



postal bulletin

PB 21201—August 2, 1979—24 Pages

50-Cent Regular Stamp

Description. The 50-cent regular stamp in sheet form will be placed on sale at San Juan, PR 00936 on September 11, 1979. The vignette depicts a whale oil lamp.

Do Not Sell Before Sept. 12, 1979.



Copyright U.S. Postal Service 1979

Size: 0.75 x 0.87 inches.

Color: Orange, brown, and black.

Issued: In sheets of 100.

Marginal Markings: One plate number,

© United States Postal Service 1979, and Use Correct ZIP Code ®.

Designer: James Schleyer.

Collectors. Collectors are reminded that regular postage stamps, particularly those of higher denominations, do not receive the same automatic distribution as commemorative stamps and thus will not be as widely available as commemoratives. However, all post offices are encouraged to requisition sufficient quantities to meet local philatelic demand.

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

a. Customer Affixing Stamps. Customers may purchase the stamps at local 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 September 26, 1979, and should be addressed to First Day Cancellations, Postmaster, San Juan, PR 00936. No remittance is required.

b. Postal Service Affixing Stamps. Request first-day cancellations from:

Injury Compensation

POSTAL BULLETIN 21199, 7-19-79 contains a typographical error in the Injury Compensation article. Please correct the date of the referenced POSTAL BULLETIN to 12-16-76.—*Employee Relations Dept., 8-2-79.*

Outstanding Salary Advances

Postmasters are no longer required to enter the value of outstanding salary advances (which are included in AIC 814—Suspense) to the remarks section of the Statement of Account.—*Finance Dept., 8-2-79.*

50-Cent Stamp, Postmaster, San Juan, PR 00936 (see POM 244.53). Requests must be postmarked not later than September 26, 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 September 12, 1979.

Supply. There will be an automatic distribution made only to philatelic centers. Philatelic centers automatic distribution will be the same quantity as received for the 30-cent stamp. Post offices with philatelic centers should requisition additional 50-cent stamps for their regular window transaction. Post offices with over 950 revenue units requiring the 50-cent regular stamp in lots of 10,000; 20,000; 30,000; 40,000; 50,000; 100,000; 150,000; 200,000; 250,000, and multiples of 250,000 to maximum of 2,500,000 should immediately submit a requisition, Form 3356, *Stamp Requisition-Bulk Quantities*, using item 083, to the Bureau of Engraving and Printing.

Post offices: Be sure to order sufficient quantities of this stamp to meet anticipated local philatelic demand. Post offices with over 950 revenue units and all other post offices requiring 7,000 or fewer 50-cent regular stamps may requisition the stamps from their designated stamp distribution center using a separate Form 17, *Stamp Requisition*.—*Customer Services Dept., 8-2-79.*

Recovery of Empty Military Pouches

All facilities should review their sack examining section to check for Military Jumps Pouches. They are similar to our Domestic Air Pouch (orange), with the word *JUMPS* stenciled on the side. These pouches should be labeled and shipped as follows:

Army Jumps Pouches to:

Finance & Accounting Center
Ft. Benjamin Harrison
Indianapolis, Indiana 46249

Navy Jumps Pouches to:

Mr. Anthony J. Celebrazzo
Commanding Officer
Navy Finance Center
Federal Building
Cleveland, Ohio 44199

Air Force Jumps Pouches to:

Pentagon Heights
USAF Mail Room
Washington, D.C. 20330

—*Mail Processing Dept., 8-2-79.*

CONTENTS

	Page	Col.
10-Cent Olympics Commemorative Postal Card.....	2	1
10-Cent Olympics Commemorative Stamp.....	2	2
50-Cent Regular Stamp.....	1	1
Acceptance and Verification of Mail.....	11	1
COD Mail.....	4	3
District and MSC Changes—Correction.....	15	3
Domestic Orders.....	2	3
Express Mail Claim Form.....	16	1
Health Benefits Program.....	16	1
Health Benefits Program Changes.....	5	1
Injury Compensation—Correction.....	1	2
Lobby Poster—Gas Saver.....	4	1
Mileage Allowance Increase.....	5	2
Money Order Imprinter Repair.....	15	1
Money Orders, U.S. Missing or Stolen.....	21	1
Outstanding Salary Advances.....	1	2
PFY 1980 Planning Schedule.....	15	2
Recovery of Empty Military Pouches.....	1	3
Rural Carrier Heavy Duty Salary Schedule.....	4	3
Rural Routes, Vacant Regular Listing No. 35.....	19	1
State Tax Changes.....	15	3
Tort Claim Files.....	2	3
U.S. Postal Service Officers.....	3	1
Work Clothes.....	15	3

10-Cent Olympics Commemorative Postal Card

Description. The 10-cent Olympics commemorative postal card will be first placed on sale at Eugene, OR 97401 on September 17, 1979. The design features a sprinter.

Do Not Sell Before Sept. 18, 1979



Copyright U.S. Postal Service 1979

Colors: Brown, blue, red and green.
Size: 3½ x 5½.
Designer: Robert M. Cunningham.

Collectors. Request first day cancellations from: Olympics Card, Postmaster, Eugene, OR 97401. To eliminate the requirement for Postal Service personnel to apply return addresses, customers are requested to send self-addressed envelopes of an appropriate size or return address labels with their orders. Requests must be postmarked no later than September 17, 1979. Remittance is required for the face value of each card.

The Olympics postal card will be available at the Philatelic Sales Branch, Washington, DC 20265, beginning September 18, 1979.

Supply. There will not be an automatic distribution of the 10-cent Olympics postal card. All post offices should order sufficient quantities of this postal card to meet anticipated local philatelic demand. Post offices requiring the Olympics card in quantities of 500, 1,000, 2,000, and 5,000, and multiples of 5,000 should immediately submit Form 3216, *Requisition for Postal Cards—Bulk Quantities*, (using item no. 210) to Postal Card Unit, Room 332A, Government Printing Office, Washington, DC 20401. Requisitions for quantities of less than 500 may only be submitted to your stamp distribution office.—*Customer Services Dept., 8-2-79.*

10-Cent Olympics Commemorative Stamp

Description. The 10-cent Olympics commemorative stamp will be first placed on sale at Olympia, WA 98501, on September 5, 1979. The design depicts a decathlon athlete.

Do Not Sell Before Sept. 6, 1979



Copyright U.S. Postal Service 1979

Size: 0.84 x 1.44 inches.
Issued in sheets of 50.
Color: Light blue, brown, red, dark blue, green and black.
Marginal markings: Six plate numbers
©United States Postal Service 1979. Use correct ZIP Code, and Mr. ZIP.®
Designer: Robert M. Cunningham.

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

a. Customers Affixing Stamps. Customers are encouraged to purchase 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 September 20, 1979, and should be addressed to: First Day Cancellations, Postmaster, Olympia, WA 98501. No remittance is required.

b. Postal Service Affixing Stamps. Request first-day cancellations from: Olympics Stamp, Postmaster, Olympia, WA 98501 (see POM 244.53). Requests must be postmarked no later than September 20, 1979. Remittance is required for the face value of each stamp.

Selected United States mint stamps will be available at the Philatelic

All Managers and Accident Investigators.

Tort Claim Files

The accident reports described in Part 820, *EMPLOYEE & LABOR RELATIONS MANUAL (ELM)*, are prepared in order to develop a plan to prevent similar accidents and should not be included in the tort claims investigative file.

Methods Handbook M-19, *Accident Investigations—Tort Claims*, 142, lists what the basic vehicle accident report file should contain so that the Postal Data Centers and the Inspection Service can make an appropriate disposition of a claim made by private parties against the Postal Service.—*Delivery Services Dept., 8-2-79.*

Domestic Orders

False Representation. Enforced by Postmaster at cities listed.

State/City	Name(s) Covered
AR, Drasco 72530	Raney's Medical Research Box 104
CA, Los Angeles 90052	Wilmont Products 8831 Sunset Blvd. Suite 300

—*Judicial Officer, 8-2-79.*

Sales Branch, Washington, DC 20265 beginning September 6, 1979.

Supply. There will not be an automatic distribution of the 10-cent Olympics stamp. All post offices should order sufficient quantities of this stamp to meet anticipated local philatelic demand.

Bulk Quantities. Post offices with 950 or more revenue units requiring bulk quantities: immediately requisition on Form 3356, *Stamp Requisition—Bulk Quantities*, from the Bureau of Engraving and Printing using item number 474.

Less-than-Bulk-Quantities. Post offices with over 950 revenue units and all other post offices requiring 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., 8-2-79.*

U.S. POSTAL SERVICE OFFICERS

As information, Officers of the U.S. Postal Service are listed below.

Postmaster General.....	WILLIAM F. BOLGER.
Executive Assistant to the Postmaster General.....	GERALD F. MERNA.
APMG, Public and Employee Communications Dept.....	WALTER E. DUKA.
APMG, Government Relations Dept.....	EDWARD E. HORGAN, Jr.
General Counsel Law Dept.....	LOUIS A. COX.
Chief Postal Inspector, Inspection Service Dept.....	C. NEIL BENSON.
SAPMG, Employee and Labor Relations Group.....	CARL C. ULSAKER.
APMG, Labor Relations Dept.....	JAMES C. GILDEA.
APMG, Employee Relations Dept.....	NANCY L. GEORGE.
SAPMG, Finance Group.....	JIM FINCH.
APMG, Management Information Systems Dept.....	RALPH M. FEEMSTER.
APMG, Finance Dept.....	JOHN L. GENTILE.
Controller.....	MICHAEL T. DEL GUERCIO.
Treasurer.....	JAMES R. GLASSCO, Jr.
APMG, Payroll Systems Dept.....	ANTHONY P. CAVALLO, Jr.
APMG, Rates and Classification Dept.....	EDWARD J. McCAFFREY.
SAPMG, Research and Technology Group.....	FRANK M. SOMMERKAMP.
Deputy Postmaster General.....	JAMES V. P. CONWAY.
SAPMG, Administration Group.....	FRANCIS X. BIGLIN.
APMG, Procurement and Supply Dept.....	ROBERT H. McCUTCHEON.
APMG, Customer Services Dept.....	GORDON C. MORISON.
Consumer Advocate.....	THOMAS W. CHADWICK.
APMG, Real Estate and Buildings Dept.....	ALFRED C. MAEVIS.
APMG, International Postal Affairs.....	H. EDGAR S. STOCK.
Judicial Officer.....	JAMES A. COHEN.
SAPMG, Operations Group.....	C. NEIL BENSON, Acting.
APMG, Mail Processing Dept.....	MICHAEL S. COUGHLIN.
APMG, Delivery Services Dept.....	EUGENE C. HAGBURG.
APMG, Engineering and Technical Support Dept.....	PETER A. DEL GROSSO.
Regional Postmaster General, Eastern Region.....	PAUL N. CARLIN.
Regional Postmaster General, Central Region.....	JOHN P. DORAN.
Regional Postmaster General, Northeast Region.....	JAMES V. JELLISON.
Regional Postmaster General, Southern Region.....	EMMETT E. COOPER, Jr.
Regional Postmaster General, Western Region.....	JOSEPH F. MORRIS.

APMG—Assistant Postmaster General.

SAPMG—Senior Assistant Postmaster General.

—Public & Employee Communications, 8-2-79.

Lobby Poster—Gas Saver

"Shop, bank, and pay your bills by mail. A 15¢ stamp is a lot cheaper than a gallon of gas." This "Gas Saver" message appears on a 17" x 22" lobby poster distributed last week by the Postal Service in cooperation with the Department of Energy.

This is a **first priority** lobby display for all main offices and classified units

of post offices, CAG A-G through December 31, 1979. Postmasters and managers of CAG H-L offices also are asked to display this poster on a space-available basis, after requirements for mandatory displays are met.—*Delivery Services Dept., 8-2-79.*

GAS SAVER



Shop, bank and
pay your bills by mail.
A 15¢ stamp is a lot
cheaper than a gallon of gas.

