



postal bulletin

PB 21211—September 27, 1979—24 Pages

Travel—Energy Conservation

President Carter, in his July 15 address to the nation, stated:

. . . To further conserve energy, I am proposing tonight an extra \$10 billion over the next decade to strengthen our public transportation systems. And I am asking you—for your good and for the nation's security—to take no unnecessary trips; to use carpools or public transportation wherever you can, to park your car one extra day a week, to obey speed limits . . . Every act of energy conservation like this is more than just common sense—it is an act of patriotism. (Emphasis added.)

It is the Postal Service's objective to ensure that our policies governing travel, allowances, and entitlements are consistent with the President's energy plan. Your support is required to comply with the regulations.

All travelers must consider energy conservation and total cost to the Postal Service in selecting the method of transportation when on official travel. High energy-consuming methods of transportation (including Government-furnished vehicles, rental vehicles, privately owned vehicles, and taxicabs) may be used only when common carrier transportation is specifically *not* advantageous to the Postal Service.

While the Postal Service policy on travel encompasses the above, this notice is a reminder that we must be aware of the national energy problem, and that we must make a diligent effort to conserve energy resources during the transaction of our daily business.

All Postal Service travelers must use the most energy efficient means of transportation.

WILLIAM F. BOLGER,
Postmaster General.

Sale of New Issue Postage Stock

The John Paul Jones commemorative stamp was not to be sold at post offices before September 24, 1979, as announced in POSTAL BULLETIN 21198, 7-12-79. It has been reported that many post offices sold this stamp well in advance of the authorized sales date.

Postmasters: New issue postage stamps, commemorative and regular, and postal stationery, **must not** be sold before the general sales date published for each new issue in the BULLETIN.

Postmasters must comply with this policy without exception.—*Customer Services Dept.*, 9-27-79.

International Mail—Australia

Effective September 8, 1979, the maximum indemnity limit applicable to insured parcel post exchanged between the United States and Australia was increased to \$400.

In Publication 42, *International Mail*, Appendix B, Country Information for Australia, in the Special Services—Parcel Post table, change the Appendix A Fee Table Reference for Insurance to read: Table 6-2, limit \$400, fees in Col. A.

A future revision to Publication 42 will incorporate this change.—*Rates & Classification Dept.*, 9-27-79.

Annual Ownership, Management, and Circulation Statement

Publishers of second-class publications must file Form 3526, *Statement of Ownership, Management, and Circulation*, at post offices of original entry on or before October 1, 1979. Publishers authorized to mail under the provisions of section 422.2, Domestic Mail Manual (DMM), must also publish such statements as required by section 448.31 DMM. Specific instructions are given on the reverse of Form 352.6.

Publishers authorized to mail publications at the postage rates in 411.32 DMM (regular rate publications) are **no longer required** to submit an annual written request for authority

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Domestic First Flight Cachet

On or after October 28, 1979, USAir (formerly Allegheny Airlines) will begin nonstop service between Tucson, AZ, and Phoenix, AZ.

Official cachet and philatelic treatment are authorized as outlined in 244.63, *POSTAL OPERATIONS MANUAL (POM)*.

To prepare and send covers for official philatelic treatment for this service, observe the following procedures:

1. All covers must be self-addressed.
2. Applicable rate of postage per cover is 15 cents for the first ounce; 13 cents for each additional ounce up to 12 ounces.
3. A clear space, 2½ by 2½ inches, on the lower portion of the envelope and to the left of the address, must be allowed for the cachet.
4. An additional clear space of 1½ inches to the left of the innermost stamp must be provided to permit a clear postmark.
5. Include in each envelope a uniform enclosure of the approximate thickness of a postal card to assure a good impression.
6. Enclose the prepared covers in another envelope, and address as follows:

<i>Cachets to be applied by</i>	<i>Send covers to</i>
Tucson City Post Office	Postmaster U.S. Post Office Tucson, AZ 85726
Phoenix City Post Office	Philatelic Clerk U.S. Post Office 3905 North Seventh Avenue Phoenix, AZ 85013 Attn: Carl Washington

7. Endorse the lower left corner of the outer envelope containing the covers with the words *First Flight Covers* for easy identification.

8. The covers should be mailed to reach the office applying the cachet no later than three days prior to the scheduled date of the flight.

Covers bearing previous postmarks and those not properly prepared according to these instructions will not receive cachets or cancellations.

There will be a limit of 50 covers per customer.—*Customer Services Dept., 9-27-79.*

31-Cent Airmail Olympics Commemorative Stamp

Description. The 31-cent airmail Olympics commemorative stamp will be first placed on sale at Colorado Springs, CO 90801, on November 1, 1979. The design depicts a high jumper.

Do Not Sell Before Nov. 2, 1979



Copyright U.S. Postal Service 1979

Size: 0.84 x 1.44 inches.

Issued in sheets of 50.

Color: Ochre, light blue, brown, red, dark blue and green.

Marginal markings: Six plate numbers
©United States Postal Service 1979. Use correct ZIP Code, and Mr. ZIP.®
Designer: Robert M. Cunningham.

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

a. Customers Affixing Stamps. Customers are encouraged to purchase stamps at their local post offices and affix them to their envelopes. All envelopes must be addressed. Peelable address labels are recommended and a filler card of postal card thickness should be inserted in each cover. Orders must be postmarked by November 16, 1979, and should be addressed to: First Day Cancellations, Postmaster, Colorado Springs, CO 90801. No remittance is required.

b. Postal Service Affixing Stamps. Request first-day cancellations from: 31¢ Olympics Stamp, Postmaster, Colorado Springs, CO 90801 (see POM 244.53). Requests must be postmarked no later than November 16, 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 November 2, 1979.

Supply. There will be an automatic distribution of four position stock only to all philatelic centers.

Bulk Quantities. Post offices with 950 or more revenue units requiring bulk quantities: immediately requisition on Form 3356, *Stamp Requisition*—*Bulk Quantities*, from the Bureau of Engraving and Printing using item number 476.

Local Travel—Payment at Post Offices

Parts 617.2 and 617.3 of Handbook M-9, *Travel*, are modified to read as follows:

617.2 Postal Data Center

When expenses are in excess of \$100 or no imprest fund has been established, forward signed, approved SF 1164, in duplicate, for review, certification and payment by PDC as stated in 830 and 840 (these sections also cover certification and payment of local travel expenses incurred on temporary duty station travel outside official station vouchered on SF 1012).

617.3 Postmasters

Certain local travel as specified in Section 433, F-1, *Financial Handbook for Post Offices*, will be paid by postmasters in cash on submission of SF 1164. These vouchers (SF 1164) not in excess of \$100 may be paid locally. All vouchers in excess of \$100 must be forwarded to the servicing postal data center for payment.

The next transmittal letter for Handbook M-9 will include the above change.

This change is effective with local travel expenses incurred October 6, 1979, and later.—*Finance Dept., 9-27-79.*

Wanted Circular Canceled

Destroy the wanted circular issued June 3, 1971 for postal offender **Ronald Stanley Davis**.—*Inspection Service, 9-27-79.*

tion—Bulk Quantities, from the Bureau of Engraving and Printing using item number 476.

Less-than-Bulk-Quantities. Post offices with over 950 revenue units and all other post offices requiring stamps in less than bulk quantities: requisition on separate Form 17, *Stamp Requisition*, from stamp distribution office.

Panels. A limited number of 8½ by 11¼-inch commemorative series stamp panels will only be available through mail order from the Philatelic Sales Branch, Washington, DC 20265. The panels are printed on heavy art paper suitable for mounting.—*Customer Services Dept., 9-27-79.*

RURAL ROUTES—SPECIAL EQUIPMENT MAINTENANCE ALLOWANCE

The July 1979 national average price per gallon for no-lead regular gasoline, which was released by the Bureau of Labor Statistics on Friday, August 24, 1979, was 94.9¢. Therefore, in accordance with the provisions of Article 30.1.G.3, of the USPS-NRLCA National Agreement, the rural letter carrier equipment maintenance allowance shall be in-

creased from 22.5¢ to 23¢ per mile, or major fraction of a mile scheduled per day, or \$9.20 per day, whichever is greater.

Auxiliary Rural Assistants (Des. 78) and Auxiliary Rural Carriers (Des. 77) shall be paid an equipment maintenance allowance (EMA) of 23¢ per mile or a minimum of \$2.90 per hour, whichever is greater, but

not to exceed the amount provided by the special chart for the route stops and miles.

The EMA Schedule on pages 4 and 5 of this POSTAL BULLETIN supersedes all previously published EMA Schedules. The aforementioned changes in the EMA are effective September 8, 1979 (PP20-79).—*Office of Compensation 9-27-79.*

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to mail matter at the phased rates of postage according to 39 USC 3626. Consequently, item 12 of Form 3526 may be disregarded.

Responsibility of Postmasters

Postmasters at original entry offices must:

1. Assure that all publishers file properly completed statements on or before October 1, 1979. Only the April 1976 or later editions of Form 3526 are to be used. Other editions of Form 3526 will be returned.

2. Promptly report discontinued publications to the Office of Mail Classification, Rates and Classification Dept., USPS, Washington, DC 20260.

3. Determine whether there are unauthorized frequency of issue and title changes or any other changes in qualifications under which authorization to mail at the second-class rates was originally issued. Title and frequency information on Form 3526 must be in agreement with file copies of authorizations for second-class publications received from Headquarters. If there are unauthorized changes, have publishers obtain authorization through prescribed procedures.

4. On the April 1976 edition of Form 3526, record the 6-digit publication number assigned by the Postal Service on page one near the title. On the March 1977 edition of the form, check item 1A for the correct 6-digit publication number. If an 8-digit publication number is shown for a publication, the correct USPS number must also be written in the upper right hand corner of the form by the reviewing employee.

