers within the state of Alaska.

**equalized rates** — Rates that apply when an air carrier using bush aircraft and being compensated at a bush rate elects to equalize to the mainline rate, or the composite of the mainline rate to the respective hub and the bush rate to final destination, between any given origin and destination when mainline service is operating.

**FAA** — Federal Aviation Administration.

**FAI** — Three-letter identifier for the Fairbanks airport.

**401 certificate** — The name used to describe the document issued by Department of Transportation (or the previous regulatory authority, the Civil Aeronautics Board) granting the carrier authority to engage in the transportation of mail by aircraft within Alaska. “401” actually refers to the old authorizing section and is used out of habit and tradition — the current authorizing section is 49 U.S.C. 41102.

**401 operator** — A carrier with a 401 certificate. “401” actually refers to the old authorizing section and is used out of habit and tradition — the current authorizing section is 49 U.S.C. 41102.

**great circle statute miles** — The shortest or most direct line of air travel between an origin and a destination point.

**hub point** — An intermediate point.

**interline** — A reference indicating movement between origin and destination by connecting schedules of two or more carriers.

**Intra-Alaska** — Within the state of Alaska.

**Intra-Alaska Interlining** — The transportation procedure used to route mail from an origin to a hub point with Postal Service instructions to the mainline carrier to transfer mail to a designated bush carrier for onward movement to a bush destination.

**intraline** — A reference indicating movement between origin and destination by connecting schedules of the same carrier.

**irregularities** — Failures by carriers to comply with postal rules, regulations, and requirements related to handling mail transported by aircraft.

**letter of certification** — a letter submitted by a carrier to the postmaster at the dispatching unit containing certain details regarding the substitution of a scheduled aircraft when that substitution affects the rate of pay.

**Mainline rate** — One of three rate classes established by the Department of Transportation for Intra-Alaska mail. This mail is distinguished by the size of the aircraft used to deliver it — aircraft having a payload capacity over 7,500 pounds.

**National Air and Surface System (NASS)** — A computerized system operated at the St. Louis Accounting Service Center and 23 distribution networks offices to produce dispatch and labeling information for all mail classes. It is used by mail processing facilities.

**NOP** — Abbreviation for “no-office point,” which is a location where there is no postal facility and postal employee present to meet the aircraft. The community must identify and appoint a local individual as the agent responsible for receipt and dispatch of mail.

**OAG** — Abbreviation for “Official Airline Guide,” the organization that updates carrier schedules for the National Air and Surface System (NASS) database.

**offset rule** — The regulation requiring the Postal Service to include non-priority bypass volumes flown on direct mainline flights to bush points from the carrier’s allocation of total volume of non-priority bypass mail to the associated mail hub. This treatment is required by 39 U.S.C. 5402(g)(2)(b)

**overfly** — Fly beyond the point of a scheduled destination.

**P&DC** — Abbreviation for “Processing and Distribution Center.”

**priority service mail** — In Alaska, this term is used to describe mail transported by the carrier at a priority rate of compensation. It includes Express Mail, Priority Mail, and First-Class Mail.

**Reeve rate** — One of three rate classes established by the Department of Transportation for Intra-Alaska mail. It is a separate mainline rate established for Reeve Aleutian Airways (or those carriers operating over routes identified by the DOT as paid at the Reeve rate) and is based on the unique conditions associated with flying in the Aleutian Islands. The DOT has identified specific destination air stops where the Reeve rate will be applied for the transport of mail with mainline aircraft.

**St. Louis Accounting Service Center** — The office responsible for maintaining payroll records and providing compensation to carriers for services performed.

**Western Area Distribution Networks Office (DNO), Seattle Branch** — The branch office of the Western Area DNO responsible for dispatch and routing and administration of Intra-Alaska mail transportation.

