



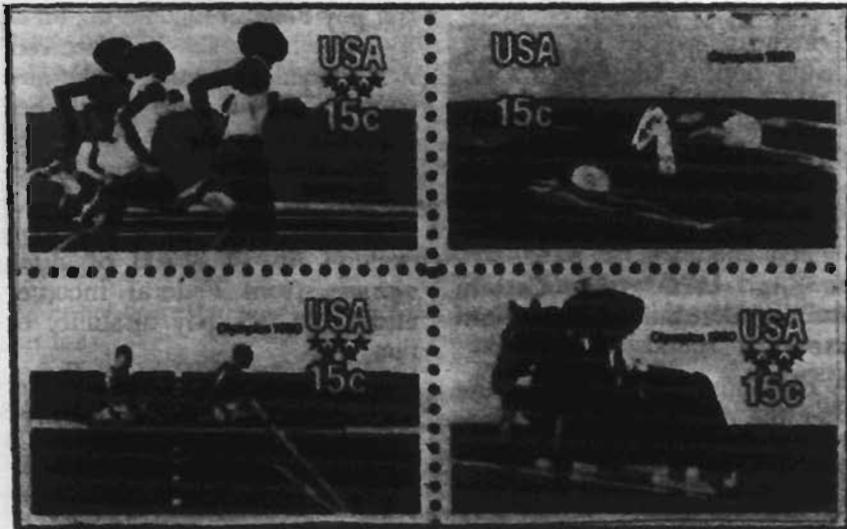
# postal bulletin

PB 21202—August 9, 1979—24 Pages

## 15-Cent Summer Olympics Commemorative Stamps

**Description.** The 15-cent Summer Olympics commemorative stamps will be first placed on sale at Los Angeles, CA 90052, on September 28, 1979. The block of four stamps features women runners, women swimmers, a pair of rowers, and a horse and rider clearing a jump.

**Do Not Sell Before September 29, 1979**



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

Size: 0.84 x 1.44 inches each.  
 Issued in sheets of 50.  
 Color: Yellow, red, brown, 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 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 October 13, 1979, and should be addressed to: First Day Cancellations, Postmaster, Los Angeles, CA 90052. No remittance is required.

**b. Postal Service Affixing Stamps.** Request first-day cancellations from: Summer Olympics Stamps, Postmaster, Los Angeles, CA 90052 (see POM 244.53). Requests must be postmarked no later than October 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 September 29, 1979.

**Supply.** All post offices under the automatic distribution system will receive an initial supply of this stamp. Before requisitioning additional stamps (item 475), consider that the stock should be depleted prior to November 28, 1979, at all post office outlets—except designated philatelic windows and postal stores.

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

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

**Panels.** A limited number of 8½ by 11¼-inch commemorative series stamp panels will only be available through mail order from the Philatelic Sales Branch, Washington, DC 20265. The panels are printed on heavy art paper suitable for mounting.—*Customer Services Dept., 8-9-79.*

## Daily Financial Report, Form 1412-A

The March 1979 edition of Form 1412-A, *Daily Financial Report*, contains the following errors:

In the Receipts section, Change of Address Information Fees is shown as AIC 128 when it should be AIC 129. There is a blank line in both the Receipts and Disbursement sections shown as AIC 129; make no entry to these lines. Supplies PO, AIC 546 was erroneously removed from the Disbursement section.

The form will be corrected at the next printing. AIC 583, Services PO, and AIC 586, Fee Offset, No Fee Money Order have been added to the Disbursement section.—*Finance Dept., 8-9-79.*

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## 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 6.9 percent effective September 1, 1979. This increase is based on the full percentage change in the Consumer Price Index (CPI) from January 1979 through June 1979.

### A. Notice to Employees

1. Installation heads should inform eligible employees contemplating retirement that a 6.9 percent cost-of-living increase is payable effective September 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 August 31, 1979, with annuity beginning on or before September 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 February 28, 1979, plus the 3.9 percent cost-of-living increase that was effective March 1, 1979, 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 6.9 percent effective September 1, 1979.

3. Employees who separate for retirement on an immediate annuity on or after September 1, 1979, with annuity beginning on or after September 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 August 31, 1979, plus the 6.9 percent cost-of-living increase effective September 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 be 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 August 31, 1979 to determine and notify interested parties whether the applicant is totally disabled. If the applicant is carried in a pay status after August 31, 1979, the employee will not be eligible for the comparative computation of annuity back to February 28, 1979 (see A-2). To avoid this situation, applicants may request, and installation heads may grant, leave without pay beginning September 1, 1979.

If the disability claim is disallowed, sick or annual leave with pay may be retroactively substituted for leave without pay. If the claim is allowed, the annuity begins September 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 February 28, 1979, he or she would be eligible

for a comparative computation back to August 31, 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 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 advantage 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. (Advise the retiring employee to notify OPM as soon as possible when the spouse named to receive survivor annuity dies before the retired employee or when the marriage to the designated spouse ends by divorce or annulment.) 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 Presort Acceptance

The military has advised that they are experiencing difficulties in the acceptance of presorted First-Class Mail at postal facilities located on military installations. Postmasters are reminded that changes to postal procedures have allowed local management considerable latitude in expanding the acceptance of presorted First-Class Mail to existing bulk acceptance units and in the establishment of new acceptance units so long as such action is consistent with a sound cost/benefit analysis (POSTAL BULLETIN 21161, 10-26-78, p. 8).—*Mail Processing Dept., 8-9-79.*

## Stamps to be Removed from Sale

The following items will be withdrawn from sale at the Philatelic Sales Branch at the close of business October 30, 1979:

- 13¢ French Alliance
- 13¢ Dr. Papanicolaou
- 13¢ Jimmie Rodgers
- 30¢ John Dewey
- 50¢ Lucy Stone
- \$5 John Bassett Moore
- 15¢ "A" Stamps—sheets and coils
- 15¢ "A" Embossed Envelopes

Any stock of these items on hand after October 30, 1979, must immediately be withdrawn from all philatelic outlets and handled in accordance with Section 553 of Handbook F-1, Financial Handbook for Post Offices.

Post offices still having the 30¢ John Dewey, 50¢ Lucy Stone and \$5 John Bassett Moore in stock after October 30, 1979, may continue selling these stamps at their regular windows until January 31, 1980 or until supplies are exhausted.—*Customer Services Dept., 8-9-79.*

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, 8-9-79.*

## All City Delivery Offices

## EXPANDED ZIP CODE DATA BASE

The Postal Service is about to initiate a major effort to assign the recently announced nine digit ZIP Code to every address in the country. The new nine digit ZIP Code will consist of the existing five digit ZIP Code followed by a dash and four additional digits. These additional digits will allow each existing five digit ZIP Code area to be subdivided into as many as 10,000 individual delivery segments and will result in a vastly increased depth of sort capability.

One of the principle concerns of the ZIP Code expansion effort is to provide a set of codes which will be stable once assigned to a specific address or a small group of addresses. Therefore, information about the carrier route number or the route walk sequence will *not* appear in the new code since this type of information is subject to frequent changes due to annual route adjustments.

To ensure that the new ZIP Code areas will be small enough that they will never be divided between two carriers, the new codes will probably be assigned to a group of residences by individual block (or even each side of a block); to apartment buildings and small office buildings; to large office buildings by individual floors or groups of floors, and to individual mailers/businesses which have a minimum average daily volume of possibly as low as thirty pieces of letter mail per day.

Several methods of assigning the new ZIP Codes are currently being considered, some of which tend to limit the number of codes that can be assigned. Therefore, the Office of ZIP Code Expansion has need for specific delivery information in order to structure the data base for each ZIP Code area to be constructed.

The specific information required has been listed on a Form 4028 which should be completed for each five-digit ZIP Code assigned for use at your office. The sample form on page 5 of this POSTAL BULLETIN should be reproduced locally and submitted to your SCF Postmaster in duplicate. SCF Postmasters should review and submit one copy of each five-digit form through normal reporting channels to their Regional Director of Customer Services. The Regional Director of Customer Services should

group the data collection forms by MSC and forward to:

Office of ZIP Code Expansion  
Room 6624  
U.S. Postal Service Headquarters  
Washington, D.C. 20260

This information should be submitted in time to reach the Office of ZIP Code Expansion within three weeks from the date of this publication.

#### Specific Instructions for Completion of Form 4028

**General** If the five-digit ZIP Code is a unique assignment, Item numbers 4 through 18 should be left blank. If it is *not* a unique assignment, Item numbers 4 through 17 must have an entry even if it is a zero. Item number 18 should be left blank if the requested data is not readily available.

**Heading** A separate form must be completed for each five-digit ZIP Code in use in each office. All forms from a post office should use the post office name and ZIP Code in the heading that is used for correspondence with the postmaster.

**Item 1** In columns 1-6 record the finance number.

**Item 2** In columns 7-11 record the five-digit ZIP Code number.

**Item 3** If this is *not* a unique ZIP Code, place a "1" in column 14 and complete the remainder of the form.

If this is a unique ZIP Code, designate the type of unique code in columns 12, 13, and 14 as follows:

	12	13	14
Firm	F	I	R
Building	B	L	D
Box Section	B	O	X
VIM	V	I	M
Bar Code	B	A	R
University	U	N	I
Military	M	I	L
Contract	C	O	N
Other	X	X	X

Items 4, 5 and 6—For the purpose of this data collection effort, a block face is the single side of a street subdivided by intersecting streets and/or by hundred block breaks. Blocks should normally approximate from two hundred to six hundred feet in length. In single home residential areas this may have to be extended to 1000 feet or more. Abnormally long blocks should be subdivided ac-

ordingly. Alleys and expressways with no names or with no potential for delivery should not be counted. Courts, coves or cul-de-sacs which are less than about six hundred feet in length should be counted as a single block face even if numbered odd/even. Courts, coves or cul-de-sacs which are more than six hundred feet should be considered as an abnormally long block and subdivided accordingly with the end segment being treated as a court, cove or cul-de-sac less than six hundred feet. If more than one carrier serves a single block face at street level, it should be counted as two block faces.

Some of the above data may be available on city maps, carrier cases, PS Forms 3999 and in some cases in scheme books.

**For the five digit ZIP Code area identified in Item 2, record the following information:**

**Item 4** Record the number of block faces receiving delivery by city carriers or by rural carriers delivering by street address.

**Item 5** Record the number of block faces which presently receive no deliveries (approximate only).

**Item 6** Estimate the average annual per cent increase in deliveries over the next ten years.

**Item 7** For buildings which are presently served by two or more carriers, record the total number of floors in these multi-carrier buildings.

**Item 8** Record the approximate number of buildings (single address) which could qualify for a separate unique 9-digit ZIP Code. For this data collection effort, these will be buildings other than those identified in Item 7 and will have at least 5 business deliveries or 15 apartment deliveries or a combination of apartment and business deliveries equal to 10.

**Item 9** Record the total number of post office boxes including Caller Service separations.

**Item 10** Record the number of wall or screenline sections that the boxes in Item 9 is divided into for mail distribution.

**Item 11** Record the number of firms receiving Caller Service plus the number of boxes which receive thirty or more pieces of letter mail per day.

Continued on p. 6 col. 3

U.S. POSTAL SERVICE  
DELIVERY STATISTICS

PQ

PFY

POSTMASTER: Prepare original and two copies. Send original and one copy to your SCF Postmaster and retain one copy. SCF Postmaster will review the forms for accuracy and completeness and retain one copy. Forward the original from each office in accordance with Postal Bulletin Instructions.

When completing this form write the brief description for each item in the description column beside the appropriate item number. Fill in the "Required Information" column the appropriate numbers or letters insuring each number ENDS in the RIGHT HAND BLOCK. Where there are no entries, items shall be left blank.

