



# postal bulletin

Directives and Forms Division, Washington, DC 20260

PB 21178—Feb. 22, 1979—12 Pages

## 21-Cent International Airmail Postage Stamp

**Description.** A 21-cent International Airmail pair of stamps featuring Octave Chanute will be placed on sale at Chanute, KS 66720 on March 29, 1979. This new definitive issue honoring Chanute, an American engineer and aviation pioneer, is the second in the new Pioneer Aviation Series which began in 1978 with the issuance of the 31¢ Wright Brothers stamps.

**Do Not Sell Before March 30, 1979.**



**Copyright U.S. Postal Service 1979**

Size: 0.75 x 0.87 inches each.  
Color: Yellow, red, brown, blue black, and blue.

Issued in sheets of 100.

Marginal Markings: One plate number, © United States Postal Service 1979, and Use Correct ZIP Code ®.

Designer: Ken Dallison.

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

a. *Customers Affixing Stamps.* Customers are encouraged to purchase their own stamps at their local

## Domestic First Flight Cachet

Frontier Airlines new jet flight service from Sacramento to Redding, CA, has been delayed until mid-spring. The first flight was announced in POSTAL BULLETIN 21175, 2-1-79.

Notice of the new date for the cachet will appear in the BULLETIN as soon as a date is scheduled for the flight.—*Customer Services, Dept., 2-22-79.*

post offices and affix them to their own 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 April 13, 1979, and should be addressed to: First Day Cancellations, Postmaster, Chanute, KS 66720. No remittance is required.

b. *Postal Service Affixing Stamps.* Request first-day cancellations from: Chanute Stamp, Postmaster, Chanute, KS 66720 (see PSM 257.2). Requests must be postmarked not later than April 13, 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 March 30, 1979.

**Supply.** There will be no automatic distribution of the 21-cent International Airmail stamp. *All post offices are encouraged to order enough to meet philatelic demand.*

**Bulk Quantities.** Post offices with 950 or more revenue units requiring more than 7,000 stamps should immediately order from the Bureau of Engraving and Printing, using Form 3356, *Stamp Requisition—Bulk Quantities*, in the following manner: 10,000, 20,000, 30,000, 40,000, 50,000, 100,000, 150,000, 200,000, 250,000 and multiples of 250,000 to a maximum of 2,500,000, using item number 181. Orders will be filled as fast as production and distribution facilities permit.

**Less-than-Bulk-Quantities.** Post offices with over 950 revenue units requiring less than the above minimum

## Philatelic Items Removed From Sale

The following items will be withdrawn from sale at the Philatelic Sales Branch at the close of business March 31, 1979:

- 13¢ Carl Sandburg
- 13¢ Captain Cook
- 13¢ Harriet Tubman
- 2¢ Frank Lloyd Wright
- 12¢ International Surface Postal Card
- NAPOSTA Souvenir Card

Any stock of these items on hand after March 31, 1979, except the 2¢ Wright, must immediately be withdrawn from all philatelic outlets and handled in accordance with 553 of Handbook F-1, *Financial Handbook for Post Offices*. Post offices still having the 2¢ Wright stamp in stock may continue selling it until supplies are exhausted.

The Inspection Service will give attention in this area during audit reviews.—*Customer Services Dept., 2-22-79.*

and all other post offices may submit a separate requisition (Form 17, *Stamp Requisition*), to their designated stamp distribution office. Requisitions should be submitted immediately.—*Customer Services Dept., 2-22-79.*

## CONTENTS

	Page	Col.
21-Cent International Airmail Postage Stamp.....	1	1
Classification Changes.....	2	1
Cost of Living Annuity Increase.....	7	1
Domestic First Flight Cachet.....	1	2
Foreign False Representation Orders.....	9	1
International Reply Coupons.....	10	3
March Social Security Checks.....	10	3
Migratory Bird Stamp Disposition.....	8	2
Money Orders—Wrong Payment.....	10	2
Philatelic Items Removed From Sale.....	1	3
Post Office Changes No. 9.....	9	1
Pre-Employment Medical Determination.....	10	1
Rural Route Listing No. 12.....	6	1
Uniform Allowance — Form 3236.....	5	3
Vehicle Assignment Worksheet.....	5	3

## Classification Changes

On September 8, 1978, the Postal Service filed a request for two classification changes. The first pertained to changes for the Bulk Zone Rates (Parcel Post) subclass and the second pertained to a surcharge for outside or irregular (non-machinable) parcels mailed at the single piece Fourth-Class (Parcel Post) Zone Rates. Since the Postal Rate Commission did not forward its recommendation within 90 days of the request, the Postal Service is implementing the changes on a temporary basis, effective February 25, 1979.

### A Surcharge for Outside or Irregular (Non-Machinable) Parcels

As part of the filing with the Postal Rate Commission on September 8, 1978, for classification changes, the Postal Service requested authority to surcharge outside or irregular (non-machinable) parcels mailed at single piece, Fourth-Class (Parcel Post) Zone Rates. The definitions for outside or irregular parcels were published in the December 7, 1978 Postal Bulletin as sections 128.5 and 128.6, Postal Service Manual. Effective February 25, 1979, a \$1.50 surcharge is to be assessed, on a temporary basis, for each outside or irregular (non-machinable) parcel mailed at the single piece, Fourth-Class (Parcel Post) Zone Rates.

### B. Fourth-Class Parcel Post Bulk Rate Mail

Summary of eligibility requirements:

1. A mailing must consist of at least 50 pieces.

2. Mailings at Fourth-Class parcel post bulk rates may be deposited only in designated facilities and at times specified by the Postal Service. Matter mailed at Fourth-Class Parcel Post Bulk Rates will be accepted only at postal facilities having both the capability for bulk acceptance, including weighing and postage computation, and direct transportation to a BMC or ASF serving that facility. Fourth-Class parcel post bulk rate mail will be accepted at the acceptance unit of all BMCs, ASFs, and SCFs, during all hours when the bulk mail acceptance unit is open for business. In addition, mailers may contact their local post office to identify any other postal facilities which have been designated as acceptance points for Fourth-Class Parcel Post Bulk Rate Mailings. Postmasters will contact their Management Sectional Center (MSC) to determine available acceptance facilities.

3. Identical and non-identical pieces may be mailed in the same mailing.

4. The pieces must meet the machinability guidelines as published in POSTAL BULLETIN 21167, 12-7-78. Outside or irregular parcels do not qualify for the Fourth-Class Bulk Parcel Post subclass. Note that items weighing as little as 8 ounces may qualify.

5. The per piece postage charge must be paid by meter stamps. The per pound postage charges may be paid from a trust account.