5. Review Forms 3526 for completeness and accuracy to be certain these points are covered:

a. The known office of publication (item 4), as defined in section 421.3, DMM, is located at the office where the publication has original entry.

b. Complete circulation data must be shown in item 10 for all publications.

c. Make sure item 10-B2 is in substantial agreement with the copies declared on Form 3541, *Statement of Mailing Second-Class Publications*, if the publication has no additional entry offices. If the publication does have additional entries, compare item 10-B2 with the findings of the verification of publisher's records (section 447.2, DMM). Determine the reasons for any significant differences.

d. Publications authorized entry under section 422.2, DMM, must meet the circulation requirements of sections 422.221 and 422.223, i.e., have a paid subscription list and not be designed primarily for free circulation. It is required that over one-half of the total copies circulated of these publications be circulated to persons who have paid for the copies at a rate above nominal.

e. Publications authorized under section 422.3, DMM, that are authorized to carry general advertising must also be circulated solely to people who paid for the copies at a rate above nominal except for exchange copies and 10% sample copies. See section 422.32, DMM. For these publications, item 10C of Form 3526 should be approximately 90% or more of item 10E. If item 10C is not, a verification of the publication's circulation should be made. See section 447.2, DMM.

f. Each column of item 10 data is to be based on all mailings. For example, if a publication is published daily (including Sunday), data in item 10 is the average of all seven issues.

g. Disregard the *Local Per Copy Rates* and *Headquarters Per Copy Rates* sections on page 2 of forms having an edition date prior to August 1978. These rates were eliminated on May 29, 1978 by the Governors of the Postal Service. All other items must be completed.

Temporary Ban on Firearms

A temporary ban on the shipment of privately owned firearms and ammunition to and from APO/FPO addresses in Italy is in effect. This ban applies to APO/FPO Numbers:

09001 09002	09520 09521
09019 09161	09522 09523
09168 09221	09524 09533
09232 09240	09670 09689
09293 09453	09794.

—*Rates & Classification Dept., 9-27-79.*

6. After Forms 3526 are reviewed, postmasters submit them to the Office of Mail Classification according to instructions on the form. If there are any deficiencies in the forms submitted by the publishers, a memo explaining the actions being taken to have them corrected should be attached. **Envelopes containing only Forms 3526 without deficiencies must be endorsed: 1979 Forms 3526 enclosed.**

Envelopes submitted to the Office of Mail Classification containing Forms 3526, which also contain memos, Forms 3548, *Review and Verification of Circulation*, or reentry applications do not bear the endorsement.

Supplies of Form 3526

Forms may be ordered as required from supply centers using Form 7380, *Requisition for Supplies*. Do not order any other form or item on this requisition. These forms are only required at post offices that serve customers having publications for which original entry second-class mailing privileges are authorized as of October 1. Please do not requisition the forms unless they are required.—*Rates & Classification Dept., 9-27-79.*

SPECIAL EQUIPMENT MAINTENANCE ALLOWANCE SCHEDULE - RURAL ROUTES
MAXIMUM NUMBER OF STOPS ON ROUTE
EFFECTIVE SEPTEMBER 8, 1979 (PP20-79)

MILES	STOPS =	*0640	*0660	*0680	*0700	*0720	*0740	*0760	*0780	*0800	*0820	*0840	*0860	*0880	*0900	*0920	*0940	*0960	*0980	*1000
8		10.70	10.80	10.90	11.00	11.10	11.20	11.30	11.40	11.50	11.60	11.70	11.80	11.90	12.00	12.10	12.20	12.30	12.40	12.50
9		10.80	10.90	11.00	11.10	11.20	11.30	11.40	11.50	11.60	11.70	11.80	11.90	12.00	12.10	12.20	12.30	12.40	12.50	12.60
10		10.90	11.00	11.10	11.20	11.30	11.40	11.50	11.60	11.70	11.80	11.90	12.00	12.10	12.20	12.30	12.40	12.50	12.60	12.70
11		11.00	11.10	11.20	11.30	11.40	11.50	11.60	11.70	11.80	11.90	12.00	12.10	12.20	12.30	12.40	12.50	12.60	12.70	12.80
12		11.10	11.20	11.30	11.40	11.50	11.60	11.70	11.80	11.90	12.00	12.10	12.20	12.30	12.40	12.50	12.60	12.70	12.80	12.90
13		11.20	11.30	11.40	11.50	11.60	11.70	11.80	11.90	12.00	12.10	12.20	12.30	12.40	12.50	12.60	12.70	12.80	12.90	13.00
14		11.30	11.40	11.50	11.60	11.70	11.80	11.90	12.00	12.10	12.20	12.30	12.40	12.50	12.60	12.70	12.80	12.90	13.00	13.10
15		11.40	11.50	11.60	11.70	11.80	11.90	12.00	12.10	12.20	12.30	12.40	12.50	12.60	12.70	12.80	12.90	13.00	13.10	13.20
16		11.50	11.60	11.70	11.80	11.90	12.00	12.10	12.20	12.30	12.40	12.50	12.60	12.70	12.80	12.90	13.00	13.10	13.20	13.30
17		11.60	11.70	11.80	11.90	12.00	12.10	12.20	12.30	12.40	12.50	12.60	12.70	12.80	12.90	13.00	13.10	13.20	13.30	13.40
18		11.70	11.80	11.90	12.00	12.10	12.20	12.30	12.40	12.50	12.60	12.70	12.80	12.90	13.00	13.10	13.20	13.30	13.40	13.50
19		11.80	11.90	12.00	12.10	12.20	12.30	12.40	12.50	12.60	12.70	12.80	12.90	13.00	13.10	13.20	13.30	13.40	13.50	13.60
20		11.90	12.00	12.10	12.20	12.30	12.40	12.50	12.60	12.70	12.80	12.90	13.00	13.10	13.20	13.30	13.40	13.50	13.60	13.70
21		12.00	12.10	12.20	12.30	12.40	12.50	12.60	12.70	12.80	12.90	13.00	13.10	13.20	13.30	13.40	13.50	13.60	13.70	13.80
22		12.10	12.20	12.30	12.40	12.50	12.60	12.70	12.80	12.90	13.00	13.10	13.20	13.30	13.40	13.50	13.60	13.70	13.80	13.90
23		12.20	12.30	12.40	12.50	12.60	12.70	12.80	12.90	13.00	13.10	13.20	13.30	13.40	13.50	13.60	13.70	13.80	13.90	14.00
24		12.30	12.40	12.50	12.60	12.70	12.80	12.90	13.00	13.10	13.20	13.30	13.40	13.50	13.60	13.70	13.80	13.90	14.00	14.10
25		12.40	12.50	12.60	12.70	12.80	12.90	13.00	13.10	13.20	13.30	13.40	13.50	13.60	13.70	13.80	13.90	14.00	14.10	14.20
26		12.50	12.60	12.70	12.80	12.90	13.00	13.10	13.20	13.30	13.40	13.50	13.60	13.70	13.80	13.90	14.00	14.10	14.20	
27		12.60	12.70	12.80	12.90	13.00	13.10	13.20	13.30	13.40	13.50	13.60	13.70	13.80	13.90	14.00	14.10	14.20		
28		12.70	12.80	12.90	13.00	13.10	13.20	13.30	13.40	13.50	13.60	13.70	13.80	13.90	14.00	14.10	14.20			
29		12.80	12.90	13.00	13.10	13.20	13.30	13.40	13.50	13.60	13.70	13.80	13.90	14.00	14.10	14.20				
30		12.90	13.00	13.10	13.20	13.30	13.40	13.50	13.60	13.70	13.80	13.90	14.00	14.10	14.20					
31		13.00	13.10	13.20	13.30	13.40	13.50	13.60	13.70	13.80	13.90	14.00	14.10	14.20						
32		13.10	13.20	13.30	13.40	13.50	13.60	13.70	13.80	13.90	14.00	14.10	14.20							
33		13.20	13.30	13.40	13.50	13.60	13.70	13.80	13.90	14.00	14.10	14.20								
34		13.30	13.40	13.50	13.60	13.70	13.80	13.90	14.00	14.10	14.20									
35		13.40	13.50	13.60	13.70	13.80	13.90	14.00	14.10	14.20										
36		13.50	13.60	13.70	13.80	13.90	14.00	14.10	14.20											
37		13.60	13.70	13.80	13.90	14.00	14.10	14.20												
38		13.70	13.80	13.90	14.00	14.10	14.20													
39		13.80	13.90	14.00	14.10	14.20														
40		13.90	14.00	14.10	14.20															
41		14.00	14.10	14.20																
42		14.10	14.20																	
43		14.20																		

CANAL ZONE

This is to inform employees that when the Panama Canal Treaty becomes effective on October 1, 1979, the following procedures will apply to items mailed to the areas comprising the former Canal Zone:

Items addressed to the Canal Zone are to be forwarded to the appropriate international exchange office in the usual manner. *Domestic* postage rates shall continue to apply to items showing a Canal Zone address. Future printings of USPS Official Zone Charts will reflect the same postal zone for "Areas comprising the former Canal Zone" as is currently applicable to the "Canal Zone."

Items addressed to *military post office addresses* located in the Republic of Panama shall also continue to be mailable at *domestic* postage rates. See section 125, DOMESTIC MAIL MANUAL.

In conjunction with the formal change in status of the areas comprising the former Canal Zone under the Panama Canal Treaty, DMM sections 111.2, 124.155, 142.3, 149.18, 159.222, 911.235, 912.42, 914.16, and 917.7 are revised as follows, effective October 1, 1979:

111.2 Definition

a. Domestic mail is mail transmitted within, among and between the United States; its territories and possessions; the areas comprising the former Canal Zone; Army-Air Force (APO) and Navy (FPO) post offices except as provided in 115.9; and mail for delivery to the United Nations, New York. The term *territories and possessions includes:*

U.S. Territories and Possessions

Baker Island
Canton Island
Caroline Islands
Enderbury Island
Guam
Howland Island
Jarvis Island
Johnston Island
Kingman Reef
Manua Island
Marshall Islands
Midway Islands
Navassa Island
Commonwealth of the Northern Mariana Islands
Commonwealth of Puerto Rico

Saint Croix Island
Saint John Island
Saint Thomas Island
Samoa (American)
Sand Island
Swain's Island
Trust Territory of the Pacific Virgin Islands (U.S.)
Wake Island

* * * * *

124.155 Customs Declaration for Areas Comprising the Former Canal Zone. Any package of Merchandise, weighing 16 ounces or more, addressed to an individual in the areas comprising the former Canal Zone, must have customs declaration Form 2966-A, *Parcel Post Customs Declaration* (adhesive), and Form 2966, *Customs Declaration* (tie-on-tag), attached. Parcels addressed to a U.S. Government agency are exempt from this requirement.