**Western Area DNO, Seattle Branch (Anchorage)** — The Anchorage office of the Western Area DNO, Seattle Branch.

## Appendix G

# Addresses

PLANT MANAGER  
ANCHORAGE PROCESSING AND DISTRIBUTION CENTER  
US POSTAL SERVICE  
PO BOX 199997  
ANCHORAGE AK 99519-9997

MANAGER, TRANSPORTATION AND NETWORKS  
ANCHORAGE PROCESSING AND DISTRIBUTION CENTER  
US POSTAL SERVICE  
4141 POSTMARK DR  
ANCHORAGE AK 99519-9731

MANAGER  
ANCHORAGE AIRPORT MAIL FACILITY  
US POSTAL SERVICE  
4141 POSTMARK DR  
ANCHORAGE AK 99519-9750

POSTMASTER  
FAIRBANKS POSTAL OPERATIONS CENTER  
US POSTAL SERVICE  
5400 MAIL TRAIL  
FAIRBANKS AK 99709-9998

POSTMASTER  
US POSTAL SERVICE  
PO BOX 39998  
JUNEAU AK 99801-9998

POSTMASTER  
US POSTAL SERVICE  
3609 TONGASS AVE  
KETCHIKAN AK 99901-9998

WESTERN AREA DISTRIBUTION NETWORKS OFFICE  
SEATTLE BRANCH (ANCHORAGE)  
US POSTAL SERVICE  
4141 POSTMARK DR  
PO BOX 199781  
ANCHORAGE AK 99519-9781

MANAGER, TRANSPORTATION PURCHASING  
WESTERN AREA DISTRIBUTION NETWORKS  
SEATTLE BRANCH  
US POSTAL SERVICE  
PO BOX 4099  
FEDERAL WAY WA 98063-4099

MANAGER, ROUTING POLICY AND NETWORKS  
US POSTAL SERVICE  
475 L'ENFANT PLZ SW RM 7826  
WASHINGTON DC 20260-7133

MANAGER, MODAL OPERATIONS AND REQUIREMENTS  
US POSTAL SERVICE  
475 L'ENFANT PLZ SW RM 7912  
WASHINGTON DC 20260-7137

SUPERVISOR, TRANSPORTATION SECTION  
ACCOUNTING SERVICE CENTER  
US POSTAL SERVICE  
1720 MARKET ST  
ST LOUIS MO 63180-9193

SCHEDULE SUPERVISOR, SCHEDULE RESEARCH DIVISION  
OFFICIAL AIRLINE GUIDE (OAG)  
2000 CLEARWATER DR DEPT D578  
OAK BROOK IL 60521-9953

## Alaska District Bypass Regulations

### Overview

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This statement of policy constitutes the controlling document for the acceptance of mail bypassing a postal facility or facilities. The bypass mail program was initiated for the mutual benefit of shippers, carriers, addressees, and the Postal Service. Bypass mail is defined as bulk Standard Mail (B) that is prepared so as not to require handling in a postal facility. Bypass shipments will be accepted only in Anchorage and Fairbanks. Nothing in this statement of policy should be construed to relieve the shipper of the responsibility of complying with all postal laws and regulations.

### Application and Participation

---

To participate in the bypass program, a shipper must submit a cover letter and bypass mail program application to the appropriate postal authority (based on the point of mail entry) listed below:

MANAGER, PROCESSING AND DISTRIBUTION  
ATTN: MANAGER, AIR MAIL FACILITY  
US POSTAL SERVICE  
4141 POSTMARK DRIVE  
ANCHORAGE AK 99502-9797

or

POSTMASTER  
ATTN: BYPASS MAIL COORDINATOR  
US POSTAL SERVICE  
5400 MAIL TRAIL  
FAIRBANKS AK 99709-9998

It generally takes about 2 weeks for the Postal Service to process applications before applicants can begin participating in the program.

## Administration

---

The day-to-day administration of the program is delegated to either the Anchorage air mail facility (AMF) or the Fairbanks post office, depending on the point of mail entry. If a mailing contains discrepancies in preparation, appointment, or packaging occur, the Anchorage AMF or Fairbanks post office personnel will advise the shipper. If the shipper fails to correct the problem, the Postal Service may deny authorization for the shipper to participate in the program.

