

15-Cent Will Rogers Commemorative Stamp

Description. The 15-cent Will Rogers commemorative stamp will be first placed on sale at Claremore, OK 74017, on November 4, 1979.

Do Not Sell Before Nov. 5, 1979



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Size: 0.84 x 1.44 inches.

Issued in sheets of 50.

Colors: Magenta, yellow, light brown, cyan, black and dark blue.

Marginal markings: Six plate numbers

©United States Postal Service 1979.

Use correct ZIP Code, and Mr. ZIP.®

Designer: Jim Sharpe.

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 19, 1979, and should be addressed to: First Day Cancellations, Postmaster, Claremore, OK 74017. No remittance is required.

b. Postal Service Affixing Stamps. Request first-day cancellations from: Will Rogers Stamp, Postmaster,

Continued on p. 2.

3.1-Cent Regular Postage Stamp—Coil

Description. The 3.1-cent coil stamp will be first placed on sale at Baltimore, MD 21233 on October 25, 1979. This issue is primarily for use by authorized nonprofit organizations that hold permits for special bulk mailing.

Do Not Sell Before October 26, 1979



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Image area: 0.76 x 0.86 inches.

Issued in coils of 500 and 3,000.

Color: Brown on canary stock.

Designer: George Mercer.

Collectors. Request first-day cancellations from: 3.1¢ Nonprofit Stamp, Postmaster, Baltimore, MD 21233. (See POM, section 244.43.) Enclose 17 cents for each cover. The Postal Service will affix a 3.1-cent coil stamp and a 13-cent Jimmie Rodgers stamp to cover the first class mailing rate. Orders must be postmarked by November 23, 1979. Nonprecanceled stamps will be available at the Philatelic Sales Division, Washington, D.C. 20265, beginning October 26, 1979.

Supply. Postmasters requiring this stamp in precanceled form should immediately submit requisitions to the Bureau of Engraving and Printing in accordance with Part 143, Domestic Mail Manual. Use item No. 735 for coils of 500, and 736 for coils of 3,000. All philatelic outlets are encouraged to order sufficient quantities of the 3.1¢ stamp in precanceled and non-precanceled form. Enclose a memorandum with your requisitions stating the stamps are to be precanceled.

Dead Letter Branch Washington, DC

The dead letter branch at Washington, DC 20013, was discontinued at the end of Accounting Period 10-79. Post offices in Washington, DC, Maryland, Virginia, and West Virginia are now sending dead letters to the dead letter branch at Philadelphia, PA 19104.

The postmaster at Washington, DC will maintain the dead mail files of the discontinued branch for the prescribed one-year retention period. Inquiries concerning mail which might have been processed at Washington, prior to July 14, may continue to be directed to that location until the retention period expires.

Sections 159.541 and 159.542 of the DOMESTIC MAIL MANUAL will be revised accordingly.—*Rates & Classification Dept., 10-4-79.*

Non-precanceled. This stamp may be sold only at philatelic centers and at the Philatelic Sales Branch in non-precanceled form. Sales shall be in minimum strips of ten and multiples thereof.—*Customer Services Dept., 10-4-79.*

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Claremore, OK 74017 (see POM 244.53). Requests must be post-marked no later than November 19, 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 5, 1979.

Supply. All post offices under the automatic distribution system will receive an initial supply of this stamp. Before requisitioning additional stamps (**item 473**), consider that the stock should be depleted prior to January 4, 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., 10-4-79.*

All Postal Installations

Emergency Building Temperature Restrictions

All postal installations will receive a copy of a U.S. Department of Energy (DOE) publication *How To Comply With the Emergency Building Temperature Restrictions*. The regulations in this publication are applicable to all postal owned and leased facilities, regardless of who pays the utility costs. The Postal Service commitment to reduce energy consumption applies equally to those leased facilities where the owner pays the utility bills. When the Postal Service is a tenant with no control over any portion of the building's heating or cooling system, the postmaster or installation manager must work with the building owner, operator, or manager to comply with these regulations.

Postmasters or installation heads are responsible for immediate implementation and enforcement of the "Emergency Building Temperature Restrictions Regulations." Although certain provisions of these regulations may be assigned to the senior maintenance official, postmasters/installation heads are accountable for compliance in all facilities under their jurisdiction. The DOE publication, *How To Comply With the Emergency Building Temperature Restrictions* should be carefully read by all postmasters or installation heads and by those responsible for compliance.