EXAMPLE:

:	:	:	2	3
---	---	---	---	---

POST OFFICE, STATE AND ZIP CODE	POSTMASTER (Signature)	DATE
---------------------------------	------------------------	------

ITEM	DESCRIPTION	REQUIRED INFORMATION					
		1	2	3	4	5	6
1	FINANCE NO.	:	:	:	:	:	:
2	FIVE DIGIT ZIP CODE	:	:	:	:	:	:
3	UNIQUE CODE (Col. 14 - 1=No)	:	:	:	:	:	:
4	BLOCK FACES RECEIVING DELIVERY	:	:	:	:	:	:
5	BLOCK FACES WITH NO DELIVERY	:	:	:	:	:	:
6	AVERAGE ANNUAL PERCENT INCREASE IN DELIVERIES	:	:	:	:	:	:
7	FLOORS OF MULTI-CARRIER BUILDINGS	:	:	:	:	:	:
8	SEPARATE BUILDING CODES	:	:	:	:	:	:
9	POST OFFICE BOXES	:	:	:	:	:	:
10	BOX SECTIONS	:	:	:	:	:	:
11	CALLER SERVICE CUSTOMERS & BOXES WITH 30 OR MORE PIECES	:	:	:	:	:	:
12	CITY CARRIER ROUTES INCLUDING AUXILIARY	:	:	:	:	:	:
13	RURAL AND CONTRACT CARRIER ROUTES	:	:	:	:	:	:
14	FIRM DIRECTS ON PRIMARY/SECONDARY	:	:	:	:	:	:
15	ADDITIONAL LARGE VOLUME FIRMS (50 pieces or more)	:	:	:	:	:	:
16	DELIVERIES	:	:	:	:	:	:
17	APPROXIMATE ZONE AREA IN SQUARE MILES (3)	:	:	:	:	:	:
18	AVERAGE PIECES PER DELIVERY (A/P 6, FY 79)	:	:	:	:	:	:
19		:	:	:	:	:	:
20		:	:	:	:	:	:
21	UPDATE CODE	:	:	:	:	:	:

## All Postmasters With Full-Service and Mini-SSPCs

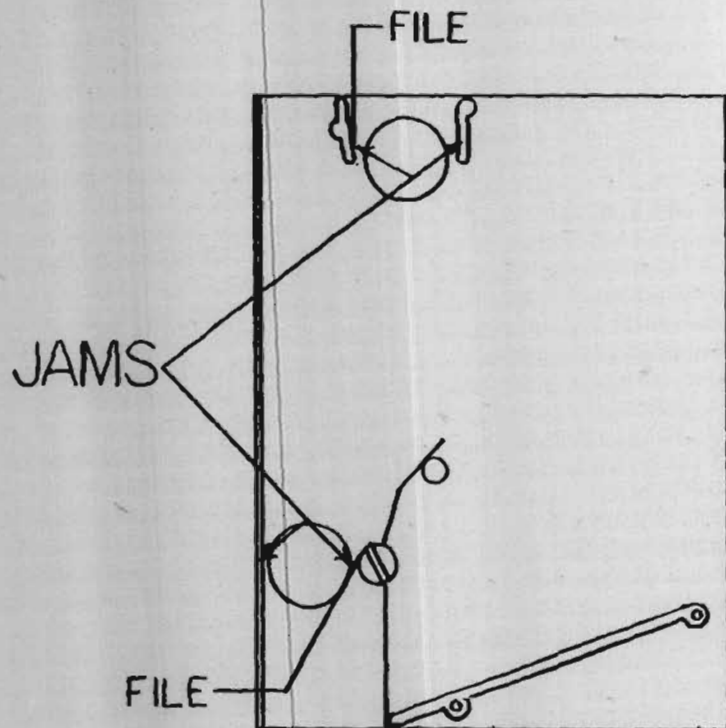
## New One Dollar Coin

Postal Service vending machines are not equipped to validate the new Susan B. Anthony \$1 coin. When inserted in the Currency/Coin Changers (Models 4401 and 3502) or the Model GSM-76, Postal Commodity Machine, the new coin will cause no problems because the coin will be returned to the customer automatically or when the customer pushes the coin return button.

However, when the new \$1 coin is inserted in some Postal Commodity Machines (Models 21CE-64, 21CE-72, NRI-17 and MMI-3200) and stamp vending machines (Models SI-90/95, MMI-3400 and

SI-906) that are equipped with series 01-15 rejectors, jams may occur. *Only when a jam actually occurs as the result of the new \$1 coin, the SSPC technicians will take the following action:*

1. Use the \$1 coin as a gauge to check the clearance in the areas noted on the line drawing shown with this article.
2. File off only enough material to allow the \$1 coin to pass smoothly through these areas.
3. Clean, reassemble and test the rejector to assure that a \$1 coin will be cleared and returned.



SERIES 01-15 REJECTOR  
TIGHT CLEARANCE AREAS FOR  
SUSAN B. ANTHONY \$1 COIN

This is an interim corrective action only. Series 01-15 rejectors are to be replaced by Series 790 acceptors

which have no clearance problems with the new \$1 coin.—*Delivery Services Dept., 8-9-79.*

## EAS Salary Schedule

The EAS Salary Schedule is shown on page 7 of this POSTAL BULLETIN.

The new EAS Salary Schedule is divided into two parts; the EAS Step Schedule, consisting of grades 1 through 19; and the EAS Non-Step Schedule, consisting of grades 20 through 30.

Implementation instructions for this salary schedule will be contained in a forthcoming Management Instruction.

The EAS Salary Schedule in this BULLETIN is effective October 6, 1979 (Pay Period 22-79), and supersedes all previously published EAS Schedules.—*Office of Compensation, 8-9-79.*

*Continued from p. 4*

**Item 12** Record the number of city carrier routes including auxiliary routes.

**Item 13** Record the number of rural carrier routes including the number of contract carrier routes such as Highway Contract Box Delivery Routes.

**Item 14** Record the total number of firm directs currently being made up on primary/secondary distribution schemes for delivery by carriers.

**Item 15** Record the number of additional large firms receiving 30 or more pieces of letter mail (approximately two or more full separations on the carrier case) per day which are not presently made up as directs on the primary/secondary distribution scheme.

**Item 16** Record the current total number of possible deliveries. This data should be available from USPS Form 3997B.

**Item 17** Record the estimated number of square miles in the five digit delivery area. Since zone boundaries are not uniform, this should only be an approximation of the area.

**Item 18** If the data is readily available, record the average number of total pieces per delivery. For consistency, Accounting Period 6 data should be used as a representative period unless unique conditions existed which would distort the average during that period. If this data is not available, leave item #18 blank.—*Research & Technology Group, 8-9-79.*

**SAFETY IS NO ACCIDENT**

**EXECUTIVE & ADMINISTRATIVE SALARY SCHEDULE (EAS)**

**STEP SCHEDULE  
EFFECTIVE OCTOBER 6, 1979 (PP22-79)**

GRADE	1	2	3	4	5	6	7	8	9	STEP INCR.
1	8,076	8,399	8,722	9,045	9,368	9,691	10,014	10,337	10,660	323
2	8,527	8,868	9,209	9,550	9,891	10,232	10,573	10,914	11,255	341
3	8,998	9,358	9,718	10,078	10,438	10,798	11,158	11,518	11,878	360
4	9,592	9,976	10,360	10,744	11,128	11,512	11,896	12,280	12,664	384
5	10,111	10,515	10,919	11,323	11,727	12,131	12,535	12,939	13,343	404
6	10,677	11,104	11,531	11,958	12,385	12,812	13,239	13,666	14,093	427
7	11,180	11,655	12,130	12,605	13,080	13,555	14,030	14,505	14,980	475
8	11,860	12,364	12,868	13,372	13,876	14,380	14,884	15,388	15,892	504
9	12,540	13,073	13,606	14,139	14,672	15,205	15,738	16,271	16,804	533
10	13,212	13,774	14,336	14,898	15,460	16,022	16,584	17,146	17,708	562
11	14,134	14,735	15,336	15,937	16,538	17,139	17,740	18,341	18,942	601
12	14,710	15,372	16,034	16,696	17,358	18,020	18,682	19,344	20,006	662
13	15,502	16,200	16,898	17,596	18,294	18,992	19,690	20,388	21,086	698
14	16,438	17,178	17,918	18,658	19,398	20,138	20,878	21,618	22,358	740
15	17,454	18,240	19,026	19,812	20,598	21,384	22,170	22,956	23,742	786
16	18,363	19,189	20,015	20,841	21,667	22,493	23,319	24,145	24,971	826
17	19,368	20,288	21,208	22,128	23,048	23,968			26,340	920
18	20,500	21,474	22,448	23,422	24,396	25,370	MAXIMUM		27,880	974
19	21,632	22,660	23,688	24,716	25,744	26,772			29,420	1,028

**EXECUTIVE & ADMINISTRATIVE SALARY SCHEDULE**

**NON-STEP SCHEDULE  
EFFECTIVE OCTOBER 6, 1979 (PP22-79)**

GRADE	MINIMUM	MID-POINT	MAXIMUM
20	22,221	26,786	31,250
21	23,537	28,245	32,952
22	24,863	29,836	34,809
23	26,189	31,427	36,665
24	27,861	33,411	38,961
25	29,415	35,298	41,181
26	31,080	37,296	43,512
27	33,096	39,716	46,335
28	34,944	41,933	48,922*
29	36,960	44,352	51,744*
30	39,550	47,460	55,370*

\*LIMITED TO \$47,500

## LIFE INSURANCE PROGRAM

Public Law 95-583, enacted November 2, 1978, amended the Federal Employees Group Life Insurance (FEGLI) law in several significant respects for federal employees. Public Law 95-583:

1. changes the 12-year length of service requirement for continuation of regular FEGLI into retirement to 5 years and imposes a 5-year coverage requirement,

2. changes the 12-year coverage requirement to 5 years for continuing optional insurance into retirement, and

3. changes the requirements for continuation of regular and optional life insurance for an employee who receives compensation from the Office of Workers Compensation Programs (OWCP), U.S. Department of Labor.

While not applicable to the Postal Service as a matter of law, the provisions of Public Law 95-583 are hereby extended to Postal Service employees. The provisions for continuing regular or regular and optional life insurance into retirement or while receiving benefits from OWPC are as follows:

Any postal employee who retires and former employees who retired on or after November 2, 1978, are eligible to continue regular life insurance (not accidental death and dismemberment) without cost if all of the following condition are met:

a. The employee retires on an immediate annuity. (An immediate annuity is one which begins to accrue no later than one month after the date of final separation.)

b. The employee does not convert to an individual policy when the reg-

ular insurance as an employee would otherwise cease.

c. The employee has been insured under the FEGLI Program for—

(1) The 5 years of service immediately preceding retirement; or

(2) the full period(s) of service during which the regular life insurance was available to him or her, if less than 5 years.

A postal employee who is eligible to continue regular life insurance into retirement may also continue the optional life insurance (not accidental death and dismemberment) if the optional life insurance has been in force for no less than:

(1) The 5 years of service immediately preceding retirement; or

(2) The full period(s) of service during which the optional life insurance was available to the employee, if less than 5 years.

Effective November 2, 1978, an employee on the OWCP rolls may retain regular life insurance (not accidental death or dismemberment) without cost if:

a. on the day regular insurance would otherwise terminate, the employee is in receipt of benefits under the Federal Employees' Compensation law because of disease or injury and held by the Department of Labor to be unable to return to duty; and

b. the employee does not convert to an individual policy, and

c. the employee has been insured under the FEGLI Program for—

(1) the five years of service immediately preceding the date the employee becomes entitled to benefits under the Federal Employees' Compensation law, or

(2) the full period(s) of service since the employee's first opportunity to be insured, if less than 5 years.

Employees may retain their optional life insurance (not accidental death and dismemberment) while in receipt of benefits under the Federal Employees' Compensation law if they are eligible to continue regular life insurance and if, in addition, optional life insurance has been in force for no less than—

a. the 5 years of service immediately preceding the date they become entitled to compensation benefits, or

b. the full period(s) of service during which the optional insurance was available to them, if less than 5 years.

In the case of an employee who is eligible to continue FEGLI coverage while receiving OWCP benefits, the amount of insurance shall be subject to the same reduction in face value, upon attainment of age 65, as is applicable to retired employees. Therefore, in all cases in which coverage as an employee terminated on or after November 2, 1978, the amount of insurance (regular and optional) carried by an employee whose coverage is continued while in receipt of employees' compensation and is unable to return to duty will be reduced, beginning on the second calendar month after attainment of age 65, by 2 percent per month. These reductions will continue until the amounts of regular and optional insurance reach 25 percent of the amounts in force before the first reduction.

The appropriate sections in Chapter 530, Life Insurance, EMPLOYEE AND LABOR RELATIONS MANUAL (ELM) will be revised in the near future to reflect these changes.—  
*Office of Compensation, 8-9-79.*

### All Post Offices With City Delivery

## PRIVATE VEHICLE REIMBURSEMENT

Supervisor personnel may use their privately owned vehicles on a reimbursable basis in the performance of certain operational responsibilities. These responsibilities include daily outside supervision of carriers, vehicle transport operations, and airport ramp operations. Transport of personnel is not covered by this rate. Refer to Methods Handbook M-9, *Travel*.

A new schedule of payment pro-

vides a basis for reimbursement for short and long mileage situations. When authorized, a supervisor is reimbursed at the rate of \$3.25 per day or 18.5¢ per mile, whichever computation produces the greater reimbursement.

Each time a payment is made to a supervisor for use of a personal vehicle the postmaster (or designee) personally signs the voucher. As supporting documentation, the in-

dividual submits a Form 4570, *Vehicle Time Record*, showing the date(s), start and stop odometer reading, and the total time devoted to these outside supervisors. This change is effective beginning with A/P 12, August 11, 1979.

These regulations will be included in a future revision to Handbook M-9.—*Delivery Services Dept. 8-9-79.*



## SCHEDULED ADVANCEMENTS AND RELEGATIONS

## Supplement to 1979 National ZIP Code &amp; Post Office Directory

Listed below are post offices advancing or relegating on October 6, 1979. These are to be added to or deleted from the current record of post offices having 950 or more revenue units. Parcel post weight and size limits will apply to these offices after October 6, 1979. See DOMESTIC MAIL MANUAL (DMM) Section 750 Physical Limitations (Exhibit 751) for determining weight and size limits for fourth-class mail.)

This POSTAL BULLETIN should be retained for reference until the 1980 edition of the National ZIP Code & Post Office Directory Publication 65, is published.

## ADVANCEMENTS

## From 190 to 949 Revenue Units to 950 or More Revenue Units

**Alabama:** Camden 36726, Lanett 36863, Livingston 35470, Winfield 35594.

**Arizona:** Riviera 86442, St. Johns 85936.

**Arkansas:** Clinton 72031, Dardanelle 72834, Franklin 72536, Paris 72855.

**California:** Alpine 92001, Arvin 93203, Avalon 90704, Boulder Creek 95006, Castroville 95012, Clayton 94517, Kelseyville 95451, Lincoln 95648, Mentone 92359, Newcastle 95658, Oak View 93022, Rodeo 94572, Ross 94957, Shingle Spg 95682, Windsor 95492.