The following table lists the personnel that shippers should contact with various questions or for appointments:

Questions/Appointments	Contact	Telephone
Acceptability of mail	Manager, Anchorage AMF	907-266-3365 or 907-266-3324
The program in Fairbanks	Fairbanks bypass mail coordinator	907-455-5412
Bypass mail policy or procedures	Manager of Transportation and Networks, Anchorage P&DC	907-266-3367
	Air transportation specialist	907-266-3275
To make bypass mail appointments	Assigned USPS personnel	907-266-3268

## Payment of Postage

---

Shippers must affix postage payment at the applicable rates to each individual mailpiece by the use of meter postage. (The Postal Service will give careful consideration to other methods of payment on advance request by the shipper.) The Postal Service will perform verification of postage at the time of acceptance — it may review several pieces or the entire pallet for appropriate payment and accuracy of postage.

To participate in the Alaska bypass program, shippers must license meters in Anchorage if they will enter mail at that office, or in Fairbanks if they will enter mail at that office. This requirement is necessary to ensure postal revenue is credited to the entry office.

The following table lists the personnel shippers that should contact with various questions concerning the licensing and refilling of meters:

City	Contact	Telephone
Anchorage	Manager, Business Mail Entry	907-266-3277
Fairbanks	Supervisor, Mail Classifications	907-455-5451

## Preparation

---

The *Domestic Mail Manual* (DMM) indicates specific requirements for mail preparation and packaging, as well as labeling, addressing, and posting of dates of mailing. If you have any questions regarding the acceptability or packaging of bypass mail, please contact the manager of Business Mail Entry in Anchorage or the supervisor of Mail Classifications in Fairbanks noted in the preceding table.

## Addressing and Labeling

---

Shippers must meet the requirements for addressing and labeling of bypass mail as noted in the DMM. In addition, shippers must endorse each piece with the following: "BYPASS MAIL." Note: Just the word "BYPASS" is not acceptable.

A shipper must submit a proposed label intended to be used for bypass mail to the Postal Service so it can review it for acceptability prior to acceptance in the program. (See Attachment A for a sample label.)

All bypass mail must be addressed to a physical location at the destination. *A post office box is not acceptable as an address.* When there are no street names at the destination, the address may include just the name of the addressee and the city, state, and ZIP Code, as noted in the example below:

ABC STORE  
ANYTOWN AK 995XX

In many cases, bypass mail will be flown to the mainline or hub destination on large cargo and jet aircraft, but for further delivery to a bush destination, the mail might be transferred to a substantially smaller aircraft. Therefore, each piece of mail that is destined for a bush destination must include the specific weight of the piece of mail on each package. (However, mail destinating at hub points does not need to have the weight indicated.) Refer to Attachment C for listings of hub and bush points. Bypass shipments will be accepted only for destinations indicated in Attachment C.

The shipper must indicate the order number and pallet number on each piece. The order number will be provided at the time the appointment is made.

## Acceptability

---

Restrictions to acceptability are noted below:

- a. Mail must be prepared consistent with DMM requirements. In no circumstances may matter intended for mailing exceed 108 inches (length and girth combined), or weigh more than 70 pounds.
- b. Accountable mail (insured, C.O.D., certified, etc.) is not acceptable as bypass mail. (Accountable mail requires the signature of the addressee)

- or the addressee's agent upon receipt to provide proof of delivery or indemnification for loss or damage.)
- c. Building construction materials are not acceptable as bypass mail. This includes lumber, insulation, flooring, concrete, cement, or other materials for construction. If you are not sure if the items you want to enter into the bypass mail system are considered building construction materials, contact the manager of the Anchorage Air Mail Facility at 907-266-3365.
  - d. Freeze and chill items are being accepted into the bypass mail program. However, shippers and addressees must understand that these types of items are entered into the mailstream "at own risk." The Postal Service does not have freezers or coolers to store such items, nor does the Postal Service require carriers to have freezers or coolers. The carriers in Anchorage have offered the use of their freezers and coolers for temporary storage until flight time. Some carriers at hubs have freezers and coolers. Due to the diverse weather conditions in Alaska, there are times that these items may arrive at the final destination in a spoiled or thawed condition. To reduce damage and loss to freeze and chill merchandise, the shipper must adhere to the following requirements:
    - (1) Segregate all freeze and chill items on their own pallets.
    - (2) Clearly identify pieces and pallets of freeze and chill as appropriate.
    - (3) Verify that all freeze items are frozen solid at the time of acceptance at the carrier's facility.
    - (4) Package all freeze items so that, in the event of a thaw, adjacent packages will not be damaged.
  - e. Items identified as "hazardous material" by the Postal Service and/or FAA or DOT regulations will not be accepted as bypass mail. If the Postal Service finds any hazardous material in a bypass mail shipment, it will refuse the entire shipment. If a second violation occurs, the Postal Service will remove the shipper from the bypass mail program. The shipper should contact DOT or the local carrier for specific instructions concerning hazardous material.