While the regulations generally require that thermostats be set no lower than 78° F. for cooling and no higher than 65° F. for heating, alternate provisions are made for maintenance of room temperatures at these limits. Permissible options for pre-cooling or pre-heating a facility are also described. In view of the several operating alternatives available, the DOE publication must be read carefully.

Exemptions to the temperature restrictions for heating and cooling are permissible for the operation of special equipment, such as computers. Review the manufacturer's warranties, service manuals or equipment service contracts to determine the acceptable temperature and/or humidity operating range.

Included in the DOE publication are 3 forms, all numbered CS 198. *The Certificate of Building Compliance Form* must be completed and prominently displayed in each facility. In those buildings providing re-

tail window services, post the certificate in the lobby in a location readily visible to the public. In facilities not normally open to the public, post the certificate near the facility's entrance where it is easily seen by a visitor or an energy inspector. This certificate must be completed and posted within 10 days after the receipt of the DOE publication.

In addition to the *Certificate of Building Compliance Form*, each facility must also post the name, office address and telephone number of the person responsible for the temperature controls in the building, and the DOE toll free hotline number for citizen inquiries, which is 800-424-9122.

Also included in the DOE publication is an *Exemption Information Form* to be completed only if a specific exemption to the restrictions on temperatures for heating, cooling, and domestic hot water (105° F.) is necessary for equipment operation, to avoid damage to the facility's structure or insulation, etc.

Where it is necessary to operate under an exemption, the *Exemption Information Form* and the *Building Compliance Information Form*, must be completed within five days and the original of both forwarded directly to the Regional Energy Coordinator with copies to the MSC (or BMC) Energy Coordinator.

The Regional Energy Coordinator coordinates the review of the exemption, and returns the *Exemption Information Form* (indicating approval or denial) to the originator, with a copy to the MSC/BMC Energy Coordinator. The Regional Energy Coordinator forwards the original of the *Building Compliance Information Form* to the Department of Energy with a copy to the Office of Maintenance Management, Engineering and Technical Support Department, USPS Headquarters. If the exemption is not approved, both forms are returned to the originator.

Any questions concerning the interpretation and application of these regulations can be referred by the MSC to the Regional Energy Coordinator. Unannounced inspections of facilities to insure compliance will be made by both Headquarters and regional maintenance and other personnel.—*Office of the Deputy Postmaster General, 10-4-79.*

GET WITH THE
MILLIONS OF
AMERICANS WHO
HAVE FOUND U.S.
SAVINGS BONDS
A SOLID BASE FOR
THE FUTURE OF
THEIR FAMILIES

International First Flight Cachet

On or after October 28, 1979, Braniff International will begin first flight service from Los Angeles, CA, to Singapore. Official cachet and philatelic treatment are authorized as outlined in POSTAL OPERATIONS MANUAL 244.63.

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

1. All covers must be addressed.
2. Applicable rate of postage per cover is 31 cents per half ounce.
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>Sends covers to</i> |
|---------------------------------|--|
| Los Angeles City Post Office | Postmaster Attn: Manager, Terminal Annex U.S. Postal Service Los Angeles, CA 90052 |
| Worldway Postal Center | Operations Manager Worldway Postal Center Los Angeles, CA 90009 |

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.

9. Aerogrammes and postal cards will not be accepted.

Covers bearing previous postmarks and those not properly prepared in accordance with these instructions will not receive cachets or cancellations.

There will be a limit of 50 covers per customer.—Customer Services Dept., 10-4-79.

All Personnel Processing Mail For Dispatch Abroad

Foreign Order Notice 86

Keep all foreign order notices for use as reference.

A lottery order has been issued against:

CANADA

Ganges, B.C.

Canada's National Lottery
Box 484

Loto Canada
Box 484

Richmond, B.C.

Accounts Dept.
P.O. Box 94209

Canusa Industries
P.O. Box 94209

Clark, J. Mr. & Mrs.
8311 Leslie Road

Loto Canada
P.O. Box 94209

Western Express
P.O. Box 94209

Customer Service Dept.
P.O. Box 94209

Vancouver, B.C.