ENERGY
We can't afford to waste it.

U.S. Department of Energy

Rural Carrier Heavy Duty Salary Schedules

In accordance with the provision of the 1978-1981 USPS-NRLCA National Agreement, the basic annual salary schedules for affected employees were increased an additional 3% above the base annual salary schedules (including COLA) in effect as of *July 20, 1978*, with proportional adjustment to the heavy duty and hourly rate schedules.

The Rural Carrier Mileage Schedule was published in *POSTAL BULLETIN 21199, 7-19-79*. The Rural Carrier Annual Rate Heavy Duty Schedule and 5, 5½, and 6-Day Substitute Schedules appear on pages 6-10 of this *BULLETIN*.

The salary schedules in this *BULLETIN* are effective *July 21, 1979 (PP16-79)*. The pay increases will be reflected in checks distributed on *August 3, 1979*.—*Office of Compensation, 8-2-79.*

COD Mail

Numerous complaints concerning improper handling of COD mail at delivery offices indicate a need for more careful performance of services related to the delivery of COD mail:

1. Return of Form 3849-D, *Notice to Sender of Undeliverable Mail*. This is a service for which the sender will pay an additional fee. The service must be provided.

2. Specified retention periods for COD mail. This service deficiency is most often noted when a retention period other than the standard 30 days is specified. Specific retention periods stated by the mailer must be honored.

3. Complete money orders for COD mail correctly. These money orders must: (a) show the addressee as the purchaser, (b) show the sender as the payee, and (c) bear the *complete* COD number. Failure to complete money orders properly hinders matching them with specific COD orders and results in costly, unnecessary indemnity claims. Be sure that remittance coupons, supplied by the sender, are attached to money orders.

Review the procedures contained in 914, *DOMESTIC MAIL MANUAL (DMM)*, to be sure customers are properly served.—*Rates & Classification Dept., 8-2-79.*

Health Benefits Program Changes

A. Enrollment Change

1. *Change in marital status.* An employee may enroll, or change the enrollment from self-only to self and family, or from one plan or option to another, or both, during the period beginning 31 days before a change in marital status and ending 60 days after the change. A change in marital status includes marriage, divorce, annulment, or death of spouse.

2. *Change in family member status.* An employee may change enrollment from self-only to self and family within 60 days after any change in family membership status, other than a change in marital status. However, the employee may not change plans or options. Changes in family status include the birth of a child, or the addition of an adopted child, step-child, or foster child as a new family member.

B. Effective Date of Enrollment Change

1. A change made in conjunction with a change in marital status is effective on the first day of the first pay period which begins after the SF-2809, Health Benefits Registration Form, is received by the employing office and which follows a pay period during any part of which the employee is in pay status.

2. Effective May 1, 1979, the FEHB regulations have been amended to enable an employee (or annuitant) enrolled for self only to provide coverage for his or her newborn or newly acquired child from the date the child is born or becomes a family member.

The amendment provides that the effective date of a change to self and family which is made in conjunction with the birth of a child, or the addition of a child as a new family member, will be effective the first day of the pay period in which the child is born or becomes a family member—if the enrollee is in pay status during any part of the pay period in which the child is born or added to the family.

If not in pay status during the pay period in which the child is born or added, however, the enrollment shall not be effective until the first day of the pay period in which the enrollee returns to pay status. This applies to all births or additions of a child which

Mileage Allowance Increase

Effective August 11, 1979, travel expenses incurred (by non-bargaining unit employees) on that date and subsequent, for which mileage expenses are authorized for reimbursement, the rates will be as follow:

A. Privately Owned Conveyance Allowances

When a privately owned conveyance is determined to be advantageous to the Postal Service, the mileage allowances are as follows:

Conveyance	Cents per Mile
Privately Owned Automobile	18.5
Privately Owned Automobile—Alaska Only	20.5
Privately Owned Motorcycle—Including Alaska	.09
Privately Owned Airplane	.22
Privately Owned Airplane—Alaska Only	.24
Privately Owned Automobile in Lieu of GSA Vehicle—Full Time Assignment	12.5
Privately Owned Automobile in Lieu of Available & Authorized USPS Vehicle	09.5

B. Privately Owned Automobile Rate Enroute to New Duty Station—Relocation

Mileage allowances while enroute to new duty stations on a relocation action, are changed as follows:

Occupants of Automobile	Cents per Mile
Employee Only or Member of Immediate Family	11.5
Employee and 1; (2 Members of Immediate Family)	13.5
Employee and 2; (3 Members of Immediate Family)	15.5
Employee and 3; (4 Members or More of Immediate Family)	18.5

Privately owned automobile rates for use during an advance round-trip are changed to 11.5 and 13.5 cents per mile as applicable.

C. Certification

Approving officials who approve expense vouchers for travel must review the claim to assure that the proper rates are being claimed. There is no requirement of any additional stamp or annotation on the voucher certifying eligibility for the mileage rate because the approval of the claim (by signing the "approval" block) is, in effect, certification of the validity of the expenses as listed by the traveler.

D. Bargaining Unit Employees Mileage Allowances

Rates in effect prior to this publication are the allowable amounts for bargaining unit employees.

E. Handbook M-9, Travel

This notice supersedes the mileage allowance rates listed in the new Handbook M-9, Travel, now being distributed.—*Finance Dept., 8-2-79.*

occur on or after the effective date of the amendment (May 1, 1979). This revision will be incorporated into 524.6 of the EMPLOYEE AND LABOR RELATIONS MANUAL (ELM).

Before this amendment, a change to self and family made in conjunction with the addition of a child as a new family member could be effective no earlier than the date provided for

other changes to a family enrollment resulting from a change in family status. This date is the first day of the pay period after the completed Health Benefits Registration Form is received in the employing office, and which follows a pay period during any part of which the employee is in pay status.—*Office of Compensation, 8-2-79.*

RURAL CARRIER HEAVY DUTY SCHEDULE EFFECTIVE JULY 21, 1979 (PP16-79)

HOURS	STEPS	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48		
	1	11,888	12,055	12,420	12,786	13,151	13,516	13,881	14,247	14,612	14,977	15,342	15,707	16,072	16,437	16,802	17,167	17,532	17,897	
	2	11,990	12,255	12,630	13,006	13,381	13,756	14,131	14,506	14,881	15,256	15,631	16,006	16,381	16,756	17,131	17,506	17,881	18,256	18,631
	3	12,092	12,463	12,840	13,216	13,591	13,966	14,341	14,716	15,091	15,466	15,841	16,216	16,591	16,966	17,341	17,716	18,091	18,466	18,841
	4	12,204	12,677	13,050	13,426	13,801	14,176	14,551	14,926	15,301	15,676	16,051	16,426	16,801	17,176	17,551	17,926	18,301	18,676	19,051
	5	12,316	12,887	13,260	13,636	14,011	14,386	14,761	15,136	15,511	15,886	16,261	16,636	17,011	17,386	17,761	18,136	18,511	18,886	19,261
	6	12,428	13,097	13,470	13,846	14,221	14,596	14,971	15,346	15,721	16,096	16,471	16,846	17,221	17,596	17,971	18,346	18,721	19,096	19,471
	7	12,540	13,307	13,680	14,056	14,431	14,806	15,181	15,556	15,931	16,306	16,681	17,056	17,431	17,806	18,181	18,556	18,931	19,306	19,681
	8	12,652	13,517	13,890	14,266	14,641	15,016	15,391	15,766	16,141	16,516	16,891	17,266	17,641	18,016	18,391	18,766	19,141	19,516	19,891
	9	12,764	13,727	14,100	14,476	14,851	15,226	15,601	15,976	16,351	16,726	17,101	17,476	17,851	18,226	18,601	18,976	19,351	19,726	20,101
	10	12,876	13,937	14,310	14,686	15,061	15,436	15,811	16,186	16,561	16,936	17,311	17,686	18,061	18,436	18,811	19,186	19,561	19,936	20,311
	11	12,988	14,147	14,520	14,896	15,271	15,646	16,021	16,396	16,771	17,146	17,521	17,896	18,271	18,646	19,021	19,396	19,771	20,146	20,521
	12	13,100	14,357	14,730	15,106	15,481	15,856	16,231	16,606	16,981	17,356	17,731	18,106	18,481	18,856	19,231	19,606	19,981	20,356	20,731

STEP
INCR.

SUB. RURAL CARRIER—6 DAY HEAVY DUTY SCHEDULE
EFFECTIVE JULY 21, 1979 (PP16-79)

Table with 12 columns (1-12) and rows for days 10-29. Each row contains three entries: BASIC, COLA, and BASE, with corresponding numerical values for each day.

SUB. RURAL CARRIER—6 DAY HEAVY DUTY SCHEDULE

EFFECTIVE JULY 21, 1979 (PP16-79)

