



# postal bulletin

Directives and Forms Division, Washington, DC 20260 PB 21174—Jan. 25, 1979—16 Pages

## 15-Cent John Steinbeck Commemorative Stamp

**Description.** The 15-cent John Steinbeck commemorative stamp will be first placed on sale at Salinas, CA 93901, on February 27, 1979.

**Do Not Sell Before February 28, 1979**



Copyright U.S. Postal Service 1979

Size: 0.84 x 1.44 inches.  
Issued in sheets of 50.

Color: Blue

Marginal markings: One plate number © United States Postal Service 1979. Use correct ZIP Code, and Mr. ZIP.®  
Designer: Bradbury Thompson.

**Collectors.** First-day cover cancellations may be obtained by one of the following methods:

**a. Customers Affixing Stamps.** Customers are encouraged to purchase their stamps at their local post offices and affix them to their envelopes. All envelopes must be addressed. Peelable address labels are recommended and a filler card of postal card thickness should be inserted in each cover. Orders must be postmarked by March 15, 1979, and should be addressed to: First Day

## Motor Vehicle Accident Report

All SF 91s with revision dates prior to November 76 are outdated because no Privacy Act statement is included. The Nov. 76 SF 91 should be ordered from the supply center, and outdated forms destroyed. Outdated forms in the vehicle accident kits should be removed and destroyed, if a Privacy Act statement form has not been included.

—*Delivery Services Dept., 1-25-79.*

Cancellations, Postmaster, Salinas, CA 93901. No remittance is required.

**b. Postal Service Affixing Stamps.** Request first-day cancellations from: John Steinbeck Stamp, Postmaster, Salinas, CA 93901 (see PSM 257.2). Requests must be postmarked no later than March 15, 1979. Remittance is required for the face value of each stamp.

Selected United States mint stamps will be available at the Philatelic Sales Branch, Washington, DC 20265 beginning February 28, 1979.

**Supply.** All post offices under the automatic distribution system will receive an initial supply of this stamp. Before requisitioning additional stamps (item 465), consider that the stock should be depleted prior to April 28, 1979, at all post office outlets—except designated philatelic windows and postal stores.

Post offices with 950 or more revenue units requiring additional bulk quantities: immediately requisition on Form 3356, *Stamp Requisition—Bulk Quantities*, from the Bureau of Engraving and Printing.

All post offices requiring additional stamps in less than bulk quantities: requisition on separate Form 17, *Stamp Requisition*, from stamp distribution office.

**Panels.** A limited number of 8½ by 11¼-inch commemorative series stamp panels will only be available through mail order from the Philatelic Sales Branch, Washington, DC 20265. The panels are printed on heavy art paper suitable for mounting.—*Customer Services Dept., 1-25-79.*

## 1978 National Agreement Article XV Implementation

On February 1, 1979, the provisions of Article XV of the 1978 National Agreement become effective. Grievances filed at Step 1 on or after February 1, 1979 will be processed by the provisions of Article XV of the 1978 National Agreement. Grievances filed at Step 1 before February 1, 1979 will still be processed under provisions of Article XV of the 1975 National Agreement.

Appropriate management officials at each installation are responsible for implementing these provisions consistent with the spirit and intent in which it was negotiated, and as declared in the Article XV training sessions conducted during January. Questions and problems regarding the new procedures should be directed to the appropriate labor relations officials in the sectional centers, district offices, or regional offices.—*Labor Relations Dept., 1-25-79.*

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## Money Order Maximum

The maximum value of a money order is now \$400, effective May 29, 1978.

The statement "Do not cash if face amount exceeds \$300", printed on the back of money orders, is causing banks to deny payment when the amount exceeds \$300. Postmasters should inform banks in their area that the statement is no longer appropriate and should not be used for denying payment.

Notification of the change was given in *POSTAL BULLETIN* 21146, 5-19-78. The statement will be revised in the next printing of the money order.—*Rates & Classification Dept.*, 1-25-79.

## APO/FPO Miami, FL

We continue to receive reports that acceptance clerks are refusing mail bearing the correct APO or FPO Miami, FL ZIP Code. Some mail for these units is being intercepted at intermediate points and returned to sender endorsed "No Such Number."

Address changes for certain APO and FPO units located in Central America, South America, and the Caribbean area were contained in *POSTAL BULLETIN* 21150, 7-13-78. These changes became effective September 1, 1978.

All acceptance clerks are cautioned that mail for these units should not be refused or returned to sender.—*Mail Processing Dept.*, 1-25-79.

## Domestic Orders

*False Representation.* Enforced by Postmaster at cities listed.

State/City	Name Covered
CA, North Hollywood	Super-E 5000 Lankershim Blvd.
CA, Pasadena	Super-E 711 E. Walnut St.
CA, Los Angeles	Cotner Distributors 2316 Cotner Avenue
FL, Hallandale	Vitahair Box 1347

### *False Representation Orders Vacated*

CA, Los Angeles	Cotner Distributors 2316 Cotner Avenue
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—*Judicial Officer*, 1-25-79.

## Maintenance Bulletins

From October 7 through December 29, 1978, the following Maintenance Bulletins were published and distributed by the Maintenance Technical Support Center, Office of Maintenance Management (MTSC/OMM) :

Number	Subject	Distribution
MMO-38-78	Water Treatment Safety and Procedures.	Regional Maintenance Management Divisions; District Offices; Maintenance Capable Offices; Area Maintenance Offices; USPS Boiler Inspectors.
MMO-39-78	New Telephone Numbers for Maintenance Technical Support Center.	Regional Maintenance Management Divisions; Districts; Sectional Center Facilities; SSPC Technicians; Area Maintenance Offices; Maintenance Capable Offices.
MMO-40-78	Kenco SSPC Burglar Alarms.	Regional Maintenance Management Divisions; SSPC Offices; Area Maintenance Offices.
MMO-41-78	ZMT Power Supply Information.	Regional Maintenance Management Divisions; MPLSM/ESP/ZMT Offices.
MMO-42-78	Revision of Form 4862, Scale Out of Tolerance	Regional Maintenance Management Divisions; Postmaster, Sectional Center Facilities; Area Maintenance Offices; District Managers, Retail Sales.
MMO-43-78	Names and Duty Stations of USPS Certified Elevator; Low Pressure Boiler and Unfired Pressure Vessel Inspectors	Regional Maintenance Management Divisions; District Offices; Maintenance Capable Offices; USPS Boiler and Elevator Inspectors.
MMO-1-79	Label Separating Units—Computerized Forwarding System Maintenance	Regional Maintenance Management Divisions; District Offices; Computerized Forwarding System Offices.
MMO-2-79	Maintenance Support Policy—ABMPS E-Systems Model E440 Bar Code Reader	Regional Maintenance Management Divisions; ABMPS Offices.
MMO-3-79	Model 3502 Currency Coin Changer	Regional Maintenance Management Divisions; SSPC Offices; Area Maintenance Offices.
MMO-3-79	Model 3502 Currency Coin Changer	Regional Maintenance Management Divisions; SSPC Offices; Area Maintenance Offices.
MMO-4-79	Central Repair Facility (CRF)	Regional Maintenance Management Divisions; Area Maintenance Offices; Maintenance Capable Offices; SSPC Technicians.
MMO-5-79	Bulk Mail Equipment Preventive Maintenance Checklists.	Regional Postmasters General, Attn: Maintenance Management Divisions; Bulk Mail Centers; Appropriate Districts.
MMO-6-79	Corrections to TL-2, Handbook MS-63, Dated August 24, 1978.	Regional Maintenance Management Divisions; Senior Maintenance Officials, Class A Maintenance Offices; District Offices.

Number	Subject	Distribution
MMO-7-79.....	Postal Source Data System In-House Technical Support	Regional Postmasters General, Attn: General Maintenance Management Divisions; PSDS In-House Maintenance Offices; District Offices.
MMO-8-79.....	Replacement of MPLSM Console "C" Chains	Regional Maintenance Management Divisions; MPLSM/ESP/ZMT Offices.
MMO-9-79.....	Correction to MMO-36-78.....	Regional Maintenance Management Divisions; MPLSM/ZMT Offices.
MMO-10-79.....	Model 500A Edger-Feeder Deficiencies	Regional Maintenance Management Divisions; District Managers; Mark II Offices.
MMO-11-79.....	Computerized Forwarding System Facility and System Cleaning	Regional Maintenance Management Divisions; District Offices; Computerized Forwarding Systems Offices, Senior Maintenance Officials.

—Mail Processing Dept., 1-25-79.

## Master Instructors Compensation

A Management Instruction (MI) will be issued on 2-8-79 entitled *Recruitment, Selection, Development, and Compensation of Master Instructors*.

Compensation rules are set forth in the (MI) for Postal Service Training and Development Institute (PST&DI) Master Instructors during their 104 weeks of assignment. The rules apply to those employees in the Postal Service who have been accepted into the Master Instructor Program:

1. During their assignment at PST&DI, Master Instructors will receive quarterly, not to exceed eight (8) such payments, a lump sum payment equal to 2½% of their base salary. Eligibility of incumbent Master Instructors will begin on the effective date of the Management Instruction.

2. Merit program eligibility continues during an EAS employee's assignment in the program and is not affected by the lump-sum payments.