Bridge International
#232-2025 West 42nd Avenue

Campbell, J. Mgr.
Sales & Promotions
#232-2025 West 42nd Avenue

Capital City International
P.O. Box 67400
Station O

Hogan, Jan
#232-2025 West 42nd Avenue

Loto Canada
#232-2025 West 42nd Avenue

Loto Canada
P.O. Box 67400
Station O

Western Express
P.O. Box 67400
Station O

Wilson, W. J.
B-1, 2590 Granville Street

IRELAND

Swords Co. Dublin

Shields, E.
10 St. Cronans Grove

WEST GERMANY

D-2300 Kiel

de la Motte C.
Holstenstraße 63

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

If such mail bears no return address, treat it as undeliverable and dispose of it in accordance with 159.4, DMM. This notice may be posted at the outgoing primary and it must be

All Contracting Officers

Wage and Price Standards Compliance

Section 1-326 of Publication 41, *Postal Contracting Manual*, which implements the voluntary wage and price standards program (see POSTAL BULLETIN 21179, 3-1-79), provides that the names of companies determined not to be in compliance with the standards will be published in the BULLETIN for the convenience of contracting officers.

Effective August 7, 1979, the Council on Wage and Price Stability has determined that the following companies are not in compliance with the wage and price standards:

Ideal Basic Industries, Inc.
Cement Division
P.O. Box 8789
Denver, Colorado 80201

The Charter Company
208 Laura Street
Jacksonville, Florida 32231

Northwestern Steel and Wire Company
121 Wallace Street
Sterling, Illinois 61081

Mason Contractors of DuPage County
P.O. Box 129
Mount Prospect, Illinois 60056

Laclede Steel Company
Equitable Building
St. Louis, Missouri 63102

This list supersedes the list published in POSTAL BULLETIN 21204, 8-16-19.—Procurement & Supply Dept., 10-4-79.

Realignment of Division Boundaries

Effective October 1, 1979, the Chicago and St. Louis Division boundaries will be changed to conform with Judicial Districts. Cumberland and Clark Counties will be transferred from Chicago Division to St. Louis Division and Greene, Macoupin and Montgomery Counties will be transferred from St. Louis Division to Chicago Division.—Inspection Service, 10-4-79.

posted on the Foreign Order Board at all SCFs and designated International Exchange Offices.

—Judicial Officer, 10-4-79.

LEAVE/PAY CERTIFICATION

Advancements and relocations between offices currently classified as CAG K and L will not take place at the start of FY 1980, October 6, 1979. Existing policy authorizing leave replacements, Designation 18-0, will therefore continue for offices retaining the CAG L classification.

This policy will be extended to all CAG L offices identified as EAS Grades 11 and higher where applicable. Relief service by a leave replacement Designation 18-0 will be certified on Form 1377 in the same general manner as currently done for Postmasters in EAS Grades A-E. Entries will differ for relief service performed on a Saturday or other Post-

master's designated nonscheduled day to the extent that actual hours of service will be entered in the block as shown in Exhibit A. Note: an N is also entered in the daily block to signify no leave charges to the Postmaster.


Postmasters in EAS Grades 11 and higher where applicable, will show the hours of actual leave taken by type in the daily block. A leave replacement serving for a Postmaster on leave (replacement service) will be paid for the actual hours shown. When the combined hours for the week (relief and replacement) exceed 40 hours in a week, the total hours by week will be shown in the block explanation of

other leave. Exhibit B illustrates a completed Form 1377 for a Postmaster with leave taken and the leave replacement (Designation 18-0) served in excess of 40 hours in one week of the pay period.

Leave replacements will be paid the minimum hourly rate (based on 2080 hours per annum) of the level of the office. Overtime, hours in excess of 40 in a week, will be paid at the 150% rate.

Completed Forms 1377 will be submitted each week in the normal manner to the Management Sectional Center for transmission to the servicing Postal Data Center.—Finance Dept., 10-4-79.