6. Both the per piece and the per pound postage charges may be paid by meter stamps. If both the per piece and per pound postage charges are paid by meter stamps, the mailer must complete Form 3602-PC, *Statement of Mailing Bulk Rates*.

7. If the per pound postage is paid from an advance deposit trust account, the mailer must complete Form 3605, *Statement of Mailing—Bulk Zone Rates*.

8. The mailer must indicate on the mailing statements (in the space for *Number of Pieces*) the total number of pieces mailed to destinations within the origin BMC/ASF area, and the number of pieces mailed to destinations outside the BMC/ASF area.

9. Except for pieces mailed to destinations within the BMC/ASF area, the current zone system is applicable for determining parcel post zones.

10. Parcels bearing only the per piece charge must be separated by rate area (i.e., within either a BMC or an ASF area or by zones for pieces mailed to destinations outside the area served by the BMC or ASF of mailing).

11. Parcels must be placed in appropriately labeled containers approved by the local MSC Manager. If the mailer sacks the machinable parcels, the sack label must be prepared as follows:

CLEVELAND OH 44101  
4C MACH PP ZONE 4  
FR J COMPANY BOSTON MA

Line 1 . . . city, state, 5-digit ZIP Code  
Line 2 . . . class, contents, parcel post zone no.

Line 3 . . . MAILER, MAILER LOCATION

12. Permit Imprint postage will be recorded in AIC 132, Permit Imprint, All Other.

The per piece and per pound postage rates for this temporary classification change are based on whether parcels are mailed to destinations (1) within the origin Bulk Mail Center (BMC) service area, not including ASF's, (2) within the origin Auxiliary Service Facility (ASF) service area destinations, or (3) between BMC/ASF service areas.

Listed below are the BMCs and ASFs and the ZIP Code areas presently served by each:

BMC	ZIP Code Areas Served
New York-----	005, 070-079, 088-098, 100, 103-119, 124-127
Springfield-----	010-054, 056-069, 120-123, 128-129
Philadelphia----	080-087, 137-139, 169, 191, 193-199
Pittsburgh-----	150-168, 260-266, 439-447
Washington-----	200, 202-212, 214-239, 254, 267-268
Atlanta-----	289, 298, 300-310, 312, 317-319, 350-352, 354-368, 373-374, 377-379
Dallas-----	679, 710-712, 718, 739, 747, 750-752, 754-758, 760-769, 780-782, 786-799
Greensboro-----	240-249, 270-288, 290-297, 376
Jacksonville----	299, 313-316, 320, 322-331, 333-340
Memphis-----	369-372, 380-394, 396-397, 716-717, 719-729
Chicago-----	463-464, 530-532, 534-535, 537-539, 600-606, 609-611, 613
Cincinnati-----	250-253, 255-259, 400-418, 421-422, 425-427, 430-433, 437-438, 448-457, 460-462, 469-474
Des Moines-----	500-508, 510-516, 520-528, 612, 680-689
Detroit-----	434-436, 458, 465-468, 480-482, 484-497
Kansas City----	635, 640-641, 644-648, 650-653, 656-658, 660-662, 664-678

Continued on p. 3

Continued from p. 2

**BMC ZIP Code Areas Served**

Minneapolis	498-499, 540-551, 553-554, 566
Saint Louis	420, 423-424, 475-479, 614-620, 622-631, 633-634, 636-639, 654-655
Denver	690-693, 800-816, 820-827, 829-831
Los Angeles	890-891, 900, 902-908, 910-918, 920-928, 930-935
San Francisco	894-895, 897, 936-937, 939-941, 943-966
Seattle	835, 838, 970-978, 980-994

**ASF**

Buffalo	130-136, 140-149
Oklahoma City	730-731, 734-738, 740-741, 743-746, 748-749
Houston	706, 759, 770-779, 783-785
New Orleans	395, 700-701, 703-705, 707-708, 713-714
Sioux Falls	570-577
Fargo	565, 567, 580-588
Billings	590-599, 828
Salt Lake City	832-834, 836-837, 840-841, 843-847, 893, 898, 979
Albuquerque	865, 870-871, 873-875, 877-884
Phoenix	850, 852-853, 855-857, 859-860, 863-864

For purposes of Fourth-Class Parcel Post Bulk Rate Matter mailed in Alaska, only pieces originating and destinating within Alaska will qualify for the BMC/ASF area rate. The Honolulu, Hawaii, and San Juan, Puerto Rico, SCF's will be considered BMC's for purposes of Fourth-Class Parcel Post Bulk Rates so that only parcels originating and destinating within those SCF areas, respectively, will qualify for the BMC/ASF area rate.

To implement these changes, Parts 135 and 145 POSTAL SERVICE MANUAL are revised as follows:

**135.11 Fourth-Class (Parcel Post) Zone Rates**

**.111 Single Piece Zone Rates**

\* \* \* \* \*

Exceptions:

a. Parcels weighing less than 15 pounds, and measuring over 84 inches but not exceeding 100 inches in length and girth combined, are chargeable with a minimum rate equal to that for a 15 pound parcel for the zone to which addressed. See

135.3 for size and weight restrictions.

b. Parcels which are not machinable because of their weight, shape or contents (see Part 128 for definition of non-machinability) are subject to a surcharge of \$1.50 per piece.

**.112 Fourth-Class Parcel Post Bulk Rates**

Rate area	Per piece charge	Per addl. pound charge
BMC/ASF Area 1	\$1.05	\$0.035
Outside BMC/ASF Area 2:		
Zones 1 & 2	1.26	.033
Zone 3	1.26	.053
Zone 4	1.26	.078
Zone 5	1.26	.119
Zone 6	1.26	.171
Zone 7	1.26	.219
Zone 8	1.26	.342

<sup>1</sup> For mail to destinations within the origin BMC (or within the origin ASF) service area.

<sup>2</sup> For mail to destinations outside the origin BMC (or outside the origin ASF) service area.

The applicable per-pound charge is added to the applicable per-piece charge to determine the full postage charge for the piece. Mailers have the option of affixing only the postage for the per-piece charge to the parcel, and having the Postal Service compute the per-pound charge. Postage will be rounded up to the next cent when affixed to parcels and the per-pound postage charge amount will be rounded up to the next cent for each rate area when the per-pound postage is charged against an advance deposit trust account.

**135.2 CLASSIFICATION**

**.21 Fourth-Class Mail**

Fourth-Class mail consists of mailable matter:

a. Not mailed or required to be mailed as First-Class Mail;

b. Weighing sixteen ounces or more, except for Fourth-Class Parcel Post Bulk Rate Mail, each piece of which must weigh eight ounces or more; and

c. Not entered as Second-Class mail (except as specifically provided for transient matter).