3. Step increase eligibility continues during a PMS employee's assignment in the program.

4. Exceptions will require prior approval of the Senior Assistant Postmaster General, Employee and Labor Relations Group.—*Employee Relations Dept., 1-25-79.*

## Special Cancellations

Postmasters having any of the special cancellation die hubs listed below are authorized to use them for the periods designated. At the end of the period the die hubs should be withdrawn from use and stored. Postmasters who do not have these special die hubs shall not request them without application by the sponsors.

### Heart Fund

February 1–February 28, 1979.

### National Defense Week

February 1–February 28, 1979.

### Save Your Vision Week

February 1–March 20, 1979.

### Forest Fires

AL, AK, FL, GA, LA, MS, NC, OK, SC, TN, TX—February 1–April 30 and October 1–November 30, 1979.

CN, DE, DC, KY, ME, MD, MA, NH, NJ, NY, PA, VT, RI, VA, WV—March 1–May 31, and September 1–October 31, 1979.

CA—May 1–October 1, 1979.

AZ, CO, ID, KS, MT, NE, NV, NM, VT, ND, SD, WY—May 1–October 31, 1979.

OR, WA—February 1–March 31, and June 1–September 30, 1979.—*Rates & Classification Dept., 1-25-79.*

## Release of Information—Annual Report

The U.S. Postal Service is required by 39 C.F.R., 265.9 to submit to the U.S. Congress a report concerning the administration of the *Freedom of Information Act* (FOIA) for each calendar year.

### Who Must Submit a Report?

A Records Custodian must submit a report if he has declined to release information requested under the Freedom of Information Act.

A Records Custodian is a postmaster, or head of an activity or of a group or department of Headquarters, who is responsible for maintaining official USPS records.

### Submission of Reports

Reports are to be submitted to the Records Officer, USPS Headquarters, 475 L'Enfant Plaza, SW, Washington, DC 20260, on or before February 9, 1979. The report will be clearly marked **FOIA Annual Report**.

### Contents of the Report

1. *Reason for Denial*—Reference a specific section(s) of the regulation in **POSTAL SERVICE MANUAL 265**. Only sections 265.62 through 265.67 are to be referenced.

2. Give name and title or position of USPS records custodian responsible for denial.

3. Give number of determinations not to comply with FOI requests made during Calendar Year 1978.

Please submit the required information in the following format:

### Sample Report Format

Reason for denial (1)	Name and title of custodian (2)	Denials (3) <sup>1</sup>
265.62(a).....	Mr. John Doe Postmaster Little Ark., MO	3
265.62(c)(6)...	Mr. John Doe Postmaster Little Ark., MO	7
265.652.....	Mr. John Doe Postmaster Little Ark., MO	1

<sup>1</sup> Number of denials based on this reference.

—Records Officer, 1-25-79.

## International Express Mail

Effective immediately, the United States Postal Service will exchange International Express Mail shipments with Singapore and the Federal Republic of Germany (West Germany). Express Mail shipments to these countries may weigh up to 33 pounds. Express Mail shipments to Singapore may contain letters, business documents, commercial papers, and merchandise. Express Mail shipments to the Federal Republic of Germany may contain letters, business documents, and commercial papers.

Two basic service offerings are available for International Express Mail to Singapore: *Custom Designed Service* and *On Demand Service*. See Exhibits A and B for rates to Singapore.

Only *Custom Designed Service* is available for International Express Mail shipments to the Federal Republic of Germany (West Germany). See Exhibit C for rates, page 6.

The following procedures and regulations apply to International Express Mail shipments received from and sent to Singapore and the Federal Republic of Germany.

### Inbound

All International Express Mail shipments from Singapore and the Federal Republic of Germany (West Germany) are subject to prompt customs examination. After such customs examination, Express Mail merchandise will bear either (1) an endorsement such as *Passed Free U.S. Customs*, indicating that the mail does not contain dutiable items or (2) the red adhesive Treasury Department envelope containing Customs Form 3419, *Customs Mail Entry*, indicating that the mail contains dutiable items.

Postal employees at delivering post offices shall promptly examine all incoming International Express Mail shipments to detect items bearing Customs Form 3419 and shall deliver such items pursuant to the delivery procedures for dutiable mail.

Postage due stamps in the amount of \$1 must be applied to ensure collection of the required customs clearance and delivery fee for articles on which customs duty is collected.

### Outbound

Customers must complete the customs declarations specified in sec-

## SINGAPORE INTERNATIONAL EXPRESS MAIL CUSTOM DESIGNED SERVICE

POUNDS (up to and including)	ZONE TO INTERNATIONAL EXCHANGE OFFICE						
	3	4	5	6	7	8	9
1	\$30.33	\$30.36	\$30.40	\$30.44	\$30.48	\$30.53	\$30.58
2	34.88	34.94	35.02	35.10	35.18	35.28	35.38
3	39.43	39.52	39.64	39.76	39.88	40.03	40.18
4	43.98	44.10	44.26	44.42	44.58	44.78	44.98
5	48.53	48.68	48.88	49.08	49.28	49.53	49.78
6	53.08	53.26	53.50	53.74	53.98	54.28	54.58
7	57.63	57.84	58.12	58.40	58.68	59.03	59.38
8	62.18	62.42	62.74	63.06	63.38	63.78	64.18
9	66.73	67.00	67.36	67.72	68.08	68.53	68.98
10	71.28	71.58	71.98	72.38	72.78	73.28	73.78
11	75.83	76.16	76.60	77.04	77.48	78.03	78.58
12	80.36	80.74	81.22	81.70	82.18	82.78	83.38
13	84.93	85.32	85.84	86.36	86.88	87.53	88.18
14	89.48	89.90	90.46	91.02	91.58	92.28	92.98
15	94.03	94.48	95.08	95.68	96.28	97.03	97.78
16	98.58	99.06	99.70	100.34	100.98	101.78	102.58
17	103.13	103.64	104.32	105.00	105.68	106.53	107.38
18	107.68	108.22	108.94	109.66	110.38	111.28	112.18
19	112.23	112.80	113.56	114.32	115.08	116.03	116.98
20	116.78	117.38	118.18	118.98	119.78	120.78	121.78
21	121.33	121.96	122.80	123.64	124.48	125.53	126.58
22	125.88	126.54	127.42	128.30	129.18	130.28	131.38
23	130.43	131.12	132.04	132.96	133.88	135.03	136.18
24	134.98	135.70	136.66	137.62	138.58	139.78	140.98
25	139.53	140.28	141.28	142.28	143.28	144.53	145.78
26	144.08	144.86	145.90	146.94	147.98	149.28	150.58
27	148.63	149.44	150.52	151.60	152.68	154.03	155.38
28	153.18	154.02	155.14	156.26	157.38	158.78	160.18
29	157.73	158.60	159.76	160.92	162.08	163.53	164.98
30	162.28	163.18	164.38	165.58	166.78	168.28	169.78
31	166.83	167.76	169.00	170.24	171.48	173.03	174.58
32	171.38	172.34	173.62	174.90	176.18	177.78	179.38
33	175.93	176.92	178.24	179.56	180.88	182.53	184.18

- NOTES:**
- 1) Rates in this table are applicable to each piece of International Custom Designed Express Mail shipped under a Service Agreement providing for tender by the customer at a Designated Post Office.
  - 2) Pick-up is available under a Service Agreement for an added charge of \$5.25 for each pick-up stop, regardless of the number of pieces picked up. Domestic and International Express Mail picked up together under the same Service Agreement incurs only one pick-up charge.
  - 3) If tendered at origin airport mail facility, deduct \$3.00 from these rates.

## SINGAPORE INTERNATIONAL EXPRESS MAIL ON DEMAND SERVICE

POUNDS (up to and including)	ZONE TO INTERNATIONAL EXCHANGE OFFICE						
	3	4	5	6	7	8	9
1	\$20.05	\$20.08	\$20.12	\$20.16	\$20.20	\$20.25	\$20.30
2	24.60	24.68	24.74	24.82	24.90	25.00	25.10
3	29.15	29.24	29.36	29.48	29.60	29.75	29.90
4	33.70	33.82	33.98	34.14	34.30	34.50	34.70
5	38.25	38.40	38.60	38.80	39.00	39.25	39.50
6	42.80	42.98	43.22	43.46	43.70	44.00	44.30
7	47.35	47.56	47.84	48.12	48.40	48.75	49.10
8	51.90	52.14	52.46	52.78	53.10	53.50	53.90
9	56.45	56.72	57.08	57.44	57.80	58.25	58.70
10	61.00	61.30	61.70	62.10	62.50	63.00	63.50
11	65.55	65.88	66.32	66.76	67.20	67.75	68.30
12	70.10	70.46	70.94	71.42	71.90	72.50	73.10
13	74.65	75.04	75.56	76.08	76.60	77.25	77.90
14	79.20	79.62	80.18	80.74	81.30	82.00	82.70
15	83.75	84.20	84.80	85.40	86.00	86.75	87.50
16	88.30	88.78	89.42	90.06	90.70	91.50	92.30
17	92.85	93.36	94.04	94.72	95.40	96.25	97.10
18	97.40	97.94	98.66	99.38	100.10	101.00	101.90
19	101.95	102.52	103.28	104.04	104.80	105.75	106.70
20	106.50	107.10	107.90	108.70	109.50	110.50	111.50
21	111.05	111.68	112.52	113.36	114.20	115.25	116.30
22	115.60	116.26	117.14	118.02	118.90	120.00	121.10
23	120.15	120.84	121.76	122.68	123.60	124.75	125.90
24	124.70	125.42	126.38	127.34	128.30	129.50	130.70
25	129.25	130.00	131.00	132.00	133.00	134.25	135.50
26	133.80	134.58	135.62	136.66	137.70	139.00	140.30
27	138.35	139.16	140.24	141.32	142.40	143.75	145.10
28	142.90	143.74	144.86	145.98	147.10	148.50	149.90
29	147.45	148.32	149.48	150.64	151.80	153.25	154.70
30	152.00	152.90	154.10	155.30	156.50	158.00	159.50
31	156.55	157.48	158.72	159.96	161.20	162.75	164.30
32	161.10	162.06	163.34	164.62	165.90	167.50	169.10
33	165.65	166.64	167.96	169.28	170.60	172.25	173.90