## Palletizing and Packaging

---

For mailings that are not containerized, the shipper must secure the mail to the pallet by shrink wrap prior to delivery to the carrier so that it will be secure, stable, and able to maintain unit integrity during transit.

All pallets must conform to DMM regulations. The overall dimensions of the palletized load may not exceed 40 inches x 48 inches x 77 inches (width x length x height). For compliance with postal safety requirements, the overall height must not exceed 77 inches including the pallet. The weight on a pallet should be uniformly distributed, with denser products on the bottom. The maximum weight of each pallet load is 2,500 pounds.



For each piece of mail on the pallet, the shipper must apply appropriate postage and must indicate the weight and addressee on the label. If more than one piece of mail is banded together, the shipper must attach a label to each piece so that the pieces, if they become separated, can still be identified and delivered. Parcels banded together are considered a single piece and must meet DMM requirements regarding the banding and strapping of parcels (see Addressing and Labeling).

Shippers should ensure that individual labels are turned to the inside of the banded unit so that the single piece address label is visible.

The weight of each shipment must be at least 1,000 pounds. If a shipment is less than the required weight, the Postal Service may consider it unacceptable for bypass acceptance. The shipper must enter the shipment at the appropriate postal facility to effect mailing.

## Notification Procedures

---

One day before the shipper intends to drop off mail, the shipper must notify the Anchorage P&DC or AMF or the Fairbanks post office of the availability of mail and must schedule an appointment. These offices will accept calls for appointments between 8:00 a.m. and 3:30 p.m. Monday through Friday. The transportation personnel will advise the shipper regarding which carrier the mailing should be delivered to and appointed time of delivery. The Postal Service will consider requests regarding morning or afternoon appointments to the extent possible, but high demand for certain times may not allow the Postal Service to accommodate all requests.

**Note:** Any shipment exceeding 50,000 pounds will require a 7-day advance notice by the shipper prior to the date of appointment.

When making appointments, the shipper must have the following information available to expedite the procedure:

- a. Destination (community name — e.g. Bethel, King Salmon, etc.).
- b. Addressee (store/business name).
- c. Total weight of the order.
- d. Estimated number of pallets.
- e. Identity of contents (e.g., groceries, dog food, etc.).

When providing the weight and estimated number of pallets to the Anchorage P&DC or Fairbanks Post Office, it is necessary that the estimate be within 10% of the actual weight and total pallets. Accurate estimates are required in order to equitably tender mail to carriers and avoid impact on mail service.

The appointment time is designed to facilitate the acceptance of the entire mailing. The program does not easily accommodate multiple shipments under one appointment; therefore, shippers should make multiple appointments to accommodate large volumes that cannot easily be made available for acceptance at the appointed time. A shipper who cannot make an appointment because of unusual circumstances (truck breakdown, severe weather problems, strike, etc.), should advise the Anchorage P&DC or AMF or Fairbanks post office to minimize the impact on postal and carrier scheduling.

## Delivery to Addressee

---

The carrier at the shipment's final destination is responsible for delivering the shipment to the addressee. The carrier or its agent must make arrangements to pick up the bypass shipment at the airport or runway and transport it to the addressee. The carrier must protect the shipment at all times from the elements and the threat of theft or damage. Addressees cannot be required to pick up their own shipment, but they are responsible for providing a physical location where the carrier can deliver the shipment. Note: Addressees can authorize carriers to deliver shipments to a designated agent's address.

Mail transported to a bush destination must be delivered to the addressee on the day of transport. If, once transported, the delivery cannot be effected, the carrier must return the mail to the hub and store it in an approved secured facility for delivery the next business day.