**.22 Fourth-Class Parcel Post Bulk Rate Mail**

**.221 Requirements.** Mailings of 50 or more machinable parcels (as defined in Part 128) may be mailed

at the Fourth-Class Parcel Post bulk rates. Parcels need not be of identical size or weight. Mailings must be submitted in a container or containers authorized by the local MSC manager.

**.222 Separation.** The mailer must separate mailing pieces for delivery within the origin BMC/ASF area from pieces for delivery outside the origin BMC/ASF area. In addition, when postage is paid by permit imprint, pieces for destinations outside the origin BMC/ASF area must be sorted by zones so that the per pound postage may be calculated and/or verified. This requirement may be waived by the Postal Service under the provisions of 145.8 and 145.9.

**.223 Special Services.** The insurance and COD services may be used on mailings sent at Fourth-Class Parcel Post Bulk Rates. However, special services may not be used selectively for individual parcels mailed at these rates. Selective special services may be used in conjunction with postage payment verification systems approved under 145.8 and 145.9.

**.224 Markings Required.** The words "Parcel Post Bulk Rate" or "Parcel Post Blk. Rt." must be incorporated as part of the permit imprint or be printed or rubber stamped above the address and to the left or below the permit imprint or meter stamps when all postage is paid by postage meter stamps or through an advance deposit trust account. If only the pound rate is paid by permit, the endorsement must read, "Parcel Post Bulk Rate Pound Rate Postage Paid."

**135.4 PAYMENT OF POSTAGE**

\* \* \* \* \*

**.42 Bulk Rate Mailings**

**.421 All Fourth-Class Matter.**

Mailers of Fourth-Class matter bulk rates must pay postage by permit imprint or meter stamps and shall complete and submit Form 3602, Form 3602-PC, or Form 3605 as appropriate, with each mailing.

**.422 Parcel Post Bulk Rate Mail.**

The per piece postage for matter mailed at the Fourth-Class parcel post bulk rates must be paid by meter stamps. Mailers may pay the per piece and per pound postage by meter stamps or pay the per pound postage from an advance deposit trust

Continued on p. 4

Continued from p. 3

account (permit imprint) unless authorized under 145.8 and 145.9.

**135.43 Fourth-Class Parcel Post Bulk Rate Mailings**

**.431 Acceptance and Verification.** The accepting employee must:

a. Examine materials presented for mailing, to determine that they qualify for the rate.

b. Selectively determine that mail has proper postage affixed, meets separation requirements and other requirements. (See 135.44 for reasons for disqualification.)

c. If the pound rate is paid through a trust account, weigh the mail being sent to each zone to verify the mailer's mailing statement. If the mailer chose not to complete weight and postage portions of the Form 3605, complete the form and note on the mailing statement, "USPS weights and calculations" and initial the note.

d. The piece count need only be verified if it is apparent that the mailing does not meet the 50 piece minimum requirement.

e. Fill out the back of the mailing statement, Form 3602-PC or Form 3605 and at the same time, by carbon, prepare Form 3607. If the mailer requests a receipt, he must present a duplicate copy of the mailing statement which will be delivered to him after the back is filled out.

f. Send mail, accompanied by Form 3607, to clearing point for processing.

**.432 Non-qualified Mailings**

a. A mailing may be refused for any of the following reasons:

- (1) Failure to meet minimum quantity.
  - (2) Mailing contains non-machinable pieces.
  - (3) Improper postage affixed or reported on the mailing statement.
  - (4) Improper separation by zones, if postage paid through a trust account.
  - (5) Improper or missing ZIP Code on pieces.
  - (6) Improper or missing postal endorsements.
  - (7) Insufficient advance deposits.
  - (8) Contains matter which is not qualified to be mailed at Fourth-Class rates.
  - (9) Failure to submit mailing in acceptable containers.
- b. Mailers are to be contacted when a mailing cannot be accepted.

The mailer shall always be given the opportunity to either:

- (1) Take the mail back for correction of the discrepancies.
- (2) Pay the postage for the mailing at a rate for which the mailing qualifies. The mailer need not change the endorsement on the mailer's first mailing that has been refused and which is resubmitted at a different rate.

**135.8 PLACE OF MAILING**

.82 Mailings at bulk or presort rates may be deposited only in designated facilities and at times specified

by the Postal Service. Fourth-Class parcel post bulk rate mail will be accepted only at post offices having both the capability for bulk acceptance, including weighing, postage computation capability, and direct transportation to a parent BMC or ASF. Fourth-Class parcel post bulk rate mail will be accepted at the acceptance unit of all BMC's, ASF's, and SCF's. Mailers may contact their local post office to determine where Parcel Post bulk rate mailings may be entered. Postmasters may contact their MSC to identify authorized acceptance facilities.

U.S. POSTAL SERVICE STATEMENT OF MAILING - BULK ZONE RATES									
POST OFFICE		SIGNATURE OF PERMIT HOLDER OR AGENT & TELEPHONE NO. (Certified true and correct)			DATE OF MAILING		PERMIT NO.		
Long Beach, CA		<i>Dave Neal</i> 945-5273			2-14-79		1972		
NAME AND ADDRESS OF PERMIT HOLDER				NAME AND ADDRESS OF PERSON OR FIRM FOR WHICH MAILING IS PREPARED (If other than permit holder)		WEIGHT OF A SINGLE PIECE		NUMBER OF	
Neals Bookstore 1900 Maple Los Alamitos, CA 90720						N/A		BACKS TRAYS OTHER CONTAINERS	
								12	
PIECE RATE				POUND RATE			POSTAGE CHARGEABLE		
1. ZONES	2. NUMBER OF PIECES	3. PIECE RATE	4. TOTAL PIECE RATE CHARGE (2 x 3)	5. NUMBER OF POUNDS	6. POUND RATE	7. TOTAL POUND RATE CHARGE (5 x 6)	8. (CAT. - Column 4 + 7) (P.P. - Column 4)		
LOCAL and 2	900	35¢		4483	3.5	156.91	N/A		
3		45¢		2196	3.3	71.58			
4		45¢	N/A	1969	5.3	104.36			
5		45¢			7.8				
6		45¢			11.9				
7		45¢			17.1				
Inter Rate	800	45¢	piece rate paid by meter		21.9				
TOTALS	1700			8621		332.85			

Form 3605 Write in the Rates for Parcel Post or Bulk Parcel Post as appropriate, based on the average weight of a single piece rounded up to the nearest pound. © 1970 750-151/198 Edition 3-1