**NOTES:** 1) Pick-up is available under a Service Agreement for an added charge of \$5.25 for each pick-up stop, regardless of the number of pieces picked up. Domestic and International Express Mail picked up together under the same Service Agreement incurs only one pick-up charge.

**EXHIBIT B**

tions 221.4 and 327.2 of Publication 42, *International Mail*, for each item sent in Custom Designed Express Mail Service to the Federal Republic of Germany (West Germany) and for merchandise shipments in either Custom Designed or On-Demand Express Mail Service to Singapore International Express Mail items containing merchandise are insured against loss or damage at no additional charge, in accordance with the merchandise insurance provisions for domestic Express Mail set forth in Postal Service Manual 189.43. Acceptance employees shall:

1. Refer to Appendix B, Publication 42, to ensure that the item does not contain articles which fall within the prohibitions and restrictions listed in the country information entries for Singapore and the Federal Republic of Germany; and

2. Complete appropriate sections of mailing labels and customs declarations.

A future revision of Publication 42 will incorporate this information.—*Rates & Classification Dept., 1-25-79.*

### *All Personnel Processing Mail For Dispatch Abroad*

### **Foreign False Representation Orders**

A foreign false representation order has been issued against the firms and/or persons listed below:

**BAHAMAS**

Nassau

World Telex  
P.O. Box N-8943

**BELGIUM**

1000 Bruxelles

WTI Services Co. & I.T.D.  
Rue De La Presse 3-5

**CANADA**

Kitchener, Ontario

Kaiser Publishing House  
P.O. Box 2624, Duke St.

**GREAT BRITAIN**

London

Business & Trades Publications  
49 Essex Road  
Business & Trades Publications  
19 Northiam  
International Telex Directory  
49 Essex Road  
International Telex Directory  
4 Lower Grosvenor  
International Telex Directory  
(World Telex Edition)  
34 Ivor Place

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**GREAT BRITAIN**

Cadishead, Manchester

Fiscal Publications  
(International Finance Journal)  
84 Liverpool Road**HONG KONG**Int'l Directory Publishing Co.  
503 Hollywood Commercial House,  
3 Old Bailey St.International Telex  
503 Hollywood Commercial House,  
3 Old Bailey St.Commercial Publications  
503 Hollywood Commercial House,  
3 Old Bailey St.**IRELAND**

Dublin

I.B.I. Publishing Corporation  
31 Gardiner PlaceTribune Publishing Co.  
Moreland House  
West Moreland Park**NETHERLANDS**

Amsterdam

Maton Textiel Grossier  
(Maton Grossiers)  
Van Ostadestraat 282Telebel Textiel  
2e Jan Steenstraat 53w**NORTHERN IRELAND**

Belfast

ATT, Inc.  
(Amer. Telex Telecommunications)  
Canada House, 22 North St.**SWITZERLAND**

Muenchwilten

TIS, Tourist Information Service  
P.O. Box 17, CH-9542**WEST GERMANY**

Berlin

Inter-World-Telex & Textel  
(Wockel & Co. KG)  
(Industrie Service)  
Kurfurstendamn 92

Hamburg

SAW GmbH  
(Telex/Teletype Register)  
98 Nedderfeld  
Postf 605421Telex Directory  
(Campania Werbe-GmbH)  
P.O. Box 2962, D-2000Telex Union WV GmbH  
(TWU Telex Union)  
79 Schanzenst P-Fach  
305829 D-2000International Telex Directory  
(Continental European Office)  
P.O. Box 5663, D-2Intercontinental Telex  
(ITX) (R. Schulz)  
P.O. Box 550941International World Telex  
Mittelweg 27Do not dispatch any mail to the  
above. Endorse it: *Return to Sender:*  
*Order Issued Against Addressee for*  
*Violation of False Representation*  
*Law.*

—Judicial Officer, 1-25-79.

**FEDERAL REPUBLIC OF GERMANY**  
**INTERNATIONAL EXPRESS MAIL**  
**CUSTOM DESIGNED SERVICE****ZONE TO INTERNATIONAL EXCHANGE OFFICE**

POUNDS (up to and including)	ZONE TO INTERNATIONAL EXCHANGE OFFICE							
	3	4	5	6	7	8	9	
1	\$27.85	\$27.88	\$27.92	\$27.96	\$28.00	\$28.05	\$28.10	
2	29.92	29.98	30.06	30.14	30.22	30.32	30.42	
3	31.99	32.08	32.20	32.32	32.44	32.59	32.74	
4	34.06	34.18	34.34	34.50	34.66	34.86	35.06	
5	36.13	36.28	36.48	36.68	36.88	37.13	37.38	
6	38.20	38.38	38.62	38.86	39.10	39.40	39.70	
7	40.27	40.48	40.76	41.04	41.32	41.67	42.02	
8	42.34	42.58	42.90	43.22	43.54	43.94	44.34	
9	44.41	44.68	45.04	45.40	45.76	46.21	46.66	
10	46.48	46.78	47.18	47.58	47.98	48.48	48.98	
11	48.55	48.88	49.32	49.76	50.20	50.75	51.30	
12	50.62	50.98	51.46	51.94	52.42	53.02	53.62	
13	52.69	53.08	53.60	54.12	54.64	55.29	55.94	
14	54.76	55.18	55.74	56.30	56.86	57.56	58.26	
15	56.83	57.28	57.88	58.48	59.08	59.83	60.58	
16	58.90	59.38	60.02	60.66	61.30	62.10	62.90	
17	60.97	61.48	62.16	62.84	63.52	64.37	65.22	
18	63.04	63.58	64.30	65.02	65.74	66.64	67.54	
19	65.11	65.68	66.44	67.20	67.96	68.91	69.86	
20	67.18	67.78	68.58	69.38	70.18	71.18	72.18	
21	69.25	69.88	70.72	71.56	72.40	73.45	74.50	
22	71.32	71.98	72.86	73.74	74.62	75.72	76.82	
23	73.39	74.08	75.00	75.92	76.84	77.99	79.14	
24	75.46	76.18	77.14	78.10	79.06	80.26	81.46	
25	77.53	78.28	79.28	80.28	81.28	82.53	83.78	
26	79.60	80.38	81.42	82.46	83.50	84.80	86.10	
27	81.67	82.48	83.56	84.64	85.72	87.07	88.42	
28	83.74	84.58	85.70	86.82	87.94	89.34	90.74	
29	85.81	86.68	87.84	89.00	90.16	91.61	93.06	
30	87.88	88.78	89.98	91.18	92.38	93.88	95.38	
31	89.95	90.88	92.12	93.36	94.60	96.15	97.70	
32	92.02	92.98	94.26	95.54	96.82	98.42	100.02	
33	94.09	95.08	96.40	97.72	99.04	100.69	102.34	

- NOTES:** 1) Rates in this table are applicable to each piece of International Custom Designed Express Mail shipped under a Service Agreement providing for tender by the customer at a Designated Post Office.  
2) Pick-up is available under a Service Agreement for an added charge of \$5.25 for each pick-up stop, regardless of the number of pieces picked up. Domestic and International Express Mail picked up together under the same Service Agreement incurs only one pick-up charge.  
3) If tendered at origin airport mail facility, deduct \$3.00 from these rates.

EXHIBIT C

### THIRD-CLASS CARRIER ROUTE PRESORT

A new third-class carrier route presort classification will be implemented January 28, 1979 on a temporary basis. The rate for this subclass is equal to the regular third-class bulk rate less 1.5 cents for each qualifying piece sorted to the carrier route.

The Postal Service filed a request for such a subclass with the Postal Rate Commission on September 8, 1978. Since the Postal Rate Commission did not forward its recommendation within 90 days after receipt of the request, the Postal Service is im-

plementing the third-class carrier route presort subclass on a temporary basis.

Although the endorsement *Carrier Route Presort* is to be on pieces which are part of a third-class mailing presorted to carrier routes, some mailers may not be able to comply with this requirement before April 28, 1979, because of the time required for preparing large mailings. Specifically, mailers may have already prepared mail which could meet all other requirements, but the pieces have been

printed with the permit imprint indicia prescribed for regular bulk third-class matter.