**Colorado:** Fountain 80817, Parker 80134, Walsenburg 81089, Windsor 80550, Woodland Park 80863.

**Connecticut:** Brookfield Center 06805, Granby 06035, Northford 06472.

**Delaware:** Bear 19701.

**Florida:** Bay Pines 33504, Blountstown 32424, Chiefland 32626, Edgewater 32032, Homosassa Springs 32647, Land O Lakes 33539, Lynn Haven 32444, Ocoee 32761, Osprey 33559.

**Georgia:** Millen 30442, Pelham 31779, Royston 30662, Trenton 30752, Villa Rica 30180.

**Hawaii:** Makawao 96768, Mountainview 96771.

**Idaho:** American Falls 83211, Hayden Lake 83835.

**Illinois:** Chatham 62629, Golf 60029, McLeansboro 62859, Mahomet 61853, Metamora 61548, Mount Zion 62549, Staunton 62088.

**Indiana:** Albion 46701, Ellettsville 47429, Kentland 47951, Rockport 47635, Walkerton 46574.

**Iowa:** Hawarden 51023, Rock Valley 51247, Story City 50248, Williamsburg 52361.

**Kansas:** Burlington 66839, Council Grove 66846, Wamego 66547.

**Kentucky:** Stanford 40484, West Liberty 41472.

**Louisiana:** Broussard 70518, Patterson 70392.

**Maine:** Boothbay Harbor 04538, Fort Kent 04743, Topsham 04086, York 03909.

**Maryland:** Annapolis Junction 20701, Forest Hill 21050, Garrett Park 20766, Hughesville 20637, Phoenix 21131.

**Massachusetts:** Dover 02030, North Brookfield 01535, South Easton 02375, South Walpole 02071, Stow 01775, Tyngsboro 01879, Yarmouth Port 02675.

**Michigan:** Blissfield 49228, Cedar Springs 49319, Comstock 49041, Haslett 48840, Manchester 48158, Pinckney 48169, Shelby 49455, Washington 48094, Wayland 49348.

**Minnesota:** Caledonia 55921, Long Lake 55356, Lowry 56349, Silver Bay 55614, Spring Valley 55975, Walker 56484, Warren 56762.

**Mississippi:** Collins 39428, Ellisville 39437, Lexington 39095, Macon 39341, Mendenhall 39114, Prentiss 39474.

**Missouri:** High Ridge 63049, Ironton 63650, Lake Ozark 65049, Odessa 64076, Osage Beach 65065.

**Montana:** Malta 59538.

**Nebraska:** David City 68632, Geneva 68361.

**New Hampshire:** Pelham 03076, Rollinsford 03869.

**New Jersey:** Avalon 08202, Bayville 08721, Bridgeport 08014, Budd Lake 07828, Colts Neck 07722, Deal 07723, Elmer 08318, Island Heights 08732, Kirkwood 08043, Leonardo 07737, Magnolia 08049,

Sicklerville 08081, White House Station 08889.

**New York:** Ballston Lake 12019, Champlain 12919, Conklin 13748, East Amherst 14051, Fort Plain 13339, Montauk 11954, Mount Morris 14510, Newtonville 12128, North Chili 14514, Palatine Bridge 13428, Rexford 12148, Sanborn 14132, Scottsville 14546, Shrub Oak 10588, Warrensburg 12885, Washingtonville 10992, Weedsport 13166.

**North Carolina:** Kenansville 28349, King 27021.

**North Dakota:** Hettinger 58639.

**Ohio:** Bellbrook 45305, Clinton 44216, Grafton 44044, Greensburg 44232, Hicksville 43526, Lodi 44254, Mantua 44255, Newbury 44065, Newcomerstown 43832, Vienna 44473.

**Oklahoma:** Catoosa 74015, Healdton 73438, Sayre 73662, Stigler 74462, Stilwell 74960.

**Oregon:** Myrtle Point 97458, Philomath 97370.

**Pennsylvania:** Akron 17501, Cresco 18326, Fayetteville 17222, Meyersdale 15552, Mifflintown 17059, Moscow 18444, Prospect Park 19076, Smethport 16749, Smoke-town 17576.

**Puerto Rico:** Canovanas 00629, Juncos 00666.

**South Carolina:** Bowling Green 29703, Duncan 29334.

**South Dakota:** Beresford 57004, Custer 57730, St. Francis 57572.

**Tennessee:** Dandridge 37725.

**Texas:** Caldwell 77836, Cypress 77429, Daingerfield 75638, Eagle Lake 77434, Elgin 78621, Jefferson 75657, Johnson City 78636, Keene 76059, Midlothian 76065, Palacios 77465, Quanah 79252, San Juan 78589, San Saba 76877, Schertz 78154, Winnie 77665.

Continued on p. 10

*Continued from p. 9*

**Utah:** Draper 84020, Park City 84060  
Payson 84651.

**Vermont:** Bethel 05032, Waterbury  
05676.

**Virginia:** Coeburn 24230, Fishersville  
22939, Great Falls 22066, Stafford  
22554.

**Virgin Islands:** Frederiksted 00840.

**Washington:** Dayton 99328, Elma  
98541, Veradale 99037, Woodland  
98674.

**West Virginia:** Kenova 25530, Mil-  
ton 25541.

**Wisconsin:** Abbotsford 54405, Brod-  
head 53520, Chetek 54728, Cum-  
berland 54829, Delafield 53018,  
Grantsburg 54840, Iola 54945,  
Prescott 54021, Woodruff 54568.

**Wyoming:** Basin 82410.

## RELEGATIONS

**From 950 or More Revenue Units  
to 190-949 Revenue Units**

**Arizona:** San Manuel 85631.

**Arkansas:** Star City 71667.

**California:** Thermal 92274.

**Connecticut:** Ivoryton 06442, Middle-  
field 06455.

**Illinois:** Arthur 61911, East Dubuque  
61025, Milford 60953.

**Louisiana:** Columbia 71418, Hahn-  
ville 70057.

**Maryland:** Federalsburg 21632.

**Massachusetts:** Hanson 02341, Sher-  
born 01770.

**Michigan:** Bridgman 49106, Gales-  
burg 49053, Litchfield 49252, St.  
Charles 48655.

**Nebraska:** Valley 68064.

**New Hampshire:** Contoocook 03229.

**New Jersey:** Avon by the Sea 07717,  
Cliffwood 07721, Netcong 07857.

**New York:** Dolgeville 13329, Fonda  
12068, Middleport 14105.

**North Carolina:** Goldston 27252,  
Hazelwood 28738, Hope Mills  
28348, Mount Gilead 27306, Snow  
Hill 28580, Tabor City 28463.

**Ohio:** Berlin 44610.

**Oklahoma:** Checotah 74426.

**Pennsylvania:** Cochranton 16314,  
Emigsville 17318, Hughesville  
17737, Loretto 15940, McDonald  
15057, Mohnton 19540, Pine Grove

## Accepting 2nd-Class Publications at AMFs

Effective April 1, 1979, postmasters of Airport Mail Facilities (AMFs) were authorized under specified conditions to accept mailings of second-class publications at the AMF. Postmasters must be sure that all acceptance procedures for second-class mailings are followed to assure that the proper postage is collected.

A detailed explanation of related instructions may be found in Regional Instruction 1081-Fin-189, December 20, 1978, titled "Accepting Air Freighted Second-Class Publications at AMFs." A copy of this Instruction was distributed to postmasters of all AMFs.—*Rates & Classification Dept.*, 8-9-79.

## International Postal Money Order—Malagasy

Effective immediately, international postal money order service to Malagasy is temporarily suspended.

This temporary suspension of international postal money order service is the result of a notification by the postal administration of France that it will no longer act as the intermediary for the exchange of international postal money orders between the United States Postal Service and the postal administration of Malagasy.

Do not accept Form 6701, *Application for International Money Order*, when it indicates payment of funds in Malagasy. Advise customers who desire to transfer funds to that country that postal money order service will be resumed as soon as appropriate arrangements can be made for a direct exchange service.—*Rates & Classification Dept.*, 8-9-79.

17963, Saltsburg 15681, Walnut-  
port 18088, West Grove 19390.

**Rhode Island:** Fiskeville 02823.

**South Carolina:** Pageland 29728.

**South Dakota:** Webster 57274.

**Virginia:** Mount Vernon 22121.

**West Virginia:** Harrisville 26362,  
Pineville 24874.

**Wisconsin:** Sturtevant 53177, Winne-  
conne 54986.

—*Delivery Services Dept.*, 8-9-79.

## Supply Management Handbook—Changes

This change will redesignate offices having disposal authority for unserviceable/obsolete personal property. This is to preclude the disposal of property that could be used at other Postal installations or that might have antique value.

The following paragraphs in Handbook AS-701, *Supply Management*, shall be changed to read as indicated:

### 773 Unserviceable/Obsolete Property

#### 773.1 Selected Offices

Managers of contracts and supply management branches, managers of procurement services offices, and field directors of area supply centers, may authorize disposal of unserviceable/obsolete personal property.

#### 773.2 CAG A through D Offices and Bulk Mail Centers

A property disposal committee composed of three supervisory employees shall be established to recommend disposal of personal property. Property inspected by the committee and authorized for disposal by one of the offices designated in 773.1 is disposed of in accordance with 782.1. The committee members and the installation head must sign the Form 969 *Disposal of Personal Property* (Exhibit 773.2) to record disposal action. The original form should be forwarded to the St. Louis Postal Data Center with a copy sent to the PSO.

#### 773.4 Other Postal Installations

.41 Offices other than CAG A through D prepare and submit Form 969 in duplicate through the sectional center manager to the PSO for approval. The Manager, PSO (or designee), approves and returns both copies of Form 969 to the installation head as authority to proceed with disposal plans or explains why approval cannot be granted. Upon completion of the disposal action, the installation head signs the form and forwards the original to St. Louis PDC with a copy to the PSO.

Changes to Paragraph 773 will be reflected in a future revision of Handbook AS-701, *Supply Management*.—*Procurement & Supply Dept.*, 8-9-79.

### VACANT REGULAR RURAL ROUTES LISTING NO. 36

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
<b>CENTRAL REGION</b>						<b>SOUTHERN REGION</b>					
Indiana	Bedford	47421	16	42-15 (42E)	82.30	New York	Valley Cottage	10989	01	44-06 (44H)	17.65
Iowa	Charles City	50616	03	40-21 (41B)	89.60		Clifton Park	12068	04	56-26 (47K)	27.95
	Neola	51539	01	45-59 (46E)	100.70		Medusa	12120	01	47-24 (43J)	90.80
Kentucky	Tyner	40484	01	49-14 (41E)	108.85		Newburgh	12550	03	38-26 (39H)	28.60
	Grand Rivers	42045	01	42-46 (48H)	87.30		do	12550	05	37-25 (38H)	20.10
Minnesota	Princeton	55371	01	48-30 (40K)	94.30	<b>SOUTHERN REGION</b>					
Missouri	Braymer	64624	01	39-45 (40E)	95.70	Alabama	Cullman	35055	09	50-51 (42K)	76.10
Nebraska	Norfolk	68701	04	46-32 (43J)	78.60		Jasper	35501	02	44-28 (45J)	64.90
	Anahey	68614	01	44-25 (45E)	138.85		Anniston	36201	04	51-01 (43K)	43.25
North Dakota	St. Thomas	58276	01	37-27 (37B)	113.75		Daviston	36256	01	39-46 (40B)	94.20
Ohio	Mingo Junction	43938	01	39-51 (40E)	39.25	Arkansas	Bald Knob	72010	02	53-00 (44K)	98.70
	Mansfield	44901	10	40-23 (41H)	34.05	Louisiana	Gueydan	70542	01	36-00 (36B)	92.40
South Dakota	Rapid City	57701	09	40-43 (41E)	43.95	Mississippi	Vicksburg	39180	09	43-02 (43E)	25.70
Wisconsin	Cuba City	53907	02	49-22 (45J)	89.90	North Carolina	East Bend	27018	03	43-11 (43E)	76.30
	Bonduel	54110	01	46-06 (46H)	89.00		Ruffin	27326	02	43-22 (43H)	72.00
	Seymour	54165	02	45-42 (44H)	73.25		Fayetteville	28301	01	52-43 (44K)	59.20
	Camp Douglas	54618	01	39-29 (39H)	77.85		Autryville	28318	02	40-19 (40B)	79.40
	Appleton	54911	04	43-32 (44H)	45.80		Hamlet	28345	01	49-47 (46J)	78.65
<b>EASTERN REGION</b>							Canton	28716	05	37-24 (37B)	34.10
Maryland	Edgewater	21087	07	37-20 (38H)	13.00	Oklahoma	Miami	74354	02	43-59 (44H)	96.70
New York	Kirkville	13082	01	48-25 (44J)	29.25	South Carolina	Greenville	29602	13	40-00 (40B)	27.00
	Earlville	13332	01	39-40 (39B)	47.05	Tennessee	Gallatin	37066	03	47-24 (40K)	48.25
Pennsylvania	Uniontown	15401	01	48-44 (45J)	34.80		Church Hill	37842	05	52-18 (44K)	29.80
	Northampton	18067	01	54-28 (45K)	38.10	Texas	Texarkana	75501	11	54-43 (46K)	40.60
	Lansdale	19446	02	45-25 (45E)	30.05		Belton	76513	03	41-23 (41E)	51.35
	Fleetwood	19322	02	48-52 (45J)	40.20		Houston	77084	23	54-12 (45K)	51.00
Virginia	Timberville	22859	01	40-13 (40H)	53.90		do	77084	27	33-48 (36B)	36.20
	Blackstone	23824	04	35-50 (36B)	68.40		Comroe	77301	24	41-38 (42E)	19.80
West Virginia	Morgantown	26505	01	45-11 (45E)	65.40		Alvin	77511	07	29-59 (40B)	59.55
<b>NORTHEAST REGION</b>						<b>WESTERN REGION</b>					
Massachusetts	Ware	01082	02	43-49 (44H)	32.51	California	Willits	95492	01	49-52 (42K)	48.30
Connecticut	Litchfield	06759	02	35-20 (35B)	29.15	Nevada	Reno	89511	09	49-22 (41K)	29.75
							do	89511	12	45-05 (41J)	29.20
Washington	Port Orchard	98366	05	55-41 (46K)	39.00		Battleground	98604	02	43-00 (43H)	42.75

\*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., 8-9-79.