		1	2	3	4	5	6	7	8	9	10	11	12
30	BASIC	36.17	36.78	37.40	38.01	38.62	39.24	39.85	40.47	41.08	41.69	42.31	42.92
	COLA	.93	.93	.93	.93	.93	.93	.93	.93	.93	.93	.93	.93
	BASE	37.10	37.71	38.33	38.94	39.55	40.17	40.78	41.40	42.01	42.62	43.24	43.85
31	BASIC	37.37	38.01	38.64	39.27	39.91	40.54	41.18	41.81	42.44	43.08	43.71	44.34
	COLA	.96	.96	.96	.96	.96	.96	.96	.96	.96	.96	.96	.96
	BASE	38.33	38.97	39.60	40.23	40.87	41.50	42.14	42.77	43.40	44.04	44.67	45.30
32	BASIC	38.58	39.23	39.89	40.54	41.19	41.85	42.50	43.16	43.81	44.46	45.12	45.77
	COLA	.99	.99	.99	.99	.99	.99	.99	.99	.99	.99	.99	.99
	BASE	39.57	40.22	40.88	41.53	42.18	42.84	43.49	44.15	44.80	45.45	46.11	46.76
33	BASIC	39.79	40.46	41.13	41.81	42.48	43.15	43.82	44.50	45.17	45.84	46.52	47.19
	COLA	1.02	1.02	1.02	1.02	1.02	1.02	1.02	1.02	1.02	1.02	1.02	1.02
	BASE	40.81	41.48	42.15	42.83	43.50	44.17	44.84	45.52	46.19	46.86	47.54	48.21
34	BASIC	40.99	41.68	42.38	43.07	43.76	44.46	45.15	45.84	46.53	47.23	47.92	48.61
	COLA	1.05	1.05	1.05	1.05	1.05	1.05	1.05	1.05	1.05	1.05	1.05	1.05
	BASE	42.04	42.73	43.43	44.12	44.81	45.51	46.20	46.89	47.58	48.28	48.97	49.66
35	BASIC	42.20	42.91	43.63	44.35	45.06	45.78	46.50	47.21	47.93	48.64	49.36	50.08
	COLA	1.08	1.08	1.08	1.08	1.08	1.08	1.08	1.08	1.08	1.08	1.08	1.08
	BASE	43.28	43.99	44.71	45.43	46.14	46.86	47.58	48.29	49.01	49.72	50.44	51.16
36	BASIC	43.40	44.14	44.87	45.61	46.35	47.08	47.82	48.55	49.29	50.03	50.76	51.50
	COLA	1.11	1.11	1.11	1.11	1.11	1.11	1.11	1.11	1.11	1.11	1.11	1.11
	BASE	44.51	45.25	45.98	46.72	47.46	48.19	48.93	49.66	50.40	51.14	51.87	52.61
37	BASIC	44.61	45.36	46.12	46.87	47.63	48.39	49.14	49.90	50.65	51.41	52.16	52.92
	COLA	1.14	1.14	1.14	1.14	1.14	1.14	1.14	1.14	1.14	1.14	1.14	1.14
	BASE	45.75	46.50	47.26	48.01	48.77	49.53	50.28	51.04	51.79	52.55	53.30	54.06
38	BASIC	45.81	46.59	47.36	48.14	48.91	49.69	50.47	51.24	52.02	52.79	53.57	54.34
	COLA	1.18	1.18	1.18	1.18	1.18	1.18	1.18	1.18	1.18	1.18	1.18	1.18
	BASE	46.99	47.77	48.54	49.32	50.09	50.87	51.65	52.42	53.20	53.97	54.75	55.52
39	BASIC	47.02	47.82	48.61	49.41	50.20	51.00	51.79	52.59	53.38	54.18	54.97	55.77
	COLA	1.20	1.20	1.20	1.20	1.20	1.20	1.20	1.20	1.20	1.20	1.20	1.20
	BASE	48.22	49.02	49.81	50.61	51.40	52.20	52.99	53.79	54.58	55.38	56.17	56.97
40	BASIC	48.22	49.04	49.85	50.67	51.48	52.30	53.12	53.93	54.75	55.56	56.38	57.19
	COLA	1.23	1.23	1.23	1.23	1.23	1.23	1.23	1.23	1.23	1.23	1.23	1.23
	BASE	49.45	50.27	51.08	51.90	52.71	53.53	54.35	55.16	55.98	56.79	57.61	58.42
41	BASIC	50.03	50.88	51.73	52.58	53.43	54.27	55.12	55.97	56.82	57.67	58.52	59.36
	COLA	1.28	1.28	1.28	1.28	1.28	1.28	1.28	1.28	1.28	1.28	1.28	1.28
	BASE	51.31	52.16	53.01	53.86	54.71	55.55	56.40	57.25	58.10	58.95	59.80	60.64
42	BASIC	51.84	52.72	53.60	54.48	55.35	56.23	57.11	57.99	58.86	59.74	60.62	61.50
	COLA	1.33	1.33	1.33	1.33	1.33	1.33	1.33	1.33	1.33	1.33	1.33	1.33
	BASE	53.17	54.05	54.93	55.81	56.68	57.56	58.44	59.32	60.19	61.07	61.95	62.83
43	BASIC	53.65	54.56	55.47	56.37	57.28	58.19	59.10	60.00	60.91	61.82	62.73	63.63
	COLA	1.38	1.38	1.38	1.38	1.38	1.38	1.38	1.38	1.38	1.38	1.38	1.38
	BASE	55.03	55.94	56.85	57.75	58.66	59.57	60.48	61.38	62.29	63.20	64.11	65.01
44	BASIC	55.46	56.40	57.34	58.28	59.22	60.16	61.10	62.04	62.98	63.92	64.86	65.81
	COLA	1.42	1.42	1.42	1.42	1.42	1.42	1.42	1.42	1.42	1.42	1.42	1.42
	BASE	56.88	57.82	58.76	59.70	60.64	61.58	62.52	63.46	64.40	65.34	66.28	67.23
45	BASIC	57.27	58.24	59.21	60.18	61.15	62.12	63.09	64.06	65.03	66.00	66.97	67.94
	COLA	1.47	1.47	1.47	1.47	1.47	1.47	1.47	1.47	1.47	1.47	1.47	1.47
	BASE	58.74	59.71	60.68	61.65	62.62	63.59	64.56	65.53	66.50	67.47	68.44	69.41
46	BASIC	59.08	60.08	61.08	62.08	63.08	64.08	65.08	66.08	67.08	68.08	69.08	70.08
	COLA	1.52	1.52	1.52	1.52	1.52	1.52	1.52	1.52	1.52	1.52	1.52	1.52
	BASE	60.60	61.60	62.60	63.60	64.60	65.60	66.60	67.60	68.60	69.60	70.60	71.60
47	BASIC	60.83	61.91	62.94	63.97	65.00	66.03	67.06	68.09	69.12	70.15	71.18	72.21
	COLA	1.56	1.56	1.56	1.56	1.56	1.56	1.56	1.56	1.56	1.56	1.56	1.56
	BASE	62.44	63.47	64.50	65.53	66.56	67.59	68.62	69.65	70.68	71.71	72.74	73.77
48	BASIC	62.69	63.76	64.82	65.88	66.94	68.01	69.07	70.13	71.19	72.26	73.32	74.38
	COLA	1.61	1.61	1.61	1.61	1.61	1.61	1.61	1.61	1.61	1.61	1.61	1.61
	BASE	64.30	65.37	66.43	67.49	68.55	69.62	70.68	71.74	72.80	73.87	74.93	75.99

SUB. RURAL CARRIER—5½ DAY HEAVY DUTY SCHEDULE

EFFECTIVE JULY 21, 1979 (PP16-79)

		1	2	3	4	5	6	7	8	9	10	11	12
41	BASIC	54.73	55.66	56.58	57.51	58.44	59.37	60.30	61.22	62.15	63.08	64.01	64.94
	COLA	1.40	1.40	1.40	1.40	1.40	1.40	1.40	1.40	1.40	1.40	1.40	1.40
	BASE	56.13	57.06	57.98	58.91	59.84	60.77	61.70	62.62	63.55	64.48	65.41	66.34
42	BASIC	56.71	57.67	58.63	59.59	60.55	61.51	62.47	63.43	64.39	65.35	66.31	67.27
	COLA	1.45	1.45	1.45	1.45	1.45	1.45	1.45	1.45	1.45	1.45	1.45	1.45
	BASE	58.16	59.12	60.08	61.04	62.00	62.96	63.92	64.88	65.84	66.80	67.76	68.72
43	BASIC	58.69	59.68	60.67	61.66	62.66	63.65	64.64	65.64	66.63	67.62	68.61	69.61
	COLA	1.51	1.51	1.51	1.51	1.51	1.51	1.51	1.51	1.51	1.51	1.51	1.51
	BASE	60.20	61.19	62.18	63.17	64.17	65.16	66.15	67.15	68.14	69.13	70.12	71.12
44	BASIC	60.66	61.69	62.72	63.75	64.78	65.81	66.84	67.87	68.90	69.92	70.95	71.98
	COLA	1.56	1.56	1.56	1.56	1.56	1.56	1.56	1.56	1.56	1.56	1.56	1.56
	BASE	62.22	63.25	64.28	65.31	66.34	67.37	68.40	69.43	70.46	71.48	72.51	73.54
45	BASIC	62.64	63.70	64.77	65.83	66.89	67.95	69.01	70.07	71.13	72.20	73.26	74.32
	COLA	1.61	1.61	1.61	1.61	1.61	1.61	1.61	1.61	1.61	1.61	1.61	1.61
	BASE	64.25	65.31	66.38	67.44	68.50	69.56	70.62	71.68	72.74	73.81	74.87	75.93
46	BASIC	64.62	65.72	66.81	67.90	69.00	70.09	71.18	72.28	73.37	74.47	75.56	76.65
	COLA	1.66	1.66	1.66	1.66	1.66	1.66	1.66	1.66	1.66	1.66	1.66	1.66
	BASE	66.28	67.38	68.47	69.56	70.66	71.75	72.84	73.94	75.03	76.13	77.22	78.31

SUB. RURAL CARRIER—5 DAY HEAVY DUTY SCHEDULE

EFFECTIVE JULY 21, 1979 (PP16-79)

		1	2	3	4	5	6	7	8	9	10	11	12
40	BASIC	58.22	59.20	60.18	61.17	62.15	63.14	64.12	65.10	66.09	67.07	68.06	69.04
	COLA	1.49	1.49	1.49	1.49	1.49	1.49	1.49	1.49	1.49	1.49	1.49	1.49
	BASE	59.71	60.69	61.67	62.66	63.64	64.63	65.61	66.59	67.58	68.56	69.55	70.53
41	BASIC	60.40	61.42	62.45	63.47	64.49	65.52	66.54	67.57	68.59	69.61	70.64	71.66
	COLA	1.55	1.55	1.55	1.55	1.55	1.55	1.55	1.55	1.55	1.55	1.55	1.55
	BASE	61.95	62.97	64.00	65.02	66.04	67.07	68.09	69.12	70.14	71.16	72.19	73.21
42	BASIC	62.58	63.64	64.70	65.76	66.82	67.88	68.94	70.00	71.06	72.12	73.18	74.24
	COLA	1.60	1.60	1.60	1.60	1.60	1.60	1.60	1.60	1.60	1.60	1.60	1.60
	BASE	64.18	65.24	66.30	67.36	68.42	69.48	70.54	71.60	72.66	73.72	74.78	75.84
43	BASIC	64.76	65.86	66.96	68.05	69.15	70.24	71.34	72.43	73.53	74.63	75.72	76.82
	COLA	1.66	1.66	1.66	1.66	1.66	1.66	1.66	1.66	1.66	1.66	1.66	1.66
	BASE	66.42	67.52	68.62	69.71	70.81	71.90	73.00	74.09	75.19	76.29	77.38	78.48
44	BASIC	66.95	68.08	69.22	70.35	71.49	72.63	73.76	74.90	76.03	77.17	78.30	79.44
	COLA	1.72	1.72	1.72	1.72	1.72	1.72	1.72	1.72	1.72	1.72	1.72	1.72
	BASE	68.67	69.80	70.94	72.07	73.21	74.35	75.48	76.62	77.75	78.89	80.02	81.16
45	BASIC	69.13	70.30	71.47	72.65	73.82	74.99	76.16	77.33	78.50	79.67	80.84	82.02
	COLA	1.77	1.77	1.77	1.77	1.77	1.77	1.77	1.77	1.77	1.77	1.77	1.77
	BASE	70.90	72.07	73.24	74.42	75.59	76.76	77.93	79.10	80.27	81.44	82.61	83.79
46	BASIC	71.31	72.52	73.73	74.94	76.14	77.35	78.56	79.76	80.97	82.18	83.39	84.59
	COLA	1.83	1.83	1.83	1.83	1.83	1.83	1.83	1.83	1.83	1.83	1.83	1.83
	BASE	73.14	74.35	75.56	76.77	77.97	79.18	80.39	81.59	82.80	84.01	85.22	86.42
47	BASIC	73.50	74.74	75.98	77.23	78.47	79.71	80.96	82.20	83.44	84.69	85.93	87.17
	COLA	1.88	1.88	1.88	1.88	1.88	1.88	1.88	1.88	1.88	1.88	1.88	1.88
	BASE	75.38	76.62	77.86	79.11	80.35	81.59	82.84	84.08	85.32	86.57	87.81	89.05
48	BASIC	75.68	76.96	78.25	79.53	80.81	82.10	83.38	84.66	85.94	87.23	88.51	89.79
	COLA	1.94	1.94	1.94	1.94	1.94	1.94	1.94	1.94	1.94	1.94	1.94	1.94
	BASE	77.62	78.90	80.19	81.47	82.75	84.04	85.32	86.60	87.88	89.17	90.45	91.73

ACCEPTANCE AND VERIFICATION OF BULK MAIL

Detailed requirements, which mailers must meet to mail at bulk rates, are contained in the new **DOMESTIC MAIL MANUAL (DMM)**. Detailed Postal Service operating procedures have for the most part been excluded. Some of these procedures are in various manuals and handbooks for specific functional areas, such as the **POSTAL OPERATIONS MANUAL (POM)** or the *Financial Handbook for Post Offices (F-1)*. Others, such as the procedures for the acceptance and verification of bulk mailings will be put in a new handbook to be called *Bulk Mail Acceptance Handbook*. These bulk mail acceptance and verification procedures are contained in this notice and will remain in effect until January 1, 1980, or until earlier superseded.

General

All bulk mailings must be verified for proper make-up and classification, and postage must be paid before the mailings are accepted. This is normally accomplished at acceptance units designated by postmasters for the acceptance of bulk mailings; however, acceptance may also be accomplished under an optional procedure authorization or an alternate method of paying postage specifically approved under the provisions of 145.8 or 145.9 of the DMM.