* * * * *

142.3 Validity of Stamps. All postage stamps issued by the United States since 1860 are good for postage from any point in the United States or from any other place where the United States domestic mail service operates. The following are not good for postage:

- a. Mutilated or defaced stamps.
- b. Stamps cut from stamped envelopes, aerogrammes, or postal cards.
- c. Stamps covered or coated in such manner that the cancelling or defacing marks cannot be imprinted directly on the stamps.
- d. Nonpostage stamps (migratory-bird hunting and conservation stamps, U.S. saving and thrift stamps, etc.).
- e. Postage due, special delivery, special handling, and certified mail stamps.
- f. United Nations stamps, except on mail deposited at United Nations, N.Y.
- g. Stamps of other countries.

* * * * *

149.18 Duplicate Claims. Customers may request that postmasters file duplicate claims when at least 30 days (75 days for surface mail addressed to APOs or FPOs or mail addressed to the areas comprising the former Canal Zone) have elapsed since the claim was initiated.

* * * * *

159.229 Registered, Certified, Insured, and COD Mail. . . .

a. COD mail will not be forwarded to the areas comprising the former Canal Zone nor to overseas military post offices.

b. Domestic registered articles mailed outside the United States and addressed for delivery in the United States will not be forwarded to the areas comprising the former Canal Zone if the postage indicates the articles were valued at more than \$1,000. Articles mailed in the areas comprising the former Canal Zone addressed for delivery in the United States will not be forwarded to any place outside the United States if there is reason to believe the value exceeds \$1,000.

* * * * *

911.235 To Areas Comprising the Former Canal Zone. The maximum liability for registered mail addressed to the areas comprising the former Canal Zone is \$1,000. For values over \$1,000, the handling charges apply.

912.42 Points to Which Mailable.

Certified mail may be addressed for delivery only:

- a. In the United States, its territories and possessions;
- b. In the areas comprising the former Canal Zone;
- c. Through Army, Air Force (APO) and Navy (FPO) post offices; or
- d. Through the United Nations, N.Y. post office.

* * * * *

914.16 Service With U.S. Possessions and Territories. There is no COD service with the areas comprising the former Canal Zone, or Canton Island.

* * * * *

917.7 Distribution. Business reply cards, envelopes, cartons, and labels may be distributed:

- a. In any quantity for return to any post office in the United States and its territories and possessions, including military post offices overseas.
- b. In any manner except by depositing in receptacles provided by customers for receipt of mail.—*Rates & Classification Dept., 9-27-79.*

POST OFFICE CHANGES NO. 31

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

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

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
AZ	Apache Junction	Pinal	Florence Junction	CPO	85233	Delete	7- 8-79	CPO and ZIP Code disc. (1)
AZ	Kearney	do	Riverside Stage Stop	CPO	85237	Delete	7- 2-76	CPO disc. Retain ZIP Code. (1)
CA	Aptos	Santa Cruz	Deer Park	S	95008	Delete	8- 6-79	S and ZIP Code disc. (1)
CA	Jolon	Monterey	Fort Hunter Liggett	MOU	93928	Delete	7-31-79	MOU disc. Retain ZIP Code. (1)
CA	Salinas	do	Gabilan	S	93906	Delete	8- 6-79	S name changed.
CA	do	do	Sherwood	S	93906	Add	8- 6-79	No change in ZIP Code. S estab.
CA	do	do	Fruitedale	S	93907	Add	8- 6-79	(2)
FL	Miami	Dade	APO 34011	B	34011	Add	10- 1-79	APO estab. MR=B
IN	Loogootee	Martin	Burns City	CPO	47553	Delete	12-31-77	CPO disc. Retain ZIP Code. (1)
IA	Gilmore City	Pocahontas	Pioneer	CPO	50572	Delete	10- 1-79	CPO and ZIP Code disc. (1)
IA	Slouss City	Woodbury	Call Terminal	S	51101	Delete	8-14-79	S disc. Retain ZIP Code. (1)
MD	Big Spring	Washington		I	21712	Delete	11- 3-79	PO disc. Change ZIP Code only.
MD	do	do		P	21722	Add	11- 3-79	Continue address of Big Spring, MD. (1)
MO	Portageville	New Madrid	Point Pleasant	CPO	63873	Delete	2- 9-79	CPO disc. Retain ZIP Code. (1)
MO	Salisbury	Chariton	Forest Green	CPO	65249	Delete	2-28-79	CPO disc. Retain ZIP Code. (1)
SC	Spartanburg	Spartanburg	Hillcrest	S	29302	Add	8-31-79	S estab. (2)
WA	Puyallup	Pierce	North Hill	CPO	98371	Delete	6-28-78	CPO disc. Retain ZIP Code. (1)
WV	Coburn	Wetzel		I	26566	Delete	11- 3-79	PO disc. Change ZIP Code only.
WV	do	do		P	26562	Add	11- 3-79	Continue address of Coburn, WV. (1)
WI	Argonne	Forest	Eiles	B	54533	Delete	11-30-78	B and ZIP Code disc. (1)

* CPO is located in Humboldt County.

—Delivery Services Dept., 9-27-79.



Unsafe at any speed - don't hitchhike!

Carrier Route Information System

Interim official delivery schemes, dated October 15, 1979, will be available on October 1. Interim official schemes are being published because data are now available for city carrier routes, rural routes, highway contract routes, and box sections at all 6,300 city delivery post offices. These schemes are available in machine sensible form—National Scheme Tape—and in hard copy. There is no charge to the mailer in either instance. Mailers will be required to use these interim schemes for all carrier route-presorted second- or third-class mailings made after January 15, 1980.

National Scheme Tape

Scheme information in machine sensible form will be available for one or more postal regions, or for the entire United States. The data will be furnished on the Postal Service's computer tapes, which must be returned to the Postal Service. Tapes will be mailed as certified mail with a return receipt. If the tapes are not returned to the Postal Service within six weeks, the customer will be billed for the cost of the tapes. Mailers may order the tapes from:

General Manager
 Management Services Division
 CRIS Project
 U.S. Postal Data Center
 San Bruno, CA 94097

In the request, the mailer should specify which Postal Service regions are desired and which of the following magnetic tape characteristics are required:

- 7 or 9 track
- 800, 1,600, or 6,250 bits per inch (BPI)
- ASCII or EBCDIC
- Header/Trailer Labels desired

Hard Copy Schemes

Mailers may obtain hard copies of interim official delivery schemes from the Manager of the Management Sectional Center (MSC) of each city to which mail may be sent. (MSCs and the areas they serve are listed on pages XLIX and L of the 1979 *National*

ZIP Code and Post Office Directory, Publication 65.)

The interim schemes will be automatically furnished by the MSC manager to those mailers who have requested schemes since February 9, 1979. Within 15 days of any new request, the MSC manager will provide these schemes for the area served by the MSC to all mailers who request them. All schemes will be sent by certified mail with a return receipt.

Suggested Request Letter (on letter-head)

MSC Manager/Postmaster

 Please send me the current hard copy Carrier Route Information System (CRIS) Delivery Scheme for each of the five-digit ZIP Codes, which I have listed below and place me on your automatic distribution list for hard copy changes.

A. Name and telephone number for contact

B. Provide schemes for all ZIP Codes in your Sectional Center

C. Provide schemes for the following ZIP Codes: -----

I understand that this material provides the following information for each city delivery office and some non-city delivery offices with large box sections:

Box number ranges and corresponding box section numbers; Alpha-numeric street, avenue, etc., identification, segmented into the address range, which is delivered by an individual carrier, identified by carrier route number and type—city, rural or highway contract (star route).

Very truly yours,

J. Mailer
 —Delivery Services Dept., 9-27-79.

Security—Postal Funds

Burglary investigations continue to disclose postal losses as the result of stamp stock, blank money orders, and cash being left in screenline drawers at night instead of being properly secured in safes, vaults or security containers.

Section 375.3 of F-1, *Financial Handbook for Post Offices*, sets forth the requirements for the safekeeping of funds at night and when the office is closed. Section 371 states that when losses occur because an item was not protected according to Postal Service policy, postmasters and other responsible personnel may be held financially liable. Postmasters are responsible for assuring that protective equipment on hand is used to provide the best possible security for accountable paper and postal funds.—*Inspection Service*, 9-27-79.

Insurance Status—SF 56

The Office of Personnel Management (OPM) and the Office of Federal Employees Group Life Insurance (OFEGLI) advise us that SF 56, *Agency Certification of Insurance Status*, frequently reflects basic pay containing temporary COLA. Consequently, OPM must effect correction of SF 56 and, in employee death cases, OFEGLI must make collection for life insurance overpayments made to beneficiaries. Be sure that the correct basic pay is shown in Item 6 on all SF 56s.