### UNIFORM PROGRAM—LICENSED VENDOR LISTING

Each of the following uniform vendors has received a vendor's license since distribution of Publication 136, *Licensed Vendor Listing*. These lists must be posted where they are readily available for employee's perusal.

Albert Agabid's	2465 South Broad Street	Trenton	NJ	08610	Mill-Mar Shoe Co., Inc.	14075 W. National Avenue	New Berlin	WI	53151
Edger's Hanger	1500 Main Street	Bloomer	WI	54724	Red Wing Shoe Store	1068 Dandee Avenue	Elgin	IL	60432
Impala Tailoring & Dry Cleaning	1885 White Plains Road	Bronx	NY	10462	Red Wing Shoe Store	3301 23rd Avenue	Moline	IL	61265
Jefferson Arms Co., Inc.	4801 South Olive	Pine Bluff	AR	71601	Reliance Uniform Sales & Rental Services	1406 Mountain Lake Road	Dallas	TX	75224
Johnson's for Shoes	604 Main Avenue	Fargo	ND	58102					
Lynn Factory Shoe Outlet	438 Union Street	Lynn	MA	01901					

—Labor Relations Dept., 8-9-79.

### Trademarks and Service Marks

A list of Postal Service registered trademarks and service marks appears in the DOMESTIC MAIL MANUAL (DMM), 119.1. Two recent additions to that list are:

Express Mail Custom Designed Service

The International Express Mail logotype:



Proper use of the Postal Service's registered marks includes the following:

1. The initial letters of the marks must be capitalized to distinguish them from terms which are not used as trademarks. For example, "Express Mail", a trademark, is capitalized; "registered mail," which is not a trademark, is not. Words and phrases which are registered trademarks may also be identified by the symbol ®. That symbol must be used to identify figures which are registered marks. (An exception to this rule is the Postal Service emblem when used on letterheads and business cards. All other uses must include the ®.)

2. The trademarks must be used in the form listed at DMM 119.1. For

example, "Express Mail Custom Designed Service," not "Custom Designed Express Mail;" "ZIP Code" not "Zip Code;" "First-Class Mail;" not "First Class Mail."

The Postal Service has additional trademarks which have not yet been registered. The rules set out above apply to these "common law" marks, except that such marks are not to be identified by the symbol ®. Instead, the superscript initials ™ can be used to identify these marks. The common law trademarks and service marks of the Postal Service for which registration is pending or proposed include:

- CON-CON
- E-COM And the ECOM envelope and indices design
- Express Mail Metro Service
- Express Mail Next Day Service
- Express Mail Same Day Airport Service
- Intelpost and the Intelpost logotype
- Presort
- The Benjamin Franklin Stamp Club logotype
- The puppet figure "Elwood P. Zap"

Specific questions concerning proper use of the Postal Service's trademarks and service marks and examples of their apparent misuse by others may be directed to the Procurement Division, Office of Contracts and Property Law, Law Department, Headquarters.—Law Dept., 8-9-79.

### Forms Catalog—Correction

Publication 22, *Forms Catalog*, TL-5 May 30, 1979, contains an error on the last page/Form 3294-A, 0476 is replaced by Form 3294, not 3297.—Office of Management Services, 8-9-79.

### International Postal Money Orders—Great Britain

The United States has reached agreement with the postal administration of Great Britain to increase the maximum amount of postal money orders payable in Great Britain from \$90 to \$200. Effective immediately, the maximum amount for which an international postal money order may be issued for payment in Great Britain is \$200.

When customers wish to send more than \$200 to Great Britain, they may purchase multiple postal money orders so long as the amount of each postal money order purchased does not exceed \$200. Form 6701, *Application for International Money Order*, must be completed for each money order purchased.

The following fees apply for each international postal money order purchased for payment in Great Britain:

Amount of International Money Order	Applicable Fee
\$0.01 to \$10	\$0.90
\$10.01 to \$50	1.10
\$50.01 to \$200	1.40

—Rates & Classification Dept., 8-9-79.

### Mileage Allowance Increase

The article on the above subject in POSTAL BULLETIN 21201, 8-2-79, contained typographical errors in the **Privately Owned Conveyance Allowance** table. The corrected table:

Conveyance	Cents per Mile
Privately Owned Automobile	18.5
Privately Owned Automobile—Alaska Only	20.5
Privately Owned Motorcycle—Including Alaska	09.0
Privately Owned Airplane	22.0
Privately Owned Airplane—Alaska Only	24.0
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

—Finance Dept., 8-9-79.

### Directives—Free to the Public

Following is a change to the requisitioning instructions contained in a notice on page 6 of POSTAL BULLETIN 21199, 7-19-79:

Instructions should read:

All requests from the public for these free publications should be processed by the local postmaster. All post offices having additional requirements for any of the above publications should requisition them from their area supply center in accordance with established procedures.—Procurement and Supply Dept., 8-9-79.

## ANNUAL/SPECIAL COUNT OF MAIL ON RURAL ROUTES

### I. Introduction

These instructions provide standardized and uniform procedures in conducting the count of mail on rural routes. A careful reading and complete understanding of this material and the instructions on the reverse of mail count and route evaluation forms [Forms 4241, *Rural Delivery Statistics Report*; Form 4239, *Count of Mail (Rural Route)*; and Form 4239-A, *Rural Count of Boxholder Mail*] by postmasters, supervisors, and rural carriers will ensure the accuracy of the count data, the prompt evaluation, and correct classification of rural routes. Postmasters and supervisors must ensure that mail counts are conducted properly and that data reported is accurate.

### A. Instructions Annual Special Count

At the time of the annual or special count, the postmaster must arrange a meeting with each eligible rural carrier to discuss requirements for election of a higher classification for which the rural carrier may qualify. The commitment to use sufficient annual leave to qualify for a higher classification must be made on Form 4241 by the carrier to assure management that the actual work hours will not exceed 2,080 hours during the guarantee period. The leave commitment portion of Form 4241 must be signed by the carrier at the time of the annual or special count.

### B. Purpose and Definition of Count

1. The count of mail is the physical counting and recording at specific times of the number of pieces of mail delivered, collected, or handled on rural routes. The count of mail is used to assemble data which provide the basis for the evaluation of the individual route. These route statistics will indicate:

- a. volume of mail handled.
- b. amount of office and route time used by the carrier.
- c. adequacy of service to rural customers.
- d. efficiency and performance of the carrier.

2. The evaluation of a rural route is determined by the mail volume, daily miles traveled, the number of boxes served, and fixed or variable time allowances.

3. These instructions will be followed throughout the year for all special mail counts.

### C. Annual Count—Coverage and Count Period

1. The annual count of mail will be conducted during the last two full weeks of September, beginning September 17 through September 29 (both dates inclusive). Boxholder mail only will be counted for four consecutive weeks, beginning one week prior to the start of the annual mail count; September 10 through October 6 (both dates inclusive).

(Note: During special counts, not coinciding with the annual count, boxholder mail will be recorded only for the two week count period.)

2. The annual count of mail will be conducted on all rural routes.

3. Extensions approved during the count period may be made effective on the first day of a pay period beginning during the count.

(Note: The mileage and boxes, etc., for these extensions must be included on Form 4241.) No extensions or other changes will be approved from the last day of the count until one pay period after the effective date of the new evaluation. (Exception: Temporary detours of more than 30 days and seasonal routes—start or termination.)

4. At those offices where central markup was instituted and no mutually agreed rural mail count period was possible, the special count may coincide with the annual count.

### D. Responsibility

#### 1. Local Conferences

At least 15 days before the start of the count, postmasters will schedule joint conferences of supervisors and rural carriers to discuss these procedures and instructions. Postmasters must advise the management sectional center as soon as possible, but no later than ten days before the start of the count, of any major points of disagreement concerning these instructions so they can be resolved before the count period. Enter in the date(s) of local conference(s) in the appropriate section of Form 4241.

#### 2. Accuracy of Count

a. Postmasters or supervisors are responsible for the completeness of

all mail count information and the accuracy of the "Total" columns entered on the report forms, as well as the manner in which the count of mail is conducted. The carrier must be afforded adequate time to review the completed Form 4241 before signing it.

(1) For the Annual Count of Mail, the Form 4241 will be available to the carrier in the office for review two days during the 4th week of the boxholder count. Before the carrier reviews the Form 4241, all columns (except Columns D and E) must be completed and totaled. Columns D and E must contain week #1 through week #3 entries. By Tuesday, October 9, 1979, the carrier must be given the opportunity to review the Column D and E totals and sign the form in order that the completed Form 4241 can be sent to the MSC on that day.

(2) For special counts (not coinciding with the Annual Count) the carrier will be given adequate time to review and sign the Form 4241. This review must be completed promptly to assure that the completed Form 4241 reaches the MSC within the required four days after the last day of the count.

b. Signatures of the postmaster and carrier are considered verification of the validity of the count data.

(1) When the carrier disagrees with the count data, the carrier need not sign the form. However, the carrier must submit promptly written comments explaining in detail the reasons for objecting and the exact nature of the supposed errors or omissions. The postmaster also must include comments in writing concerning any questions raised by the carrier. Form 4241 together with the letters from the postmaster and carrier must be forwarded to the Management Sectional Center office. (Where the disagreement concerns the actual number of pieces counted, every effort must be made to resolve the matter immediately at the local level.)

(2) A prompt written reply to the postmaster will be furnished by MSC offices advising of the decision. The carrier will be promptly informed in writing by the local management of the decision and the reasons therefor.

## II. CONDUCTING THE COUNT

### A. Definition Rural Route Classifications

#### 1. Mileage Routes

Salary for rural carrier positions on routes classified as mileage (M) is determined under the Rural Carrier Schedule (RCS) which provides a combined rate based on fixed annual compensation and specified rates per mile of route. Each rural carrier's salary is based on the length of the route as determined by the official measurement.

#### 2. Heavy-Duty Rural Routes

a. A heavy-duty route is one based on weekly workload evaluation and office and route time standards. Heavy-duty compensation is authorized on the basis of evaluated time as determined by the office and route time standards after subtracting any relief time.

b. There are three types of heavy-duty routes:

- (1) "H" routes where the carrier works six days a week.
- (2) "J" routes where the regular carrier has a relief day every other week.
- (3) "K" route where the regular carrier has a relief day every week.

#### 3. Special Routes

A special route is a route where the compensation is based on route-workload evaluated hours, but the route is not classified as mileage, heavy duty, or auxiliary.

#### 4. Auxiliary Routes

An auxiliary route is one which normally evaluates under 35 hours per week, and the carrier is compensated for the hours actually worked.

### B. Counting of Mail

1. All classes of mail handled by each rural carrier will be counted daily during the official count period. Mail must be counted at the facility where the carrier will case the mail, and before it is cased.

a. During the 12 days of the annual mail count on mileage (M or RCS) routes, the carrier will count the mail eight days and the postmaster or supervisor will count four days (picked at random). The postmaster or supervisor will also count the two additional weeks of the boxholder count. The carrier may observe and

may also count, if so desired, on the days management makes the count.

b. When in the judgment of management the route borderlines a heavy-duty status, the supervisor or postmaster will make the full 12-day count and the complete boxholder count.

c. On routes classified heavy duty, special, or auxiliary, the postmaster or supervisor will make the count on all days during the count period, including the two additional weeks of the boxholder count. (This requirement is applicable where post offices are closed on Saturday and supervisory personnel are not normally on duty.) The rural carrier may observe and may also count the mail. However, mail delivered and collected must be counted by the postmaster or supervisor and entered on the daily count forms. Carriers serving J or K routes, if they wish, may observe the mail count on their relief days.

(Any carrier who observes the mail count on a relief day, must be in a non-pay status and must not participate in the office work activities.)

2. Care must be exercised by the postmaster or supervisors in controlling mail count forms in order to assure that all entries are proper.

### C. Casing of Mail by Carrier

1. The principle underlying the count is that the same mail flow conditions prevail during the count period that are normally in effect the rest of the year. Postmasters and supervisors must see that all mail available up to the normal morning cutoff time for distribution on the day preceding the count is delivered on that day and that all mail available up to the normal morning cutoff time on the last day of the count is delivered.