Postmasters may, until April 28, accept those mailings at the carrier presort rate if the mailings meet all other requirements of the third-class carrier presort subclass. Postmasters are being asked to work with mailers and to contact mail classification centers to resolve specific problems with the interpretation and application of the regulations.

#### 134.12 Third-Class Bulk Rates

Note. The annual bulk mailing fee is \$40. (See 134.222 and 134.42.)

	Special rate for authorized organizations only (see 134.5)	Regular rates	Carrier presort rates
.121 Books and catalogs having 24 or more bound pages with at least 22 printed, seeds, cuttings, bulbs, roots, scions, and plants (see 134.31 for weight limit).  Minimum rate per piece:	14¢ per pound or fraction . . . .  2.7¢ [Applies when a piece weighs not more than 3.0857 oz. or .19286 pounds or 87.479 grams]	36¢ per pound or fraction . . . .  8.4¢ [Applies when a piece weighs not more than 3.7333 oz. or .23333 pounds or 105.838 grams]	36¢ per pound or fraction minus 1.5¢ per piece.  8.4¢ minus 1.5¢ (Applies when a piece weighs not more than 3.7333 oz. or .23333 pound or 105.838 grams).
.122 All matter, except the items in 134.121, not included in the first- or second-class (see 134.31 for weight limit).  Minimum rate per piece:	17¢ per pound or fraction . . . .  2.7¢ [Applies when a piece weighs not more than 2.5412 oz. or .15882 pounds or 72.041 grams]	41¢ per pound or fraction . . . .  8.4¢ [Applies when a piece weighs not more than 3.2780 oz. or .20488 pounds or 92.931 grams]	41¢ per pound or fraction minus 1.5¢ per piece.  8.4¢ minus 1.5¢ (Applies when a piece weighs not more than 3.2780 oz. or .20488 pounds or 92.931 grams).

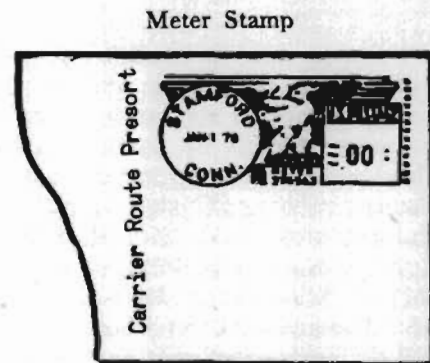
#### Eligibility Requirements

1. Pieces must be eligible for mailing as regular bulk third-class mail.
2. Pieces must be of identical weight and size and must not exceed 10" height, 12" length, 3/4" thickness. Merchandise with detached labels is eligible and may exceed the 10" height, 12" length, 3/4" thickness dimensions as long as the detached labels meet the requirements of 134.44a of the POSTAL SERVICE MANUAL.
3. Each mailing must contain a minimum of 2,000 separately addressed pieces properly presorted to carrier routes, rural routes, lockboxes, or general delivery. Mail addressed to post office boxes may qualify for the presort rate provided it is sorted in accordance with the scheme furnished by the Postal Service so as to eliminate incoming secondary sorts by the Postal Service.

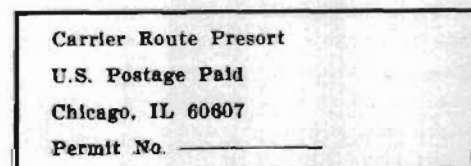
4. To qualify for the carrier presort rate, a piece must be in a group of ten or more properly sorted to the same carrier route. Groups of less than ten pieces to the same carrier route do not qualify for the carrier presort rate and are considered residual. The number of residual pieces to any single 5-digit ZIP Code area may not exceed 5% of the total presorted carrier route pieces addressed to that 5-digit area. Residual pieces are subject to the regular third-class bulk rates.

5. The endorsement *Carrier Route Presort* must be printed or rubber stamped by the mailer either in or immediately adjacent to the permit imprint or postage. It may be incorporated in the permit imprint, meter ad plate, or meter slug as shown below. The endorsement *CAR-RT* may be printed as part of the permit

imprint indicia instead of *Carrier Route Presort*.



Meter Stamp



Permit Imprint

Permit Imprint

CAR-RT
U.S. Postage Paid
Chicago, IL 60607
Permit No. _____

6. Unsealed pieces may contain inserts or loose pages that may not be expected to become separated during postal handling.

7. Mailers must present a listing that will reflect the number of qualifying and residual pieces mailed to each 5-digit ZIP Code area with each mailing made under the carrier route presort subclass rate. After the first mailing the postmaster may authorize the mailer to retain the records and submit them upon request by the postmaster. These records must be kept for a period of 90 days following the date of mailing (or until any pending action regarding the recalculation of postage, see 8 below, is resolved to the satisfaction of the Postal Service).

8. Mailers are responsible for the proper makeup of mail to carrier routes according to the latest official Postal Service scheme. Mailings with more than 5% error in the makeup to carrier routes in the 5-digit ZIP Code area are subject to recalculation of postage at the regular third-class bulk rate for all pieces delivered in the 5-digit ZIP Code area.

9. Pieces bearing a simplified address as provided for in PSM 122.4, may qualify for the carrier route presort subclass if they meet all requirements for the subclass.

Obtaining City Schemes

Mailers may, under the provisions of PSM 122.54, request a copy of the city scheme used by clerks for sorting mail. They may also request the Postal Service to sort address cards, plates or stencils by carrier routes. This section of the Postal Service Manual is being changed to indicate that such requests are to be forwarded to the Management Sectional Center (MSC) Manager of the destination city. Management Sectional Centers and the areas they serve are listed on pages XLIX and L of the 1979 National ZIP Code & Post Office Directory, Publication 65.

Carrier schemes are currently being maintained in a variety of formats. Carrier schemes, in a standard hard copy format, for all 6300 city delivery post offices will be available to mailers

at appropriate MSC's by the middle of March. In June the Postal Service expects to have available for mailer use, a computer tape with carrier schemes for all 480 multi-ZIP Coded post offices and 160 large single ZIP Coded post offices.

Carrier Route Schemes

The MSC manager will provide official carrier route schemes for the area served by the MSC to all mailers who request them. If necessary, the MSC will forward the request to the appropriate associate office for completion and return to the MSC within 10 days of receipt from the MSC.

These schemes will include separations to be made by the mailer to eliminate all incoming secondary sorts of mail addressed to post office boxes (i.e., lockbox section), rural routes and general delivery as well as city carrier routes. These official schemes will be updated two times a year for purposes of providing a quality control point for the mailer's makeup.

Scheme changes and additions which are effected between the twice a year updates will be automatically furnished by the MSC manager to those mailers who have requested the scheme. The MSC manager will send all scheme information to the mailer by certified mail with a return receipt

FOR ZONE RATED MAIL USE PS FORM 3605

U.S. POSTAL SERVICE STATEMENT OF MAILING WITH PERMIT IMPRINTS		MAILER: Complete all items by typewriter, pen or indelible pencil. Prepare in duplicate if receipt is desired. Check for instructions from your postmaster regarding box labeled "RCA Offices."		PERMIT NO.  3456	
POST OFFICE Washington, DC 20001		DATE 3/5/79	RECEIPT NO. 21-79	SACKS 51	TRAYS OTHER CONTAINERS
CHECK APPLICABLE BOX					
<input type="checkbox"/> 1st Class single piece rate		<input type="checkbox"/> 2nd-Newsletters and magazines entered at Transit rate.		<input type="checkbox"/> 3rd-Merchandise less than 16 oz.	
<input type="checkbox"/> Presorted 1st Class rate		<input type="checkbox"/> 3rd-Circulars and other printed matter.		<input type="checkbox"/> 4th Library rate	
<input type="checkbox"/> International		<input type="checkbox"/> 3rd-Books or catalogs of 24 pages or more, seeds, etc., less than 16 oz.		<input type="checkbox"/> Special 4th rate	
		<input checked="" type="checkbox"/> Carrier Presort		<input type="checkbox"/> Presorted Special 4th Class	
NAME AND ADDRESS OF PERMIT HOLDER (Include ZIP Code) ABC Company 555 Main St. City, MD 20015		TELEPHONE NO. 245-XXXX	WEIGHT OF A SINGLE PIECE 8 oz.	NO. PIECES IN FOUND 2	RCA OFFICES:
		TOTAL IN MAILING		RATE CHARGEABLE	
		PIECES 5000	POUNDS 2500	PIECE AT <input checked="" type="checkbox"/> POUND	TOTAL POSTAGE 36 \$ 900.00
<input type="checkbox"/> Check if non-profit under 134.5, PSM *					
NAME AND ADDRESS OF INDIVIDUAL OR ORGANIZATION FOR WHICH MAILING IS PREPARED (If other than permit holder)					
		PRESORTED PIECES (-) 4900	NO. PIECES 4900	AT -1.5	AMOUNT \$ -73.50
		RESIDUAL PIECES	NO. PIECES	AT	AMOUNT
					\$
TOTAL COMPUTED NET POSTAGE					\$ 826.50
* The signature of a nonprofit mailer certifies that: (1) The mailing does not violate sections 134.57, PSM, and (2) Only the mailer's matter is being mailed; and (3) This is not a cooperative mailing with other persons or organizations that are not entitled to special bulk mailing privileges; and (4) This mailing has not been undertaken by the mailer on behalf of or produced for another person or organization that is not entitled to special bulk mailing privileges.					
SIGNATURE OF PERMIT HOLDER OR AGENT (Both principal and agent are liable for any postage deficiency incurred)				TELEPHONE NO. 245-XXXX	
A. B. Smith, Traffic Manager					
PS Form 3602 Apr. 1978		Willful Entry of false, fictitious or fraudulent statements or representations hereon punishable by fine up to \$10,000 or imprisonment up to 5 years, or both (18 USC 1001).			