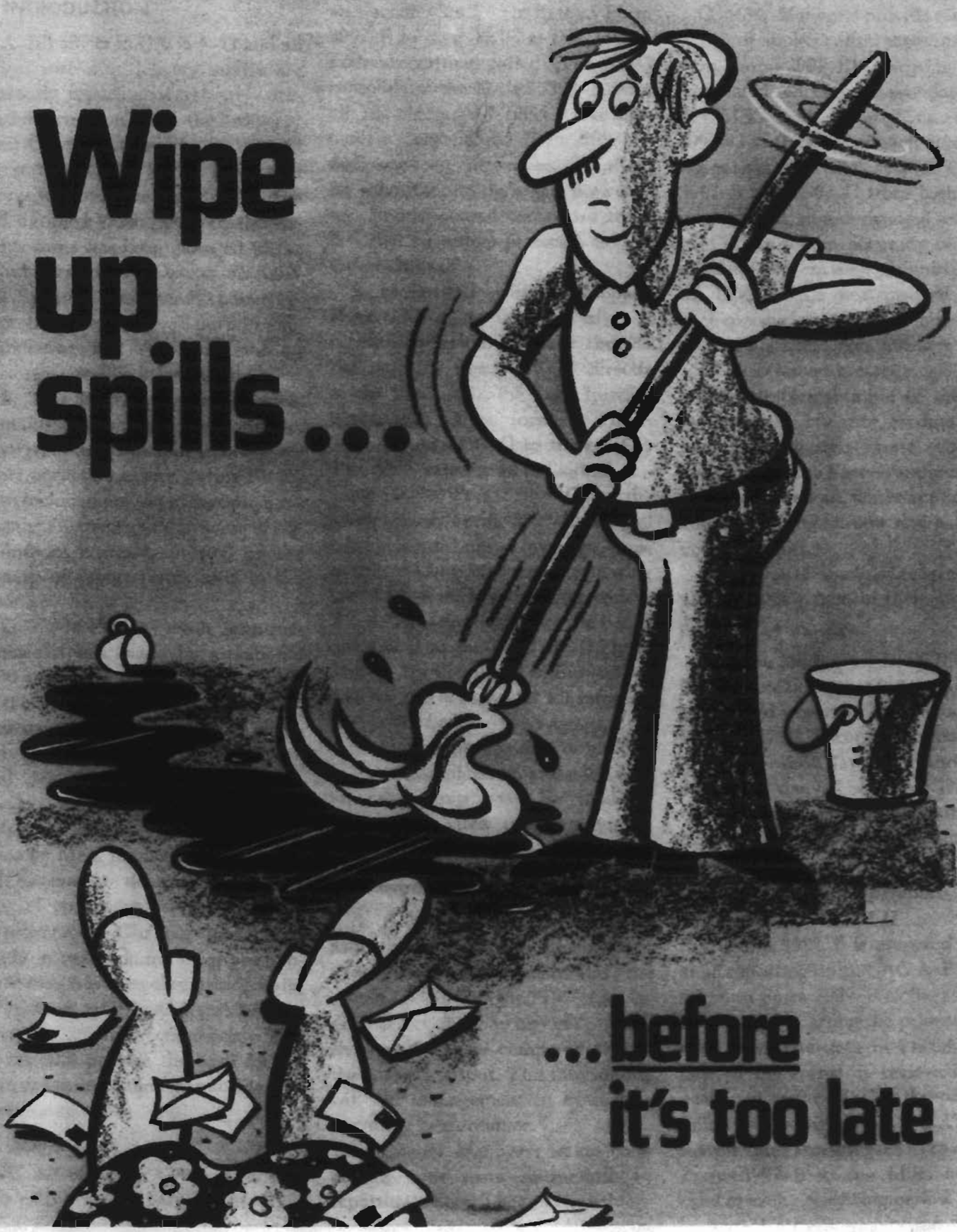
Installations are requested to submit all SF 56s directly to the PDCs so that an additional check can be made on the accuracy of Item 6. In employee death cases, the PDC reviews SF 56s within 1 workday after receipt and specifically checks Item 6 to assure that annual basic pay does not include temporary COLA. If SF 56 is correct, the PDC immediately forwards it to OFEGLI. If SF 56 is not correct, it is immediately sent to the installation for correction and return to the PDC on a priority basis.

Chapter 5, ELM will be revised accordingly.—*Office of Compensation*, 9-27-79.

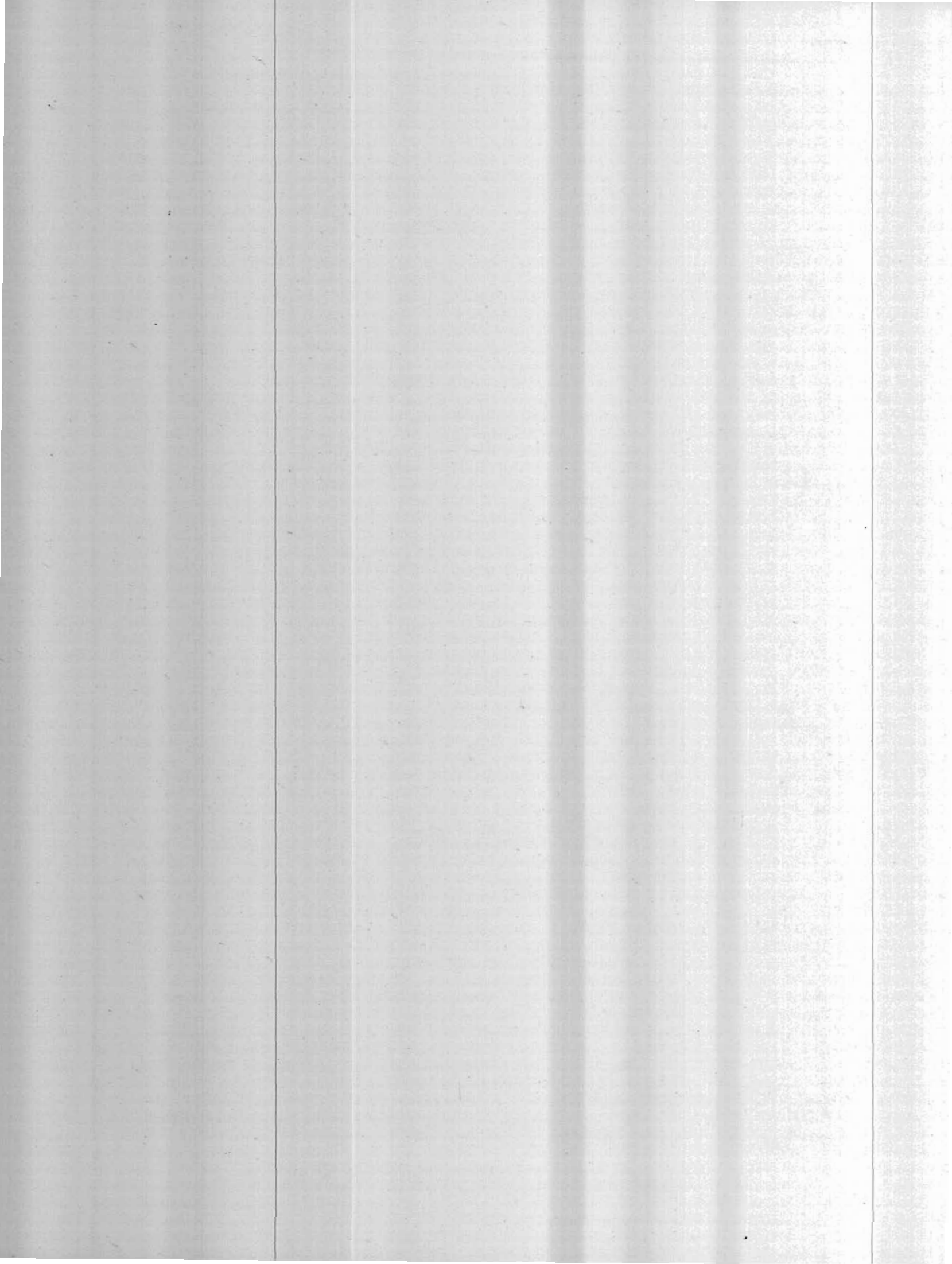
HANDLE INDEMNITY CLAIMS AND CLAIM STATUS INQUIRIES PROMPTLY



**Wipe
up
spills...**



**...before
it's too late**



CUSTOMER SERVICES OPERATIONS ANALYSIS SYSTEM

I. INTRODUCTION

A. All offices in CAGs A-G and all offices with city delivery service are currently reporting workhour/workload information under the Delivery/Unit Operations Analysis System. At the start of AP 01, FY 80, these same offices will continue reporting as they did during FY 79, however, the system's name has been changed to the "Customer Services Operations Analysis System." This name change reflects the system's overall purpose: accumulating and reporting relevant customer services information.

B. This POSTAL BULLETIN article contains instructions that add to, change, or delete certain reporting requirements that existed during FY 79. Also included are some changes in reporting frequency and in some of the definitions currently printed on the reverse of report forms used in the system.

C. These changes result from recommendations made by a national field task force to increase the value of the system to field managers. MSC management should be able to eliminate or reduce local reporting systems and forms because of changes in reporting frequency, particularly at CAG A-E offices. The analysis of reports by MSC managers will provide information to determine effectiveness of operations and performance improvement. Changes have been made in mail volume recording; vehicle data has been eliminated; walk-in revenue added; and cost per delivery information eliminated. This system will provide the basis for future program planning, tracking and monitoring.

II. Scope

A. All offices in CAGs A-E submit a weekly summary, Form 3997-B, *Operations Analysis Report*, to their Management Sectional Center (MSC) at the close of each week. In addition, all reporting offices submit

an accumulated (to-date) Form 3997-B to their MSC at the close of each accounting period. The MSC consolidates the Forms 3997-B from all non-designated offices and prepares a consolidated Form 3997-C, *Delivery/Unit Operations Analysis*, for submission to the postal data center. Nondesignated offices are those included on system printouts as "All Other Offices."

B. Designated offices complete Form 3997-C at the close of each accounting period. However, they do not send the Form 3997-C directly to the PDC as in the past. Instead, designated offices forward Forms 3997-B and 3997-C to their MSC. The MSC submits all individual designated office Forms 3997-C and the consolidated Form 3997-C for all non-designated offices in one envelope to the PDC by Wednesday following the close of each accounting period. The MSC is responsible for the timely submission to the PDC of all Forms 3997-C for the offices within its area and for the accuracy of all information submitted.

C. Instructions for data accumulation and consolidation at the MSC or reporting units may be modified where automated or computerized procedures are used.

III. Responsibility

A. *Regional Postmaster Generals* assure compliance with these instructions. Each region maintains the system and advises the PDC of necessary corrections. The region's productivity goals can be compared against the system's output. This information will aid management in evaluating operating performance.

B. *District Managers* assure compliance with these instructions by reporting offices. They work with appropriate Regional and MSC managers to monitor productivity trends and define any problem areas requiring attention.

C. *MSC Managers* provide support to offices implementing these instructions. Forms 3997-B prepared by non-designated offices are consolidated at the MSC and reported on Form 3997-C at the close of each accounting period. The MSC reviews Forms 3997-B and 3997-C from both designated and non-designated offices. MSCs ensure the accuracy of consolidated information submitted to the PDC. MSCs must provide feedback to associate offices on individual performance and goal attainment.

D. *Postmasters* are responsible for in-office implementation of the system and the integrity of data submitted. Postmasters assure cooperation between the finance and customer service functions, where applicable, and timely preparation and submission of all forms.