2. *Available mail is that mail distributed and placed on carrier case ledges, in hampers, trays, or on the floor beneath the carrier case, and that which is in distribution cases up to the cutoff or final withdrawal time prior to departure time to serve the route. It does not include mail distributed after the scheduled cutoff or final withdrawal time, or mail received too late for distribution, as long as the requirements in 612.1, POSTAL OPERATIONS MANUAL, are met.*

3. Mail will be distributed to ensure a normal flow on the day preceding the count period and the last

day of the count. All simplified address mail available at delivery units will be distributed to rural carriers during the count period; except that where a commitment has been made to a mailer to deliver on a specific date other than the count period, the mailers request must be honored.

4. For the mail count period, the method of handling or casing boxholder mail shall be as directed by management. However, carriers cannot be required to carry more than two sets of boxholders *as separate bundles* on any one day. If more than two sets of boxholders are available for delivery (See Part II.C.2) on any one day, the carrier may either carry the additional sets as separate bundles or case the additional sets of boxholders. The procedure established for the count period must be the same as that which will be followed the remainder of the year. Any changes to the existing practices must be presented to the carriers at the local conference conducted before the count. (See Part I.D.1)

5. Carriers who normally case mail upon return to the office after completing their routes are to continue this practice on the Saturday preceding the count and during the count period. Carriers who *do not* case mail upon return to the office after completing their routes will *not* do so on the Saturday preceding the count nor during the count period. All mail is to be recorded on the Form 4239 for the day of the count on which it is cased. Therefore, mail cased on the Saturday preceding the count period will not be included in the count. However, mail cased after the carrier returns from serving the route on the last day of the count will be credited on the same Form 4239 used earlier in the day and will be included in the annual count.

### D. Requisitioning Mail Count Forms

1. Forms 4239, 4239-A, 4241 will be distributed directly to all District Offices. Each District Office will redistribute the forms to the MSC offices under their jurisdiction.

a. Each management sectional center office should receive quantities sufficient for the 1979 Annual Count to count all rural routes under its jurisdiction including those serving intermediate offices.

b. Distribution will be made automatically by management sectional

centers to those post offices having rural routes.

2. Additional requirements will be ordered on Form 7380, *Requisition for Supplies*, during regular requisitioning cycles.

3. Management sectional centers are cautioned not to over-order Forms 4239, 4239-A, and 4241. Submit requisitions for only the amount of forms that will be required for special counts to be conducted during the year.

4. Forms 4239 and 4239-A will be supplied to intermediate offices having rural delivery for completion and forwarding daily to the headout office postmaster for consolidation on Form 4241. Form 4241 will not be completed by intermediate offices.

### III. FORM 4239, COUNT OF MAIL (RURAL ROUTE)

#### A. Description

1. Form 4239 is designed to function as a combination daily worksheet and mail count record. This important daily record provides the basic source of mail volume and time data which is transferred to Form 4241 and consolidated for the two week period. (A separate form is used to record each day's mail count.)

2. The postmaster, supervisor, or mileage route carrier responsible for making the count will prepare Form 4239 daily. The Form 4239 worksheets are to be completed as the mail is counted. After completion of the Form 4239 daily, the original will be retained by the postmaster, and the carbon copy will be given to the carrier.

**Note:** When management completes the Form 4239, upon request it will be shown to the carrier before the mail is trayed or strapped out, to allow verification of the count data.

3. The postmaster, supervisor, or carrier who makes the daily count must sign Form 4239 each day.

4. Carriers serving heavy duty, special, or auxiliary routes will not make any entries on Form 4239.

5. Form 4239 will be completed at intermediate offices having rural delivery. These forms will be forwarded daily in sealed envelopes to the headout office postmaster for consolidation on Form 4241. Form 4241 will not be completed at intermediate offices.

#### Note:

a. On presently classified heavy-duty, special, and auxiliary routes, the Form 4239 will be completed in accordance with II.B.1.c.

b. On mileage (M or RCS) routes the Form 4239 will be completed in accordance with II.B.1.a. and II.B.1.b.

#### B. Worksheet for Counting

The worksheet must be completed in accordance with the following guidelines:

##### 1. Column A. Letter Size Mail

All letter size mail including ordinary letters, cards, newsletter type mail, and circulars 5 inches or less in width which can be cased in the separations of the carrier case is entered in this column. Small magazines and small catalogs 5 inches or less in width and  $\frac{3}{8}$  inch or less in thickness are included in this column. Detached address labels for sample merchandise, magazines, and catalogs are included in the letter count.

Do not include newspapers, boxholders, flats, and rolls even though they may be cased with letter mail. Each direct bundle distributed and tied out at mail distribution cases is counted as one parcel and entered in Column C. Direct bundles tied out at the *carrier case* are not to be counted as parcels. Registered, certified, COD, numbered insured mail, Express Mail, and other accountable mail are not included in this column.

**Note:** For special delivery articles see Column F.

##### 2. Column B. Papers, Magazines, Catalogs, Flats, Other Size Mail

Newspapers, flats, magazines, catalogs, rolls, and other non-letter size mail which can be cased for delivery using carrier casing equipment is entered in this column. This includes catalogs cased with other mail or cased separately.

Exceptions: Simplified address articles, including mail with detached labels are to be counted as boxholder mail and entered in Column D. Registered, certified, COD, numbered insured mail, Express Mail, and other accountable mail are not counted in this column.

##### 3. Column C. Parcels

Enter the number of parcels of all classes which because of their size and/or shape cannot be cased in the

letter and flat separations (where flat separations are used). This includes articles which cannot be cased and strapped out because to do so would result in damage to the contents (i.e. phonograph records, large photographs, articles marked "do not fold or bend"). Parcels with detached labels will not be entered in this column but will be counted as boxholders in Column D. Only specifically addressed samples too large to be cased will be included in the parcel count.

Each direct bundle distributed and tied out at the mail distribution cases is counted as a parcel. Direct bundles tied out at the carrier's case *are not counted* as a parcel.

Registered, certified, COD, numbered insured mail, Express Mail, and other accountable mail are not counted in this column.

**Note:** For special delivery articles see Column F.

##### 4. Column D. Boxholders

See IV.D.3.c.(2)

##### 5. Column E. Boxholders Strapped Out

See IV.D.3.c.(3)

##### 6. Column F. Registered, Certified, and Special Delivery Articles, Numbered Insured Parcels, and Express Mail

The number of such articles received daily for delivery is entered in this column. Do not duplicate entries for same items in Columns A, B, C, or P.

**Note:** Where the carrier dismounts or leaves the line of travel to effect delivery or attempt delivery of special delivery mail, the number of special delivery articles will be entered in this column. Otherwise, they are entered in Columns A, B, or C as appropriate. Do not record any articles entered in Columns A, B, or C in Column F.

##### 7. Column G. C.O.D.'s and Customs Due Received for Delivery

Enter the number of articles received daily for delivery.

##### 8. Column H. Change of Address

The number of orders to change address (Form 3575, *Change of Address Order* or Form 3546 *Notice to Change Forwarding Order*) received and entered during the count period in route directory or on Form 4232-A, *Customer's Name and Address*, Form 1564-B, *Orders to Box Section* or

*Other Special Orders*, and/or Form 3982, *Changes of Address* are entered in this column. Form 3546 initiated by the carrier is creditable as a forwarding order, provided it is not a duplication of previous action taken.

**Note:** The entry of a new or additional customer's name on Form 1564, *Address Change Sheet* or Form 4232-A is not to be recorded as a change of address order. There must be no accumulation of change of address orders at the start of the count period.

### 9. Column J. Marked Up

The number of pieces of all classes of mail marked up is recorded in this column. Markups are mail undeliverable as addressed which require the carrier to endorse the mail with the new address or with the reason for non-delivery specified in the DOMESTIC MAIL MANUAL (DMM) 159.1 (including pieces of no obvious value and indefinitely addressed mail). This includes mail deliverable from the same local delivery unit or other delivery unit. Not included are pieces for which Forms 3579, *Undeliverable 2nd, 3rd, 4th, or Controlled Circulation Matter*, were prepared. Mail missorted to a route must not be recorded as a markup except when it is deliverable from another local delivery unit, if known, in which case it must be endorsed with carrier initials and route number. Missorted and missent mail is included in the original count of mail. This also applies where routes have been adjusted, territory changed, and the mail is routed to the wrong carrier. Where mailing addresses have been changed from rural route and box number to street name and number, credit must not be given for a markup whether on the same route or where the territory has been transferred to another route. This is considered a handoff, and credit is given in the original count of mail. At post offices where the Central Markup/Computerized Forwarding System is in effect, markup credits will be given for the following categories of undeliverable mail:

- a. Mail sorted in the A-Z separations (one markup is allowed for each bundle, usually only one bundle is required).
- b. Deceased
- c. No mail receptacle
- d. Refused
- e. Temporarily away. This endorsement is only to be used when returning mail because the retention period

as requested by the sender has expired.

f. Vacant (obvious value third-class mail addressed to Occupant applies only to those rural routes where street and house numbers are used).

g. Indefinitely addressed mail.

h. Undeliverable parcel post.

i. Excess boxholders—carriers will:  
(1) Place all excess boxholder mail into an appropriate container (sack, hamper, tray, etc.); (2) Endorse a facing slip *In excess of requirements*, initial the slip, and attach it to the container with the excess boxholder mail; and (3) Be given credit for one markup.

### 10. Column K. Forms 3579 and 3868 Completed

The number of Forms 3579 and Forms 3868, *Carrier's Clearance Receipt*, completed are entered in this column. Forms 3579 must be kept current so there are none on hand on the first day of the count. No duplicate Forms 3579 will be completed or counted during the count period. Where the Central Markup/Computerized Forwarding System is implemented, only the number of Forms 3868 completed is entered. Where the Central Markup/Computerized Forwarding System has not been implemented, *postmasters or supervisors must verify each Form 3579 claimed* to ensure compliance with provisions of the DMM 159.1 Exhibit 159.151 and 232.12 of M-37 *Rural Carriers Instructions Handbook*, are being followed.

### 11. Column L. Money Order Applications

The number of money order applications received on the route is recorded in this column. If the rural carrier resides on the route he/she serves and regularly purchases money orders throughout the year, credit will be allowed. *Postmasters or supervisors will review each application daily.*

### 12. Column M. Letters and Flats Collected

The number of letters and flats collected on the route is entered in this column. If mail is received in bundles, each bundle is to be counted as one piece. Each piece in the bundle is not to be counted. Mail picked up from a collection box is not to be included. Actual time required to pick up mail from a collection box is to be entered under Column R, *Other Suitable Allowance*.

### 13. Column N. Ordinary and Insured Parcels Collected

The number of ordinary and insured parcels accepted on the route is entered in this column. That is:

a. Parcels that require the carrier to weigh, rate, and affix postage to the article, or

b. Parcels weighing more than two pounds on which postage has been prepaid.

Do not enter obvious letter and flat size mail, including filmpacks, etc., whether the carrier affixes postage or not. Presacked parcels on which postage has been computed are to be counted as one parcel for each sack. Parcels that are refused by the customer or are undeliverable shall not be credited as a parcel collected.

### 14. Column O. Registers and Certified Collected

The number of registered and certified articles accepted on the route is recorded in this column. Those articles returned where Form 3849-A, *Delivery Notice or Receipt*, or Form 3849-B, *Delivery Reminder or Receipt*, have been left for the customer are not included in the count. Time credit for No Response-Left Notice items is included in the time factor for delivery.

### 15. Column P. Postage Due

The number of postage due articles taken out for delivery is entered.

### 16. Column Q. Loading Vehicle

The time actually used to transfer mail from the carrier's work area to the vehicle, including placing it in the vehicle. This includes the time to take mail from the work area to the vehicle, and the time necessary to return the equipment used to a designated location. Postmasters or supervisors must observe the loading operation daily to assure that efficient practices are followed. The time required to place mail in gurneys or hampers will be included in loading time. Loading time in excess of 15 minutes must be fully explained in the comments section on Form 4241. However, the loading allowance is not to be interpreted as a minimum 15 minutes daily. The actual time shown for loading the vehicle must not include time for arranging parcels in delivery sequence as this is included in the time allowance for those items in Column C.



### 17. Column R. Other Suitable Allowance

a. A reasonable time allowance may be claimed for unusual conditions or for other services rendered on a daily or weekly basis that are not accounted for under the normal work functions. This does not include time for vehicle breakdowns. Items for which time is claimed under this heading must be authorized by management and must be of a recurring daily or weekly nature. Where weekly recurring safety talks are conducted, actual time will be recorded in Column R.

b. At those offices where the Central Markup System or the Computerized Forwarding System is installed, actual time will be allowed in Column R for time required to place CMU/CFS mail in the designated location.

c. Where no office personnel are on duty when the carrier returns from serving the route on Saturday, the carrier will receive actual time allowance for duties performed over and above normal functions on this day and the following work day. (This does not include time spent counting mail or completing count forms.)

d. Where a carrier serves an apartment building with approved apartment boxes, only the actual time required to travel from the vehicle to the boxes and return to the vehicle is entered in Column R. The standard box time allowance is automatically given for each box served. Time making delivery at the box location is not included. Where a carrier is authorized to dismount to deliver mail to other places (businesses, hospitals, nursing homes, schools, etc.) the dismount time is determined by the same method as for apartment buildings. Time spent at an authorized dismount must not include time spent making delivery, securing signatures for accountable mail, or collecting postage due.