Responsibilities of acceptance units include performance of the following functions:

1. Verification that permits and authorizations are current and all required fees are paid.
2. Verification that the material is mailable and eligible for mailing at the postage rate indicated by the mailer. This should include (a) assuring that matter identified by the mailer as third-class, for example, contains no material which must be sent as First-Class Mail, and (b) assuring that the nonstandard surcharge is collected for pieces subject to the nonstandard surcharge.
3. Verification that the mailing is properly prepared and presorted.
4. Verification that the mailer has properly computed postage.
5. Prompt performance of trust account transactions for permit imprint mail.
6. Assurance that only mail cleared for processing (by use of Form 3607

or other appropriate entry control procedures) gets into the mails.

In the event that material does not qualify for mailing, as presented, the mailer should be given the opportunity to pick up the material for correction of discrepancies or pay a rate for which the material does qualify as presented.

Serious or repeated problems with specific mailers should be brought to the attention of the accepting employee's supervisor.

Presorted First-Class

Presort Verification

A designated employee in the weighing section, or other location where bulk mailings are accepted, shall verify that each mailing made at the presort rate is properly made up and presorted and qualifies for the presort rate. This is in addition to the postage computation verification performed for permit imprint mailings. The designated employee must:

a. Verify that each mailing consist of at least 500 presorted pieces.

b. For each 10 trays or fraction thereof in a mailing:

(1) Select 2 trays of five-digit makeup and randomly withdraw and inspect by riffling 3 handfuls (about 120 letters) from each of the 2 trays to determine whether the tray contains letters bearing other than the five-digit ZIP Code as shown on the tray label. If a discrepancy of 10 or more pieces is found, the mailing is disqualified.

(2) Select 2 trays of three-digit makeup and follow the procedures in (1).

(3) For the trays in (1) and (2), check if the proper labels are attached. If one improper label is found, check a total of ten trays. More than one improper label in ten trays is considered disqualifying.

(4) Check one tray of bundled mail to determine if the proper color-coded pressure sensitive package label is used on packages. If a wrong label is encountered, check a total of ten packages. More than one occurrence in ten packages is considered disqualifying.

(5) Check two packages to see if all pieces are in the proper bundles. If any improper bundling is detected, a total of five packages is to be checked.

If more than four such improper pieces are in the five packages, the mailing is disqualified.

c. Riffle through the residual mail to verify that it is properly faced and prepared.

d. If a mailing is disqualified, the next mailing by the customer at presort rates shall have twice the amount of pieces checked as called for above. In addition, one-fifth of the customer's mailings over the next six months shall receive such intensified checks.

e. For permit imprint mailings, verify that the quantity of lower rated *presorted* mail agrees with Form 3602. This is done by weighing the presorted mail and dividing the weight by the weight of a single piece.

f. For permit imprint mailings, verify that the quantity of *residual* mail agrees with Form 3602. This is done by weighing the residual mail and dividing the weight by the weight of a single piece.

g. Return permit imprint mailings to the mailer for corrective action or apply full first-class postage when the mailing does not qualify for the presort rate.

h. For mailings with postage affixed select a sample of ten pieces of the mailing at random. Each piece of the sample is to be weighed and verified for proper payment of postage and the correct date in meter imprints or in a mailers precancel postmark. Based on the results of the ten pieces checked use the following procedures for disposition of the mailing:

(1) If none of the pieces checked is short paid no further checks are necessary for proper payment of postage.

(2) If three or more of the pieces checked are short paid the mailing is to be rejected.

(3) If one or two of the pieces checked are short paid a second sample of forty pieces is to be made. Each piece of the second sample is to be weighed and verified for proper payment of postage.

(4) If a total of three or more pieces from both samples are found to be short paid or bear the wrong date the mailing is to be rejected.

(5) The mailing and Form 3602-PC, *Mailing Statement-Bulk Rates*, shall be returned to the mailer for corrective action when three or more

pieces are found with insufficient postage or incorrect dates, or when the mailing does not qualify for the presort rate.

(6) When the additional postage for metered identical residual pieces for which the full single-piece rate is required is attached to Form 3602-PC, acceptance employees must verify the count of the residual pieces and ensure that the postage value of the meter strip equals the number of residual pieces multiplied by the difference between the full rate and the lower presort rate.

i. Mailers who elect to correct presort problems that result in disqualification of the mailing will generally be unable to return metered and precanceled mail to the acceptance unit on the same day originally presented. The date in the meter stamp or precancel postmark will thus reflect an incorrect mailing date. If the mailing is presented on the day immediately following its initial presentation and if it then meets all other acceptance requirements, accept the mailing on a one-time only basis when:

(1) Its initial presort deficiencies resulted from mailing equipment problems beyond the mailer's control. or

(2) It is the customer's first mailing at the presort rate and the improper presort resulted from misinformation or misunderstanding of the presort requirements.

Acceptance of Unqualified Mailing

When the above verification reveals a disqualification for the presort rate on a mailing, the mailer may elect to pay the single piece first-class rate in lieu of correcting the disqualification. Mailers may correct the Form 3602 or Form 3602-PC for unqualified mailings to indicate postage is to be paid at single piece first-class rates. All other requirements for permit mailings apply to such mailings. Mailers of unqualified metered mailings must pay the difference in cash at the window and present their copy of the cash receipt at the acceptance point before the mail can be released for processing.

Second-Class

General

Second-class mailings as well as other bulk mailings must be verified and accepted. However, second-class mailings generally are not weighed. Instead, reliance is placed upon pe-

riodic verifications of mailings by either auditing mailers' records or by weighing a mailing. This is generally adequate because the distribution is usually relatively constant from issue to issue.

Acceptance unit employees of additional entry post offices must spot check mailings to ensure that only copies of a publication authorized to be mailed at their office are mailed. For example, a publisher with an original entry in New York may have an additional entry in Denver for all addresses west of the Mississippi. Detection of California sacks in the mailing presented at New York would probably indicate a revenue deficiency.

Level B, C and E Per Piece Rates

Mailers must document or otherwise confirm the number of pieces mailed at the various per piece rates as prescribed by 464.6e, DMM. If a mailer maintains records to confirm the number of pieces mailed at the Level B, Level C and Level E per piece rates, the list should be verified for accuracy at the time of the first mailing and at least once a year thereafter. This can be done by verifying one or more three digit ZIP Codes on the list submitted. (This should be done for ZIP Codes receiving a high amount of presorted material.)

All material for these ZIP Codes as well as the state sack for that ZIP Code prefix can then be captured and a record made as to the volumes (number of sacks and weights) presorted to carrier routes, to each 5 digit destination, each 3 digit destination, and to the state. If there appears to be a significant difference between the results of the verification and the report, the region's Revenue Protection Program Manager should be contacted.

Examination of Copies

A person must be designated to examine a copy of each issue or edition of each second-class publication mailed at any post office. The following items shall be checked:

1. Is the publication authorized entry at that office?

2. Is the publication meeting preparation requirements, i.e., no unauthorized enclosures, proper identification statement format; proper BRM formats in advertisements, etc?

A log of the examination must be maintained showing the date of

examination, the name of the publication, the date of the issue or edition examined, the signature of the examiner and any discrepancies found.

Verification of Mailing Statement

Each mailing statement must be verified for accuracy and the postage must be computed. Any significant changes in zone distribution or the volume mailed, as reported on the mailing statement observed, should be reported to the accepting employee's supervisor.

If postage for a publication is computed at the end of each calendar month on the total bulk weight of all issues mailed during the month, an employee designated by the installation head must maintain a monthly log showing the date of the issue being mailed, the date of mailing, the average weight per copy and the total weight of the copies in the mailing. This information must be reconciled monthly with the Form 3541.

Verification by Postmasters of Weights and Number of Copies

The average weight per copy obtained by the publisher in the manner prescribed by 482.23 DMM for use either in computing postage on the bulk weight of a single issue, or in determining the weight of one sheet as provided for by 482.34 DMM, must be verified by the postmaster by weighing, or by supervising the weighing of, a representative number of copies of the issue. If the average weight per copy is used for determining the weight of one sheet, the postmaster must also verify the computation by which the publisher determines the weight of one sheet. At the end of each calendar month, when postage is computed on the total bulk weight of all issues mailed during the month, the postmaster must verify the combined weight of one copy from each issue by counting the sheets in the copies filed under the provisions of 482.34 DMM and multiplying the total by the previously verified weight of one sheet furnished by the publisher on Form 3541, *Statement of Mailing—Second Class Publications*. If there is reason at any time to doubt the accuracy of the information reported on Form 3541, sufficient weighings must be made to resolve the doubt. The postmaster will keep a record of the verification, preferably on the back of applicable Form 3541.

Periodic Verification of Publications Authorized to Contain General Advertising

Postmasters of the office of original entry will periodically perform a verification of the data furnished on Form 3541. As part of this verification, the postmaster will confirm that the publication meets the requirement of having a list of paid subscribers. Verifications will be accomplished by cycling over a period not to exceed 5 years as follows:

Publications entered	Cycling period
1-100	1 year
101-200	2 years
201-300	3 years
301-400	4 years
401-	5 years

To perform this review, the postmaster will select one issue to be verified and obtain copies of all Forms 3541 for the issue, including those from additional entry offices. The data contained on these forms will be reviewed with the publisher to confirm its accuracy. The review must include an inspection of the publisher's records such as the print order or invoice showing the total number of copies printed, individual and bulk orders for subscriptions, stubs of receipts issued, sales records and returns for over-the-counter sales, cashbook or similar records. The results of the last audit performed by the Audit Bureau of Circulation (ABC) or Business Publications Audit of Circulation, Inc. (BPA), should also be examined if the publication is a member of either organization. Some differences should be expected between the figures contained in reports of the audit bureaus and those on mailing statements because of minor differences in the bureaus' definitions of subscriptions, etc. However, these reports can be useful in pinpointing areas needing close investigations if there gross are differences in the volumes reported. Postmasters must determine that:

- a. Copies reported as subscribers' copies, which must not include complementary or other nonsubscribers' copies, are in substantial agreement with the publisher's mail circulation records.
- b. Nonsubscribers' copies which exceed the amount allowable as samples are mailed at the transient or commingled nonsubscriber rates.
- c. During the previous 12-month period the total copies to paid subscribers and to purchasers of single

copies constitute more than half of the total circulated. See 422.22 and 426.1 DMM.

Records of the verifications on Form 3548, *Postmaster and Publisher Joint Review and Verification of Circulation*, must be retained, with the applicable Forms 3541.

Periodic Verification of Publications Not Authorized to Contain General Advertising

Once a year on an announced basis as determined by the postmaster at each office of mailing, all copies comprising one mailing of a publication *not authorized to contain general advertising* must be weighed to determine whether the total reported number of copies (outside county, in-county and foreign copies) on Form 3541 is correct.

The postmaster must keep a log arranged alphabetically by publication title or in numerical sequence by publication number (assigned by the Office of Mail Classification) showing the name of the publication, the date of verification, the issue verified and the name of the verifying employee. The back of the applicable Form 3541 must be annotated to show the date of verification, the issue verified, the average weight per copy for the issue (see 482.23, DMM), the total number of copies and the total pounds. The verifying employee must sign the report. Work papers and other data sufficient to prove a proper and thorough verification was performed must be attached to the applicable Form 3541. The results of the verification should agree with the average weight per copy for the issue and the total number of copies in the mailing as reported by the mailer on Form 3541.

If the verification discloses discrepancies regarding the average weight per copy or the total number of copies the postmaster and the publisher must resolve the discrepancies before the mail is accepted and dispatched. Subsequent mailings must also be verified until the mailer demonstrates his mailing statements are being prepared accurately.

Discrepancies

Where the verification discloses discrepancies which in the opinion of the postmaster are substantial and which cannot be resolved, the postmaster will submit a memorandum of the facts with a complete report on the reverse of Form 3501, *Application for Second-Class Mail Privileges*, to

the Office of Mail Classification, Rates and Classification Department, for advice and instructions before taking further action.

Ownership, Management and Circulation Statement

Each year, publishers are required to submit Form 3526, *Statement of Ownership, Management and Circulation*.