E. *Station/Branch Managers* implement this system in their units.

IV. Use of Forms

A. *Form 3997, Unit Daily Record*, is the source document for completion of required workhour information on Form 3997-B. Form 3997 should be prepared several days in advance and completed daily. Use Form 3997 to record delivery service workhours and customer services clerical function workhours.

B. *Form 3997-B, Operations Analysis Report, Parts I & II*

1. Form 3997-B is prepared daily at all reporting units. CAG A-E units submit a Form 3997-B to their MSC each week, reporting the prior week's data only. The data in Part I (the face of the form) is reviewed and evaluated at the MSC. All reporting units (Including CAG A-E Units) submit an accumulated (to-date) Form 3997-B to the MSC at the close of each accounting period. Data in Part II (the reverse of the form) is completed at the end of the A/P, unless the MSC requires more frequent submission of the information.

2. Column (e), Reference, indicates the hours recorded on Form 3998, *Unit Summary of City Delivery Routes*, for carrier functions and the budgeted hours for all clerical work functions listed. There are no reference hours for "Training" or "Other" line items.

3. Information concerning parcel post, special delivery, Express Mail volume and other customer services data must be recorded at all offices where applicable.

4. Incoming mail volume data on lines 45-48 is recorded by all city delivery post offices following Management Instruction PO-610-79-24, July 16, 1979, *Delivery Unit Volume Recording*, and any supplemental instructions that may be issued regarding that system. The Management Instruction includes directions for the completion of Form 3921-A, *Daily Delivery Unit Volume Worksheet (Continuation Sheet)*. The piece totals in the "Delivery Unit Volume Summary" section of the form must be entered daily on Form 3997-B in the "Incoming Mail Volume Data" section. Volume recording on Form 3997-B is mandatory at all city delivery post offices beginning October 6, 1979. Make volume entries on Form 3997-B *only* from volumes recorded on Form 3921-A, as follows:

<i>From: Form</i> 3921-A	<i>To: Form 3997-B</i>
City Delivery Routes	Line 45, Columns (a), (b), (c), (d)
Box Section	Line 47, Columns (a), (b), (c), (d)

5. Until further notice, Form 3997-B, Lines 49, 50, and 51 are left blank. Those offices required to submit Form 3997-C each accounting period *must* complete Items 25 and 26 on the form, beginning at the close of AP 01, FY 80. The volume data for Items 25 and 26 on Forms 3997-C *must* come from the incoming mail volume data recorded on Form 3997-B, Lines 46 and 48, respectively. No mail volume source other than Form 3997-B is used to provide the data for

completion of the required incoming volume information on Form 3997-C.

6. At those offices where the applicable data is available, record data on Lines 52-54 as instructed on the reverse of the form.

7. Part II of Form 3997-B records information on possible deliveries, carrier transportation, and collection service. Complete lines 55-63 at the close of each accounting period, or at more frequent intervals as determined locally.

8. It is no longer necessary to report USPS owned and hired vehicle costs and hours on this form. Vehicle information is available from other reporting systems.

9. The following revisions refer to the instructions on the reverse of Form 3997-B and are effective on October 6, 1979.

a) *Entries on Lines 3 to 8*—Change to: Reference hours for parcel post, relay routes and collection routes are taken from Form 3998. These include all regular, part-time, and auxiliary routes. Hours for Combination Routes must be prorated to the appropriate operations. (Entries on lines 3 & 4 require entries on lines 37 & 38).

b) *Intra/Inter City Service, Lines 9 & 10*—Add: From Section IV, Form 3998 plus prorations from Combination Routes.

c) *Carrier Training, Lines 11 & 12*—Add: Examples that are *not* training: stand-up talks, safety sessions, etc. Examples of *proper* training items are: orientation at PEDC, training for PASS for that portion of the training in which the employee is paid at Level 5 or 6.

d) *Other Carrier Hours, Lines 13 & 14*—Add: MOD 1 Offices refer to Management Instruction FM-920-79-8, 4/21/79, and any supplemental instruction regarding the National Workhour Reporting System (NWRs).

e) *Window Service, Lines 17 & 18*—Change to: Record workhours used by clerical personnel to serve customers at windows. Included are

accepting mail, setting customer's postage meters, accepting advance deposits, and selling various non-postal products and other duties as assigned when working the windows. Office work and record keeping performed "off the window" is charged to lines 25 and 26, "Other Clerk."

f) *Mail Processing, Lines 19 & 20*—Future printings of the form will identify this activity as "Mail Distribution." MOD 1 and 2 Offices will include mail distribution workhours used only in stations and branches, or at non-mail processing main office facilities that function as stations. All other reporting facilities will record all mail distribution workhours used at main offices, stations and branches.

g) *Central Markup, Lines 21 & 22*—Change to: Record all CMU and Computerized Forwarding System (CFS) workhours used in processing undeliverable as addressed mail, *including the printing and preparation of labels*.

h) *Lockbox Distribution, Lines 23 & 24*—Change to: MOD 1 and 2 Offices record workhours used to distribute mail directly into lockboxes at stations or branches, or at non-mail processing main office facilities that function as stations. All other reporting facilities record all hours used at main office and stations and branches in distributing mail directly into lockboxes.

i) *Other Clerk Hours, Lines 25 & 26*—Change to: Record all other clerk/mailhandler's workhours used at main offices, stations and branches in Customer Services Operations not recorded on Lines 17 through 24; e.g., training, postage due and serving carriers, office work and record keeping, administrative work, SSPC Technicians, and miscellaneous Customer Services activities.

Clerk training hours must also be separately identified in the "Comments" section. An employee must not be engaged in an independent productive capacity when workhours are assigned to training. If an employee is being given on-the-job training and

is performing productive work, the hours must be recorded in the appropriate operation and not in the training category. Examples of proper training items are: time spent in orientation at the PEDC, scheme training, PASS for that portion of the training in which the employee is paid at Level 5 or 6. (See Management Instruction EL-730-79-21, July 1, 1979, Section 111.C.2 for recording window clerk training hours.)

j) *Special Delivery, Lines 29 & 30*—Add: Entries on these lines require entries on Lines 39 & 40. Reference hours are planned hours.

k) *Housekeeping and Maintenance, Lines 31 & 32*—This item is no longer required.

l) *Supervisor, Lines 33 & 34*—Change to: All offices, MOD 1 and 2 and Non-MOD will report all supervisory hours used (postmaster excepted) in direct supervision of Customer Services craft employees at the main office, stations/branches.

m) *Unit Total, Lines 35 & 36*—This item is no longer required.

n) *Parcel Post Analysis, Lines 37 & 38*—Change to: Record the pieces delivered by parcel post routes only (regular, auxiliary, or combination) in Column (a). Do not include pieces which are not parcels (weight less than two pounds, etc.) and should be delivered by city carriers with flats per MIP/SOP instructions. Do not convert direct sacks and/or direct gurneys to pieces. Count each direct sack and/or direct gurney as one piece. Line 37, Column (b) = (Line 37, Column (a) divided by Line 3, Column (d)). Line 38, Column (b) = (Line 38, Column (a) divided by Line 4, Column (d)).

o) *Special Delivery Analysis, Lines 39 & 40*—Change to: Record in Column (a), the pieces of perishable, special delivery and Express Mail delivered by employees whose workhours are recorded on Lines 29 and 30. Do not include pieces delivered by other than these employees. Do not convert direct bundles, direct

sacks, and/or direct gurneys to individual pieces. Count each direct bundle, direct sack and/or direct gurney as one piece. (Line 39b = Line 39a divided by Line 29d.) Line 40b = (Line 40a divided by Line 30d.)

p) *City Delivery Letter Route Volume, Lines 45 & 45*—Change to: Record per instructions in Management Instruction, PO-610-79-24, "Delivery Unit Volume Recording System" 7/16/79. Source document: Form 3921-A.

q) *Box Section Volume, Lines 47 & 48*—Change to: Record per instructions in Management Instruction, PO-610-79-24, Source document: Form 3921-A. NOTE: Include main office lockbox volume for MOD 1 or MOD 2 offices only if the main office functions as a station.

r) *Total Incoming Volume, Lines 49, 50 & 51*—No entries are to be made on these lines by any reporting facility until further notice.

s) *Public Transportation, Line 60*—Add: An entry in Column (a) requires an entry in Column (b). Round Column (a) to nearest dollar.

t) *Driveout Agreements, Line 61*—Add: An entry in Column (a) requires an entry in Column (b). Round Column (a) to nearest dollar.

u) *Collection Pickups, Line 62*—Add: Include Express Mail and business firms pickup points when corresponding workhours are reported on Lines 7 & 8.

Change: "Serving Relay Routes," to "in conjunction with relay deliveries."

C. *Special Data Recording Instructions*. The "comments" section in Part I of Form 3997-B will be used to record the following information until further notice. The exhibit shown (not applicable to Western Region) illustrates a standard format that should be used to record data.

1. *Distribution Volume (Raw Mail)*—Record daily and to-date all letter, flat and parcel post volumes distributed by clerical personnel whose workhours are recorded on

lines 19-20, Mail Processing. Do not include volumes from facing and canceling, dumping or other non-distribution mail processing operations.

2. *Misthrow Volume*—Record daily and to-date all carrier and box section misthrows (letters and flat mail) requiring redistribution by clerical personnel whose workhours are recorded on Lines 19-20.

3. *Recording Volume*—Units that weigh mail to determine volume should continue that method, if not, volumes should be recorded in foot and quarter-foot increments and converted to pieces using the conversion factors found in Management Instruction PO-610-79-24, 7/16/79, Delivery Unit Volume Recording. Unit managers are responsible for establishing the methods and procedures for recording volumes, determining who will record the information, and for the accuracy and completeness of information. Measurements may be expedited by using trays, marking case ledges to show foot and quarter-foot increments and through the use of a modified Form 3921-A, "Daily Unit Volume Worksheet" to record volumes.

4. *Walk-in Revenue*—Record daily and to-date from Form 1412-C, "Daily Financial Report," the sum of codes: 090, 091, 093, 101, 103, 104, 110, 115, 126 and 129.