FOR USE OF POSTAL SERVICE ONLY WEIGHING SECTION—COMPLETE APPLICABLE PART BELOW									
STATION OR UNIT							PERMIT NO.		
Main Office							1972		
FINANCE NO.			ZIP CODE		NAME OF PERMIT HOLDER				
05448290801					Neals Bookstore				
RECEIVED AND WEIGHED							RCA OFFICES ONLY		
DATE			TIME		<input type="checkbox"/> LETTER MAIL—All mail normally processed through letter cases. <input type="checkbox"/> FLATS—All mail normally processed through flat cases. <input checked="" type="checkbox"/> OTHER MAIL—Not normally distributed in letter or flat cases.				
021479			2:30						
NUMBER OF			CLASS		WEIGHT OF A SINGLE PIECE		NUMBER OF		
BACKS TRAYS OTHER CONTAINERS			4th		N/A		PIECES IN A POUND TOTAL PIECES TOTAL POUNDS		
12							N/A N/A 8621		
LIB. NET TARE (1-2)		483		2169		1969		TOTAL POSTAGE \$ 332.85	
LIB. TARE		2160		1080		1080			
LIB. INCL. TARE		6643		3249		3049			
TOTALS		LOCAL 1 and 2		3		4 5 6 7 8		TOTALS 1294 432 862	

I CERTIFY that this mailing has been weighed, the mailer's statement of mailing verified, and the mailing examined to verify that it is properly prepared and any required presort has been properly made.

*Rocky Jones*  
Signature of Mailer

FINANCIAL DOCUMENT - FORWARD TO FINANCE OFFICER

**FOR ZONE RATED MAIL, USE PS FORM 3895.**

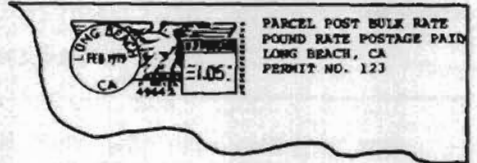
<b>U.S. POSTAL SERVICE STATEMENT OF MAILING BULK RATES</b>		MAILER: Complete all items by typewriter, pen or indelible pencil. Prepare in duplicate if receipt is desired. Check for instructions from your postmaster regarding box labelled "RCA Offices".		PERMIT NO. <b>3400</b>	
POST OFFICE <b>Washington, D.C.</b>		DATE <b>3/6/79</b>	RECEIPT NO. <b>10-79</b>	NUMBER OF BAGS TRAYS OTHER CONTAINERS <b>20</b>	
<input type="checkbox"/> 1st--Letters, written matter, post cards, at present discount rate. <input type="checkbox"/> 2nd--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, text, etc., less than 16 oz.		4th--Bulk Zone Rates (Parcel Post)	
NAME AND ADDRESS OF PERMIT HOLDER (Include ZIP Code) <b>ABC Company 555 Main Street City, MD 20015</b>		TELEPHONE NO. <b>245-XXXX</b>	Postage is being paid by: (Check one) <input type="checkbox"/> Pre-cancelled Stamps <input checked="" type="checkbox"/> Meter Stamps		
NAME AND ADDRESS OF INDIVIDUAL OR ORGANIZATION FROM WHOM MAILING IS PREPARED (If other than permit holder)		Number of pieces in mailing: _____ Weight of a single piece: _____ oz.		Postage chargeable per piece: <b>Total postage \$183.55</b>	
<input type="checkbox"/> CHECK HERE, if mailing is not eligible for discount and meter stamp to pay the full rate.		PRESORT DISCOUNT IF APPLICABLE			
PRESORTED PIECES		NO. PIECES	AT	AMOUNT \$	
RESIDUAL PIECES		NO. PIECES	ANY DUE (Residual Piece X 3¢ if full postage is not affixed)	\$	
* The signature of a nonprofit mailer certifies that: (1) The mailing does not violate section 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 (Block printed and signed are liable for any postage deficiency incurred)		<b>W. Marshall Pugh</b>		TELEPHONE NO. <b>245-XXXX</b>	

PS Form 3895-PC  
Oct 1978

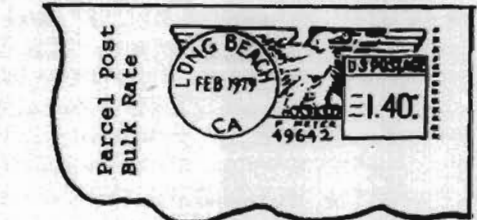
**145.4 FORM OF PERMIT IMPRINTS**

Fourth-Class Bulk Parcel Post Mail:

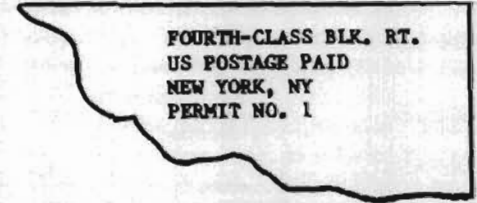
a. When piece charge is paid by meter stamp and pound rate charge is paid through a trust account:



b. When all postage is paid by meter stamp:



c. When all postage is paid through a trust account in accordance with 145.8 or 145.9:



**FOR USE OF POSTAL SERVICE ONLY**

**WEIGHING SECTION—COMPLETE APPLICABLE PART BELOW**

STATION OR UNIT <b>Washington, D.C.</b>		PERMIT NO. <b>3400</b>	
FINANCE NO. <b>00000020013</b>	ZIP CODE	NAME OF PERMIT HOLDER <b>ABC COMPANY</b>	
RECEIVED AND WEIGHED		RCA OFFICES ONLY	
DATE <b>03/06/79</b>	TIME	<input type="checkbox"/> LETTER MAIL - All mail normally processed through letter cases. <input type="checkbox"/> FLATS - All mail normally processed through flat cases. <input checked="" type="checkbox"/> OTHER MAIL - Not normally distributed in letter or flat cases.	
NUMBER OF		CLASS	WEIGHT OF A SINGLE PIECE
BAGS	TRAYS	OTHER CONTAINERS	POSTAGE CHARGEABLE PER PIECE
<b>20</b>			<b>4th N/A N/A</b>
TOTAL PIECES IN MAILING <b>N/A</b>		NO. OF DISCOUNT PIECES <b>N/A</b>	
NO. OF RESIDUAL PIECES		AT	AMOUNT \$
			<b>N/A</b>
FOR TOTAL MAILING		I CERTIFY that this mailing has been inspected to verify that it qualifies for the rate of postage being paid, and that it is properly prepared (and presorted where required) and that the statement of mailing on the reverse of this form has been verified and the necessary annual fee has been paid.	
Weight of 4 weigh pieces (oz.)	Total weight of mailing (lbs.)	Less TARE (lbs.)	Net total weight of mailing (lbs.)
			Total number of pieces in mailing
		<b>Bob Hurwitz</b> (Signature of Weigher)	

© U. S. Government Printing Office: 1978-264-371

**STORE FIXED CREDITS IN A SECURITY CONTAINER, SAFE, OR VAULT AFTER TOUR OF DUTY HAS ENDED.**

**Vehicle Assignment Worksheet**

The Vehicle Assignment Worksheet, Form 4566, has been revised and may be ordered from area supply centers. The use of this form will be mandatory beginning A/P-7, March 24, 1979.