Postmasters shall:

- a. Furnish at least 3 copies of Form 3526 for each publication not less than 10 days prior to October 1. One copy of the completed Form 3526 should be retained by the publisher for his records.
- b. Examine each statement filed in duplicate to see that it contains all of the information required by law.
- c. Return incomplete or incorrect statements to the publishers and obtain from them complete and correct statements.
- d. Arrange the original copies alphabetically by titles and forward them to the Director, Office of Mail Classification, Rates and Classification Department, Washington, DC 20260. Retain the duplicate copies.
- e. Obtain a copy of the issue of each publication in which the required statement is published. Verify the correctness of the published statement. File the copy. **DO NOT** forward it to Headquarters. Promptly report to the Rates and Classification Department, Office of Mail Classification, any instance where a publisher fails to file or to publish a statement.

Controlled Circulation

Generally post offices of mailing will perform essentially the same acceptance and verification procedures as with second-class.

Mailing Statement Verification

At least quarterly, *all copies* in a Controlled Circulation mailing must be weighed to determine whether the total net weight (excluding tare weight) and the total copies reported on Form 3541-A are correct. Except for quarterly publications, this verification should be performed on a surprise basis for each publication during a different week each quarter. The postmaster must keep a log arranged alphabetically by publication title or in numerical sequence by publication number (assigned by the Office of Mail Classification) showing the name of the publication, the

date of verification, the issue verified, and the name of the verifying employee. The back of the applicable Form 3541-A must be annotated to show the date of verification, issue verified, average weight per copy for the issue, total number of copies, and total pounds, and the verifying employee must sign the report. An asterisk must be placed on Form 3543 to indicate the issue verified. Work papers, documents and other data sufficient to prove a proper and thorough verification was performed must be attached to the applicable Form 3541-A. The results of the verification should agree with the average weight per copy for the issue, the total number of copies in the mailing, and the total weight, as reported by the publisher on Form 3541-A. If the verification discloses discrepancies, the postmaster and the publisher must resolve the discrepancies before the mail is accepted and dispatched. Subsequent mailings of any publication published more frequently than quarterly must also be verified until the mailer demonstrates his mailing statements are being prepared accurately.

If the number of addressed pieces shown on Form 3541-A is less than 90% of the reported number of copies, the piece count should be verified as part of the quarterly verification. This should be done by examining such records as the mailer's subscription list and address plates to determine the number of addressed pieces containing several copies of the publication.

Statistical Statement

Publishers of controlled circulation matter must execute Form 8-C, *Pieces by Destination, Controlled Circulation Publications*, for the first mailing of each fiscal year, and for the first mailing, at any time, at a new post office of entry after the authorization to mail at controlled circulation rates has been received. The form will be distributed to publishers by their postmasters. Failure to comply with this requirement will result in non-acceptance of the mailing by the Postal Service.

Third-Class

Carrier route presort acceptance and verification procedures contained in POSTAL BULLETIN 21174, 1/25/79 remain in effect.

Fourth-Class

Special Fourth-Class Presort Verification

For each 50 sacks or fraction thereof in a mailing, accepting post offices shall verify the presort as follows:

a. Select two sacks of 5-digit make-up and verify that no pieces are included bearing other than the 5-digit ZIP Code shown on the sack label. If a discrepancy of more than one piece is found, the mailing is disqualified.

b. For mailings that include sacks of mail presorted to 3-digit ZIP Code destination, select three sacks and verify that all pieces in a sack bear ZIP Codes having the same first three digits of ZIP Code as that shown on the sack label and that no identical 5-digit ZIP Codes are contained in

quantities sufficient to make up a full or a substantially full sack, as appropriate for the presort rate level, for mail addressed to the same 5-digit ZIP Code destination. If it is found that one 5-digit sack could have been made up separately from the pieces in a 3-digit sack, the mailing is disqualified. If more than two pieces are found in any sack made up to the same 3-digit ZIP Code destination that bear a different first three digits of ZIP Code, the mailing is disqualified.

c. For mailings made up to BMC destinations, check the mailers statement as to how many pieces are required to fill one-third of a No. 2 sack to confirm that it is reasonable. Scan the listing which accompanies the mailing to ensure that there are at least eight pieces, 20 pounds, or sufficient pieces to fill one-third of a sack, to each three-digit ZIP Code destination appearing on the list. Confirm that the total number of pieces appearing on the listing agrees with that shown on the mailing statement. Look at the addresses of several pieces in at least two BMC sacks and verify that they are for three-digit destinations shown on the listing. Reject the mailing if there are any apparent discrepancies in the listing that cannot be resolved.

d. If a mailing is disqualified, the next mailing by the customer at presort rates should have twice the number of sacks verified as specified in a. and b., and such intensified verification shall be extended to one-fifth of the customer's mailings during the following six-month period.—*Rates & Classification Dept., 8-2-79.*

*All Post Offices***Money Order
Imprinter Repair**

A change in procedures for field maintenance of money order imprinters was announced in Maintenance Bulletin No. MMO-28-79, distributed to all Sectional Center Facilities within the last month. The Maintenance Bulletin described procedural changes for repair or replacement of imprinters and provided expanded maintenance instructions.

Post offices that require repair services are to continue sending defective imprinters to their SCF. When required, the SCF provides a spare imprinter and repairs the defective imprinter, using the maintenance instructions contained in MMO-28-79.

When an imprinter cannot be restored to proper operating conditions, or if the combined time and material costs exceed the economic repair limit of \$35.00, the unrepairable imprinter is tagged with a red "Out of Order" tag, Form 4707, clearly marked "Unrepairable—To Be Scrapped," and returned to the office that submitted it. **Do not ship defective imprinters to the Western Area Supply Center.** The Central Repair Facility at WASC has discontinued imprinter repair.

Offices that receive unrepairable imprinters should dispose of them by following the procedures contained in Section 773, Unserviceable/Obsolete Property, of Handbook AS-701, *Supply Management*, and requisition a replacement imprinter from their area supply center.

**Planning Schedule
PFY 1980**

A revised Notice 25 for PFY 1980, Postal Accounting Period Planning Schedule, was distributed July 24, 1979, to personnel responsible for planning, scheduling and reporting at data centers, regional and district offices, CAG A thru K post offices, classified and contract stations and branches, Inspectors in Charge, regional Inspectors in Charge, training centers and key offices at Headquarters.

The schedule has an arrangement similar to that of a calendar and includes 8 sheets, or 16 pages, each 10 x 14 inches. Thirteen of the 16 pages are used to show the two pay periods, 4 postal weeks and 28 days. Each week starts with Saturday and ends with Friday. A rectangular space 1½ x 1¾ inches is provided for each day. The lower portion of the page contains lines for recording plans for the following accounting period and/or quarter. Each page is also identified by postal quarter.

A limited supply of this publication will be stocked in supply centers. Authorized offices requiring *additional* copies of Notice 25 PFY 1980 should submit requisitions to their supply center after July 27, 1979.

Stock on hand at supply centers of previous fiscal year editions is to be disposed of as waste when the revised PFY 1980 edition is received.—*Finance Dept., 8-2-79.*

Offices provided spare imprinters are to return them or new imprinters to their SCF so that the SCF spare stock is not depleted.—*Delivery Services Dept., 8-2-79.*

State Tax Changes

Delaware, Idaho, Kansas, Maryland and Minnesota have changed their state tax withholdings.

The changes in withholdings will be effective Pay Period 17-79 and will be reflected in payroll checks dated August 17, 1979.

Postmasters/Installation Managers in the states affected are requested to bring this change to the attention of their employees.—*Finance Dept., 8-2-79.*

Work Clothes

Effective with this POSTAL BULLETIN, employees working full time in duty assignment as **Vehicle Operations Maintenance Assistant** are now entitled to a work clothes allowance of \$33.00.

The list in Section 582.13E of the EMPLOYEE AND LABOR RELATIONS MANUAL will be amended to include this addition.—*Labor Relations Dept., 8-2-79.*

**District and MSC
Changes—Correction**

The following changes should be made to the Management Sectional Center listing on page 21 of POSTAL BULLETIN 21199, 7-19-79:

Northwestern District

MSC Seattle, WA 980-982, 997, ZIP Code area 997 should be changed to read 987.

MSC Yakima, WA 988-989, 983, ZIP Code area 983 should be changed to read 993.—*Operations Group, 8-2-79.*

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

EXPRESS MAIL CLAIM FORM

Form 5690, *Express Mail Application for Indemnity*, has been redesigned and all previous editions of the form are obsolete. Express mail managers should requisition copies of the Oct. 1978 edition from the appropriate supply center immediately. As soon as the new edition is received, destroy previous editions.

The format of the revised 5690 is essentially the same as previous edi-

tions. However, express mail managers now postmark the form with the date the claim is received at the accepting post office. All claims must be filed within the required 60-day period. Be sure to attach relevant supporting documentation to each claim before it is sent to the Director, Postal Data Center, P.O. Box 14632, 1720 Market St., St. Louis, MO 63180.

The customer's mailing receipt is included with the claim. On claims

for merchandise insurance, when no value was declared at the time of mailing, customers are not allowed to fill in a value when the claim is filed. If there is any question about the value declared at the time of mailing, compare the customer's mailing receipt with the finance copy. If there is a discrepancy, include a copy of the finance copy with the claim.—*Rates & Classification Dept.*, 8-2-79.

HEALTH BENEFITS PROGRAM

Health benefits open season will be held from November 12 through December 7, 1979. During the open season, an eligible employee not enrolled in a Federal health plan may register to be enrolled. An employee already enrolled may make registration changes. Additional open season information will be given in a later POSTAL BULLETIN.

Requisitioning Forms

All installations are to make sure a sufficient supply of the following forms are on hand to take care of increased demand during the upcoming open season:

a. Standard Form 2809, *Health Benefits Registration Form*.

b. Standard Form 2809-A, *The Federal Employees Health Benefits Program*.

c. Standard Form 2810, *Notice of Change in Health Benefits Enrollment*.

d. BRI 41-210, *Information To Consider in Choosing a Health Plan*.

Order forms from area supply centers on Form 7380, *Requisition for Supplies*, during the installation's regular requisitioning period.

Automatic Distribution of Brochures and Pamphlets

The supply centers expect to receive revised editions of certain health benefits brochures and pamphlets by the end of October 1979. When received, they will promptly make an automatic distribution of the following revised health benefits materials to all installations:

a. Pamphlet BRI 41-117, *Open Season Instructions*.

b. 1980 brochures of the two Government-wide plans.

c. 1980 brochures of employee organization plans.

d. BRI 41-212(2) (P.S.), 1980 *Federal Employee Biweekly Health Benefits Rates*.

The automatic distribution is expected to be completed to all installations in sufficient time for the open season. In the meantime, do not submit requisitions for the revised publications to the supply centers or the Office of Personnel Management (OPM).

Comprehensive Medical Plan Brochures

Each postal installation located in an area served by a comprehensive plan(s) must request a sufficient supply of the plan's brochures directly from that plan(s). On pp. 17 and 18 is an updated list of comprehensive medical plans (alphabetically by state) with the name, address, and phone number of the person to contact for brochures. *Retain this list for future use.*

Continuing Health Benefits Into Retirement

The OPM continues to receive complaints from employees and new retirees who claim they were unaware of the requirements necessary to continue health benefits upon retirement. The Federal Employees Health Benefits law allows a retiree to continue health benefits into retirement, provided retirement meets these requirements:

1. It is on an immediate annuity.
2. It is after 5 (changed from 12—see P.B. 21169, 12-21-78, p. 6) or more years of service or under the disability provisions of the retirement law.

3. It is after enrollment (or coverage as a family member) in a plan (not necessarily the same plan) under the program for:

a. 5 years of service immediately preceding retirement, or

b. All service since employee's first opportunity to enroll.