Exhibit A

| U.S. POSTAL SERVICE | | | | | | | | | | | | | |
|---|-----|-----|-----|---|-------------------------------|--|--|-----|---|---|--------------------------------|-----------------------|----------------------------|
| REQUEST FOR PAYMENT OF LEAVE REPLACEMENT/OR POSTMASTER OVERTIME AT CAG L OFFICE | | | | | | | | | | | | | |
| POST OFFICE, STATE AND ZIP CODE HIGH BOOT, VA 22991 | | | | | FINANCE NO. 51-6888 | | POSTMASTER'S SOC. SEC. NO. 123456879 | | | PAY PERIOD ENDING DATE 10/19/79 | | | |
| Use this Form: (1) for service by leave replacement or by person serving as "Good Citizen" postmaster. Submit a separate Form 1377 for each official pay period served by each person. (2) By postmaster claiming overtime. | | | | | | | CERTIFICATION | | | | | | |
| TO: Director, Postal Data Center GPO NEW YORK, N.Y. 10099 | | | | | | | I certify that leave replacement has performed service and is entitled to payment for the number of days shown in item A7. | | | | | | |
| | | | | | | |  (Signature of Postmaster or Leave Replacement) 10/12/79 (Date) | | | | | | |
| A. INFORMATION ON LEAVE REPLACEMENT | | | | | | | | | | | | | |
| 1. NAME OF REPLACEMENT ARLENE BRIGHT | | | | 3. SOC. SEC. NO. <i>(If no previous service rendered, submit also a Form W-4 with this form)</i> 789123456 | | 4. PERIOD WORKED-REPLACEMENT <i>(DO NOT include service for more than one pay period.)</i> Beginning Date: 10/6/79 Ending Date: 10/12/79 | | | 5. DATE OF BIRTH 5/20/54 SEX: <input type="checkbox"/> M <input checked="" type="checkbox"/> F | | | | |
| 2. ADDRESS OF REPLACEMENT 987 MAIN ST YOURTOWN, VA 22992 | | | | | | | | | | | | | |
| B. LEAVE CHARGED TO POSTMASTER | | | | | | | | | | | | | |
| DAYS POSTMASTER WAS ABSENT AND TYPE OF LEAVE | | | | | | | | | | | Show half days and whole days | TOTAL DAYS LEAVE USED | EXPLANATION OF OTHER LEAVE |
| *Sat | Mon | Tue | Wed | Thu | Fri | Sat | Mon | Tue | Wed | Thu | | | |
| N | | | | | | | | | | | | Sick | |
| 4 | | | | | | | | | | | | WOP | |
| Show type of leave by codes listed for Postmaster absences including Saturday when not chargeable to leave. A—Annual Leave OL—Other Leave WOP—Leaves without pay S—Sick Leave H—Holiday E—In Lieu of Executive Holiday | | | | | | | | | | | Other Leave (Explain at right) | | |
| <input type="checkbox"/> Check here if Postmaster was on annual leave the previous day (Friday). I CERTIFY the overtime claimed herein was worked and that the requirements of Regional Instructions 864-P-172 were complied with. | | | | | | | | | | | | | |
| | | | | | | | | | | | | (Signature) | |

AUTOMATIC STAMP DISTRIBUTION

Commemorative stamps are provided to postmasters for sale at regular stamp windows for a limited sales period of 60 days from the authorized first day of sale. Philatelic outlets may sell commemorative stamps until they are officially withdrawn from sale, usually about one year from the first day of sale. The initial quantity of stamps furnished through automatic distribution should be sufficient to meet these sales requirements at regular and philatelic stamp windows.

However, if the initial quantity of commemorative stamps being furnished through automatic distribu-


tion is not adequate to meet sales demand, postmasters may request a change in distribution quantities. Procedures for requesting such changes are in Section 524.44, Fiscal Handbook F-1, *Financial Handbook for Post Offices*.

Before requesting an increase in the automatic distribution quantity, postmasters must consider that each issue of a commemorative stamp has to be depleted from their stock within the 60-day selling period. Quantities in excess of normal sales requirements for this selling period must not be requested for automatic distribution. Additional quantities of a par-

ticular commemorative stamp may be ordered from regular stamp suppliers (see 524.45, Handbook F-1). These orders will be filled as long as supplies are available, but new print orders for commemoratives are not made after first day of sale because of the limited edition of commemoratives.

The 60-day stock limit for commemorative stamps does not apply to commemorative stamp stock required to supply a philatelic outlet. This stock may be maintained until the stamps are officially withdrawn from sale.—Customer Services Dept., 10-4-79.