A format similar to Form 4566 will be transmitted via the PSDS network prior to A/P-7. This format may be reproduced for use until receipt of the revised Form 4566 from the supply center.—Delivery Services Dept., 2-22-79.

**Uniform Allowance—Form 3236**

Reference is made to POSTAL BULLETIN 21173, 1-18-79, page 3. The mailing instructions for the Postmaster at the top of the form should read "servicing postal data center" instead of the St. Louis Postal Data Center. For complete preparation and mailing instructions refer to Handbook F-1 Financial Handbook for Post Offices, 437.3.—Finance Dept., 2-22-79.

## VACANT REGULAR RURAL ROUTES LISTING NO. 12

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>NORTHEAST REGION</b>					
Illinois	Bonfield	60913	01	45-16 (H)	80.55	Puerto Rico	San Juan	00936	06	52-13 (44K)	38.80
	Chatsworth	60921	01	44-58 (H)	86.49		Massachusetts	East Taunton	02718	01	45-17 (45H)
	Belvidere	61008	02	47-45 (H)	69.50	Maine		North Berwick	03906	01	34-03 (34S)
	Arlington	61312	01	29-26 (S)	71.20		Connecticut	Warehouse Point	06088	01	53-07 (44K)
	Princeton	61356	04	46-35 (H)	85.25	Newton		06470	01	59-50 (48K)	35.00
	Maquon	61548	02	38-52 (S)	93.20	New York	Elizaville	12523	01	39-33 (40S)	43.90
	Pontiac	61764	03	42-52 (H)	84.80		<b>SOUTHERN REGION</b>				
	Urbana	61801	03	47-33 (J)	65.10	Alabama	Gadsden	35901	05	44-45 (45H)	59.35
	Palmyra	62674	01	38-05 (S)	72.75	Arkansas	Jonesboro	72401	07	48-07 (44J)	37.25
	Petersburg	62675	01	28-22 (S)	58.20	Georgia	Eatonton	31024	01	40-30 (41H)	80.40
	Raymond	62560	01	36-15 (S)	84.90	Louisiana	Galliano	70354	01	47-51 (40K)	28.10
	Indiana	Cicero	46034	01	49-42 (J)	68.90	Slidell	70458	07	47-18 (43J)	35.00
do		46034	02	36-20 (S)	16.25	Benton	71006	02	50-45 (42K)	105.00	
Plymouth		46563	07	47-22 (J)	59.75	Homer	71040	01	47-38 (40K)	110.00	
Iowa	North Manchester	46662	04	37-07 (H)	34.75	Eros	71288	02	42-50 (43H)	113.00	
	LaMotte	52054	01	34-08 (S)	81.65	North Carolina	Advance	27006	04	40-44 (41H)	35.24
Clutier	52217	01	37-32 (S)	91.95	Sanford		27330	13	41-19 (41H)	58.85	
Kentucky	West Point	40177	01	32-59 (S)	39.10		Lillington	27546	01	47-44 (40K)	77.25
	Harrdsburg	40330	05	42-04 (H)	70.40		Albemarle	28001	05	46-40 (42J)	51.00
	Paducah	42001	07	44-34 (J)	23.50		Huntersville	28078	04	35-43 (36H)	48.00
Michigan	Owosso	48867	02	45-13 (H)	71.95	South Carolina	New Zion	29111	01	40-45 (41S)	79.30
	Iron Mountain	49801	01	54-17 (K)	91.40		Seneca	29678	05	52-48 (44K)	60.20
Minnesota	Elgin	55932	01	45-03 (H)	95.45	Texas	Rockwall	75087	02	45-19 (42J)	53.70
	Waterville	56096	01	45-23 (H)	86.25		Jewett	75846	01	40-39 (41S)	106.25
	Shovlin	56676	01	39-54 (S)	106.90		Joaquin	75954	01	36-19 (36S)	75.70
Nebraska	Elmwood	68349	01	31-52 (S)	72.70		Throckmorton	76063	01	31-09 (31S)	111.30
	Big Prairie	44611	01	41-00 (S)	66.74		Decatur	76234	01	50-46 (42K)	90.30
Ohio	Sabina	45169	01	42-12 (S)	83.00		Whitesboro	76273	02	44-17 (41J)	103.35
	Chilton	53014	01	44-15 (H)	65.70		Humble	77338	03	43-00 (43H)	44.70
Wisconsin	Newton	53053	01	45-29 (H)	70.15		do	77338	11	52-33 (44K)	27.15
	Chetek	54728	01	49-14 (J)	88.10		Spring	77373	27	46-06 (42J)	21.15
	Pepin	54759	01	46-59 (J)	87.45		Alta Loma	77510	03	40-13 (40H)	37.75
	Grantsburg	54840	01	43-03 (H)	76.15	Somerville	77879	01	38-21 (38S)	80.50	
New York	Ogdensburg	13669	01	43-36 (44H)	48.15	Brownfield	79316	01	39-04 (39S)	82.35	
	Newfane	14108	03	33-49 (34S)	22.65	<b>WESTERN REGION</b>					
Pennsylvania	New Castle	16101	04	51-50 (43K)	54.50	California	Etiwanda	91739	01	45-34 (46H)	24.27
	Grove City	16127	02	53-47 (45K)	50.70	Escondido	92025	07	42-56 (43H)	37.75	
	Sugar Run	18846	01	25-36 (26S)	48.45	Colorado	Parker	80134	05	38-43 (39H)	50.10
Virginia	Chantilly	22021	45	44-12 (41J)	11.35	Washington	Valleyford	99036	01	34-55 (35S)	59.00
	Fairfax	22030	14	41-55 (42H)	18.70		Colville	99114	02	43-05 (43H)	72.55
	do	22030	18	43-33 (44H)	17.05	Spokane	99210	05	46-55 (43J)	47.25	
	do	22080	59	39-03 (39H)	28.95	do	99210	11	45-50 (42J)	24.15	
	Great Falls	22865	03	45-07 (41J)	22.00						
	Herndon	22070	22	50-27 (42K)	34.65						
	do	22070	55	43-43 (44H)	15.60						
	Oakton	22124	62	43-32 (44H)	5.20						
	Harrisonburg	22801	01	47-40 (44J)	43.33						
	Dayton	22821	02	42-36 (43H)	36.70						

\*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., 2-22-79.