The carrier must contact the addressee and make arrangements for delivery. The addressee must ensure that bypass mail shipments can be delivered to its place of business during the carrier's normal business hours. Any specific arrangements for delivery should be between the addressee and the carrier or agent.

If a carrier or its agent attempts to deliver the bypass shipment during normal business hours but the addressee's place of business is closed, the addressee is responsible for picking up the shipment at the carrier's facility before the end of that business day. Bypass shipments are not held at the post office for pickup. Note: The Postal Service may refuse to accept bypass shipments for an addressee who fails to adhere to these guidelines.

Attachment A: Mail Preparation Label

From:	
To:	
Bypass Mail	Wt.

## Attachment B: Bypass Mail Program Application

Complete this application and submit it, with a copy of your address label, to the appropriate postal authority listed below (based on the point of mail entry).

MANAGER, PROCESSING AND DISTRIBUTION  
 ATTN: MANAGER, AIR MAIL FACILITY  
 US POSTAL SERVICE  
 4141 POSTMARK DRIVE  
 ANCHORAGE AK 99502-9797

POSTMASTER  
 ATTN: BYPASS MAIL COORDINATOR  
 US POSTAL SERVICE  
 5400 MAIL TRAIL  
 FAIRBANKS AK 99709-9998

Business Name:	Date of Application:
Name of Applicant:	Work Telephone:
Business Address:	
Mailing Address:	
City, State, ZIP+4:	

Phone Contact During Normal Operating Hours (Name):
Phone Contact in an Emergency (Name and Number):
Shipments to be: <input type="checkbox"/> Year Round <input type="checkbox"/> Seasonal <input type="checkbox"/> Other (please list):
Origin Office: <input type="checkbox"/> Anchorage <input type="checkbox"/> Fairbanks

Market Areas	Projected Volumes		No. of Mailings per week	Number of Pallets per mailing
	Minimum lbs.	Maximum lbs.		
1.				
2.				
3.				
4.				

*(Note: Use reverse of form if additional space is required to complete the chart above.)*

Types of Commodities Shipped: \_\_\_\_\_

Any drop shipments from other cities?    Yes ( )    No ( )

If yes, is a local agent available?        Yes ( )    No ( )

Local Agent name and number: \_\_\_\_\_

I understand that the Postal Service will not accept hazardous material in the Bypass Mail Program.

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

### Attachment C: Originating Bypass Points for Anchorage and Fairbanks

Hub points are listed with capital letters, bold, and underlining. Bush points are listed under their hub. The three-letter code is the alpha airport code.

For each hub point, the bush points are listed in alphabetical order first by city and then by the three-letter airport code. The information in the two lists is the same, but just presented in different order.