FOR ZONE RATED MAIL USE PS FORM 3605.

U.S. POSTAL SERVICE STATEMENT OF MAILING BULK RATES		MAILER: Complete all items by typewriter, pen or indelible pencil. Prepare in duplicate if receipt is desired. Check for instructions from your postmaster regarding box labeled "RCA Offices."		PERMIT NO.  3457	
POST OFFICE Washington, DC 20001		DATE 3/5/79	RECEIPT NO. 22-79	SACKS 51	TRAYS OTHER CONTAINERS
<input type="checkbox"/> 1st-Letters, written matter, post cards, at presort discount rate.					
<input type="checkbox"/> 3rd-Circulars and other printed matter.		<input type="checkbox"/> 3rd-Merchandise less than 16 oz.		<input type="checkbox"/> 3rd-Books or catalogs of 24 pages or more, seeds, etc., less than 16 oz.	
		<input checked="" type="checkbox"/> Carrier Presort		RCA OFFICES:	
NAME AND ADDRESS OF PERMIT HOLDER (Include ZIP Code) ABC Company 555 Main St. City, MD 20013		TELEPHONE NO. 245-XXXX	Postage is being paid by: (Check one)		Meter Stamps
		<input type="checkbox"/> Pre-cancelled Stamps		<input checked="" type="checkbox"/> Meter Stamps	
		Number of pieces in mailing: 5000		Weight of a single piece: 8 oz.	
		Postage chargeable per piece: 6			
<input type="checkbox"/> CHECK HERE, if mailing is not eligible for discount and mailer elects to pay the full rate.					
PRESORT DISCOUNT IF APPLICABLE					
Residual Pieces 100		X 1.5 Cent = \$1.50			
4900 pieces at 1.5		discount			
* The signature of a nonprofit mailer certifies that: (1) The mailing does not violate sections 134.57, PSM, and (2) Only the mailer's matter is being mailed; and (3) This is not a cooperative mailing with other persons or organizations that are not entitled to special bulk mailing privileges; and (4) This mailing has not been undertaken by the mailer on behalf of or produced for another person or organization that is not entitled to special bulk mailing privileges.					
SIGNATURE OF PERMIT HOLDER OR AGENT (Both principal and agent are liable for any postage deficiency incurred)				TELEPHONE NO. 245-XXXX	
A. B. Smith, Traffic Manager					
PS Form 3602-PC June 1978		Willful Entry of false, fictitious or fraudulent statements or representations hereon punishable by fine up to \$10,000 or imprisonment up to 5 years, or both (18 USC 1001).			



after he has reviewed its format and content for completeness and has cleared the log. The return receipt is to be retained at the MSC for one year.

The MSC manager will maintain a log of all scheme requests and a permanent list of mailers presorting to carrier routes so that all changes to schemes can be transmitted to the mailers as far in advance of the effective date as practical.

Mailers are to be encouraged to maintain up-to-date schemes at all times. However, to be eligible for the carrier route presort rate, the mailers must prepare their mailings according to the latest official scheme within 60 days after receipt.

**Postage Computation**

Qualified pieces presorted to carrier routes or post office lockbox sections are eligible to be mailed at a rate of 1.5 cents per piece less than the regular third-class bulk rate. The 1.5 cents per piece reduction is applicable regardless of whether the pieces are subject to the regular bulk per piece rate or the per pound postage rate.

To compute postal charges, postage is first computed at the applicable regular bulk rate. The number of qualifying pieces is then multiplied by 1.5 cents and the result subtracted from the full regular bulk rate.

**Mailing Statements**

Form 3602, *Statement of Mailing with Permit Imprints* and Form 3602-PC, *Statement of Mailing Bulk Rates*, are being revised to accommodate the new carrier presort rate. When the revised editions are available for ordering from the supply centers, a notice will be printed in the POSTAL BULLETIN. Current versions of Forms 3602 and 3602-PC may be used if they are prepared as shown in Examples C and D.

**EXAMPLE:**

A mailing of catalogs subject to pound rates.

Pieces weigh 8 ounces each.

5,000 pieces in mailing.

4,900 pieces qualify.

100 pieces do not qualify and are considered residual.

**Metered Identical Pieces**

For mailings paid by metered postage, the entire carrier route presorted mailing may be metered at the car-

rier route presort rate. The additional postage for residual pieces may be paid by means of a meter strip affixed to the back of Form 3602-PC.

**Preparation**

**1. Packages**

a. *Carrier Packages.* When there are 10 or more pieces addressed to the same carrier route, or box section they must be prepared by the mailer in

packages of 10 or more pieces. Packages of letter size mail should not exceed 4 inches in thickness. The pieces in the packages must be faced in the same direction and securely wrapped or tied together. Rubber bands are the preferred method of securing packages. A facing slip must be attached to the package over the top piece of a package and prepared as follows:

SAN FRANCISCO CA 94133  
  
CARRIER ROUTE 18  
  
FR PORTLAND, OR 972

- 5-digit ZIP of Address (need not be shown if the pieces bear a ZIP Code)
- Carrier Route, Rural Route Number or Lockbox section
- Post Office of entry and its appropriate ZIP Code

SAN FRANCISCO CA 94133  
  
RURAL ROUTE 18  
  
FR PORTLAND, OR 972

- 5-digit ZIP of Address (need not be shown if the pieces bear a ZIP Code)
- Carrier Route, Rural Route Number or Lockbox section
- Post Office of entry and its appropriate ZIP Code

SAN FRANCISCO CA 94133  
  
LOCKBOX SECTION 18  
  
FR PORTLAND, OR 972

- 5-digit ZIP of Address (need not be shown if the pieces bear a ZIP Code)
- Carrier Route, Rural Route Number or Lockbox section
- Post Office of entry and its appropriate ZIP Code

b. *5-Digit Packages.* Less than ten pieces to a carrier route do not qualify for the carrier route presort rate and are considered "Residual." Residual may be prepared as carrier packages as described above. If this is not done, they must be made up into 5-digit packages. All packages of residual must have a coded pressure sensitive "Red D" to facilitate postal verification and handling. Labels are to be placed on the lower left hand corner of the top piece of each pack-

age. Postage on residual pieces must be paid at regular bulk third-class rates. The number of residual pieces must not exceed 5% of the total carrier route presort mailing to the 5-digit ZIP Code area.

**2. Sacks**

a. *Carrier Sack.* Packages must be placed in a carrier route sack when there are 20 pounds or 1,000 cubic inches of mail to the same carrier route. These sacks must be labeled in the following manner:

SAN FRANCISCO CA 94133  
  
3CL-CARRIER ROUTE 18  
  
FR JC COMPANY BOSTON MA

- Destination
- Contents (Third-Class letter size pieces as defined in 128 PSM)
- Mailer and Mailer's Location

SAN FRANCISCO CA 94133  
  
3CL-RURAL ROUTE 18  
  
FR JC COMPANY BOSTON MA

- Destination
- Contents (as defined in 128 PSM)
- Mailer and Mailer's Location

SAN FRANCISCO CA 94133  
  
3CF-LOCKBOX SECTION 18  
  
FR JC COMPANY BOSTON MA

- Destination
- Contents (Third-Class flat size pieces as defined in 128 PSM)
- Mailer and Mailer's Location

SAN FRANCISCO CA 94133  
 3CL-LOCKBOX SECTION  
 3CF-CARRIER ROUTE —  
 3CF-RURAL ROUTE —  
 FR JC COMPANY BOSTON MA

—Destination

—In this example, the contents are identified by circling the appropriate line.

—Mailer and Mailer's Location

b. *5-Digit Sacks.* All packages of qualifying pieces not placed in carrier sacks must be placed in 5-digit sacks. There is no provision for city, SCF, or

state sacks for material sent at Carrier Route Presort rates. These sacks must be labeled in the following manner:

SAN FRANCISCO CA 94133  
 3CL-CARRIER ROUTES  
 FR JC COMPANY BOSTON MA

—Destination

—Contents

—Mailer and Mailer's Location

### 3. Trays

The accepting post office may authorize the use of trays or other containers in lieu of sacks providing the separation to individual carrier routes will be adequately maintained throughout all postal handlings, the route is identified and all address labels are faced in the same direction.

#### Acceptance

Acceptance units will follow normal acceptance procedures associated with third-class bulk rate mailings. In addition, spot checks should be made to verify that no more than 5% of the mail to a 5-digit ZIP Code destination is residual. This is done by checking several 5-digit sacks and verifying that the amount of residual for the 5-digit destination agrees with the list submitted by the mailer.