D. *Form 3997-C, Delivery/Unit Operations Analysis*—(Future printings of this form will change its title to Customer Services Operations Analysis.)

1. Form 3997-C is prepared at the close of each accounting period at all MSCs and designated offices. It consolidates data submitted on Form 3997-B for submission to the PDC (see Section IV B of these instructions).

2. The data entered on Form 3997-C is processed at the PDC and is the basis for the system's output. Each Form 3997-C submitted must be reviewed for accuracy and completeness prior to forwarding to the PDC. Re-

fer to the instructions on the reverse of the form for its completion.

a) *Item 14, Central Markup*—CMU and CFS (Section A plus Section E of CFS Management Report as revised 3/21/79) workhours must be included regardless of the physical location of the unit. Offices preparing Form 3997-C must be sure that this data is reported promptly.

b) *Item 35*—Change to read: CFS Volume—(All volume processed through the CFS Unit is to be recorded on this line. See CFS Management Report instructions as revised 3/21/79, for definitions of data to be reported in this line.)

c) *Item 36*—Change to read: CFS Workhours—(This reports only Section A workhours of CFS Management Report as revised 3/21/79.)

d) *Item 38*—Enter walk-in revenue, round to nearest dollar.

e) *Item 39*—Business Places Receiving Multi-Trip Service.

f) *Item 40*—Enter Distribution Volume—Letters.

g) *Item 41*—Enter Distribution Volume—Flats.

h) *Item 42*—Enter Distribution Volume—Parcel Post.

i) *Item 43*—Enter Mismatch Volume—Letters.

j) *Item 44*—Enter Mismatch Volume—Flats.

k) *Item 45*—MOD 2 Main Office Mail Processing Workhours (this item will only be used by MOD 2 Officers).

l) *Item 46*—Enter Clerical Training Hours.

V. System Inputs

A. *Non-designated Offices* submit Form 3997-B to the MSC Director of Customer Services, to reach the MSC by close of business Saturday, follow-

ing the close of each accounting period. The MSC prepares a consolidated Form 3997-C for the accounting period.

B. *Designated Offices* submit Form 3997-C to the MSC by the Tuesday following the close of each accounting period. The MSC checks the completion of Forms 3997-C from Designated office(s) and the MSC forwards them in an envelope with the MSC consolidated Form 3997-C for all non-designated offices, to the St. Louis PDC by COB Wednesday following the close of each accounting period.

C. *The present lists* of designated and non-designated offices remains unchanged. The General Manager, Delivery Division at the Regions, may make changes to the lists.

D. *Mail Forms 3997-C* to: Director, Postal Data Center, P. O. Box 14983, St. Louis, MO 63180.

VI. MSC Review of Unit Performance

The MSC Director of Customer Services reviews the Forms 3997-B submitted each week by all CAG A-E reporting units. The MSC provides trend analysis and evaluative information to the units as indicated by the data submitted. Some indices of performance that could be tracked by the MSC and used in comparing performance by field units include: percent of overtime workhours, both replacement and other OT for selected work functions; workhour changes from SPLY; and the difference in actual workhour usage to reference hour data. Additional analysis may be made as determined necessary by an MSC.

When such operational reviews are conducted and performance evaluated is satisfactory or in need of improvement, the MSC should provide appropriate comments and/or follow-up action.—*Delivery Services Dept., 9-27-79.*

FORM 3997-B

INDEX	LINE	DATA ANALYSIS	17 END OF THIS PERIOD (a)	18 END OF SPLY (b)	
	22	PIECES PER DELIVERY			
	23	MINUTES PER DELIVERY (Delivery)			
	24	TOTAL MINUTES PER DELIVERY			
ANALYSIS		COMMENTS	TODAY	TO DATE	
		WALK IN REVENUE			
		DIS. LTRS			
		FLATS			
		PP			
		MIS. LTRS.			
		FLATS			
TOTAL		OTHER			
DAY		43			
TRIDATE		44			
INCOMING MAIL VOLUME DATA					
		LETTERS (a)	FLATS-SPLY (b)	PARCEL POST (c)	TOTAL VOLUME (d)
45	CITY DELIVERY	TRIDATE			
46		TRIDATE			
47	BOX SECTION	TRIDATE			
48		TRIDATE			
49	TOTAL INCOMING VOLUME	TRIDATE			
50		TRIDATE			
51		TRIDATE SPLY			

OPERATIONS ANALYSIS REPORT - PART I

(See instructions on reverse)

VACANT REGULAR RURAL ROUTES LISTING NO. 43

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

VACANT REGULAR RURAL ROUTES TO BE POSTED

State	Name of Post Office	ZIP Code	Route No.	*Route classification and evaluation	Route length	State	Name of Post Office	ZIP Code	Route No.	*Route classification and evaluation	Route length
CENTRAL REGION						Virginia	Berhton	22811	01	37:3 (37S)	64.10
Indiana	Greentown	46936	02	45:26 (45H)	90.70		Danville	24541	03	49:07 (45J)	33.90
	Bedford	47421	11	43:21 (43H)	42.70	NORTHEAST REGION					
	Farmersburg	47850	01	43:12 (44H)	58.70	Massachusetts	Bochdale	01542	01	30:07 (30S)	22.80
	Covington	47932	01	41:38 (42H)	74.10	New Hampshire	Ashland	03217	01	33:33 (39S)	54.01
	Oakland City	47660	03	38:32 (39S)	58.15		Concord	03301	03	39:00 (39H)	44.45
Iowa	Washington	52353	03	40:53 (41S)	33.05		Laconia	03246	03	42:52 (43H)	59.50
Kentucky	Mayfield	42066	06	41:26 (41S)	71.20		do	03246	07	41:55 (42H)	34.90
	Water Valley	42063	01	36:53 (37S)	61.00	Maine	Fairfield	04937	01	52:46 (44K)	48.50
Michigan	Highland	48031	01	36:23 (36H)	20.15	New Jersey	Sussex	07461	04	43:27 (43H)	49.00
	Chesaning	48616	02	42:43 (43H)	54.64	SOUTHERN REGION					
	Big Rapids	49307	02	46:33 (43J)	51.10	Georgia	Dexter	31019	01	37:22 (38S)	48.00
	Traverse City	49684	03	51:00 (43K)	42.80		Juliette	31046	01	42:12 (42H)	94.00
Minnesota	Caros	56310	01	41:20 (41S)	81.35		Macon	31201	10	44:45 (41J)	23.00
Missouri	Baring	63531	01	35:35 (36S)	96.45		Patterson	31557	02	36:00 (36S)	79.60
	Patton	63662	01	44:14 (44H)	97.00		Cairo	31728	04	46:59 (43J)	81.25
	Millersville	63766	01	41:37 (42H)	86.90		West Point	31833	03	37:04 (37S)	74.00
	Perryville	63775	02	49:18 (41K)	88.55	Louisiana	Opelousas	70570	01	51:15 (43K)	58.30
	Camdenton	65020	01	45:32 (44J)	80.35		Lake Charles	70601	07	45:45 (42J)	81.30
	do	65020	03	35:28 (35H)	19.10	Mississippi	Lexington	39065	03	44:05 (44H)	93.53
	Sunrise Beach	65079	02	41:41 (42H)	62.85	North Carolina	Kernersville	27244	05	45:00 (45H)	39.50
Nebraska	Beatrice	68310	03	43:37 (44H)	88.22		Lumberton	28359	03	51:31 (43K)	71.75
	Ansley	68814	02	44:53 (45H)	142.50	Oklahoma	Broken Arrow	74012	11	41:13 (41H)	31.25
Ohio	Defiance	43512	03	37:56 (38S)	75.10		Mannford	74044	02	36:55 (37S)	67.50
	do	43512	03	46:50 (43J)	75.20		McAlester	74501	05	49:20 (40K)	119.20
	do	43512	03	53:27 (45K)	72.90	South Carolina	Dalzell	29040	01	43:00 (43H)	55.40
	New Concord	43762	02	39:34 (40S)	57.80	Texas	Nacogdoches	75961	03	41:45 (42H)	70.90
Wisconsin	Hartland	53020	01	47:59 (44J)	39.85	WESTERN REGION					
	East Troy	53120	01	46:28 (46H)	52.15	California	Placerville	95667	01	54:03 (45K)	23.30
	Kenosha	53140	04	41:49 (42H)	40.35		Orland	95963	01	44:04 (44H)	70.35
	Arena	53503	01	44:03 (44H)	90.50	Montana	Arlee	59821	01	35:04 (35S)	72.30
	Beloit	53511	02	47:24 (43J)	71.35		Stevensville	59870	01	38:13 (38S)	53.00
	Green Bay	54305	03	46:31 (43J)	80.50	New Mexico	Santa Fe	87501	02	46:31 (43J)	71.80
	Alma Center	54611	01	41:30 (42H)	91.85	Oregon	Harrisburg	97446	02	29:23 (29S)	52.45
	Gillingham	54633	01	28:38 (27S)	60.36	Washington	Wapato	98951	01	50:25 (42K)	69.25
	Wild Rose	54984	01	44:21 (44H)	53.20		Spokane	99210	07	53:24 (45K)	35.80
EASTERN REGION											
New York	Cattaraugus	14710	02	39:33 (40S)	85.90						
Pennsylvania	Avella	15312	01	40:38 (41S)	71.95						
	Erte	16501	04	46:21 (46H)	20.85						
	Delta	17314	01	37:36 (38S)	51.50						
	Glen Rock	17327	03	37:21 (37S)	43.80						
	Little	17543	02	48:45 (45J)	38.03						

*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., 9-27-79.

THE POSTAL SERVICE MAELS SOME INFORMATION DIRECTLY TO ITS EMPLOYEES AND MUST KEEP ITS ADDRESS FILES CURRENT. WHEN YOUR ADDRESS CHANGES, PLEASE SEND AN UP-TO-DATE FORM 1216, EMPLOYEE'S CURRENT MAILING ADDRESS, TO YOUR PERSONNEL OFFICE SO THAT YOU WILL RECEIVE ALL MAILINGS.