# BE SURE THAT PROPER POSTAGE IS PAID ON ALL LETTERS AND PACKAGES

## COST-OF-LIVING ANNUITY INCREASE

The Office of Personnel Management (OPM, formerly The Civil Service Commission) has announced that civil service annuities will be increased by 3.9 percent effective March 1, 1979. This increase is based on the full percentage change in the Consumer Price Index (CPI) from July 1978 through December 1978.

### A. Notice to Employees

1. Installation heads should inform eligible employees contemplating retirement that a 3.9 percent cost-of-living increase is payable effective March 1, 1979. Eligible employees should also understand, however, that the retirement law guarantees that an *immediate* (not a deferred) annuity which begins after the effective date of a cost-of-living increase will be no less than it would have been had it commenced on the effective date of the increase. In essence, this law removes the requirement that an employee's annuity must begin on or before the effective date of a cost-of-living increase in order for the employee to benefit from the increase.

2. The annuity paid to an employee who retires on an immediate annuity no later than February 28, 1979, with annuity beginning on or before March 1, 1979, will be determined by comparing:

(a) The annuity that would have been payable based on service and high-three average pay as of August 31, 1978, plus the 4.9 percent cost-of-living increase that was effective September 1, 1978, with

(b) The amount of annuity earned as of the date of retirement. The employee is entitled to whichever rate is higher. That higher rate will be increased by 3.9 percent effective March 1, 1979.

3. Employees who separate for retirement on an immediate annuity on or after March 1, 1979, with annuity beginning on or after March 2, 1979, and before the effective date of the next following cost-of-living increase, will be entitled only to the larger of:

(a) The annuity actually earned as of the separation, date, or

(b) The annuity earned as of February 28, 1979, plus the 3.9 percent cost-of-living increase effective March 1, 1979.

### B. Disposition of Annual Leave Balance

#### 1. Bargaining Unit Employees

Unused current accrued annual leave which exceeds the amount the bargaining unit employee is authorized to carryover from year to year must be used before retirement or forfeited. The provisions for paying accumulated and current accrued annual leave apply to employees covered by collective bargaining agreements. (See ELM 512.73d.)

#### 2. Non-Bargaining Unit Employees

Non-bargaining unit employees are paid a lump sum for unused annual leave up to the authorized carryover and for accrued annual leave earned in the year of retirement (separation).

### C. Granting LWOP in Certain Pending Disability Retirement Cases

1. A disability annuity begins the day after the employee's separation, or the day after his or her last day in a pay status if disability and service requirements are met.

2. There will probably be some pending disability retirement cases in which the OPM will be unable by February 28, 1979 to determine and notify interested parties whether the applicant is totally disabled. If the applicant is carried in a pay status after February 28, 1979, the employee will not be eligible for the comparative computation of annuity back to August 31, 1978 (see A-2). To avoid this situation, applicants may request, and installation heads may grant, leave without pay beginning March 1, 1979.

If the disability claim is disallowed, sick or annual leave with pay may be retroactivity substituted for leave without pay. If the claim is allowed, the annuity begins March 1, 1979; unused accumulated annual leave is payable in a lump sum (see B); and unused sick leave is included in the annuity computation as in other retirement cases.

3. When a large amount of sick leave is involved, it may be more advantageous for the employee to remain in a pay status on sick leave and be separated when the sick leave expires. Although the employee would not be eligible for a comparative annuity computation back to August 31, 1978, he or she would be eligible for

a comparative computation back to February 28, 1979 (see A-3).

### D. Retirement Counseling

Form 2411, *Check List for Preretirement Interviews*, provides a guide on information that should be of interest to prospective retirees. Some information of general interest is repeated here for convenience.

#### 1. Federal Income Tax

(a) A civil service annuitant does not pay Federal income tax on annuity until he or she has received annuity payments equal to the amount contributed to the Civil Service Retirement Fund.

(b) Based on Internal Revenue Service rules, an individual must meet *all* the following provisions to exclude up to \$5200 of disability annuity from Federal income tax under the sick pay/disability exclusion:

(1) The taxpayer must retire on disability, and be *permanently and totally disabled* for any substantial gainful employment.

(2) The taxpayer must be under 65 during any year in which the exclusion is claimed. The exclusion ends at the beginning of the year in which 65 is reached, or at the beginning of an earlier year in which the taxpayer makes an irrevocable election not to have the exclusion apply.

(3) If the taxpayer's income from all sources exceeds \$15,000, the amount of annuity which may be excluded from tax is reduced one dollar for each dollar of income over \$15,000. If the taxpayer is married at the close of the taxable year, the disability exclusion is available only if the taxpayer and spouse file a joint return for the taxable year, except in the case of a husband and wife who lived apart at all the times during the taxable year.

(c) An employee who retires under the disability provisions of the Civil Service Retirement Law (total disability for the *position* held at retirement) must prove to the satisfaction of the Internal Revenue Service that he or she meets the definition of disability contained in the tax law (total and permanent disability for any substantial gainful employment).

(d) Under the Tax Reform Act of 1976, there is no income tax advan-

*Continued from p. 7*

tage for disability retirement of an employee who will be 65 or over in the calendar year of retirement, since the sick pay/disability exclusion ends no later than the beginning of the year that 65 is reached. For employees under 65, clearcut advice cannot be offered regarding the income tax advantage of disability retirement versus optional retirement because the definition of disability in the tax law is different and more stringent than the definition of disability in Civil Service retirement law. From a retirement standpoint, optional retirement can be processed more rapidly as the employee is not required to go to the time and expense of documenting the disability for retirement purposes.

(e) **Refer questions relative to any aspect of Federal income tax to the District Director of Internal Revenue**

### 2. Federal Employees Group Life Insurance

(a) Regular (basic) life insurance continues free after retirement on an immediate annuity.

(b) If the employee has had optional insurance for all service during which it was available, it may also be continued into retirement. However, optional insurance premiums are paid (by automatic deductions from monthly annuity) until age 65. After age 65, optional insurance also continues free.

(c) When an employee retires at 65 or over, or when he or she reaches 65 (if retired before that age), both regular and optional insurance reduce by 2 percent a month. These reductions continue until the amount of insurance reaches 25 percent of the amount in force at retirement.

### 3. Health Benefits (Hospitalization and Medical)

An employee who retires on an immediate annuity may continue health benefits coverage into retirement if he or she has been enrolled (or covered as a family member) in a Federal health plan:

(a) During the 5 years of service immediately preceding retirement, or

(b) During all service since his or her first opportunity to enroll.

### 4. Election of Survivor Annuity

(a) Retiring employees who are married should be made aware of

the small reduction in annuity for providing survivor benefits for spouse. Married employees (male and female) who elect an annuity without survivor benefits to spouse should attach a note to their retirement application confirming this election and indicating they understand the monetary difference involved.