If the residual portion for the 5-digit destination exceeds 5%, give the mailer the option of paying the appropriate bulk third-class rate on all pieces in the mailing or reworking the mailing to remove the excess residue.

If the postmaster has authorized the mailer to maintain the list on his premises rather than submitting it with the mailing, spot checks are to be made at least once each six months for each mailer to confirm that amount of residual to a 5-digit destination agrees with the list maintained by the mailer.

#### Verification of Makeup

1. Delivery employees receiving mail improperly made up to carrier route or lockbox section should hold these pieces separately, bundle them

and give to their supervisor or designated employee. Each bundle is to be endorsed by the supervisor or designated employee *Not For Route* to indicate that they are not for the route to which they were presorted.

2. The supervisor or designated employee shall confirm that the addresses on such pieces are properly listed in the current official scheme that was furnished the mailers. If so, the mailer has properly presorted to qualify for the lower rate. If the addresses are not included in the latest official scheme, the pieces will be distributed to the proper route and will be delivered as addressed.

3. If the addresses were properly listed in the latest official scheme and the mailer has not properly presorted, and if the supervisor or designated employee estimates the errors exceed 5% of the total pieces mailed at the Carrier Route Presort sub-class rate for delivery within the 5-digit ZIP area, a listing will be prepared indicating the streets and blocks which were incorrectly presorted, the total number of pieces missorted for each entry, and the correct route number.

This listing will be forwarded to the Postmaster at the office of mailing. These pieces should be sorted to the proper route and delivered as addressed.

4. If the supervisor or designated employee determined that the scheme items were correctly listed in the latest official scheme, they will initiate an inquiry with the MSC manager to determine if this latest official scheme has been furnished to the mailer. If the mailer has not been

provided this latest official scheme, actions will be initiated to assure that a copy is promptly provided the mailer, and that interim changes are provided in the future.

#### Resolution of Discrepancies by Origin MSC

Upon receipt of a listing of improperly prepared carrier route presort sub-class mailings from the delivering office, the MSC manager will ascertain from the mailer's records (see item 7, Eligibility Requirements) the number of pieces mailed at the carrier route presort subclass rate to the particular 5-digit ZIP area. Using the total number of pieces reported by the delivering post office, and the mailers' records, the MSC manager will determine if the error rate exceeds 5% of the total pieces mailed to the 5-digit ZIP area.

If the errors exceed 5%, the MSC manager will collect 1.5 cents additional postage on each piece mailed at the carrier route presort subclass rate to the 5-digit ZIP area as follows:

a. The mailer will be billed by letter advising him of the amount of additional postage required, mailing to which the postage deficiency relates, the number of pieces which did not qualify for the carrier presort rate, and (if postage on the mailing was paid by permit imprint) notification that the additional postage is being withdrawn from the mailer's trust account.

b. When postage on the mailing was paid by precanceled or meter stamps, the mailer will affix precanceled or meter stamps in the amount of the additional postage to the bill and return it to the postmaster. Upon return of the original bill with the additional postage affixed, the postmaster will prepare a Form 3602-PC with the mailer's name, permit number, and the information shown on the bill. A duplicate of the bill will be retained as a collection reminder and will be destroyed after the original bill with the additional postage affixed is returned.

c. When postage on the mailing was paid by permit imprint, the amount of additional postage will be withdrawn from the mailer's trust account. A Form 3602 will be prepared and forwarded to the employee maintaining the trust account rec-

ords. The Form 3602 will be marked *adjustment* and will show: name of mailer, permit number, date of the mailing for which the adjustment is

being made, number of pieces for which the additional postage is being collected and amount of additional postage to be withdrawn.

*All Personnel Processing Mail For Dispatch Abroad*

**Foreign Order Notice 79**

Keep all foreign order notices for use as reference.

A lottery order has been issued against:

**CANADA**

Vancouver, B.C.

- Bond Systems Dispatch  
M.P.O. Box 3842  
349 West George St.
- Bridge International  
5763 Oak Street #15
- Burg, Robert A.  
Gulf Pacific Mail Services  
720 Westview Shopping Center  
North Vancouver, B.C.
- Campbell, J., Manager  
Sales & Promotions  
Bridge International  
5763 Oak Street #15
- Courtesy Management Ltd.  
Box 2215
- Courtman Services  
Box 2215
- Gulf Pacific Mail Services  
720 Westview Shopping Center  
North Vancouver, B.C.
- Moss, Al, President  
World Wide Agencies  
Box 58370 Stn. "L"  
1360 S.W. Marine Drive
- Scott, Mr. Bill  
Ste. 15 5763 Oak Street  
World Wide Agencies  
Box 58370 Stn. "L"  
1360 S.W. Marine Drive

**IRELAND**

Dalkay

- Lynch, Mrs. Elizabeth  
50 Castle Street  
Dublin

- Archold, Peggy  
29 Birch Grove  
Deans Grange  
Charles, Miss Ann  
59 Wigan Road  
Davis, B.  
7 Aidean Ave.
- Donnelly, Mr. B.  
453 Griffith Ave.  
Glasnevin
- Kasey, Mrs. M.  
27 Nutley Road  
Donny Brook
- Mulvaney, Terry  
41 Glashule Road  
Sandy Cove
- Nagle, Sean  
77 Taney Crescent  
Dundrum
- O'Flanagan, Collette  
36 Willow Park Ave.  
Ballymun Ave.
- Powers, Ann  
Rostrevor  
Scolarstown Rd.
- Smith, L.  
3 Meath Terrace
- Smith, Martin  
63 Norfolk Rd.  
Phibsboro

*Continued on p. 12*

This example may be used as a guide to record errors for Third-Class mailings Presorted to Carrier Routes.

THIRD-CLASS CARRIER ROUTE PRESORT ERROR LISTING

Mailer and Mailer's Address	Permit No.	Date	Post Office of Mailing	(Check One) Postage Paid By:
				<input type="checkbox"/> Permit Imprint <input type="checkbox"/> Meter <input type="checkbox"/> Precancelled Stamp
List Scheme Items sorted to lockbox, carrier route or rural route	Incorrect Route No.	Correct Route No.	Other Errors (Wrong City, Wrong ZIP Code)	
Number of Missorted Pieces _____				
Signature/Date _____				
Station or Branch _____				
City, State, ZIP Code _____				

—Rates & Classification Dept., 1-25-79.

**Inspection Service Appointments**

The following appointments were effective December 30, 1978:

- Lawrence M. Saunders, Regional Chief Inspector, Northeast Region.
- Roy V. Murry, Inspector in Charge, New York Division.

The following appointments were effective January 13, 1979:

- William R. Newsome, Inspector in Charge, Fort Worth Division.
- Ferman R. Rogers, Inspector in Charge, Saint Paul Division.

The following appointment will be effective February 10, 1979:

- Robert C. Pierce, Inspector in Charge, Chattanooga Division.

—Inspection Service, 1-25-79.

**February Social Security Benefit Checks**

The Treasury Department has advised that February Social Security Benefit Checks are to be delivered on Friday, February 2, 1979, instead of the normal 3rd of the month delivery date.

The check envelopes will be endorsed as follows:

**Postmaster:** Requested Delivery Date is the 2nd Day of the Month

Postmasters and supervisors are asked to plan to complete delivery of these checks on that date.—Mail Processing Dept., 1-25-79.

## POST OFFICE CHANGES NO. 7

(Supplemental to 1979 National ZIP Code and Post Office Directory.)

Abbreviations: B=Branch, C=City Delivery, Conv.=Converted, CPO=Community Post Office, Disc.=Discontinued, Estab.=Established, F=Finance, Fac.=Facility, I=Independent Post Office, IC=Independent City, MOU=Money Order Unit, MPO=Main Post Office, MR=Mailing Restrictions (from Part 126 PSM) apply, NP=Nonpersonnel, NZCD=National ZIP Code and Post Office Directory, P=Postal facility discontinued, name retained for address purposes, Resc.=Rescinded, S=Station, x=Classified. (Contract stations and branches do not have the symbol "x" following the symbol of type of installation.)

State	Name of Post Office	County/parish	Name of station, branch, or unit	Type	ZIP Code	Change action	Effective date	Explanation of change
IA	Knorville.....	Marion.....	Attica..... (Mail to Knoxville)	CPO I	50024 50138	Delete.....	12-31-78 12-31-78	CPO and ZIP Code disc.
MA	South Royalston.....	Worcester.....		I	01374	Delete.....	2-23-79	PO disc. Change ZIP Code only. Continue address of South Royalston, MA.
MA	do.....	do.....		P	01381	Add.....	2-23-79	
MO	St. Louis.....	Independent City.....	*Koch (Mail to Mehlville)	B	63054	Delete.....	12-31-78	B and ZIP Code disc.
NY	Thomson.....	Washington.....		I	12881	Delete.....	3- 1-79	PO disc. Change ZIP Code only. Continue address of Thomson, NY.
NY	do.....	do.....		P	12834	Add.....	3- 1-79	
NC	Greensboro.....	Gulford.....	South Greensboro.....	Sx	27406	Delete.....	12-29-78	Sx disc. Retain ZIP Code.
OH	Pomeroy.....	Meigs.....	Harrisonville..... (Mail to Pomeroy)	CPO I	45737 45769	Delete.....	1-26-79 1-26-79	CPO and ZIP Code disc.