Exhibit B

| U.S. POSTAL SERVICE | | | | | | | | | | | | | | | |
|---|-----|-----|-----|--|-----|--|-------------|---|------------------|--|-------------------------------|--------------------------------|----------------------------|-----|---------------|
| REQUEST FOR PAYMENT OF LEAVE REPLACEMENT/OR POSTMASTER OVERTIME AT CAG L OFFICE | | | | | | | | | | | | | | | |
| POST OFFICE, STATE AND ZIP CODE | | | | | | FINANCE NO. | | POSTMASTER'S SOC. SEC. NO. | | PAY PERIOD ENDING DATE | | | | | |
| SUGAR BEET, VA 22909 | | | | | | 51-8977 | | 456781 234 | | 10/19/79 | | | | | |
| Use this Form: (1) for service by leave replacement or by person serving as "Good Citizen" postmaster. Submit a separate Form 1377 for each official pay period served by each person. (2) By postmaster claiming overtime. | | | | | | | | CERTIFICATION I certify that leave replacement has performed service and is entitled to payment for the number of days shown in item A7. | | | | | | | |
| TO: Director, Postal Data Center GPO NEW YORK, NY 10099 | | | | | | | |  (Signature of Postmaster or Leave Replacement) 10/19/79 (Date) | | | | | | | |
| A. INFORMATION ON LEAVE REPLACEMENT | | | | | | | | | | | | | | | |
| 1. NAME OF REPLACEMENT | | | | 3. SOC. SEC. NO. | | 4. PERIOD WORKED—REPLACEMENT | | | 5. DATE OF BIRTH | | | | | | |
| BARBARA DOLL | | | | (If no previous service rendered, submit also a Form W-4 with this form) | | (DO NOT include service for more than one pay period.) | | | 7/29/51 | | | | | | |
| 2. ADDRESS OF REPLACEMENT | | | | | | Beginning Date | Ending Date | | SEX | <input type="checkbox"/> M <input checked="" type="checkbox"/> F | | | | | |
| 1234 CENTRAL AVE | | | | | | 10/13/79 | 10/19/79 | | | | | | | | |
| MAYTOWN, VA 22910 | | | | 109876541 | | | | | | | | | | | |
| B. LEAVE CHARGED TO POSTMASTER | | | | | | | | | | | | | | | |
| DAYS POSTMASTER WAS ABSENT AND TYPE OF LEAVE | | | | | | | | | | | Show half days and whole days | TOTAL DAYS LEAVE USED | EXPLANATION OF OTHER LEAVE | | |
| *Sat | Mon | Tue | Wed | Thu | Fri | Sat | Mon | Tue | Wed | Thu | | | | Fri | |
| | | | | | | N | A | S | S | S | S | | Annual | 6 | WK-2 = 42 HRS |
| | | | | | | 4 | 6 | 1 | 8 | 8 | 8 | | Sick | 32 | |
| Show type of leave by codes listed for Postmaster absences including Saturday when not chargeable to leave. A—Annual Leave OL—Other Leave WOP—Leave without pay S—Sick Leave H—Holiday E—In Lieu of Executive Holiday | | | | | | | | | | | WOP | Other Leave (Explain at right) | | | |
| <input type="checkbox"/> Check here if Postmaster was on annual leave the previous day (Friday). | | | | | | | | | | | | | | | |
| I CERTIFY the overtime claimed herein was worked and that the requirements of Regional Instructions 884P-172 were complied with. | | | | | | | | | | | | (Signature) | | | |

ORDERING PROCEDURES FOR SPECIAL-PRINT ENVELOPES

Postmasters who need the special-print penalty envelopes covered by this notice should forward their requirements, using Form 7381, *Requisition for Supplies or Services*, to the Procurement Services Office (PSO) servicing their installation. The PSO Contracting Officer will issue the delivery order (Form 7334, *Order-Invoice-Voucher*) to the contractor supplying the specific style required.

A. Corner Card (Return Address)

1. The corner card consists of 5 or 6 lines of Helvetica type—flush left as follows:

a. First line contains the words UNITED STATES POST OFFICE or UNITED STATES POSTAL SERVICE as appropriate in 10 pt. caps.

b. The city, State, and ZIP Code in 8 pt. caps.

c. The wording OFFICIAL BUSINESS in 8 pt.

d. The envelope, style number (P-10, P-32, P-101, etc.) in 6 pt. caps.

e. All other printing is in 8 pt. Helvetica type.

2. The corner card on envelopes Style 101, 130, and 390, is placed $\frac{1}{2}$ " from the left side and $\frac{1}{2}$ " from the top. On all other envelopes, these dimensions are $\frac{3}{8}$ ".

3. Postmasters requisitioning special-print envelopes must specify return addresses according to the standard format. Other contracting officers will use the same style corner card, substituting their own organizational name for UNITED STATES POST OFFICE.

NOTE: *Pre-addressed* envelopes are those ordered with printing consisting of approximately three to four lines of type on the face of the envelope, in addition to the corner card and penalty indicia. This additional printing will be different wording on each order placed. The corner card on window envelopes will also differ on each order.