All Personnel Processing Mail for Dispatch Abroad

FOREIGN FALSE REPRESENTATION ORDERS NO. 3

A foreign false representation order has been issued against the firms and/or persons listed below. Do not dispatch mail to these addresses. Endorse with: *Return to Sender: Order Issued Against Addressee for Violation of False Representation Law.*

This list is current until the next-numbered list is published in the POSTAL BULLETIN.

BAHAMAS

Nassau

World Telex
P.O. Box N-8943

BELGIUM

1000 Bruxelles

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

CANADA

Kitchener, Ontario

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

Ottawa, Ontario

North American Business Telex Directory, Inc.
P.O. Box 9270
Alta Vista

GREAT BRITAIN

London

Business & Trades Publications
49 Essex Road
Business & Trades Publications
19 Northiam
International Telex Directory
49 Essex Road
International Telex Directory
4 Lower Grosvenor
International Telex Directory
(World Telex Edition)
34 Ivor Place
WTI Services Co.
P.O. Box 16
36 Boston Place

GREAT BRITAIN—Continued

Codishead, Manchester

Fiscal Publications
(International Finance Journal)
84 Liverpool Road

Urmston, Manchester

John B. Casey
5 Park Road

HONG KONG

Int'l Directory Publishing Co.
503 Hollywood Commercial House,
3 Old Bailey St.

International Telex
503 Hollywood Commercial House,
3 Old Bailey St.

Commercial Publications
503 Hollywood Commercial House,
3 Old Bailey St.

IRELAND

Dublin

Arch Business Publications, Ltd.
P.O. Box 1036
56 Leinster Road

B.H.S. Publishing Corporation
31 Wicklow Street

I.B.I. Publishing Corporation
31 Gardiner Place

I.B.I. Publishing Corporation
8 North Frederick Street

Tribune Publishing Co.
Moreland House
West Moreland Park

Universal Telex Publishing Company
Kileen Building
6 Kileen Road, 7th Lock

NETHERLANDS

Amsterdam

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

NORTHERN IRELAND

Belfast

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

SWITZERLAND

Buchs

World Telex Trust
Schulhausstr. 19
P.O. Box 97 CH-9470

Muenchwilten

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

WEST GERMANY

Berlin

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

Hamburg

SAW GmbH
(Telex/Teletype Register)
98 Nedderfeld
Postf 605421

Telex Directory
(Campania Werbe-GmbH)
P.O. Box 2962, D-2000

Telex Union WV GmbH
(TWU Telex Union)
79 Schanzenst P-Fach
305829 D-2000

International Telex Directory
(Continental European Office)
P.O. Box 5663, D-2

Intercontinental Telex
(ITX) (R. Schulz)
P.O. Box 550941

International World Telex
Mittelweg 27

United Telex and/or
United Telex GMBH
Billst. Hauptstr. 34-36
P. Fach 60 51 68

—Judicial Officer, 9-27-79.

**ATTACH RETURN RECEIPTS NEXT TO ADDRESS
OF DESTINATION ON NUMBERED INSURED
PARCELS**

Domestic Orders

False Representation. Enforced by postmasters at cities listed.

State/City	Name(s) Covered
FL, Clearwater 33515	Acu-Velop, Inc. P.O. Box 1356
FL, Hollywood 33022	Esoteric of the World P.O. Box 8639
CA, San Francisco 94101	Pyramid Financial Publications Francisco Bay Office Park 1750 Montgomery Street
NY, New York 10001	B. Casey & Co. Publishers Suite 1700 122 East 42nd Street
CA, Los Angeles 90052	Health Box 24847 and Krueger-Ross Laboratories 3435 Motor Avenue
NY, New York 10001	Vanguard Williams Associates P.O. Box 350 Grand Central Station

—Judicial Officer, 9-27-79.

Withdrawal of Optional Retirement Application

An employee may apply for optional retirement at any time and specify the effective date of separation in the retirement application, provided the eligibility requirements for optional retirement are met on the specified separation date. An installation head may permit an employee to withdraw an application for optional retirement provided the request for withdrawal is made before the effective date of separation.

An installation head may decline a request to withdraw an application before the effective date of separation only when there is a valid reason and that reason is explained to the employee. The hiring of a replacement (or the commitment to hire a replacement) before a request for withdrawal is made is an example of an appropriate reason for declining a withdrawal request.

This will be included in a future transmittal letter for the EMPLOYEE AND LABOR RELATIONS MANUAL, Chapter 560, Civil Service Retirement Program.—*Employee and Labor Relations Group, 9-27-79.*

Sales Reports— Stamps & Stories

The new *Stamps & Stories*, 6th Edition was placed on sale on September 1, 1979, and many copies will be sold during the final five weeks of the fiscal year. These sales must be reported for Postal Quarter IV on Form 1079, *Philatelic/Retail Product Sale and Physical Inventory Record*.

Use the following procedures to report sales and inventory of this product:

Refer to Section I of the form—Philatelic, line reference 22.

a. In Column B, identify the product name—*Stamps & Stories*, 6th Edition, Item 924.

b. In Column H, record the price of \$3.50.

Follow current procedures to report the required sales information, except **Do not record data for Item 924 in Column (C)**. Record the quantity of Item 924 received through October 5, 1979, in "Increase", Column (D).

Do not add any other new products to the form. New products will be included in the revision for FY 1980.

—Customer Services Dept., 9-27-79.

Canadian Postal Money Orders

This is to remind employees that, as prescribed by Section 493.5, Publication 42, *International Mail*, Canadian domestic postal money orders may be paid only if they are addressed to a payee within the United States and the amount is expressed in United States currency. Canadian domestic postal money orders on which the amount is expressed in Canadian currency are not to be accepted for payment.

Should customers present Canadian postal money orders on which the amount is expressed in Canadian currency, tactfully refer their attention to the statement on the reverse side of the money order which specifies that Canadian postal money orders are negotiable at a post office in the United States only if imprinted for payment in U.S. currency.—*Rates & Classification Dept., 9-27-79.*

International Mail— Temporary Restrictions

The following service suspensions and restrictions announced in previous POSTAL BULLETINS continue to be applicable:

Democratic Kampuchea (formerly Khmer Republic, Cambodia): All mail services are suspended.

East Timor (formerly Portuguese Timor): Service is restricted to unregistered air letters, post cards, and letter packages—weighing up to 4 pounds—addressed to two destinations, Dili and Pante Macassar (Oekusi).

Lebanon: Service is restricted to air service and to the following classes of international mail within the indicated weight limits:

Class	Weight limits
Letters (including letter packages, post cards).	4 pounds
Printed matter (including books and sheet music, catalogs, directories and publishers' periodicals).	4 pounds
Matter for the Blind	4 pounds
Small packets	2 pounds
Parcel Post	4 pounds

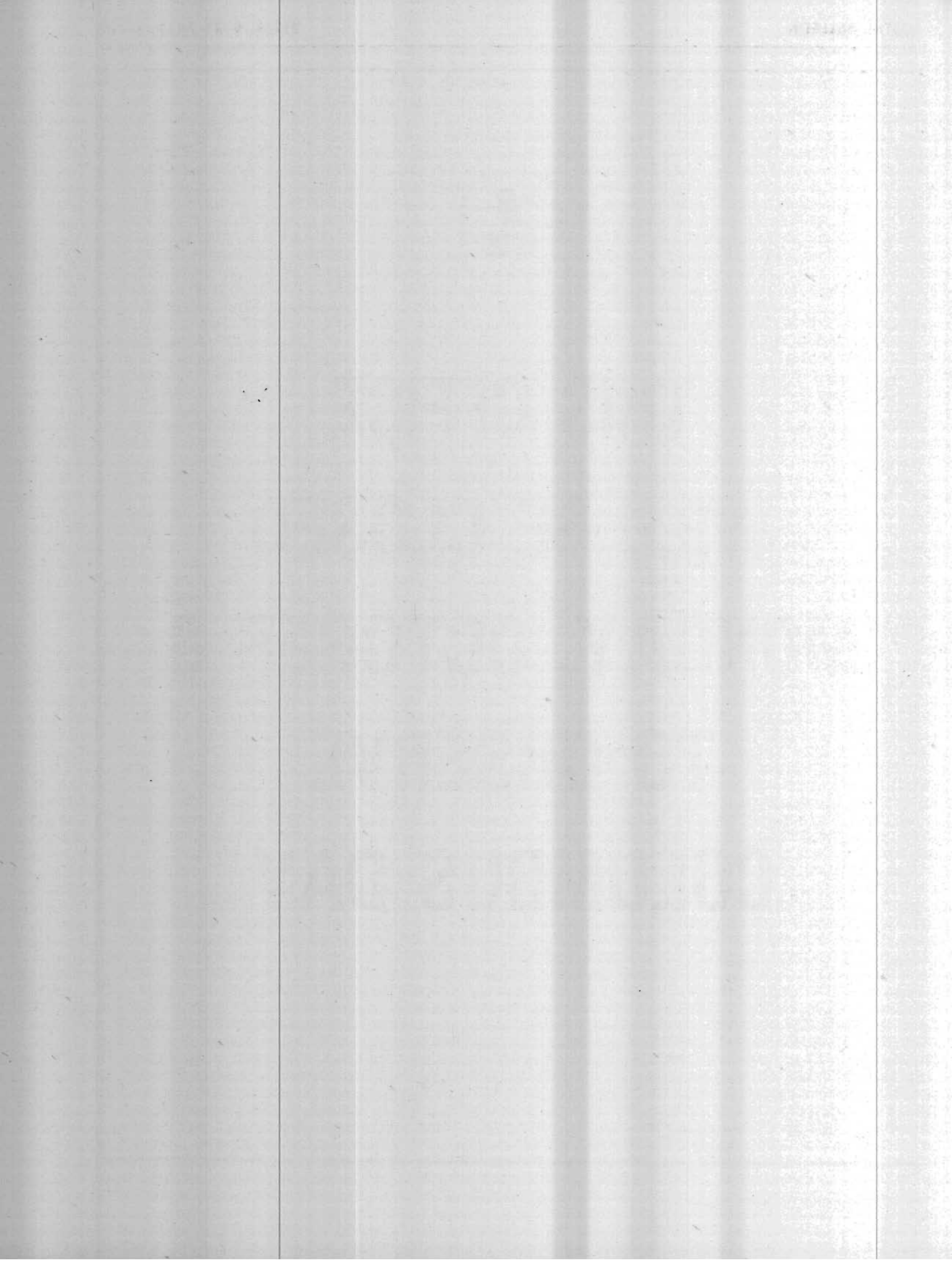
Socialist Republic of Vietnam (formerly North and South Vietnam): All classes of postal union mail may be accepted. Gift packages valued at under \$200 may be mailed to Vietnam without a validated export license. Refer to POSTAL BULLETIN of June 1, 1978 for the items that may be mailed as gift packages to Vietnam. The mailer must endorse the address side of the package "Gift—Export License Not Required." Gift packages may only be mailed to Vietnam under postal union mail classifications, since we have no parcel post service with Vietnam. Registry Service is available for postal union mail to Vietnam.—*Rates & Classification Dept., 9-27-79.*