(b) Retirement counselors are advised that the retirement law provides that an annuity which is reduced to provide survivor benefits to spouse will be recomputed and paid at the unreduced rate when the retired employee's marriage to the designated spouse ends. The higher unreduced annuity rate will be paid for each full month during which the retired employee is not married. When the retired employee remarries, the annuity will again be reduced by the same percentage reductions which were in effect at the time of the retirement.

(c) Annuity increases based on this change in law will be paid only for applicable periods which begin on or after November 1, 1974. Direct all questions involving retired employees, including annuity adjustments, to the OPM, Bureau of Retirement, Insurance and Occupational Health, Washington, DC 20415.

### E. Processing Retirement Applications

Installations should accurately process all retirement applications

and related documents through appropriate channels to postal data centers as soon as possible.

### F. Documents Required

The following forms (or information) must be completed and sent to respective postal data centers in all retirement cases:

1. SF 2801, *Application for Retirement*.

2. All copies of SF 2809, *Health Benefits Registration Form*, in the employee's personnel folder, if employee is eligible to continue enrollment into retirement.

3. SF 2810, *Notice of Change in Health Benefits Enrollment*.

4. SF 56, *Agency Certification of Insurance Status*.

5. SF 54, *Designation of Beneficiary*, if one is in the employee's folder.

6. Complete copy of employee's military discharge certificate, if available, and if honorable, active military service has not been verified and recorded in his or her official personnel folder and SF 2806, *Individual Retirement Record*.

7. Form 50-B, *Request for Personnel Action*, must be completed in all cases and sent to E&LR Information Center. The last day for which the employee was paid, either for work or for paid leave, must be entered in the remarks part of the form.—*Employee & Labor Relations Group 2-22-79*.

## Migratory Bird Stamp Disposition

Postmasters are reminded that all unsold bird stamps should be recalled to the main stock as specified in Handbook F-1, *Financial Handbook for Post Offices*, 557. The amount recorded in AIC 806, Ending Inventory—Bird Stamps, on the statements of account submitted as of the close of the second quarter (A/P 06), Fiscal Year 1979, must accurately reflect the value of bird stamps on hand in the post office. Except for post offices having established philatelic outlets, the only bird stamps which should be on hand in post offices are the current 1978-1979 series which sell for \$5.

Unsold migratory bird stamps are destroyed during the third quarter in

accordance with instructions contained in Handbook F-1, 553, as revised by Transmittal Letter 6, January 25, 1979. Management Sectional Centers must establish a schedule for returning properly certified Forms 3238 to post offices for inclusion with statements of account for the period ending June 15, 1979.

Those offices designated as philatelic outlets are the only offices which should have an entry in AIC 806 on the statements of account for the period ending June 15, 1979. These bird stamps will be listed by year of issue and face value on a memo which must be submitted with other support documents to the statements of account.—*Finance Dept., 2-22-79*.



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  
Cadshead, 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 Place  
I.B.I. Publishing Corporation  
8 North Frederick Street  
Tribune Publishing Co.  
Moreland House  
West Moreland Park

- NETHERLANDS**  
Amsterdam  
Maton Textiel Grossier  
(Maton Grossiers)  
Van Ostadestraat 282  
Telebel Textiel  
2e Jan Steenstraat 53w

- NORTHERN IRELAND**  
Belfast  
ATT, Inc.  
(Amer. Telex Telecommunications)  
Canada House, 22 North St.

- SWITZERLAND**  
Munachwilen  
TIS, Tourist Information Service  
P.O. Box 17, CH-9542

- WEST GERMANY**  
Berlin  
Inter-World-Telex & Textel  
(Wockel & Co. KG)  
(Industrie Service)  
Kurfurstendamm 92

- Hamburg  
SAW GmbH  
(Telex/Teletype Register)  
98 Nedderfeld  
Postf 605421  
Telex Directory  
(Campania Werbe-GmbH)  
P.O. Box 2962, D-2000  
Telex Union WV GmbH  
(TWU Telex Union)  
79 Schanzenst P-Fach  
305829 D-2000  
International Telex Directory  
(Continental European Office)  
P.O. Box 5663, D-2  
Intercontinental Telex  
(ITX) (R. Schulz)  
P.O. Box 550941  
International World Telex  
Mittelweg 27

Do not dispatch any mail to the above. Endorse it: *Return to Sender: Order Issued Against Addressee for Violation of False Representation Law.*

—Judicial Officer, 2-22-79.

**POST OFFICE CHANGES NO. 9**

(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 128 PSM) apply, NP=Nonpersonnel, NZCD=National ZIP Code and Post Office Directory, P=Postal facility discontinued, name retained for address purposes, Rec.=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 S/B	ZIP Code	Change action	Effective date	Explanation of change
CA	Santa Barbara	Santa Barbara	Mora Villa	Sx	93101	Delete	3-1-79	} Sx name changed. Retain ZIP Code.
CA	do	do	Victoria Court	Sx	93101	Add	3-1-79	
IA	Knoxville	Marion	Attica (Mail to Knoxville)	CPO	50024	Delete	12-31-78	} CPO and ZIP Code disc.
IA	Cedar Rapids	Linn	Northwest	I	50138	Add	12-31-78	
KY	Covington	Kenton	Fort Mitchell	Sx	41017	Delete	4-21-79	} Bx name changed. Retain ZIP Code.
KY	do	do	Dirie	Bx	41017	Add	4-21-79	
NY	Carmel	Putnam	Lake Carmel (Mail to Carmel)	B	10612	Delete	1-31-79	} B disc. Retain ZIP Code.
NY	do	do	do	I	10612	Add	1-31-79	
PA	Cornwells Heights	Bucks	do	I	19020	Delete	3-19-78	} PO name changed. Retain ZIP Code.
PA	Bensalem	do	do	I	19020	Add	2-19-78	
TT	Rota	Mariana	do	I	99051	Delete	1-1-79	} Change state abbreviation. Retain ZIP Code.
CM	do	do	do	I	99051	Add	1-1-79	
TT	Saipan	Mariana	do	I	99050	Delete	1-1-79	} Change state abbreviation. Retain ZIP Code.
CM	do	do	do	I	99050	Add	1-1-79	
TT	do	do	Capitol Hill	CPO	99050	Delete	1-1-79	} Do.
CM	do	do	do	CPO	99050	Add	1-1-79	
TT	do	do	San Jose Village	CPO	99050	Delete	1-1-79	} Do.
CM	do	do	do	CPO	99050	Add	1-1-79	

—Delivery Services Dept., 2-22-79.

## Pre-Employment Medical Determination

Handbook P-11, *Personnel Operations*, 316.4, is amended to provide an appropriate channel for an appeal from an unsatisfactory pre-employment medical determination.