Table 1. Envelopes Available Under Contract

| Style No. | Description ¹ | Contractor ¹ |
|--|--|--|
| Style 10..... For Requisitioning Accountable Paper. | White, $3\frac{3}{4}$ x $7\frac{3}{4}$ ", side seam. Sub. 24, B.S. 24. <i>Black</i> ink, corner card, penalty indicia, preaddressed. Flaps gfd. | Boise Cascade Envelope Div. FOB. Addison, IL. SW. 10 lbs. per M. \$8.96 per M. |
| Style 32..... For Returning Dead Letters. | White, 5 x 7", open side, diagonal seam. Sub. 24, B.S. 24. <i>Black</i> ink, corner card, penalty indicia, preaddressed. Flaps gfd. | Boise Cascade Envelope Div. FOB. Cleveland, OH. SW. 12 lbs. per M. \$10.25 per M. |
| Style 101..... General Usage. | Light brown, 11 x $12\frac{1}{2}$ ", high cut, diagonal seam. Sub. 32, B.S. 50. <i>Blue</i> ink, corner card, penalty indicia, registry block, preaddressed <i>Postmaster</i> with additional maximum 8 lines of type. Flaps gfd. | Garden City Envelope Co. FOB. Chicago, IL. SW. 65 lbs. per M. \$35.56 per M. |
| Style 130..... Timecards and Checks for Quantities in Excess of 100. | Light brown, 5 x 10", open side, center seam, safety fold. Sub. 32, B.S. 50. Plain or printed in <i>black</i> ink, corner card, penalty indicia. Wallet-type sealing flap, about 3" long is heavily gummed with dextrin type gum and folded down. Safety fold about 1" on both flaps. Flaps overlap about 1" and are fully gummed. | Boise Cascade Envelope Div. FOB. Cleveland, OH. SW. 40 lbs. per M. Plain \$69.80 per M. Printed \$78.75 per M. |
| Style 390..... Registered Jacket. | Light brown, 8 x $13\frac{1}{2}$ ", open side, center seam, $4\frac{1}{2}$ " square flap fully gummed, with 2" safety fold at sealing flap. Sealing flap and bottom flap overlap about 1". Sub. 28, B.S. 44. Printed on both sides in <i>blue</i> ink. | Garden City Envelope Co. FOB. Chicago, IL. SW. 80 lbs. per M. \$58.81 per M. |
| Style 396..... International Registered Jacket. | Light brown, 9 x 15", open side, center seam, 5" square cut wallet flap with 2" safety fold at sealing flap and bottom pocket. Sealing flap and bottom pocket overlap about 1". Sealing flap and safety fold are fully gummed. Sub. 32, B.S. 50. Printed with type and rules in <i>red</i> and <i>blue</i> ink on back of envelope and flap. | Garden City Envelope Co. FOB. Chicago, IL. SW. 106 lbs. per M. \$86.14 per M. |
| Style 402..... Timecards and Checks in Quantities from 1-12 (Window). | Light brown, $3\frac{3}{4}$ x $8\frac{1}{2}$ ", window, open side, side seam. Sub. 28, B.S. 44. Window size $1\frac{1}{8}$ x $4\frac{3}{8}$ " located $2\frac{1}{8}$ " from left edge and $1\frac{1}{8}$ " from top of envelope. <i>Black</i> ink, corner card, penalty indicia, and 1 line of type above window with words, <i>First Class Mail</i> . Flaps gfd. ² | Boise Cascade Envelope Div. FOB. Addison, IL. SW. 13 lbs. per M. \$9.44 per M. |
| Style 402B..... Timecards and Checks in Quantities from 1-12 (Window). | Same as 402 (above) with exception of <i>pistol window</i> , size $1\frac{1}{2}$ x $4\frac{3}{8}$ ", located $2\frac{1}{8}$ " from left edge and $\frac{1}{2}$ " from bottom of envelope. | Boise Cascade Envelope Div. FOB. Addison, IL. SW. 13 lbs. per M. \$9.44 per M. |
| Style 403..... Savings Bonds (Window). | Light brown, $3\frac{1}{2}$ x 8", window, open side, diagonal seam, sealing flap not less than $1\frac{1}{8}$ " deep. Window size $\frac{3}{8}$ x $3\frac{1}{2}$ ", located $1\frac{1}{8}$ " from left and $1\frac{1}{4}$ " from top. <i>Black</i> ink, corner card, penalty indicia. Sub. 28, B.S. 44. Flaps gfd. ² | Commercial Envelope Mfg. Co., Inc. FOB. Deer Park, NY. SW. 13 lbs. per M. \$8.70 per M. |

See footnotes at end of table.