**Note:** Dismount time is not the total elapsed time, only the actual travel time from the vehicle to the box location or delivery point and the actual travel time to return to the vehicle.

e. Those carriers who serve a non-personnel rural unit receive an allowance of 15 minutes daily for each unit served. Boxes located in these units are not included in the route totals for boxes on the route as en-

tered on Form 4241. Any additional time claimed for servicing a non-personnel unit must be adequately justified in the Comments section.

f. Actual time will be granted the rural carrier for dismount time to serve an intermediate office in the same manner as described above for serving an apartment house if lock pouch service is not provided.

g. Personal time or time used for purchasing and checking stamp stock at the office where the route starts is not entered; these are automatically granted by mechanical means.

h. For those rural routes using USPS owned or leased vehicles, actual time allowance will be granted for those related, recurring functions such as servicing the vehicle, where required to do so, and for vehicle inspection. Actual time shall also be given for time required by the carrier to complete vehicle related forms. The postmaster or supervisor must record time under Column R, Other Suitable Allowance. Time spent waiting for vehicle repair or tow while on the route is not a recurring function and shall not be granted. If the vehicle is removed from the route, the time granted for vehicle related functions will be deducted and the route adjusted to reflect the new evaluation.

i. All entries in Column R require justification in Comments section.

### 18. Column S. Counting Time

The number of minutes actually used in counting the mail. Only time used by carrier is recorded.

### 19. Column T. Waiting Time

The number of minutes carrier spent waiting for mail after the official starting time is entered.

### 20. Column X. Intermediate Offices Served Daily—Services Performed at Intermediate Offices

a. The number of intermediate post offices served daily is shown. Carriers who perform functions or services at intermediate offices for which time allowances are provided will receive appropriate time credit for these services.

b. All functions performed or services provided at intermediate offices will be recorded daily on Form 4239 and forwarded to the postmaster at the carrier's originating office in a sealed envelope.

c. Where a carrier purchases and checks stamp stock at an intermediate office, the actual time required to per-

form this function, not exceed five minutes daily, should be shown in the Other Suitable Allowance column and explained under Comments. The normal frequency of stamp purchases at the intermediate office must be maintained during the mail count period.

d. When completing Form 4241 for the week, the postmaster at the office from which the route begins will include in the proper Total columns the items applicable to the intermediate office and will write in above the signature line the words, "including services performed at intermediate office." On the form under "Comments" the functions or services performed must be indicated.

### 21. Column Y. Weight of Locked Pouches Carried Daily

The weight carried in pounds (rounded to the nearest whole pound) of all mail to and/or from intermediate offices is shown. Carriers serving non-personnel rural units do not receive credit for a locked pouch.

## IV. FORM 4239-A, RURAL ROUTE COUNT OF BOXHOLDER MAIL

### A. Definition

Form 4239-A is designed to function as a daily worksheet and boxholder count record. The total count of boxholder mail and boxholder mail strapped out for the four-week annual count of mail period or the two-week special count period are transferred to the Form 4241.

### B. Use of Form 4239-A for Annual Count

1. For the annual count, boxholders and boxholders strapped out will be counted for four consecutive weeks beginning one week prior to the start of the full mail count.

2. The totals will be entered daily on Form 4239-A and initialed by the supervisor and rural carrier serving the route on that day.

### C. Form 4239-A for Special Counts

Form 4239-A will be used for special counts except boxholders and boxholders strapped out are counted only for the actual two weeks of the special count period.

### D. Completion

1. Complete Form 4239-A for each route at your office.

2. Enter in the appropriate space at the top of the form:

a. Your Post Office, State, ZIP Code.

b. The number of the route covered by the form.

3. Proceed as follows for *Annual Mail Counts* and *Special Counts* coinciding with Annual Count.

a. Begin boxholder count one week prior to the full mail count.

b. Count for four (4) consecutive weeks.

c. Enter following information as appropriate to each column:

(1) Date Column. Enter dates that correspond to days shown on the form.

(2) Column D, Boxholders:

(a) Enter daily number of boxholders taken out for delivery on route. This includes all simplified address mail, including samples with simplified address (DMM 122.4). When samples are received with detached address labels, enter the total number of samples. (See III.B.1., Column A, for recording the label count.) The number of pieces of boxholder mail must not exceed the number of families on the route for each mailing. All boxholders, whether cased or not, are included in this column.

(b) Enter zero (0) if no boxholders are taken out for delivery.

(c) Add (at end of each week) boxholders received for that week.

(d) Enter the total weekly boxholders in the space designated on this form.

(e) Enter the total weekly boxholders in the corresponding space of Column D on Form 4241, Rural Delivery Statistics Report.

(f) Add weekly totals together at the end of the boxholder count to determine the total boxholders received.

(g) Enter the total boxholders received in the "Total Boxholders" space on this form.

(h) Enter the total boxholders received in Columns 59-63 on Form 4241.

(3) Column E, Boxholders Strapped Out:

(a) Enter daily the number of pieces of boxholder mail (counted in Column D) which the carrier has cased and strapped out for delivery. The total in this column must not exceed the total in Column D in either the daily entries or the weekly total figures transferred to Form 4241.

(b) Enter zero (0) if no boxholders are cased and strapped out.

(c) Add (at the end of each week) boxholders cased and strapped out for that week.

(d) Enter the weekly total in space designated on this form.

(e) Enter the weekly total in the corresponding space of Column E on Form 4241.

(f) Add weekly totals together at the end of the boxholder count to determine the total number of boxholders cased and strapped out.

(g) Enter this total in the "Total Boxholders Strapped Out" space on this form.

(h) Enter the total boxholders strapped out in Columns 64-68 on Form 4241.

(4) Cross-check the four-week total for accuracy:

(a) Add totals from weeks 1, 2, 3, 4

(b) Add 24 daily entries

(c) Recompute form to identify and correct error, if the totals from (a) and (b) above do not agree.

(5) The postmaster or supervisor making the count must verify daily the entries on this form by initialing the Supervisor Initials column.

(6) The carrier must verify daily the entries on this form and initial the Carrier Initials column.

4. Proceed as instructed in IV.D. for *Special Counts* not coinciding with the annual count of mail, except:

a. Begin boxholder count on the first day of the full mail count.

b. Count for only a two-week period.

c. Use on the week 1 and 2 spaces on Form 4239-A and Form 4241 for these counts.

d. Enter two-week totals in spaces marked "Total Boxholders" and "Total Boxholders Strapped Out."

e. Transfer above figures to columns 59-63 and columns 64-68, respectively, on Form 4241.

5. The postmaster or supervisor must sign the form in the designated space and enter the date the form was signed.

#### E. Distribution

1. Retain original with the Forms 4239, for the same route and count period.

2. Give duplicate to the carrier.

### V. FORM 4241, RURAL DELIVERY STATISTICS REPORT

#### A. Definition

Form 4241 is the source document used to determine the evaluation of all rural routes.

#### B. How to Use Form 4241

1. The totals of Columns A-Y on Form 4239 are transferred daily to the proper lines on Form 4241. The weekly totals of Columns D and E on Form 4239-A are transferred weekly to the proper lines of Form 4241. This information may be made available to the carrier. Draw a circle around the day of the week when a substitute serves the route. Typing of Form 4241 is not recommended.

2. At the top of the form show the name of the MSC and its ZIP Code; the name of the post office, state, and its ZIP Code; the name and social security number of the carrier; and inclusive dates of the count period.

3. Important: Each box or square at the top of the form and on the Total lines must be filled in with a number or a zero. Be sure the last digit of each number appears in the box farthest to the right in each column. Where you have a three digit number such as 982, and there are five blank boxes on the Total line or elsewhere on the form, use zeros in the boxes in front of the 982. Thus, 982 would be shown as 00982 in such a case. Be sure to:

a. Enter numbers as far to the right of each column as possible.

b. Enter only one number in each box.

c. Beside the signatures, show the date the form was completed.

d. Emphasize to carriers that their signature certifies the accuracy of the count.

**Note:** Be sure to circle the day of the week the route was served by a substitute, including J and K days on heavy duty routes.

#### C. Completion

1. Complete Columns 1-20 as follows:

a. Columns 1-6. Enter your Finance Number (including the state number) in 6 digits. If your state has a 1-digit number, place a zero in the first box on the left, i.e. for Alabama start with 01 and for Ohio start with 38; then add the four digits designated for your office, dropping the last zero.

b. Columns 7-8. Enter Route number in 2 digits, i.e. Route Number 1 would be shown as 01. Enter a zero in the first box for all routes from 1 to 9.

c. Columns 9-13. The official length of the routes as of the *last day of the count*, from the Form 4003, Of-

ficial Rural Route Description, must be shown to two decimal places. However, do not use the decimal point on the form. For example: A route 61.38 miles in length would be shown as 06138 on the form; 45.5 miles as 04550; 101.28 miles as 10128.

**Note:** All route adjustments (deletions and/or extensions) which are justified and requested shall be submitted at an appropriate date so such changes shall be effective prior to the start of the mail count. However, if approved extensions or deletions are received during the count weeks, they must be processed effective on or before the last day of the count at the beginning of the pay period.

d. Columns 14-17. Enter the number of mailboxes on the route as of the last day of the count; 487 boxes would be shown as 0487. Count as a box temporarily vacant dwellings, apartments, and places of business with or without a box erected which have not been vacant more than 90 days. But do not include abandoned boxes, permanently vacant buildings, dwellings and apartments vacant more than 90 days, buildings under construction, or dwellings and businesses receiving delivery solely through general delivery or a post office box. In resort areas, transient trailer parks, and transient mobile home parks only the boxes being served during the mail count period are counted.

e. Columns 18-20. Enter the number of vehicle stops necessary to serve all boxes on the route. Where a group of boxes can be served without moving the vehicle, record one vehicle stop for that group of boxes.

2. Complete Columns 21-44 as follows:

a. Columns 21-32. Carrier's Daily Time record. Show the exact time (not the scheduled time) the carrier reported, left, returned, ended, and the actual lunchtime, if any, in minutes for each day of the count period. The columns "Office Time," "Route Time (less lunch)," and "Net Total Time" must be totaled in hours and minutes on the line "Total Hours and Minutes." Convert the hours and minutes to minutes by multiplying the hours by 60 and adding to this the minutes. For example: 30 hours and 18 minutes would be entered as such on the "Total Hours and Minutes" line. On the next line, "Total in Minutes," it would be entered as 1818 (30 hours  $\times$  60 = 1800 minutes, plus 18 minutes = 1818). **Note:** Include

both morning and afternoon office time in Columns 21-24.

b. Columns 33-36. In those few instances where auxiliary assistance has been authorized pending permanent relief, enter the daily time used in minutes in the "Auxiliary Assistance Used" column and enter the total minutes for the two weeks at the bottom of the column.

c. Columns 37-39. Enter actual time spent daily by the carrier waiting for mail and/or counting mail in the "Waiting and Counting Time" column. Record the total for the two weeks in minutes at the bottom of the column.

d. Columns 40-42. Enter weight of Locked Pouch Mail. Enter the total weight in pounds (rounded to the nearest whole pound) of all classes including outside pieces transported to intermediate offices. Compute the Average Daily Weight (total  $\div$  12) and enter this figure in these blocks.

e. Column 43. Where a carrier is authorized to withdraw all mail from distribution cases, enter the figure "1" on the "Total" line for this column. If an employee other than the carrier daily withdraws mail and places it on the carrier's case ledge, in hampers, trays, or on the floor beneath the carrier case, enter a zero on the "Total" line for that column.

f. Column 44. Where a carrier is required to deliver or collect pouch mail at intermediate offices, and does not receive a regular locked pouch allowance, enter the figure "1" on the "Total" line for this column. Otherwise, enter zero. **Note:** If a carrier provides locked pouch service to more than one intermediate office, or makes more than one stop for locked pouch service at an intermediate office, show the total number of offices (or stops) served daily in this column. E.g. If a carrier delivers a locked pouch to an intermediate office in the a.m. and picks up a locked pouch from an intermediate office in the p.m., enter the figure 2 in this column.

3. Complete Columns 45-105 as follows:

**Note:** Before totaling the entries for the days of the count period on the total line, verify that all figures transferred from Form 4239 each day or Form 4239-A each week are correct.

a. Columns 45-58. Enter the totals for the two weeks on the total line under each column. Do not average these items.

b. Columns 59-68. Enter the totals for four weeks on the total line under each column. Do not average these items. (**Note:** (1) For special counts, not coinciding with the regular count, enter only the two week totals. (2) For Columns 64-68 be sure that only those boxholders cased and strapped out are included.)

c. Columns 69-105. Enter the totals for the two weeks on the total line under each column. Do not average these items.

d. Columns 100-102. Enter the actual "Loading" time used in minutes.

e. Columns 103-105. In the space provided for "Other Suitable Allowance," enter the total minutes used daily and for the two weeks. Detailed justification must be shown under "Comments" below. Examples of Allowable Time items:

(1) Collecting mail from collection boxes on routes.

(2) Delivering city carrier relay(s).

(3) Actual time (not to exceed 5 minutes) spent in purchasing and checking stamp stock at an intermediate office. Do not include checking stamp stock at office from which route emanates, personal time, or delivered lock pouch since a flat allowance is automatically provided for these items.