These requirements are contained in the pamphlet Standard Form 2809-A, *The Federal Employees Health Benefits Program*, which should be given to all new employees and any other employee who requests one. SF 2809-A has not been revised to reflect the change in service requirement. In addition, postmasters should place the following notice in a conspicuous place:

Any employee who is contemplating retirement should request a copy of pamphlet Standard Form 2809-A, The Federal Employees Health Benefits Program from the postmaster or personnel office.

Employees who process health benefits enrollments should do everything within their means to assure that employees are made aware of these requirements, particularly when they elect not to enroll or cancel their enrollments.

Dual Enrollment

The OPM continues to receive reports of illegal dual enrollments under the Federal Program. Dual enrollments occur when a Federal employee is covered under self-enrollment and under the enrollment of a family member who is also a Federal employee.

The note between Parts A and B on SF 2809 concerning dual enrollment should be called to the attention of all new enrollees and to those changing enrollments. Employing offices should periodically place notices on bulletin boards or in appropriate publications, reminding employees that they cannot be covered by two enrollments under the Federal Program. It must be stressed that dual coverage is illegal.

LIST OF COMPREHENSIVE PLANS PRESENTLY PARTICIPATING
(Alphabetically by State)

Name of plan	Brochure No.	Enrollment code No.	Request for brochures	Name of plan	Brochure No.	Enrollment code No.	Request for brochures
Arizona				Group Health Association.			
ABC-HMO.....	BRI 41-233	161 162	Ms. Joan White, Account Services Representative, ABC-HMO, 4747 N. 22nd St., Suite 100, Phoenix, AZ 85016, phone (602) 957-9200.	BRI 41-41	501 502 504 505	Ms. Sherry Abramson, Enrollment & Member Services Department, Group Health Association, Inc., 2021 L St., N.W., 7th Floor, Washington, D.C. 20036, phone (202) 872-7320.	
Arizona Health Plan.	BRI 41-228	721 722	Mr. Charles E. Page, Marketing Director Arizona, Health Plan, P.O. Box 5000, Phoenix, AZ 85010, phone (602) 257-8800.	Hawaii			
PimaCare.....	BRI 41-249	231 232	Mrs. Sandra Bravo, HMO Administrator, PimaCare, 2545 East Admas, Tucson, AZ 85716, phone (602) 795-3424.	Hawaii Medical Service.	BRI 41-44	871 872	Mr. William Cooper, Hawaii Medical Service Association, Field Service and Enrollment, P.O. Box 860, Honolulu, HI 96808 phone (808) 944-2233.
California				HMSA's Community Health Program.	BRI 41-292	F61 F62	Mr. William Cooper, Hawaii Medical Service Association, Field Service and Enrollment, P.O. Box 860, Honolulu, HI 96808 phone (808) 944-2233.
American Association of Foundations for Medical Care.	BRI 41-29	861 862	Ms. Suzanne H. Reuben, AA FMC, 11325 Seven Locks Road, Suite 214, Potomac, MD 20854, phone (301) 983-0404.	Kaiser Foundation Health Plan, Hawaii Region.	BRI 41-34	631 632	Mr. Edward Kobayashi, Kaiser Foundation Health Plan, Inc., 1697 Ala Moana Blvd., Honolulu, HI 96815, phone (808) 521-0802.
California Medical Group Health Plan, Inc.	BRI 41-285	BW1 BW2	Ms. Carolyn Suminski, Marketing Department, California Medical Group Health Plan, Inc., 1880 Century Park East, Suite 1500, Los Angeles, CA 90067, phone (213) 553-6677 X 391.	Idaho			
Family Health Program.	BRI 41-187	661 662	Mr. Ledlie Allen, Enrollment Coordinator, 2925 N. Palo Verde Ave., Long Beach, CA 90615, phone (213) 429-2473.	Medical Service Bureau of Idaho, Inc.	BRI 41-47	811 812	Mr. John H. Beck, Director of Finance, Medical Service Bureau of Idaho, Inc., P.O. Box 1106, Lewiston, ID 83501, phone (208) 746-2671 X 32.
General Medical Centers Health Plan.	BRI 41-270	C71 C72	Ms. Carol Williams, General Medical Centers Health Plan, 2121 Towne Center Place, Suite 200, Anaheim, CA 92806.	Illinois			
Kaiser Foundation Health Plan, NO. CA Region.	BRI 41-31	591 592	Ms. Susan Merritt, Kaiser Foundation Health Plan, Inc., P.O. Box 12916, Oakland, CA 94604, phone (415) 645-5539.	ANCHOR Organization for Health Maintenance.	BRI 41-234	171 172	Mrs. Candice Yeager, Director of Marketing, ANCHOR Organization for Health Maintenance, 1200 Harger Road, Oak Brook, IL 60521, phone (312) 920-6729.
Kaiser Foundation Health Plan, SO. CA Region.	BRI 41-28	621 622	Mr. Don Sherwood, Kaiser Foundation Health Plan, Inc., 4747 Sunset Blvd., Los Angeles, CA 90027, phone (213) 667-8894.	Comprehensive Medical Plans Network. Blue Cross and Blue Shield Associations.	BRI 41-273	A11 A12	Ms. Judy White, Comprehensive Medical Plans Network, Blue Cross-Blue Shield Associations, ADS Department, 211 East Chicago Ave., Chicago, IL 60611, phone (312) 440-5323.
Maxicare Plan.....	BRI 41-262	CM1 CM2	Mr. David Hallis, Maxicare, 11633 Hawthorne Blvd., Hawthorne, CA 90250, phone (213) 973-5400.	Health Assurance Plan.	BRI 41-301	FT1 FT2	Mrs. Frances Reynolds, HMO of Illinois for Health Assurance Plan, 223 North Michigan Ave., Chicago, IL 60601, phone (312) 661-8057.
Rockridge Health Care Plan.	BRI 41-290	CP1 CP2	Ms. Anore Shaw, Rockridge Health Care Plan, 4341 Piedmont Ave., 2nd Fl., Oakland, CA 94611, phone (415) 655-9337.	Intergroup Prepaid Health Services, Inc.	BRI 41-282	FV1 FV2	Ms. Mary Louise Flynn, Intergroup Prepaid Health Services, Inc., CNA Plaza, Chicago, IL 60685, phone (312) 822-6023.
Ross-Loos Medical Group.	BRI 41-54	611 612	Mr. Kerry Gorse, Account Representative, Health Plans Administration, Ross-Loos Medical Group, 1711 West Temple St., Los Angeles, CA 90026, phone (213) 418-1818 X 574.	Michael Reese Health Plan.	BRI 41-226	751 752	Ms. Lucy San Diego, Michael Reese Health Plan, Inc., 3055 So. Cottage Grove Ave., Chicago, IL 60616, phone (312) 781-2997.
Colorado				NorthCare.....	BRI 41-285	G41 G42	Ms. Helen Meng, Marketing Services Coordinator North Communities Health 2050 Pflungston Road, Glenview, IL 60025, phone (312) 475-3000.
ChoiceCare.....	BRI 41-256	251 252	Mr. Robert M. Dennis, Marketing Director, ChoiceCare Health Service, Inc., 1235 Riverside, Fort Collins, CO 80521, phone (303) 484-5250.	Union Health Services	BRI 41-227	761 762	Mr. Brendan J. Stewart, Executive Director, Union Health Service, Inc., 1824 W. Polk St., Chicago, IL 60612, phone (312) 629-4224.
Comprecare Health Plan.	BRI 41-269	D61 D62	Ms. Marjorie Jensen FEHB Specialist Comprecare, Inc., P.O. Box 22047 2040 S. Oneida St. Denver, CO 80222, phone (303) 753-1900.	Indiana			
Kaiser Foundation Health Plan of Colorado.	BRI 41-188	651 652	Mrs. Anne K. Long, Kaiser Foundation Health Plan of Colorado, N 2006 Franklin St., Denver, CO 80205, phone (303) 861-3283.	Metro-Health Plan.	BRI 41-263	GE1 GE2	Mr. Michael Patrick, Metro-Health Plan, 3000 Meadows Parkway, Suite 100, Indianapolis, IN 46205, phone (317) 545-6061.
Rocky Mountain Health Maintenance Organization.	BRI 41-232	881 882	Mr. Robert J. Dubas, Marketing Director, Rocky Mountain HMO, 2231 North 7th St., Grand Junction, CO 81501, phone (303) 243-7050.	Kentucky			
Connecticut				HealthCare of Louisville.	BRI 41-244	181 182	HealthCare of Louisville, Inc., Attn: James P. Gibbs, Director of Marketing 4345 Bishop Lane, Louisville, KY 40218, phone (502) 635-2981.
Community Health Care Inc.	BRI 41-211	711 712	Mr. Dennis G. Schultz, Community Health Care Center Plan, 150 Sargent Dr., New Haven, CT 06511, phone (203) 787-3141 X 262.	Hunter Foundation for Health Care.	BRI 41-250	191 192	Ms. Susan Charles, Marketing Director, Hunter Foundation for Health Care, 271 W. Short St., Suite 600, Lexington, KY 40507, phone (606) 253-1663.
District of Columbia				Maryland			
George Washington University Health Plan.	BRI 41-266	E51 E52	Mr. Brian P. Moore, Director of Marketing and Enrollment, George Washington University Health Plan, 1229 25th St. N.W., Washington, D.C. 20037, phone (202) 676-4221.	Columbia Medical Plan.	BRI 41-189	671 672	Mrs. Ruth Sann, Marketing Manager, Columbia Medical Plan, 5999 Harpers Farm Road, Columbia, MD 21044, phone (301) 987-8500.
Georgetown University Community Health Plan.	BRI 41-267	E31 E32	Mrs. Jane Galvin, Director of Marketing and Subscriber Services, Georgetown University Community Health Plan, Inc., 4200 Wisconsin Ave., N.W., Washington, D.C. 20016, phone (202) 625-2700.	Massachusetts			
				Harvard Community Health Plan.	BRI 41-196	681 682	Mr. Ned Wright, Communications/ Membership, Harvard Community Health Plan 80 Brighton Ave., Alston, MA 02124, phone (617) 757-7820.