Table 1. Envelopes Available Under Contract—Continued

| Style No. | Description ¹ | Contractor ¹ |
|---|--|---|
| Style 404..... Timecards and Checks in Quantities from 13-100 (Window). | Light brown, window, 3½ x 8½", open end, center seam, 2¼" long wallet flap fully gummed and folded down, 1" expansion on sides and open end, bag type bottom. Sub. 40, B.S. 60. Window size 1⅞ x 4", located 2" from left and 1⅞" from top. When fully expanded, envelope measures 3½ x 7⅞" x 1". Black ink, corner card, penalty indicia, and 1 line of type above window: <i>First Class Mail</i> . ² | Boise Cascade Envelope Div. FOB. Cleveland, OH. SW. 29 lbs. per M. \$58.80 per M. |
| Style 408..... Letter Bill Window. | Light blue, 3⅞ x 8⅞", window, open side, diagonal seam. Sub. 20, B.S. 20. Window size 1⅞ x 3½", located 1⅞" from right edge and 1½" from top. Black ink, corner card, penalty indicia, and 2 lines of type above window reading <i>Letter Bill</i> and (<i>Feuille d'avis</i>). Flaps gfd. ² | Boise Cascade Envelope Div. FOB. Cleveland, OH. SW. 11 lbs. per M. \$10.25 per M. |
| Style 409..... Letter Bill. | Light blue, 5½ x 11½", high cut, diagonal seam. Sub. 20, B.S. 20. Black ink, corner card, penalty indicia, approximately 4 lines of type and special delivery express box. Flaps gfd. | Commercial Envelope Mfg. Co. FOB. Deer Park, NY. SW. 20 lbs. per M. \$15.51 per M. |
| Style 429..... A & B Window. | Light brown, 3⅞ x 6½", open side, high cut, diagonal seam. Sub. 28, B.S. 44. Black ink, corner card, penalty indicia. Flaps gfd. ² Style 429-A window size is 1¼ x 3¼", located 1⅞" from left and ⅞" from bottom. Style 429-B window size is 1⅞ x 3¼", located 1⅞" from right and 1½" from top. | Boise Cascade Envelope Div. FOB. Cleveland, OH. SW. 10 lbs. per M. \$12.40 per M. |

¹ Abbreviations: B.S.=bursting strength. Flaps gfd=flaps gummed and folded down. FOB.=Freight on board. Sub.=substance. SW.=shipping weight.
² All window envelopes have windows with slightly rounded corners and covered with a transparent material.

Table 2. List of Contractors

| Name and address | Contract number | Time of delivery | Terms |
|---|---------------------|------------------|-------------|
| Boise Cascade Envelope Div. 313 Rohlwing Road Addison, Illinois 60101 ATTN: Miss Karyn Cernick | 33710079-VH014.... | 90 days..... | Net. |
| Boise Cascade Envelope Div. 4500 Tiedeman Road Cleveland, Ohio 44144 ATTN: Mr. Fred Macron | 33710079-VH014..... | do..... | Do. |
| Garden City Envelope Co. 30001 North Rockwell St. Chicago, Illinois 60618 | 33710079-VH015..... | do..... | Do. |
| Commercial Envelope Mfg Co., Inc. 900 Grand Boulevard Deer Park, New York 11729 | 33710079-VH016..... | do..... | 1%—20 days. |

B. Penalty Indicia

1. The penalty indicia consists of the USPS EAGLE emblem and the penalty clause.

2. The penalty clause contains the wording: PENALTY FOR PRIVATE (1st line), USE TO AVOID PAYMENT (2nd line), and OF POSTAGE \$300 (3rd line). The clause is in 6 pt. Helvetica type and printed flush right ⅛" from the Eagle emblem.

3. On envelopes Style 101, 130, and 390, the Eagle emblem is placed ½" from the right side of the envelope and ½" from the top. On all other envelopes these dimensions are ⅜".

C. Ink Color

Envelope Styles 101 and 390 will be in PMS 541 blue ink. All other envelopes will be printed in black ink with the penalty indicia only printed with black phosphor-tagged ink which has a minimum signal output of 30 units when read on a USPS Phosphor Comparator, Model 1, and compatibility of the tagged ink with the Mark II Facer Canceler machine.