4. Complete Additional Information Section as follows:

a. Line A. Enter number of families served.

b. Line B. Enter number of apartment buildings served.

c. Line C. Enter the total authorized dismount deliveries.

d. Line D. Report Type: Enter appropriate code to indicate if report is Annual = A, Special = S, Amended = C.

e. Line E. Enter "A" if route is currently classified as an auxiliary or enter "S" if route is currently classified as a special route, otherwise leave blank.

f. Line F. Triweekly routes: Enter "M" if schedule is Monday-Wednesday-Friday; Enter "T" if schedule is Tuesday-Thursday-Saturday.

g. Lines G-M. Check the appropriate box (Yes or No) for each of the following:

Line G—Is the route currently under the Central Markup System?

Line H—Is the route subject to seasonal adjustment?

Line I—Is it a new route?

Line J—Is this route to be discontinued?

Line K—Is a USPS vehicle regularly assigned to this route?

Line L—Does the carrier choose to elect the higher route classification?

Line M—Has the carrier made the necessary annual leave commitment?

**Note:** Any rural carrier, whose route may be classified in more than one heavy-duty classification, may elect the higher route classification if: (1) The requirements of the USPS-NRLCA National Agreement, Article 30.1.C.6 are met, and (2) Lines L and M of the Additional Information Section of Form 4241 is checked YES, and (3) The leave commitment statement in the *Comments Section* of Form 4241 is signed by the carrier. Signing this statement fulfills the requirements of Article 30.1.C6a(2) of the USPS-NRLCA National Agreement.

h. Line N Enter the date of the local conference.

#### D. Submission and Disposition of Forms 4241

##### 1. Postmaster's Actions

a. Review of Forms 4239, 4239-A, and 4241.

(1) **Errors.** Each year errors are detected on the forms used for rural mail counts which reflect careless preparation of the forms. These errors result in processing delays at the MSC or PDC, and/or improper classification of rural carriers. Particular attention should be given to Form 4241 to assure that the entries for columns 21-32 have been converted from Hours and Minutes (space above blocks) to a Total in Minutes only in the blocks provided; and also, that entries in blocks provided for columns 40-42 reflect the Average Daily Weight based on the two-week total weight entered in the space above these blocks. Postmasters must review and double check all data recorded on these forms before submission to management sectional centers.

(2) **Central Markup System.** At offices where Central Markup System is installed, be especially alert in re-

viewing Columns J and K on Form 4239 and Columns 77-80 and 81-83 on Form 4241 to assure that entries only reflect markup work actually performed by carriers. Continue to record Forms 3868 in Column K.

(3) **Use Care.** Remember the importance of the data submitted.

b. Submission to MSC.

(1) **Mail the original and the first carbon copy of form 4241, so they will be received at the MSC office by October 10.** Retain the second carbon copy. After the MSC office review, the first copy will be returned to you with needed corrections clearly marked. Compare it with your copy, make all necessary corrections, and promptly give one copy to the rural carrier. Retain the other in your files.

(2) **Signature Requirements.** The postmaster normally signs Form 4241. However, in order not to delay their scheduled submission to the MSC office, any postmaster who will be absent on leave (annual, sick, convention) will designate an employee to sign the forms. When it is necessary for someone (other than an assistant or assistant to the postmaster) to sign the forms for the postmaster, it should be done in the following manner:

John Doe, Postmaster  
by ----- (title)

##### 2. Management Sectional Center Actions

a. **Management Sectional Center Review of Form 4241 Installation heads at management sectional centers are responsible for reviewing all Forms 4241 for accuracy, completeness, and compliance with instructions before transmitting them to the respective Postal Data Center (PDC) for processing.**

b. **Submission of Forms 4241 to Data Centers. After carefully reviewing and making all necessary corrections, the MSC manager or designee must submit the original of Form 4241 for the annual count (or special count coinciding with the annual count) to reach the PDC no later than Monday, October 22,**

**1979. Forward reviewed Forms 4241 daily to the PDC beginning October 10, 1979; forms must not be accumulated over several days.**

c. **Verify and separate Forms 4241 which represent special counts coincident with the annual count, and forward to the PDC in separate envelopes, clearly marked "Special Count."**

**Note:** The counts in b. and c. include the 4-week boxholder count.

d. **Forms 4241 for special mail counts which do not coincide with the annual mail count (2-week boxholder count) must be submitted to the PDC no later than the Friday before the week the Special Mail Count is effective.**

e. **Upon forwarding the original Forms 4241 to the PDC, the MSC must promptly return the first copy of Form 4241 to the originating office.**

#### VI. FORM 4241-A, RURAL ROUTE EVALUATION

##### A. Description

1. **Form 4241-A has been changed to include additional management information and rural carrier salary information.**

2. **The information on Lines 1 through 4 of the Form 4241-A has been realigned to be constant with the Form 4241.**

3. **Line 5 has been added and contains route information such as the number of boxes, miles, dismount deliveries, apartment buildings, etc.**

4. **Line 6 has been added to incorporate the carrier's salary information.**

##### B. Distribution

**Form 4241-A is now printed in four parts. They are to be distributed as follows:**

1. **First copy to the MSC office**
2. **Second copy to the post office route file**
3. **Third copy to the rural carrier**
4. **Fourth copy to the rural route book.**

**Note:** The fourth copy has line 6 blocked out to avoid having carrier salary information in the route book.

—Delivery Services Dept., 8-9-79.

**INTERNATIONAL MAIL—ARGENTINA**

The postal administration of Argentina has announced the introduction of new customs regulations. Effective immediately, the following requirements apply to commercial parcels destined to Argentina:

Each commercial parcel must be accompanied by a consular invoice in duplicate. These invoices must include a declaration signed by the seller or his representative reading: "I declare under oath that all the information given in this invoice is true and that the prices indicated are those that actually have been paid (or will have to be paid). I also declare that no arrangements have been made that would make possible any alterations in these prices."

The following articles do not require consular invoices:

a. books, reviews, newspapers, printed papers and scientific and lit-

erary periodicals, on condition that no import duty is payable.

b. New or used effects or articles imported for noncommercial purposes or not of a saleable nature or value, intended for personal use or consumption and which, by reason of their quantity or type, give no grounds for thinking that they are intended for sale, and which do not exceed the value above which import duty would have to be paid.

c. goods in transit for other countries.

d. samples without saleable value (unusable).

e. brochures, posters, printed papers, diaries, almanacs, negatives, photographs, films and other miscellaneous publicity articles advertising foreign goods or concerns, which are marked to prohibit their free sale.

f. spare parts and accessories for supplying or repairing foreign ships or aircraft in Argentina, if these are con-

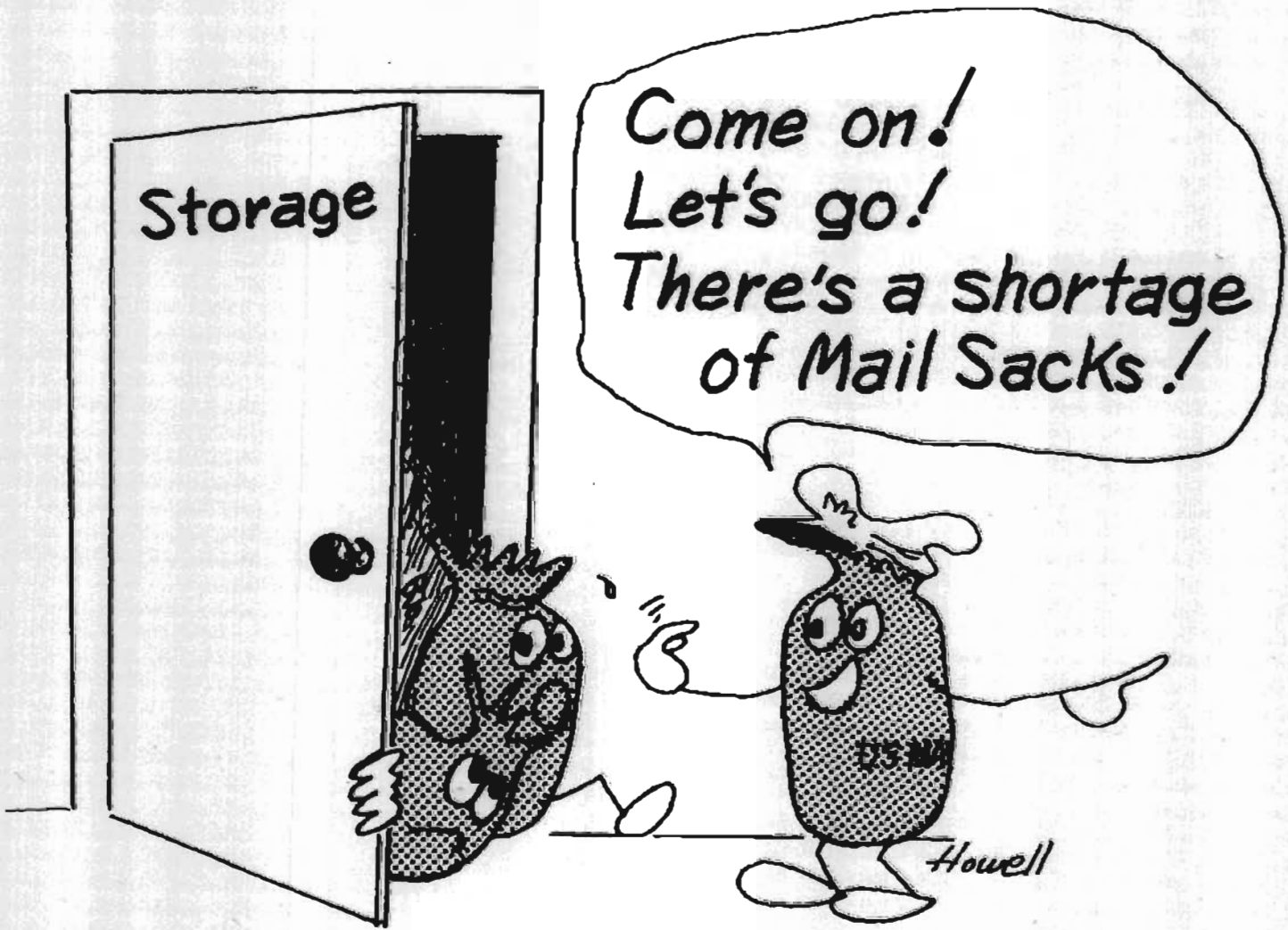
sidered indispensable for continuing the journey.

g. costumes, properties and other belongings of visiting theatrical companies.

h. goods which are returned to Argentina after definitive or temporary export unless a return invoice was explicitly requested when authorization for temporary export was granted.

i. educational equipment or materials intended for schools or scientific research institutes, whether as purchases, gifts, loans or technical or financial aid, on condition that the Argentine Ministry for Foreign Affairs and Religion gives permission beforehand.

A future revision to Appendix B, Publication 42, *International Mail*, will incorporate this information in the country information entry for Argentina.—*Rates & Classification Dept.*, 8-9-79.



POST OFFICE CHANGES NO. 26

(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=Nonpersonal, NZCD=National ZIP Code and Post Office Directory, P=Postal facility discontinued, name retained for address purposes, Resc.=Rescinded, S=Station, x=Classified. (Contract stations and branches do not have the symbol "x" following the symbol of type of installation.)

Symbols: (1)=Officially closed on date shown. Notice is for administrative record purposes. (2)=Officially established on date shown. Notice is for administrative record purposes. (3)=All services previously terminated. Date shown is official discontinued date for administrative purposes.