\*Branch is located in Saint Louis County.

—Delivery Services Dept., 1-25-79.

Continued from p. 11

Foxrock, Co. Dublin

O'Hanlon, Fred  
34 Orange Park

Killiney, Co. Dublin

Gow, B.  
7 Beechwood Lawn

Kiltimagh, Co. Mayo

Dillon, Eamon  
Hillview

Do not dispatch any mail to the above. Endorse it: *Lottery Mail* and *Return it to Sender*.

If such mail bears no return address, treat it as undeliverable and dispose of it in accordance with 159.4, PSM. This notice may be posted at the outgoing primary and it must be posted on the Foreign Order Board at all SCF's and designated International Exchange Offices. —*Judicial Officer, 1-25-79.*

### Lockbox/Caller Service

Inquiries from the field have indicated a need for clarification of lockbox/caller service procedures in the following areas:

**Payment Period Due Dates.** Section 169.522 of the *POSTAL SERVICE MANUAL* requires payment of lockbox and caller service fees in advance. After the first payment (see 169.527 of the PSM), the next due date for payment is the last calendar day of the period for which payment has been made. For example, if the beginning of a payment period was determined to be April 1, the next due date would be September 30 or March 31, depending on whether the fee was paid for one or two semi-annual periods. Files of **Form 1091-A, Register for Lockbox Rent**, and **1091-B, Register for Caller Service Fees**, which show the first day of any

month as the next due date should be corrected.

**Filing Form 1093, Application for Post Office Box or Caller Number.** Form 1093 was designed so Part I could be filed alphabetically by last name of customer and Part II filed numerically by box number. In many cases, Parts I and II are either stapled together in the same file or, are maintained in the same order (either alphabetical or numerical) in separate files. Frequently, a need for cross referencing customer's names with their box numbers arises and is satisfied by creating an additional 3 x 5 card file. By proper utilization of Form 1093, the need for other files is eliminated. Form 1093 will be revised at the next printing to show this requirement.

Postmasters must assure their procedures are in compliance.—*Rates & Classification Dept., 1-25-79.*

**EMPLOYEES ASSIGNED TO ANSWER TELEPHONES MUST BE COURTEOUS, HELPFUL, AND OFFER ALL ASSISTANCE POSSIBLE**

**FEDSTRIP—GSA SELF-SERVICE STORES**

The tickets received from purchases at GSA Self-Service Stores should be totaled at the end of each Accounting Period. Send the GSA tickets and GSA Forms 3146, GSA Self-Service Store Request/Sales Slip, with a typed memorandum to:

Director  
 Postal Data Center  
 P.O. Box 14401  
 St. Louis, MO 63180  
 Attn: FEDSTRIP SECTION

Include in the memorandum:

1. the total of these tickets
2. postal installation finance number
3. GSA address code
4. GSA credit card number of your postal installation.

Prepare the memo as shown below.

These instructions supersede those published in POSTAL BULLETIN 21109, 4-7-77.—Finance Dept., 1-25-79.

EXHIBIT	
UNITED STATES POSTAL SERVICE	
OUR REF:	DATE:
SUBJECT: GSA Telephone Service	
TO:	Director Postal Data Center P.O. Box 14401 St. Louis, MO 63180  Attn: FEDSTRIP Section
The total purchases made at GSA Self-Service Stores during A/P _____, PFY 19__, are indicated below:	
Total	\$432.00
Finance No.	35-1032
GSA Address Code	186069
Credit Card No.	18YVA

**MAKE ANNUAL EXAMINATIONS OF ALL  
 LOCKS AND KEYS TO ASSURE THAT INDIVIDUAL CLERKS' KEYS WILL NOT OPEN  
 LOCKED DRAWERS, SAFE COMPARTMENTS,  
 OR STAMP CABINETS OF OTHER EMPLOYEES.**

**VACANT REGULAR RURAL ROUTES LISTING NO. 8**

The below listed vacant rural routes will be posted for bid in accordance with the USPS-NRLCA 1978 National Agreement, Article 30.5, nine calendar days after the date of this POSTAL BULLETIN. Those rural carriers having special bidding rights as defined in the USPS-NRLCA 1978 National Agreement, Article 30.1.D, may apply for vacant rural routes by submitting their bids to the post office where the vacancy occurs on or prior to the closing date of the posting. Rural carriers with special bidding rights may request additional information from the post office where the vacancy occurs.

**VACANT REGULAR RURAL ROUTES TO BE POSTED**

State	Name of Post Office	ZIP Code	Route No.	*Route classification and evaluation	Route length	State	Name of Post Office	ZIP Code	Route No.	*Route classification and evaluation	Route length
<b>CENTRAL REGION</b>						<b>EASTERN REGION</b>					
Illinois	Dixon	61021	04	51.14(H)	82.10	New Jersey	Hopewell	08525	01	50.33 (46J)	41.80
	Quincy	62301	03	52.42(K)	58.80	New York	Baldwinsville	13027	02	46.03 (42J)	54.00
	Oakley	62552	01	41.28(H)	77.75		Wyoming	14591	01	35.44 (38S)	58.00
	Pana	62557	03	41.31(S)	90.85	Pennsylvania	Zelenople	16063	02	36.32 (37H)	32.40
	Carlville	62626	02	41.56(H)	88.78		Curwensville	16833	01	45.34 (46H)	38.60
	do	62626	03	44.40(H)	81.00		do	16833	02	38.41 (39S)	85.00
	Decatur	62626	03	51.52(K)	54.95		West Chester	19380	06	42.47 (43H)	30.10
Indiana	Crown Point	46307	08	48.44(J)	18.90	Virginia	Montpeller	23192	02	45.35 (46H)	63.70
	Westville	46391	02	40.20(H)	43.85		Scottsville	24590	03	38.28 (38S)	80.20
	Flora	46929	02	38.15(H)	88.25	<b>NORTHEAST REGION</b>					
	Portland	47371	05	44.40(H)	70.70	New York	Ridge	11961	05	37.16 (37H)	13.00
	Spiceland	47385	01	29.55(S)	45.70	Massachusetts	Rehoboth	02769	03	43.11 (43H)	36.25
	Yorktown	47396	02	44.12(J)	35.30	Maine	Caribou	04736	02	37.02 (37S)	58.55
	Boonville	47601	03	43.35(H)	44.00		Rockport	04856	01	24.26 (24S)	22.43
	Newburgh	47630	03	49.02(J)	32.90	<b>SOUTHERN REGION</b>					
	Cory	47846	01	32.51(S)	58.40	Alabama	Town Creek	35672	03	56.21 (47K)	87.15
	Rensselaer	47978	02	43.05(H)	96.60		Tuscumbia	35874	01	47.20 (43J)	91.30
Kansas	Atchison	66002	01	42.54(H)	80.20		Hollywood	35752	01	55.11 (46K)	82.78
	Robinson	66532	01	43.50(H)	117.00		Woodville	35776	01	39.45 (40S)	82.40
	Colwich	67030	01	42.10(H)	90.70		Gadsden	35901	02	49.15 (45J)	90.95
Kentucky	Kevil	42053	04	43.39(H)	71.85		Centre	35960	02	50.48 (42K)	96.00
Michigan	Wixom	48096	04	41.34H	4.87		Rainsville	35986	03	43.08 (43H)	54.90
	Kalamazoo	49001	03	44.15H	30.15	Arkansas	Altheimer	72004	01	48.56 (45J)	98.25
	Mattawan	49071	01	51.34K	45.00	Florida	Valrico	33594	04	35.08 (35H)	15.83
	Pleasant Lake	49272	01	51.45K	35.25	Georgia	Douglas	31533	03	57.14 (48K)	115
	Paris	49338	01	44.54J	87.30		Valdosta	31601	05	41.00 (41H)	46.70
	Hershey	49639	01	46.45J	96.60	Louisiana	St. Bernard	70085	01	44.22 (40J)	40.50
Missouri	Dexter	63841	04	36.25S	51.40		Houma	70360	01	45.18 (41J)	43.10
	Malden	63863	03	38.00H	25.00		Houma	70360	07	47.30 (40K)	28.05
	Poplar Bluff	63901	09	37.07S	36.40		Bogalusa	70427	03	48.32 (40K)	64.45
	Doniphan	63935	03	36.43S	50.90	Mississippi	Shubuta	39360	02	41.15 (41S)	90.25
	Carthage	64836	03	48.13K	81.70		Pascagoula	39567	04	48.13 (40K)	62.50
	Eldon	65028	02	47.43J	75.15	North Carolina	Tryon	28782	01	48.39 (45J)	70.55
	Fulton	65251	04	46.38J	63.95		Murphy	28906	07	22.59 (23S)	41.90
	Keytesville	65261	01	39.29S	122.18	South Carolina	Batesburg	29006	03	39.02 (39S)	79.20
	Galena	65656	01	51.48K	115.35		Sumter	29150	07	43.20 (43H)	42.20
	Pierce City	65723	02	42.03S	98.80		Inman	29349	08	35.50 (36S)	45.00
	Springfield	65801	03	44.53J	39.75		Roebuck	29376	02	42.18 (42H)	33.00
Nebraska	Valley	68064	01	42.31H	67.67		Greer	29651	02	47.08 (43J)	61.00
North Dakota	Jamestown	58401	01	47.40J	120.15		Piedmont	29673	07	42.30 (43H)	55.80
Ohio	Groveport	43125	02	49.54K	24.40	Texas	McKinney	75069	01	48.54 (45J)	73.30
	Springfield	45501	09	39.13H	56.08		Rockwall	75087	03	41.54 (42H)	25.50
	do	45501	10	36.02H	27.77	<b>WESTERN REGION</b>					
South Dakota	Sioux Falls	57101	03	50.21J	83.15	California	Turlock	95380	03	53.38 45K	77.20
	do	57101	10	46.13J	45.55	Oregon	Molalla	97038	02	46.37 43J	66.0
Wisconsin	Beloit	53511	04	47.38J	67.80	Washington	Vancouver	98660	03	44.53 41J	16.15
	Lancaster	53813	02	35.34S	73.20						
	Wisconsin Rapids	54494	01	45.05H	83.85						

\*The "Route Classification and Evaluation" published in this Postal Bulletin may not be the most current. The actual posting will contain the current "Route Classification and Evaluation".