316.4 *Appeal of Unsuitable Pre-Employment Medical Determination.* The letter of determination of unsuitability will contain a notification that the applicant may appeal the determination to the Regional General Manager, Employee Relations Division. The applicant must be notified that such appeal must be filed in writing, stating the reason(s) for the appeal, within 15 days from the date of the applicant's receipt of the determination. Upon receipt of the appeal, the Regional General Manager, Employee Relations Division will obtain the complete medical file from the installation head. The regional medical officer will review the file and make a recommendation to the Regional General Manager, Employee Relations Division as to medical suitability. The Regional General Manager, Employee Relations Division will then issue the appellant and the installation head a decision, which is final. All medical records will be returned to the installation head.

This appeal process does not affect the applicant's rights under the established EEO program—*Employee Relations Dept.*, 2-22-79.

## Wrong Payment of Money Orders

Occasionally offices issue or send money orders to the wrong payee. Present procedures delay payment to the rightful payee because they require recovery of the erroneous payment before a replacement money order is issued. To expedite payment to the rightful payee, *POSTAL SERVICE MANUAL* 171.61 is being revised as follows:

### .61 THROUGH ERROR ONLY

If a money order intended for one person or firm is paid to another through an error by the Postal Service, the following procedures apply:

.611 The Money Order Division will advise *both* the issuing office and the correct payee by letter, that a new money order will be issued by the issuing office.

.612 The issuing office, after re-issuing a new money order to the correct payee, will place the amount of the money order in suspense.

.613 The issuing office will initiate collection action from the endorser of the original money order.

.614 The issuing office should retain the letter and photocopy from the Money Order Division until the amount in suspense has been cleared.

.615 Any fee paid by the customer for the copy of the original money order should be refunded by the postmaster.—*Rates & Classification Dept.*, 2-22-79.

## International Reply Coupons

Postmasters are reminded that all exchanged International Reply Coupons accepted through December 31, 1978, must be sent to the Postal Data Center with the Statement of Account for A/P 06 or Postal Quarter II, March 23, 1979.

Specific procedures for collecting and proper accountbook documentation are contained in Handbook F-1, *Financial Handbook for Post Offices*, 558.—*Finance Dept.*, 2-22-79.

## March Social Security Checks

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

The check envelopes will be endorsed as follows:

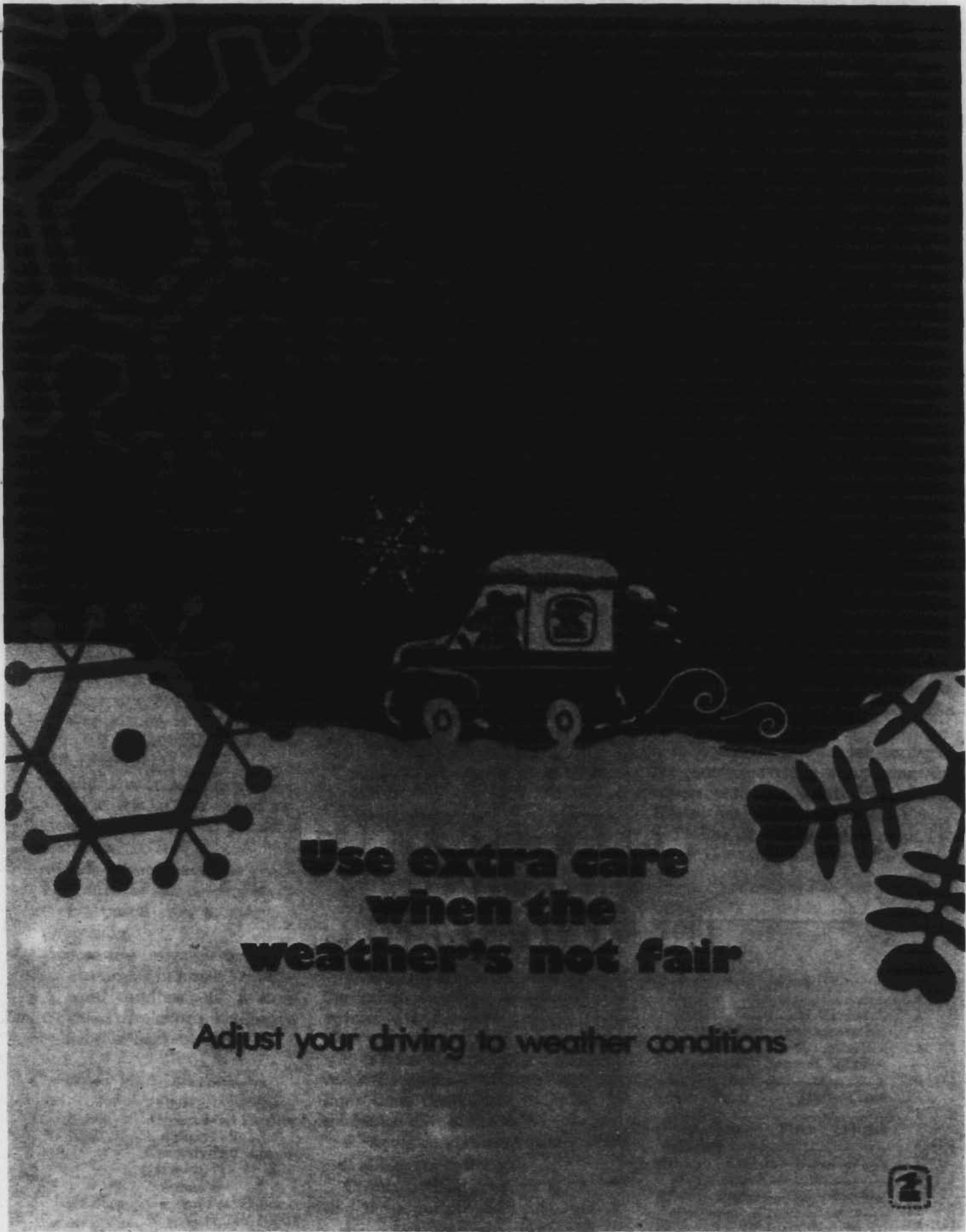
POSTMASTER: Requested Delivery Date is the 2nd Day of the Month

Postmasters and supervisors are asked to plan to complete delivery of these checks on that date.—*Mail Processing Dept.*, 2-22-79.

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**DO NOT COMMINGLE EMPTY BROWN  
MAILBAGS WITH REGULAR CANVAS SACKS.  
PACK THEM IN LIKE-SIZE BROWN MAILBAGS.**

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**Use extra care  
when the  
weather's not fair**

Adjust your driving to weather conditions



UNITED STATES POSTAL SERVICE

WASHINGTON, D.C. 20260

OFFICIAL BUSINESS

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



**FIRST CLASS**