LIST OF COMPREHENSIVE PLANS PRESENTLY PARTICIPATING—Continued

Name of plan	Brochure No.	Enrollment code No.	Request for brochures	Name of plan	Brochure No.	Enrollment code No.	Request for brochures
Michigan Health Alliance Plan	BRI 41-113	521 522	Ms. Andra Stallworth, Account Executive, Health Alliance Plan, 2850 W. Grand Blvd., Detroit, MI 48202, phone (313) 876-3415.	National Hospital Association Plan.	BRI 41-53	841 842	Miss Ileen Haws, Professional Relations Representative, National Hospital Association, First Farwest Corp., P.O. Box 4107, Portland, OR 97208, phone (503) 222-0396.
Michigan MHO Plans, Inc.	BRI 41-303	KA1 KA2	Mr. Sam Hawkins, Michigan HMO Plans, Inc., 2200 Edison Plaza, 660 Plaza Drive, Detroit, MI 48226, phone (313) 961-1610 X 376.	Portland Metro Health Plan.	BRI 41-278	8A1 8A2	Portland Metro Health Plan, Marketing Department, 5201 S.W. Westgate Dr., Suite 111, Portland, OR 97221, phone (503) 292-9261.
Minnesota Group Health Plan—St. Paul.	BRI 41-43	531 532	Mr. James Erlandson, Director of Enrollment, Group Health Plan, Inc., 2500 Como Avenue, St. Paul, MN 55106, phone (612) 641-8100.	Pennsylvania Central Medical Health Services, Inc.	BRI 41-255	241 242	Mr. Christopher Strome, Director, Prepaid Health Plan, Central Medical Health Services, Inc., 1200 Centre Avenue, Pittsburgh, PA 15219, phone (412) 562-3005.
SHARE.....	BRI 41-235	111 112	Mr. Robert Vaupell, Vice President, Marketing SHARE, 1515 Charles Avenue, St. Paul, MN 55104, phone (612) 645-0171 Ex. 534.	Health Maintenance Organization of Pennsylvania.	BRI 41-272	SU1 SU2	Mr. Willis B. Skilman, Vice President, Marketing, The Health Maintenance Organization of Pennsylvania, 2500 Maryland Rd, Willow Grove, PA 19090, phone (215) 659-7300.
Missouri Medical Care Group of Washington University.	BRI 41-239	121 122	Ms. Colette Gaida, Medical Care Group, 4570 Audubon Avenue, St. Louis, MO 63110, phone (314) 534-8220.	Health Service Plan of Pennsylvania.	BRI 41-254	491 492	Mr. Harold Thalheimer, Director of Marketing, Health Service Plan of Pennsylvania, 1401 Arch St., Philadelphia, PA 19102, phone (215) 988-1666.
Prime Health.....	BRI 41-274	MS1 MS2	Mr. Michael Wood, Prime Health, 6801 East 117th St., Kansas City, MO 64134, phone (816) 765-6200.	Penn Group Health Plan.	BRI 41-252	261 262	Ms. Debra Brumfield, Marketing Assistant, Penn Group Health Plan, Inc., Five Gateway Center, 6th Floor, Pittsburgh, PA 15222, phone (412) 391-4980.
New Jersey Group Health Plan of New Jersey, Inc.	BRI 41-279	P71 P72	Mr. George DePalma, Marketing Director, Group Health Plan of New Jersey, Inc., 501 70th St., Guttenberg, NJ 07093, phone (201) 854-1090.	Philadelphia Health Plan.	BRI 41-253	271 272	Mr. James Bell, Marketing Department, Philadelphia Health Plan, 1015 Chestnut St., 2nd Floor, Philadelphia, PA 19107, phone (215) 574-8128.
Rutgers Community Health Plan.	BRI 41-280	PA1 PA2	Mr. Leo M. Carey, Membership Director, Rutgers Community Health Plan, 57 U.S. Highway #1, New Brunswick, NJ 08901, phone (201) 249-5700.	Rhode Island RIGHA Health Plan.	BRI 41-209	701 702	Mr. William Doyle, Director of Enrollment, RIGHA, 530 N. Main St., Providence, RI 02904, phone (401) 231-3000.
New Mexico Mastercare Plan....	BRI 41-237	781 782	Ms. Linda Murphy, New Mexico Health Care Corp. (Mastercare), 2250 Alamo S.E., Albuquerque, NM 87106, phone (505) 247-0361.	Texas Group Health of El Paso, Inc.	BRI 41-291	UJ1 UJ2	Ms. Linda Walker, Group Health of El Paso, Inc., 10301 Gateway West, El Paso, TX 79925, phone (915) 592-4800.
New York Capital Area Community Health Plan.	BRI 41-273	PW1 PW2	Ms. Donna Reynolds, Capital Area Community Health Plan, 1201 Troy-Schenectady Rd., Latham, NY 12110, phone (518) 783-3110.	PruCare Health Plan.	BRI 41-268	UP1 UP2	Mr. Paul Jarboe, Associate Marketing Manager, PruCare, 6500 West Loop South, Bellaire, TX 77401, phone (713) 662-5106.
Community Health Program Queens-Nassau.	BRI 41-240	151 152	Mr. Vincent Gazzo, Director of CHP Marketing, Blue Cross-Blue Shield of Greater New York, 475 Park Avenue South, New York, NY 10016, phone (212) 481-2880.	Utah Family Health Program.	BRI 41-187	661 662	Jack Massimo Regional Director, 323 South 6 East, Salt Lake City, Utah 841028, phone (801) 355-1234.
Genesee Valley Group Health Association.	BRI 41-246	211 212	Ms. Lynn Hanrahan, Marketing Manager, GVGHA, 41 Chestnut St., Rochester, NY 14647, phone (716) 454-1700 Ext. 475.	Washington Group Health Cooperative Plan—Puget Sound.	BRI 41-52	541 542	Mr. Daniel J. Sullivan, Group Health Cooperative Plan—Puget Sound, 300 15th Ave. East P.C.F. 282, Seattle, WA 98112, phone (206) 326-6961.
GHI New York-New Jersey.	BRI 41-40	801 802	Ms. Norma Fletcher, Group Health Incorporated, 326 W. 42nd St., New York, NY 10036, phone (212) 760-6745.	Kitsap Physicians Service.	BRI 41-271	VT1 VT2	Ms. Vicki Smith, Customer Service Supervisor, c/o Kitsap Physicians Service, 400 Warren Ave., Bremerton, WA 98310, phone (206) 478-6790.
Health Insurance Plan (HIP).	BRI 41-27	511 512	Mr. Joseph Salerno, Associate Director of Enrollment, Health Insurance Plan of Greater New York, 625 Madison Avenue, New York, NY 10022, phone (212) 754-1144 X 285.	Washington Physicians Service.	BRI 41-36	831 832	Ms. Darlene Flynn, Washington Physicians Service, Fourth & Battery Bldg., 6th Floor, 2401 Fourth Ave., Seattle, WA 98121, phone (206) 682-9370.
Westchester Community Health Plan.	BRI 41-276	QH1 QH2	Ms. Elinore Standard, Westchester Community Health Plan, 145 Westchester Avenue, White Plains, NY 10601, phone (914) 682-0700.	Wisconsin Compare Health Plan.	BRI 41-204	691 692	Mr. Arnold Wright, Blue Cross of Wisconsin, 401 W. Michigan St., Milwaukee, WI 53201, phone (414) 226-5464.
Ohio Health Maintenance Plan/Cincinnati.	BRI 41-236	141 142	Mr. Gary Duzan, #60, HMP Marketing Coordinator, Health Maintenance Plan, 1351 William Howard Taft Road, Cincinnati, OH 45206, phone (513) 872-8131 X 396.	Group Health Cooperative of South Central Wisconsin.	BRI 41-296	WJ1 WJ2	Mr. Thomas Mottard, Marketing Director, Group Health Cooperative, Suite 575, One South Park St., Madison, WI 53715, phone (608) 251-4156.
Kaiser Foundation Health Plan of Ohio.	BRI 41-175	641 642	Ms. Gloria M. Dia', Coordinator, Enrollment Services, Kaiser Foundation Health Plan of Ohio, P.O. Box 5508, Cleveland, OH 44104, phone (216) 621-5600 X 297.	Guam Family Health Program.	BRI 41-187	661 662	Mr. David Slade, Regional Director, FHP—Guam Medical Center, P.O. Box 6690-C, Tamuning, GU 96911, phone 646-1894.
Marion Health Maintenance Organization.	BRI 41-277	RF1 RF2	Mr. James R. Hertel, Director of Marketing Marion Health, Foundation, Inc., 125 Executive Dr., Suite 200, Marion, OH 43302, phone (614) 387-6355.	Health Maintenance Life Insurance Company.	BRI 41-247	281 282	Mr. David Slade, Regional Director, Health Maintenance Life Insurance Company, GITC Building, Tamuning, GU 96910, phone 646-7828/7.
Oregon Kaiser Foundation Health Plan of Oregon.	BRI 41-33	571 572	Mr. Arthur A. Amato, Kaiser Foundation Health Plan, 1500 S.W. First Avenue, Portland, OR 97201, phone (503) 224-3400 X 376.	Puerto Rico SSS Plan (Puerto Rico).	BRI 41-114	891 892	Mr. Eusebio Melendez, Seguros de Servicio de Salud de Puerto Rico, Inc., Correo General Apartado 3828, San Juan, PR 00926, phone (809) 785-0865.

VACANT REGULAR RURAL ROUTES LISTING NO. 35

The vacant rural routes listed below 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.

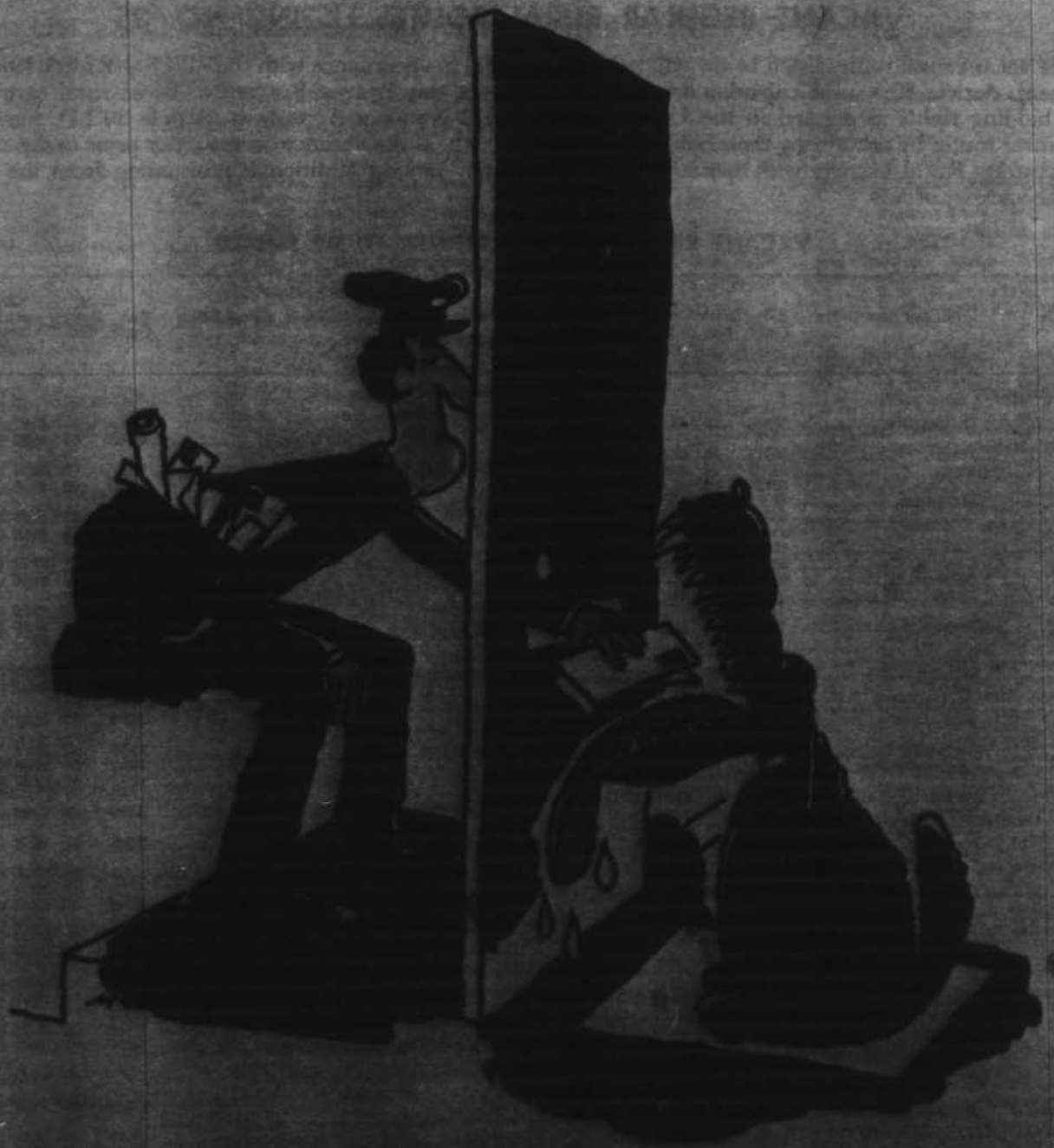
VACANT REGULAR RURAL ROUTES TO BE POSTED