—Labor Relations Dept., 1-25-79.

**PILE SACKS EVENLY TO AVOID DAMAGE AND TO CONSERVE SPACE**

**MISSING OR STOLEN U.S. MONEY ORDER FORMS—DO NOT CASH**

To be posted and used by window clerks. As directed, destroy previous notices. Insert any interim notices in sequence.

A. **New Style.** (Listed below). The actual serial numbers consist only of the first 10 digits. Destroy the PB 21173 article.

B. **Old Style.** The listing from PB 21148 is still valid. C. **Counterfeit.** The listing from PB 21121 is still valid.

165 705 7000 to 7999	215 532 5100 to 5399	224 765 1900 to 1999	233 453 8902 to 8929
167 061 1632 to 1699	215 538 0200 to 0499	224 945 9188 to 9199	233 516 6100 to 6199
167 982 3712 to 3799	216 186 4279 to 4399	224 946 8500 to 8599	233 638 1200 to 1799
173 960 5125 to 5699	216 568 4600 to 4699	225 164 1500 to 1599	233 845 9000 to 9099
178 429 8576 to 8599	216 571 4651 to 4699	225 227 9900 to 9999	234 031 6456 to 6999
184 342 9002 to 9099	216 678 6072 to 6999	225 268 1655 to 1799	234 064 8437 to 8499
193 127 0723 to 0799	216 929 3359 to 3399	225 534 1953 to 1999	234 261 4500 to 4599
193 273 8600 to 8999	216 936 3900 to 3999	225 534 5100 to 5599	234 398 5527 to 5599
193 991 8310 to 8319	216 989 3174 to 3199	225 534 6300 to 6599	234 500 2944 to 2999
194 253 5329 to 5399	217 210 7100 to 7299	225 711 9700 to 9999	234 659 4000 to 4199
195 263 7000 to 8999	217 241 5400 to 5799	225 712 0000 to 0999	234 659 8700 to 8999
195 322 5400 to 5699	217 268 2574 to 2699	225 745 8700 to 8899	234 742 1948 to 1999
197 427 0113 to 0149	217 286 9517 to 9599	225 767 2000 to 2299	234 802 1060 to 1199
198 354 3000 to 3099	217 371 6964 to 6999	225 813 4218 to 4299	234 997 1000 to 1599
199 567 1359 to 1999	217 510 0002 to 0099	226 580 7337 to 7399	235 439 6181 to 6299
201 906 0176 to 0199	217 667 3400 to 3599	226 904 0500 to 0599	235 644 7061 to 7099
202 230 9900 to 9999	217 672 4200 to 4599	227 097 4600 to 4699	235 925 8767 to 8799
202 230 9769 to 9799	217 902 4181 to 4299	227 173 8536 to 8559	236 145 5082 to 5099
203 297 6000 to 7499	217 904 3600 to 3799	227 173 8581 to 8599	236 388 4842 to 5099
203 619 3700 to 3999	218 544 2020 to 2099	227 254 9800 to 0099	236 467 6573 to 6599
203 619 4350 to 4599	218 599 7272 to 7299	227 388 0481 to 0499	236 566 2555 to 2599
203 851 6800 to 6899	218 724 2970 to 2999	227 576 4050 to 4099	236 571 9759 to 9781
203 977 4500 to 4775	218 724 6087 to 6099	227 611 4000 to 4599	236 576 9520 to 9599
204 108 8000 to 9999	218 755 4435 to 4448	227 873 3571 to 3599	236 656 6422 to 6499
205 285 3276 to 3299	218 755 4591 to 4699	228 001 5231 to 5299	236 755 8000 to 8099
206 493 4600 to 4799	218 839 9463 to 9499	228 143 3800 to 3899	236 937 5803 to 5999
206 793 5600 to 6499	218 876 1959 to 1971	228 447 0318 to 0399	236 941 5400 to 5499
208 280 1500 to 1699	218 880 1700 to 1899	228 607 8449 to 8499	237 413 7500 to 7599
208 287 8700 to 8899	218 964 7844 to 7899	229 117 4866 to 4999	237 423 4111 to 4199
208 385 5000 to 6999	218 976 2200 to 2399	229 134 0500 to 0599	237 457 5600 to 5699
208 603 0763 to 0799	219 576 3572 to 3581	229 346 9900 to 9999	237 457 5800 to 5899
209 724 5600 to 5799	219 973 5900 to 6199	229 434 3500 to 3599	237 702 6823 to 6899
209 728 2600 to 3099	220 256 6712 to 6799	229 434 3866 to 3899	237 702 6921 to 6999
210 176 8200 to 8599	220 350 0000 to 0999	229 531 9700 to 9899	238 165 7700 to 7799
210 868 4500 to 4699	220 443 6530 to 6599	229 545 2571 to 2599	238 586 3100 to 3299
211 238 0459 to 0999	220 580 5206 to 5299	229 563 1918 to 1999	238 377 4508 to 4599
211 436 5608 to 5699	221 371 4600 to 4999	229 576 1732 to 1799	238 377 4607 to 4699
211 526 0515 to 0599	221 373 8000 to 8199	229 585 4570 to 4599	239 199 0700 to 1099
211 527 2600 to 3099	221 626 2100 to 2299	229 871 9500 to 9599	239 204 9916 to 9999
211 682 3100 to 3599	221 630 7624 to 7699	230 035 4759 to 4799	239 549 7116 to 7499
211 736 6276 to 6299	221 661 5318 to 5499	230 099 6300 to 6399	239 575 2000 to 2199
211 795 5979 to 5999	221 853 2291 to 2299	230 297 7542 to 7599	239 985 7000 to 7499
212 420 2319 to 2399	222 224 4200 to 4999	230 577 6515 to 6599	240 042 3151 to 3169
212 569 2381 to 2399	222 224 8100 to 8499	230 826 8683 to 8799	240 108 6501 to 6599
212 791 9500 to 9599	222 247 9305 to 9399	231 126 6475 to 6499	240 252 6400 to 6099
213 123 9827 to 9999	222 415 9200 to 9399	231 147 0883 to 1499	240 256 2900 to 3199
213 165 9000 to 9199	222 510 0300 to 0499	231 507 1423 to 1499	240 559 4363 to 4399
213 578 4229 to 4399	222 536 2000 to 2299	231 525 7893 to 7999	240 639 3561 to 3599
213 819 1300 to 1499	222 852 8193 to 8199	231 651 8280 to 8299	240 855 7000 to 7099
213 822 5800 to 6299	223 007 4225 to 4299	231 686 0010 to 0099	241 694 1800 to 1899
214 077 4465 to 4499	223 519 4912 to 4999	231 725 2789 to 2799	242 585 4155 to 4299
214 121 8800 to 8899	223 675 4966 to 4999	231 873 7928 to 7999	242 605 0000 to 0999
214 158 2955 to 2999	223 731 4200 to 4599	232 242 4070 to 4099	243 228 7200 to 7499
214 159 4800 to 4999	223 744 3156 to 3174	232 295 7249 to 7599	243 805 0000 to 0299
214 257 6669 to 6699	224 047 4845 to 4883	232 316 6535 to 6599	243 906 7800 to 8199
214 369 4808 to 4899	224 057 4061 to 4299	232 426 6620 to 6699	244 381 3024 to 3099
214 938 7653 to 7699	224 206 6395 to 6499	232 634 9020 to 9099	800 502 3000 to 3999
215 043 7926 to 8199	224 373 1235 to 1299	232 665 0292 to 0399	800 941 7900 to 7999
215 136 1978 to 1999	224 505 0119 to 0199	232 921 3079 to 3099	801 278 3600 to 3999
215 222 5157 to 5199	224 554 9830 to 0399	233 262 7907 to 7999	801 597 6056 to 6098
		233 407 5872 to 5899	801 629 1900 to 1999

UNITED STATES POSTAL SERVICE

WASHINGTON, D.C. 20260

OFFICIAL BUSINESS

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



**FIRST CLASS**