## Anchorage Originating Bypass Points — Alphabetical By City

<b><u>ANCHORAGE</u></b>	<b><u>ANC</u></b>	<b><u>COLD BAY</u></b>	<b><u>CDB</u></b>	<b><u>McGRATH</u></b>	<b><u>MCG</u></b>
Sand Point	SDP	False Pass	KFP	Flat	FLT
St. George Island	STG	King Cove	KVC	Lime Village	LVD
St. Paul Island	SNP	Nelson Lagoon	NLG	Nikolai	NIB
		Pauloff Harbor	KPH	Takotna	TCT
		Port Moller	PML	Tatalina	TLJ
<b><u>ANIAK</u></b>	<b><u>ANI</u></b>	<b><u>DILLINGHAM</u></b>	<b><u>DLG</u></b>	<b><u>NOME</u></b>	<b><u>OME</u></b>
Anvik	ANV	Aleknagik	WKK	Brevig Mission	KTS
Chauthbuluk	CHU	Clarks Point	CLP	Elim	ELI
Crooked Creek	CKD	Ekuk	KKU	Gambel	GAM
Grayling	KGX	Ekwok	KEK	Golovin	GLV
Holy Cross	HCR	Koliganek	KGK	Savoonga	SVA
Kalskag	KLK	Manokotak	KMO	Shishmaref	SHH
Lower Kalskag	KLG	New Stuyahok	KNW	Teller	TLA
Red Devil	RDV	Togiak	TOG	Tin City	TNC
Russian Mission	RSH	Twin Hills	TWA	Wales	WAA
Shageluk	SHX			White Mountain	WMO
Sleetmute	SLQ	<b><u>EMMONAK</u></b>	<b><u>EMK</u></b>	<b><u>PORT HEIDEN</u></b>	<b><u>PTH</u></b>
Stony River	SRV	Alakanuk	AUK	Chignik	KCG
		Kotlik	KOT	Chignik Lagoon	KCL
<b><u>BETHEL</u></b>	<b><u>BET</u></b>	Sheldon Point	SXP	Chignik Lake	KCQ
Akiachak	KKI			Ivanof Bay	KIB
Akiak	AKI	<b><u>GALENA</u></b>	<b><u>GAL</u></b>	Perryville	KPV
Atmoutluak	ATT	Hughes	HUS		
Chefornak	CYF	Huslia	HSL	<b><u>SAINT MARYS</u></b>	<b><u>KSM</u></b>
Chevak	VAK	Kaltag	KAL	Mountain Village	MOU
Eek	EEK	Koyukuk	KYU	Pilot Station	PQS
Goodnews Bay	GNU	Nulato	NUL	Pitkas Point	PQS
Hooper Bay	HPB	Ruby	RBY		
Kasigluk	KUK	<b><u>ILIAMNA</u></b>	<b><u>ILI</u></b>	<b><u>UNALAKLEET</u></b>	<b><u>UNK</u></b>
Kipnuk	KPN	Kokhannok Bay	KNK	Koyuk	KKA
Kongiganak	KKH	Nondalton	NNL	Saint Michael	SMK
Kwethluk	KWT	Pedro Bay	PDB	Shaktoolik	SKK
Kwigillingok	KWK	Port Alsworth	PTA	Stebbins	WBB
Marshall/Fortuna Ledge	MLL				
Mekoryuk	MYU	<b><u>KING SALMON</u></b>	<b><u>AKN</u></b>		
Napakiak	WNA	Egegik	EGX		
Napaskiak	PKA	Levelock	KLL		
Newtok	WWT	Pilot Point	PIP		
Nightmute	NME	South Naknek	WSN		
Nunapitchuk	NUP				
Platinum	PTU	<b><u>KOTZEBUE</u></b>	<b><u>OTZ</u></b>		
Quinhagak	KWN	Ambler	ABL		
Scammon Bay	SCM	Buckland	BKC		
Toksook Bay	OOK	Deering	DRG		
Tuluksak	TLT	Kiana	IAN		
Tuntutuliak	WTL	Kivilina	KVL		
Tununak	TNK	Kobuk	OBU		
		Noatak	WTK		
		Noorvik	ORV		
		Point Hope	PHO		
		Selawik	WLK		
		Shungnak	SHG		