**Report
dangerous
dogs**



**THIS OFFICE
WILL BE CLOSED
MONDAY, OCTOBER 8
TO OBSERVE
COLUMBUS DAY**



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 21210 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	221 626 2100 to 2299	232 921 3079 to 3099	241 685 5124 to 5199
167 061 1632 to 1699	221 661 5318 to 5499	233 262 7907 to 7999	241 694 1800 to 1899
167 982 3712 to 3799	222 224 8160 to 8499	233 407 5872 to 5899	241 753 7766 to 7799
173 960 5125 to 5699	222 510 0300 to 0499	233 453 8902 to 8929	241 902 2600 to 2799
184 342 9002 to 9099	222 536 2000 to 2299	233 516 6100 to 6199	242 021 2262 to 2499
190 137 2592 to 2699	222 852 8193 to 8199	233 638 1200 to 1799	242 327 4984 to 4999
193 127 0723 to 0799	223 675 4966 to 4999	233 845 9000 to 9099	242 576 1609 to 1699
193 273 8600 to 8999	224 057 4061 to 4299	234 031 6456 to 6999	242 585 4155 to 4299
193 991 8310 to 8319	224 206 6395 to 6499	234 064 8437 to 8499	242 591 4500 to 4699
194 519 7600 to 8099	224 373 1235 to 1299	234 261 4500 to 4599	242 605 0000 to 0999
195 263 7000 to 8999	224 554 9830 to 0399	234 398 5527 to 5599	242 621 8314 to 8399
195 322 5400 to 5699	224 946 8500 to 8599	234 431 3655 to 3699	242 816 1337 to 1399
197 427 0113 to 0149	225 227 9900 to 9999	234 500 2944 to 2999	243 112 4109 to 4120
198 354 3000 to 3099	225 268 1655 to 1799	234 659 4000 to 4199	243 228 7200 to 7499
199 567 1359 to 1999	225 534 1953 to 1999	234 659 8700 to 8999	243 766 6730 to 6799
202 230 9769 to 9799	225 711 9700 to 9999	234 742 1948 to 1999	243 805 0000 to 0299
202 230 9900 to 9999	225 712 0000 to 0999	234 802 1060 to 1199	243 906 7800 to 8199
203 297 6000 to 7499	225 767 2000 to 2299	234 997 1000 to 1599	244 299 2000 to 2199
203 619 3700 to 3999	226 580 7337 to 7399	235 254 2060 to 2099	244 366 8800 to 8899
203 851 6800 to 6899	226 904 0500 to 0599	235 439 6181 to 6299	244 381 3024 to 3099
203 977 4500 to 4775	227 097 4600 to 4699	235 644 7061 to 7099	244 525 0719 to 0799
204 108 8000 to 9999	227 173 8536 to 8559	235 925 8767 to 8799	244 657 7700 to 7899
206 493 4600 to 4799	227 254 9800 to 0099	236 145 5082 to 5099	244 742 7748 to 7799
206 793 5600 to 6499	227 576 4050 to 4099	236 388 4842 to 5099	244 743 7100 to 7399
208 287 8700 to 8899	227 611 4000 to 4599	236 467 6573 to 6599	244 895 5575 to 5599
208 385 5060 to 6999	228 001 5231 to 5299	236 566 2555 to 2599	245 279 1420 to 1499
209 728 2600 to 3099	228 143 3800 to 3899	236 571 9759 to 9781	245 279 1510 to 1599
210 176 8200 to 8599	228 447 0318 to 0399	236 576 9520 to 9599	245 591 1626 to 1799
210 868 4500 to 4699	228 660 5976 to 5999	236 656 6422 to 6499	245 695 0346 to 0399
211 238 0459 to 0999	229 117 4866 to 4999	236 755 8000 to 8099	245 973 2677 to 2699
211 436 5608 to 5699	229 134 0500 to 0599	236 937 5803 to 5999	246 076 7300 to 7399
211 526 0515 to 0599	229 346 9900 to 9999	236 941 5400 to 5499	246 155 4048 to 4099
211 527 2600 to 3099	229 434 3500 to 3599	237 413 7500 to 7599	246 155 5000 to 5499
211 682 3100 to 3599	229 434 3866 to 3899	237 423 4111 to 4199	246 402 6511 to 6599
211 795 5979 to 5999	229 531 9700 to 9899	237 457 5600 to 5699	246 608 6300 to 6399
212 420 2319 to 2399	229 545 2571 to 2599	237 457 5800 to 5899	246 609 9545 to 9799
212 791 9500 to 9599	229 563 1918 to 1999	237 574 8657 to 8799	246 741 2082 to 2099
213 123 9827 to 9999	229 576 1732 to 1799	237 702 6823 to 6899	246 816 2600 to 2699
213 578 4229 to 4399	229 576 1800 to 1899	237 702 6921 to 6999	246 973 1372 to 1399
213 822 5800 to 6299	229 585 4570 to 4599	238 165 7700 to 7799	247 113 5635 to 5699
214 158 2955 to 2999	229 871 9500 to 9599	238 377 4508 to 4599	247 497 4000 to 4099
214 159 4800 to 4999	230 035 4759 to 4799	238 377 4607 to 4699	247 575 4400 to 4499
214 257 6669 to 6699	230 099 6300 to 6399	238 586 3100 to 3299	247 929 6417 to 6799
215 043 7926 to 8199	230 297 7542 to 7599	239 199 0700 to 1099	247 983 1511 to 1899
215 532 5100 to 5399	230 577 6515 to 6599	239 204 9916 to 9999	248 317 7624 to 7699
215 538 0200 to 0499	230 826 8683 to 8799	239 481 4728 to 4799	248 423 4864 to 4999
216 571 4651 to 4699	231 126 6475 to 6499	239 549 7116 to 7499	248 440 7916 to 7971
216 678 6072 to 6999	231 147 0883 to 1499	239 575 2000 to 2199	249 680 4872 to 4899
217 210 7100 to 7299	231 507 1423 to 1499	239 596 4800 to 4999	250 452 4971 to 4999
217 241 5400 to 5799	231 525 7893 to 7999	239 640 5708 to 5728	250 483 0600 to 0699
217 268 2574 to 2699	231 651 8280 to 8299	239 724 1489 to 1499	250 547 7046 to 7099
217 286 9517 to 9599	231 686 0010 to 0099	239 985 7000 to 7499	250 565 7029 to 7099
217 667 3400 to 3599	231 725 2789 to 2799	240 042 3151 to 3169	250 833 7200 to 7399
217 672 4200 to 4599	231 873 7928 to 7999	240 108 6501 to 6599	800 502 3000 to 3999
217 902 4181 to 4299	232 242 4070 to 4099	240 252 6400 to 6899	800 941 7900 to 7999
218 755 4435 to 4448	232 295 7249 to 7599	240 256 2900 to 3199	801 278 3600 to 3999
218 755 4591 to 4699	232 319 6535 to 6599	240 559 4363 to 4399	801 597 6056 to 6098
218 976 2200 to 2399	232 426 6620 to 6699	240 639 3561 to 3599	801 629 1900 to 1999
220 350 0000 to 0999	232 634 9020 to 9099	240 855 7000 to 7099	802 029 5199 to 8999
220 580 5206 to 5299	232 665 0292 to 0399	241 224 7209 to 7299	802 774 0000 to 4999
221 371 4600 to 4999			

IF WE DON'T DELIVER... SOMEONE ELSE WILL

U.S. Mail Competing With Private Carriers

WASHINGTON — Thousands of newspapers are passed upon, as coming from your newspaper may be brought to your door by a youngster instead of to your mailbox by a letter carrier.

"We in the Postal Service have watched postal post go to smaller delivery routes."



mail. Reader's Mail of more than 10 million with their own.

Magazines Eye Home Delivery

Magazines eye home delivery in... The Atlanta Constitution, Atlanta, Ga., Sept. 10

Break up postal monopoly

Letters to the editor... Break up postal monopoly... The Atlanta Constitution, Atlanta, Ga., Sept. 10



Time to stamp out postal monopoly

Time to stamp out postal monopoly... The Atlanta Constitution, Atlanta, Ga., Sept. 10

Postal Rate Hikes Spell Profits For Private Mail Distributors

Postal Rate Hikes Spell Profits For Private Mail Distributors... The Wall Street Journal, Washington, Aug. 9, 1978

Spurred by Rise in Postal Rates, Publishers Expand Use of Alternative Delivery Services

Spurred by Rise in Postal Rates, Publishers Expand Use of Alternative Delivery Services... The Wall Street Journal, Washington, Aug. 9, 1978

Village bypasses U.S. mail with hand-delivery system

Village bypasses U.S. mail with hand-delivery system... The Atlanta Constitution, Atlanta, Ga., Sept. 10

Readers' Views: Postal Service Should Be Privatized

Readers' Views: Postal Service Should Be Privatized... The Atlanta Constitution, Atlanta, Ga., Sept. 10

Magazine publishers seek alternative delivery

Magazine publishers seek alternative delivery... The Atlanta Constitution, Atlanta, Ga., Sept. 10

Delivering more clout to United Parcel

Delivering more clout to United Parcel... The Atlanta Constitution, Atlanta, Ga., Sept. 10

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.

Information given in the **BULLETIN** is effective for six months unless otherwise specified.

Public sale:

Superintendent of Documents
U.S. Government Printing Office
Washington, DC 20402

Single copy: 70 cents

Subscription: \$35, \$8.75 additional for
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justification.