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
CENTRAL REGION						SOUTHEASTERN REGION					
Illinois	Collinsville	62234	01	43:03 (43H)	44.44	Alabama	Piegan	35765	01	40:37 (45J)	77.70
Iowa	Fonda	50540	01	43:33 (44H)	110.10		Theodore	36582	08	43:58 (45J)	55.20
	Alton	51003	01	33:12 (33S)	86.25	Arkansas	Crossett	71636	02	52:01 (49K)	74.70
	Columbus Junction	52738	02	43:14 (43H)	84.10		Mablevale	72103	03	49:28 (41K)	24.35
	Muscataine	52761	05	45:14 (41J)	50.50	Florida	Gainesville	32601	11	43:29 (43H)	20.40
	Grand Mound	52751	01	38:54 (39S)	74.73		Tavares	32778	08	40:19 (40S)	31.70
Kansas	Soldier	66540	01	37:47 (38S)	104.15	Georgia	Summerville	30747	01	51:32 (43K)	78.45
	Republic	64964	01	29:56 (30S)	70.40		Savannah	31401	07	43:08 (43H)	28.00
	Barnard	67419	01	40:50 (41S)	135.95	Louisiana	Deridder	70634	02	42:50 (43H)	60.15
	Lyons	67564	01	42:11 (42S)	112.00		do	70634	04	45:00 (45H)	58.60
Kentucky	Mayfield	42066	04	48:43 (45J)	75.50		Baton Rouge	70821	14	35:11 (35S)	40.80
Michigan	Gregory	48137	01	44:59 (45H)	44.99	Mississippi	Natchez	39120	03	36:55 (37S)	75.62
	Saginaw	48605	09	34:21 (34H)	24.66		Lumberton	39455	08	44:51 (45H)	123.23
	Gobles	49055	02	46:24 (46H)	61.45	North Carolina	Huntersville	28078	02	44:52 (45H)	65.00
	Big Rapids	49307	03	46:33 (43J)	44.70	Oklahoma	Alva	73717	02	38:24 (38S)	90.90
	Bark River	49807	02	52:04 (46J)	111.00		Big Cabin	74332	01	50:18 (42K)	127.45
Minnesota	Owatonna	55060	01	47:04 (43J)	79.15		Wetumka	74853	01	42:07 (42H)	112.90
	Redwood Falls	56283	02	45:48 (46H)	110.8	South Carolina	Rock Hill	29730	09	48:04 (44J)	34.00
Missouri	Pacific	63069	02	41:31 (42H)	36.70	Tennessee	Philadelphia	37846	01	42:11 (43H)	78.90
	Monroe City	63456	02	42:10 (42S)	107.84	Texas	Center	75935	06	32:30 (32S)	72.00
	Independence	64050	02	39:33 (40S)	44.65		Arlington	76010	11	35:47 (36S)	22.80
	Jasper	64753	03	42:45 (43H)	80.20		do	76010	13	43:53 (44H)	20.25
	Macks Creek	65796	02	49:43 (46J)	126.45		Keller	76248	01	42:34 (43H)	33.60
Ohio	Bellevue	44811	04	50:50 (42K)	59.15		do	76248	03	36:11 (36S)	27.85
Wisconsin	LaValle	53941	01	36:30 (37H)	76.40		Wichita Falls	76307	09	50:13 (42K)	69.30
	Durand	54736	01	37:58 (38H)	68.40		Meria	76667	01	47:25 (40K)	74.40
EASTERN REGION						WESTERN REGION					
Maryland	Ellicott City	21043	01	42:05 (42H)	36.65	California	Sonoma	95870	06	53:43 (45K)	60.10
	Reisterstown	21136	01	53:07 (44K)	48.55	Oregon	Corvallis	97330	03	38:52 (39S)	57.50
	Baltimore	21233	07	55:25 (46K)	30.10		do	97330	04	40:25 (40H)	29.65
New York	Otego	13825	02	36:54 (37H)	58.24		do	97330	06	41:15 (41H)	31.00
	Oxford	13830	02	39:44 (40S)	74.50	Washington	Woodinville	98072	01	44:18 (41J)	31.30
Pennsylvania	Wrightsville	17368	01	46:10 (46H)	40.55		Washougal	98571	01	46:06 (42J)	66.72
Virginia	Leesburg	22075	01	54:49 (46K)	76.15						
NORTHEAST REGION											
Massachusetts	East Pepperell	01437	01	48:55 (41K)	35.10						

*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., 8-2-79.

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YOUR HAND
WITH THE MAIL**



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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 21200 article.

B. Old Style. The listing from PB 21148 is still valid. C. Counterfeit. The listing from PB 21190 is still valid.

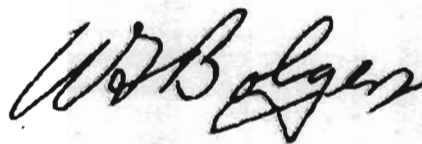
165 705 7000 to 7999	220 443 6530 to 6599	231 126 6475 to 6499	239 575 2000 to 2199
167 061 1632 to 1699	220 580 5206 to 5299	231 147 0883 to 1499	239 596 4800 to 4999
167 982 3712 to 3799	221 371 4600 to 4999	231 507 1423 to 1499	239 640 5708 to 5728
173 960 5125 to 5699	221 626 2100 to 2299	231 525 7893 to 7999	239 985 7000 to 7499
184 342 9002 to 9099	221 630 7624 to 7699	231 651 8280 to 8299	240 042 3151 to 3169
193 127 0723 to 0799	221 661 5318 to 5499	231 686 0010 to 0099	240 108 6501 to 6599
193 273 8600 to 8999	221 853 2291 to 2299	231 725 2789 to 2799	240 252 6400 to 6899
193 991 8310 to 8319	222 224 8100 to 8499	231 873 7928 to 7999	240 256 2900 to 3199
195 263 7000 to 8999	222 247 9305 to 9399	232 242 4070 to 4099	240 559 4363 to 4399
195 322 5400 to 5699	222 510 0300 to 0499	232 295 7249 to 7599	240 639 3561 to 3599
197 427 0113 to 0149	222 536 2000 to 2299	232 316 6535 to 6599	240 855 7000 to 7099
198 354 3000 to 3099	222 852 8193 to 8199	232 426 6620 to 6699	241 224 7209 to 7299
199 567 1359 to 1999	223 519 4912 to 4999	232 634 9020 to 9099	241 685 5124 to 5199
201 906 0176 to 0199	223 675 4966 to 4999	232 665 0292 to 0399	241 694 1800 to 1899
202 230 9900 to 9999	224 057 4061 to 4299	232 921 3079 to 3099	241 753 7766 to 7799
202 230 9769 to 9799	224 206 6395 to 6499	233 262 7907 to 7999	241 902 2600 to 2799
203 297 6000 to 7499	224 373 1235 to 1299	233 407 5872 to 5899	242 021 2262 to 2499
203 619 3700 to 3999	224 505 0119 to 0199	233 453 8902 to 8929	242 327 4984 to 4999
203 851 6800 to 6899	224 554 9830 to 0399	233 516 6100 to 6199	242 576 1609 to 1699
203 977 4500 to 4775	224 945 9188 to 9199	233 638 1200 to 1799	242 585 4155 to 4299
204 108 8000 to 9999	224 946 8500 to 8599	233 845 9000 to 9099	242 591 4500 to 4699
206 493 4600 to 4799	225 164 1500 to 1599	234 031 6456 to 6999	242 605 0000 to 0999
206 793 5600 to 6499	225 227 9900 to 9999	234 064 8437 to 8499	242 621 8314 to 8399
208 287 8700 to 8899	225 268 1655 to 1799	234 261 4500 to 4599	242 816 1337 to 1399
208 385 5000 to 6999	225 534 1953 to 1999	234 398 5527 to 5599	243 112 4109 to 4120
208 603 0763 to 0799	225 711 9700 to 9999	234 500 2944 to 2999	243 228 7200 to 7499
208 656 4912 to 4932	225 712 0000 to 0999	234 659 4000 to 4199	243 766 6730 to 6799
209 728 2600 to 3099	225 767 2000 to 2299	234 659 8700 to 8999	243 805 0000 to 0299
210 176 8200 to 8599	225 813 4218 to 4299	234 742 1948 to 1999	243 906 7800 to 8199
210 868 4500 to 4699	226 580 7337 to 7399	234 802 1060 to 1199	244 299 2000 to 2199
211 238 0459 to 0999	226 904 0500 to 0599	234 997 1000 to 1599	244 381 3024 to 3099
211 436 5608 to 5699	227 097 4600 to 4699	235 254 2060 to 2099	244 657 7700 to 7899
211 526 0515 to 0599	227 173 8536 to 8559	235 439 6181 to 6299	244 742 7748 to 7799
211 527 2600 to 3099	227 173 8581 to 8599	235 644 7061 to 7099	244 743 7100 to 7399
211 682 3100 to 3599	227 254 9800 to 0099	235 925 8767 to 8799	244 895 5575 to 5599
211 795 5979 to 5999	227 388 0481 to 0499	236 145 5082 to 5099	245 279 1420 to 1499
212 420 2319 to 2399	227 576 4050 to 4099	236 388 4842 to 5099	245 279 1510 to 1599
212 791 9500 to 9599	227 611 4000 to 4599	236 467 6573 to 6599	245 591 1626 to 1799
213 123 9827 to 9999	228 001 5231 to 5299	236 566 2555 to 2599	245 695 0346 to 0399
213 578 4229 to 4399	228 143 3800 to 3899	236 571 9759 to 9781	245 902 1966 to 1999
213 822 5800 to 6299	228 447 0318 to 0399	236 576 9520 to 9599	246 076 7300 to 7399
214 158 2955 to 2999	228 607 8449 to 8499	236 656 6422 to 6499	246 155 4048 to 4099
214 159 4800 to 4999	228 660 5976 to 5999	236 755 8000 to 8099	246 155 5000 to 5499
214 257 6669 to 6699	229 117 4866 to 4999	236 937 5803 to 5999	246 172 2039 to 2099
215 043 7926 to 8199	229 134 0500 to 0599	236 941 5400 to 5499	246 608 6300 to 6399
215 532 5100 to 5399	229 346 9900 to 9999	237 413 7500 to 7599	246 609 9545 to 9799
215 538 0200 to 0499	229 434 3500 to 3599	237 423 4111 to 4199	246 816 2600 to 2699
216 571 4651 to 4699	229 434 3866 to 3899	237 457 5600 to 5699	246 973 1372 to 1399
216 678 6072 to 6999	229 531 9700 to 9899	237 457 5800 to 5899	247 497 4000 to 4099
217 210 7100 to 7299	229 545 2571 to 2599	237 574 8657 to 8799	247 983 1511 to 1899
217 241 5400 to 5799	229 563 1918 to 1999	237 702 6823 to 6899	248 423 4864 to 4999
217 268 2574 to 2699	229 576 1732 to 1799	237 702 6921 to 6999	248 911 5600 to 5699
217 286 9517 to 9599	229 576 1800 to 1899	238 165 7700 to 7799	249 594 7927 to 7999
217 667 3400 to 3599	229 585 4570 to 4599	238 586 3100 to 3299	800 502 3000 to 3999
217 672 4200 to 4599	229 871 9500 to 9599	238 377 4508 to 4599	800 941 7900 to 7999
217 902 4181 to 4299	230 035 4759 to 4799	238 377 4607 to 4699	801 278 3600 to 3999
218 544 2020 to 2099	230 099 6300 to 6399	239 199 0700 to 1099	801 597 6056 to 6098
218 755 4435 to 4448	230 297 7542 to 7599	239 204 9916 to 9999	801 629 1900 to 1999
218 755 4591 to 4699	230 577 6515 to 6599	239 481 4728 to 4799	802 029 5199 to 8999
218 976 2200 to 2399	230 826 8683 to 8799	239 549 7116 to 7499	802 774 0000 to 4999

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I want this facility and every postal facility to be a safe place to work. Postal management is responsible for making it so. You are responsible for keeping it so.

Accidents cause pain and suffering, drain our resources and reduce efficiency. They hurt everyone.

Therefore, I ask each employee to join me in making a personal commitment to promote safety within the Postal Service.



William F. Bolger
Postmaster General



UNITED STATES POSTAL SERVICE

WASHINGTON, D.C. 20260

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