## Anchorage Originating Bypass Points — Alphabetical By Airport Code

<b><u>ANC</u></b>	<b><u>ANCHORAGE</u></b>	<b><u>CDB</u></b>	<b><u>COLD BAY</u></b>	<b><u>OTZ</u></b>	<b><u>KOTZEBUE</u></b>
SDP	Sand Point	KFP	False Pass	ABL	Ambler
SNP	St. Paul Island	KPH	Pauloff Harbor	BKC	Buckland
STG	St. George Island	KVC	King Cove	DRG	Deering
<b><u>ANI</u></b>	<b><u>ANIAK</u></b>	NLG	Nelson Lagoon	IAN	Kiana
ANV	Anvik	PML	Port Moller	KVL	Kivilina
CHU	Chauthbuluk	<b><u>DLG</u></b>	<b><u>DILLINGHAM</u></b>	OBU	Kobuk
CKD	Crooked Creek	CLP	Clarks Point	ORV	Noorvik
HCR	Holy Cross	KEK	Ekwok	PHO	Point Hope
KGX	Grayling	KGK	Koliganek	SHG	Shungnak
KLG	Kalskag	KKU	Ekuk	WLK	Selawik
KLG	Lower Kalskag	KMO	Manokotak	WTK	Noatak
RDV	Red Devil	KNW	New Stuyahok	<b><u>MCG</u></b>	<b><u>McGRATH</u></b>
RSH	Russian Mission	TOG	Togiak	FLT	Flat
SHX	Shageluk	TWA	Twin Hills	LVD	Lime Village
SLQ	Sleetmute	WKK	Aleknagik	NIB	Nikolai
SRV	Stony River	<b><u>EMK</u></b>	<b><u>EMMONAK</u></b>	TCT	Takotna
<b><u>BET</u></b>	<b><u>BETHEL</u></b>	AUK	Alakanuk	TLJ	Tatalina
AKI	Akiak	KOT	Kotlik	<b><u>OME</u></b>	<b><u>NOME</u></b>
ATT	Atmautluak	SXP	Sheldon Point	ELI	Elim
CYF	Chefornak	<b><u>GAL</u></b>	<b><u>GALENA</u></b>	GAM	Gambel
EEK	Eek	HSL	Huslia	GLV	Golovin
GNU	Goodnews Bay	HUS	Hughes	KTS	Brevig Mission
HPB	Hooper Bay	KAL	Kaltag	SHH	Shishmaref
KKH	Kongiganak	KYU	Koyukuk	SVA	Savoonga
KKI	Akiachak	NUL	Nulato	TLA	Teller
KPN	Kipnuk	RBY	Ruby	TNC	Tin City
KUK	Kasigluk	<b><u>ILI</u></b>	<b><u>ILIAMNA</u></b>	WAA	Wales
KWK	Kwigillingok	KNK	Kokhannok Bay	WMO	White Mountain
KWN	Quinhagak	NNL	Nondalton	<b><u>PTH</u></b>	<b><u>PORT HEIDEN</u></b>
KWT	Kwethluk	PDB	Pedro Bay	KCG	Chignik
MLL	Marshall/Fortuna Ledge	PTA	Port Alsworth	KCL	Chignik Lagoon
MYU	Mekoryuk	<b><u>AKN</u></b>	<b><u>KING SALMON</u></b>	KCQ	Chignik Lake
NME	Nightmute	EGX	Egegik	KIB	Ivanof Bay
NUP	Nunapitchuk	KLL	Levelock	KPV	Perryville
OOK	Toksook Bay	PIP	Pilot Point	<b><u>KSM</u></b>	<b><u>SAINT MARYS</u></b>
PKA	Napaskiak	WSN	South Naknek	MOU	Mountain Village
PTU	Platinum			PQS	Pilot Station
SCM	Scammon Bay			PQS	Pitkas Point
TLT	Tuluksak			<b><u>UNK</u></b>	<b><u>UNALAKLEET</u></b>
TNK	Tununak			KKA	Koyuk
VAK	Chevak			SKK	Shaktolik
WNA	Napakiak			SMK	Saint Michael
WTL	Tuntutuliak			WBB	Stebbins
WWT	Newtok				

## Fairbanks Originating Bypass Points — Alphabetical By City

<u>BARROW</u>	<u>BRW</u>	<u>FORT YUKON</u>	<u>FYU</u>
Atqasuk	ATK	Arctic Village	ARC
Point Lay	PIZ	Chalkyitsik	CIK
Wainwright	AIN	Venetie	VEE
<u>FAIRBANKS</u>	<u>FAI</u>	<u>GALENA</u>	<u>GAL</u>
Anaktuvuk Pass	AKP	Hughes	HUS
Beaver	WBQ	Huslia	HSL
Bettles	BTT	Kaltag	KAL
Eagle	EAA	Koyukuk	KYU
Stevens Village	SVS	Nulato	NUL
Tanana	TAL	Ruby	RBV

## Fairbanks Originating Bypass Points — Alphabetical By City

<u>BRW</u>	<u>BARROW</u>	<u>FYU</u>	<u>FORT YUKON</u>
AIN	Wainwright	ARC	Arctic Village
ATK	Atqasuk	CIK	Chalkyitsik
PIZ	Point Lay	VEE	Venetie
<u>FAI</u>	<u>FAIRBANKS</u>	<u>GAL</u>	<u>GALENA</u>
AKP	Anaktuvuk Pass	HSL	Huslia
BTT	Bettles	HUS	Hughes
EAA	Eagle	KAL	Kaltag
SVS	Stevens Village	KYU	Koyukuk
TAL	Tanana	NUL	Nulato
WBQ	Beaver	RBV	Ruby