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
AL	Montevallo	Shelby	University of Montevallo	Sx	35115	Add	7-10-63	Sx estab. (2)
AZ	Cottonwood	Yavapai		I	86326	Add	9-8-79	C estab.
AZ	Flagstaff	Cocconino	Plaza	S	86001	Delete	6-26-79	S disc. (1)
AZ	Riviera	Mohave		I	86442	Add	9-8-79	C estab.
AZ	Tucson	Pima	Casas Adobes	B	85701	Delete	6-26-79	} B conv. to Bx.
AZ	do	do	do	Bx	85704	Add	6-26-79	
AB	Genevia	Pulaski		I	72053	Delete	7-1-79	} PO name changed.
AB	College Station	do		I	72053	Add	7-1-79	
CA	Auburn	Placer	A	S	95603	Add	7-6-78	S estab. (2)
CA	Bakersfield	Kern	Vista Park	B	93307	Delete	6-26-79	B disc. Retain ZIP Code. (1)
CA	Long Beach	Los Angeles	U.S. Naval Hospital	B	90822	Delete	6-26-79	B disc. Retain ZIP Code. (1)
CA	do	do	VA Hospital	B	90822	Delete	6-26-79	B disc. Retain ZIP Code. (1)
CA	San Luis Rey	San Diego	San Luis Rey Downs	B	92068	Delete	6-26-79	B disc. Retain ZIP Code. (1)
CA	Torrance	Los Angeles	El Camino College	B	90506	Delete	6-26-79	B disc. Retain ZIP Code. (1)
CA	South Gate	do	Loop	Sx	90280	Delete	7-17-79	Sx disc. Retain ZIP Code. (1)
FL	Bowling Green	Polk	Fort Green	CPO	33834	Delete	12-2-78	CPO disc. Retain ZIP Code. (1)
FL	Cantonment	Escambia	Cottage Hill	CPO	32533	Delete	2-4-78	CPO disc. Retain ZIP Code. (1)
FL	Chattahoochee	Gadsden	River Junction	S	32324	Delete	1-15-79	S disc. Retain ZIP Code. (1)
FL	Clewiston	Hendry	Ritta	CPO	33440	Delete	10-6-78	CPO disc. Retain ZIP Code. (1)
FL	Gulf Breeze	Escambia	Pensacola Beach	B	32561	Delete	3-1-79	B disc. Retain ZIP Code. (1)
FL	Hialeah	Dade	A	B	33015	Delete	1-19-79	B disc. Retain ZIP Code. (1)
FL	Lithia	Hillsborough	Keysville	CPO	33547	Delete	4-30-78	CPO disc. Retain ZIP Code. (1)
FL	Marianna	Jackson	Round Lake	CPO	32447	Delete	3-1-79	CPO and ZIP Code disc. (1)
FL	Miami	Dade	Cutler Ridge	B	33157	Delete	2-17-78	B disc. Retain ZIP Code. (1)
FL	Odessa	Hillsborough	The Village	CPO	33556	Delete	12-1-77	CPO disc. Retain ZIP Code. (1)
FL	Winter Haven	Polk	Wahnetta	B	33880	Delete	12-31-75	B disc. Retain ZIP Code. (1)
FL	Winter Park	Orange	Towers	S	32792	Delete	11-29-78	S disc. Retain ZIP Code. (1)
HI	Honokaa	Hawaii	Haina	Bx	96727	Delete	4-30-73	Bx disc. Retain ZIP Code. (3)
ID	Mountain Home	Elmore	Air Base	MOU	83648	Delete	6-26-79	MOU disc. Retain ZIP Code. (1)
GU	Agana	Gnam	Barrigada	S	96913	Delete	6-26-79	S and ZIP Code disc. (1)
MS	Darlove	Washington		I	38724	Delete	8-24-79	} PO disc. Change ZIP Code only. Continue address of Darlove, MS. (1)
MS	do	do		P	38748	Add	8-24-79	
MS	Hattiesburg	Forrest	C	S	39401	Add	6-20-78	S estab. (2)
NY	New York	Suffolk	West Gilgo Beach	B	11702	Delete	7-1-79	B disc. Retain ZIP Code. (1)
NY	White Plains	Westchester	Central White Plains	Sx	10606	Delete	7-8-78	Sx disc. Retain ZIP Code. (1)
NC	Goldsboro	Wayne	Berkeley	Bx	27580	Delete	9-5-78	} Amend PB 21199 to estab Sx. (2)
NC	do	do	do	Sx	27580	Add	9-5-78	
OH	Sylvania	Lucas	Churchills	S	43500	Add	6-1-79	S estab. (2)
OK	Pooleville	Carter		I	73454	Delete	8-24-79	} PO disc. Change ZIP Code only. Continue address of Pooleville, OK. (1)
OK	do	do		P	73451	Add	8-24-79	
OR	Portland	Washington	King City	B	97223	Delete	9-7-77	} Change ZIP Code to correct NZC&POD.
OR	do	do	do	B	97223	Add	9-7-77	
SC	Cayce		I	I	29033	Delete	6-29-79	} Amend PB 21192 to change name of PO. (2)
SC	Cayce-West Columbia	Lexington		I	29169	Add	6-29-79	
SC	West Columbia	do		I	29169	Delete	6-29-79	} PO name changed. Retain ZIP Code. (2)
SC	Cayce-West Columbia	do		I	29169	Add	6-29-79	
SC	West Columbia	do	Kathwood	B	29169	Delete	6-29-79	} B parent PO changed due to newly consolidate PO. (2)
SC	Cayce-West Columbia	do	do	B	29169	Add	6-29-79	
SC	West Columbia	do	Saluda Gardens	B	29169	Delete	6-29-79	
SC	Cayce-West Columbia	do	do	B	29169	Add	6-29-79	
SC	West Columbia	do	Springdale	B	29169	Delete	6-29-79	
SC	Cayce-West Columbia	do	do	B	29169	Add	6-29-79	
SC	West Columbia	do	Cayce	Bx	29033	Delete	6-29-79	} Amend PB 21192. Bx estab. Change name of parent PO. (2)
SC	Cayce-West Columbia	do	do	Bx	29033	Add	6-29-79	
TN	McNairy	McNairy		I	38353	Delete	8-24-79	} PO disc. Change ZIP Code only. Continue address of MC-Nairy, TN. (1)
TN	do	do		P	38315	Add	8-24-79	
TX	Dallas	Dallas	East Oak Cliff	Sx	75203	Delete	10-1-78	Sx disc. Retain ZIP Code. (1)
TX	Detroit	Red River	Fulbright	CPO	75486	Delete	7-31-73	CPO disc. Retain ZIP Code. (1)
TX	Kerrick	Dallam		I	79051	Delete	8-31-79	} PO changed to CPO. Retain ZIP Code. (1)
TX	Amarillo	Potter	Kerrick	CPO	79051	Add	8-31-79	
TX	Eagle Pass	Maverick	Normandy	CPO	78852	Delete	6-21-79	CPO and ZIP Code disc. (1)
WA	Auburn	King	Algona	B	98002	Delete	6-26-79	B disc. Retain ZIP Code. (1)
WA	Seattle	do	Capitol Hill	Sx	98102	Delete	7-17-79	Sx disc. Retain ZIP Code. (1)
WA	Vancouver	Clark	Downtown	Sx	98660	Add	9-1-79	Sx estab. (2)
WA	do	do	Arnsda Park Annex	S	98663	Delete	9-1-79	S disc. Retain ZIP Code. (1)
WA	do	do	Fourth Plain	Sx	98662	Delete	9-1-79	Sx disc. Retain ZIP Code. (1)

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

To be posted and used by window clerks. As directed, destroy previous notices. Insert any interim notices in sequence.  
 A. New Style. (Listed below). The actual serial numbers consist only of the first 10 digits. Destroy the PB 21201 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	220 580 5206 to 5299	231 507 1423 to 1499	239 596 4800 to 4999
167 061 1632 to 1699	221 371 4600 to 4999	231 525 7893 to 7999	239 640 5708 to 5728
167 982 3712 to 3799	221 626 2100 to 2299	231 651 8280 to 8299	239 724 1489 to 1499
173 960 5125 to 5699	221 630 7624 to 7699	231 686 0010 to 0099	239 985 7000 to 7499
184 342 9002 to 9099	221 661 5318 to 5499	231 725 2789 to 2799	240 042 3151 to 3169
193 127 0723 to 0799	221 853 2291 to 2299	231 873 7928 to 7999	240 108 6501 to 6599
193 273 8600 to 8999	222 224 8100 to 8499	232 242 4070 to 4099	240 252 6400 to 6899
193 991 8310 to 8319	222 247 9305 to 9399	232 295 7249 to 7599	240 256 2900 to 3199
195 263 7000 to 8999	222 510 0300 to 0499	232 316 6535 to 6599	240 559 4363 to 4399
195 322 5400 to 5699	222 536 2000 to 2299	232 426 6620 to 6699	240 639 3561 to 3599
197 427 0113 to 0149	222 852 8193 to 8199	232 634 9020 to 9099	240 855 7000 to 7099
198 354 3000 to 3099	223 519 4912 to 4999	232 665 0292 to 0399	241 224 7209 to 7299
199 567 1359 to 1999	223 675 4966 to 4999	232 921 3079 to 3099	241 685 5124 to 5199
201 906 0176 to 0199	224 057 4061 to 4299	233 262 7907 to 7999	241 694 1800 to 1899
202 230 9900 to 9999	224 206 6395 to 6499	233 407 5872 to 5899	241 753 7766 to 7799
202 230 9769 to 9799	224 373 1235 to 1299	233 453 8902 to 8929	241 902 2600 to 2799
203 297 6000 to 7499	224 505 0119 to 0199	233 516 6100 to 6199	242 021 2262 to 2499
203 619 3700 to 3999	224 554 9830 to 0399	233 638 1200 to 1799	242 327 4984 to 4999
203 851 6800 to 6899	224 945 9188 to 9199	233 845 9000 to 9099	242 576 1609 to 1699
203 977 4500 to 4775	224 946 8500 to 8599	234 031 6456 to 6999	242 585 4155 to 4299
204 108 8000 to 9999	225 164 1500 to 1599	234 064 8437 to 8499	242 591 4500 to 4699
206 493 4600 to 4799	225 227 9900 to 9999	234 261 4500 to 4599	242 605 0000 to 0999
206 793 5600 to 6499	225 268 1655 to 1799	234 398 5527 to 5599	242 621 8314 to 8399
208 287 8700 to 8899	225 534 1953 to 1999	234 500 2944 to 2999	242 816 1337 to 1399
208 385 5000 to 6999	225 711 9700 to 9999	234 659 4000 to 4199	243 112 4109 to 4120
208 603 0763 to 0799	225 712 0000 to 0999	234 659 8700 to 8999	243 228 7200 to 7499
208 656 4912 to 4932	225 767 2000 to 2299	234 742 1948 to 1999	243 766 6730 to 6799
209 728 2600 to 3099	225 813 4218 to 4299	234 802 1060 to 1199	243 805 0000 to 0299
210 176 8200 to 8599	226 580 7337 to 7399	234 997 1000 to 1599	243 906 7800 to 8199
210 868 4500 to 4699	226 904 0500 to 0599	235 254 2060 to 2099	244 299 2000 to 2199
211 238 0459 to 0999	227 097 4600 to 4699	235 439 6181 to 6299	244 366 8800 to 8899
211 436 5608 to 5699	227 173 8536 to 8559	235 644 7061 to 7099	244 381 3024 to 3099
211 526 0515 to 0599	227 173 8581 to 8599	235 925 8767 to 8799	244 657 7700 to 7899
211 527 2600 to 3099	227 254 9800 to 0099	236 145 5082 to 5099	244 742 7748 to 7799
211 682 3100 to 3599	227 388 0481 to 0499	236 388 4842 to 5099	244 743 7100 to 7399
211 795 5979 to 5999	227 576 4050 to 4099	236 467 6573 to 6599	244 895 5575 to 5599
212 420 2319 to 2399	227 611 4000 to 4599	236 566 2555 to 2599	245 279 1420 to 1499
212 791 9500 to 9599	228 001 5231 to 5299	236 571 9759 to 9781	245 279 1510 to 1599
213 123 9827 to 9999	228 143 3800 to 3899	236 576 9520 to 9599	245 591 1626 to 1799
213 578 4229 to 4399	228 447 0318 to 0399	236 576 9520 to 9599	245 695 0346 to 0399
213 822 5800 to 6299	228 607 8449 to 8499	236 656 6422 to 6499	246 076 7300 to 7399
214 158 2955 to 2999	228 660 5976 to 5999	236 755 8000 to 8099	246 155 4048 to 4099
214 159 4800 to 4999	229 117 4866 to 4999	236 937 5803 to 5999	246 155 5000 to 5499
214 257 6669 to 6699	229 134 0500 to 0599	236 941 5400 to 5499	246 608 6300 to 6399
215 043 7926 to 8199	229 346 9900 to 9999	237 413 7500 to 7599	246 609 9545 to 9799
215 532 5100 to 5399	229 434 3500 to 3599	237 423 4111 to 4199	246 816 2600 to 2699
215 538 0200 to 0499	229 434 3866 to 3899	237 457 5600 to 5699	246 973 1372 to 1399
216 571 4651 to 4699	229 531 9700 to 9899	237 457 5800 to 5899	247 113 5635 to 5699
216 678 6072 to 6999	229 545 2571 to 2599	237 574 8657 to 8799	247 497 4000 to 4099
217 210 7100 to 7299	229 563 1918 to 1999	237 702 6823 to 6899	247 575 4400 to 4499
217 241 5400 to 5799	229 576 1732 to 1799	237 702 6921 to 6999	247 983 1511 to 1899
217 268 2574 to 2699	229 576 1800 to 1899	238 165 7700 to 7799	248 423 4864 to 4999
217 286 9517 to 9599	229 585 4570 to 4599	238 586 3100 to 3299	249 594 7927 to 7999
217 667 3400 to 3599	229 871 9500 to 9599	238 377 4508 to 4599	800 502 3000 to 3999
217 672 4200 to 4599	230 035 4759 to 4799	238 377 4607 to 4699	800 941 7900 to 7999
217 902 4181 to 4299	230 099 6300 to 6399	239 199 0700 to 1099	801 278 3600 to 3999
218 544 2020 to 2099	230 297 7542 to 7599	239 204 9916 to 9999	801 597 6056 to 6098
218 755 4435 to 4448	230 577 6515 to 6599	239 481 4728 to 4799	801 629 1900 to 1999
218 755 4591 to 4699	230 826 8683 to 8799	239 549 7116 to 7499	802 029 5199 to 8999
218 976 2200 to 2399	231 126 6475 to 6499	239 575 2000 to 2199	802 774 0000 to 4999
220 350 0000 to 0999	231 147 0883 to 1499		
220 443 6530 to 6599			

**UNITED STATES POSTAL SERVICE**

**WASHINGTON, D.C. 20260**

**OFFICIAL BUSINESS**

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



**FIRST CLASS**

**The POSTAL BULLETIN is published every Thursday by the Directives and Forms Division of the U.S. Postal Service, Washington, DC 20260.**

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