D. Envelopes Available

Table 1 provides all necessary details for ordering envelopes under the contract awarded and administered by the Eastern Area Supply Center. Retain this notice for use in placing orders directly with the contractors for each item as specifically indicated.

E. Ordering

Envelopes to be furnished under these contracts are ordered by the issuance of delivery orders.

Delivery orders may be issued from October 8, 1979, through October 3, 1980. All delivery orders issued are subject to the terms and conditions of the contract. The contract controls in the event of conflict with any delivery order.

F. Minimum Requirements

Do not place orders for less than 5000 envelopes under Style Nos. 10, 32, 101, 403, 404, 409, and 429 A &

B, nor for less than 1000 envelopes under Style Nos. 130, 390, 396, and 402.

G. Maximum Orders

1. The contractor (see tables 1 and 2) is not obligated to honor:

a. Any order for a single item in excess of 300,000 envelopes.

b. Any order for a combination of items in excess of 600,000 envelopes.

2. However, the contractor must honor any order exceeding the maximum limits, unless such order is returned to the issuing office within 2 weeks from its date of issue, with a written notice of intent not to ship the items called for and giving reasons why. When this notice is received, the Postal Service may secure the supplies from another source.

3. If it is urgent that any quantity of an item covered by the contract be delivered before the earliest date specified, and if the contractor will not accept an order for accelerated delivery, the Postal Service may procure the item from another source.

4. The Postal Service may issue orders which provide for delivery to or performance at multiple destinations.

H. Quantity Variation (July 1971)

The permissible variation under the clause of the General Provisions

entitled *Variation in Quantity* is limited to:

Increase—10% or not in excess of 10,000 envelopes, whichever is smaller.

Decrease—10% or not less than 10,000 envelopes, whichever is smaller.

This increase or decrease applies to each item on each delivery order issued under this contract.

I. Delivery

1. *Printing Proofs.* Delivery orders will specify when proofs of printing are required. When proofs are specified, it is incumbent upon the contractor to submit a proof of printing within a reasonable time after receipt of the delivery order and to calculate this lapse of time in the production schedule so that complete shipment will be made within the specified delivery time. Requests from ordering offices for proofs, or the voluntary submission of proofs by the contractor, will in no way delay the delivery time.

2. *Shipments.* Delivery orders received by the contractor will be delivered in the sequence in which they are received. Delivery will be completed within 90 calendar days from date of delivery order. Accelerated

deliveries will be accepted at no additional cost to the Postal Service.

Contractor will deliver shipments of less than 200 pounds to the Postal Service at the point of origin for shipment through the mails in the usual manner to the ordering offices or destinations. *Permit #10 labels are to be furnished by the ordering office.*

Where envelopes weighing 200 pounds or more are ordered FOB Point of Origin (see table 1), the envelopes will be shipped under Government Bills of Lading furnished with the delivery order.

J. Questions

Ordering offices having any questions concerning the above contracts should refer them to: Manager, Contract Branch, Eastern Area Supply Center, Somerville, NJ 08877 (FTS 340-9224).—*Procurement & Supply Dept., 10-4-79.*

Domestic Order

False Representation. Enforced by postmaster at city listed.

| <i>State/City</i> | <i>Name Covered</i> |
|-----------------------|---|
| NY, New York 10001 | Hayoun Cosmetique 212 E. 68th Street |

—*Judicial Officer, 10-4-79.*

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

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Some articles are cited under more than one heading (*Releasing Bulk Mail Permit Holder Information* appears under both *Freedom of Information* and *Bulk Mail*), and cross references are listed when needed. Lists

of stolen money orders, U.S. or Canadian, are not indexed.

Where appropriate, the last column indicates the permanent directive in which the Postal Bulletin article will be incorporated.

Extra copies of this Bulletin may be ordered on Form 7380, *Supply Center Requisition*, from the Eastern Area Supply Center.

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| Registers, Rural Carrier | 21210 | 9-20-79 | 1 | |
| Salary Schedule, Rural Carrier Heavy Duty | 21201 | 8- 2-79 | 4 | |
| Special Equipment Maintenance Allowance | 21198 | 7-12-79 | 2, 4 | |
| | 21199 | 7-19-79 | 3 | |
| | 21206 | 8-30-79 | 2 | |
| | 21211 | 9-27-79 | 3 | |
| Vacant Regular Rural Route Listing No. 31 | 21197 | 7- 5-79 | 6 | |
| 32 | 21198 | 7-12-79 | 14 | |
| 33 | 21199 | 7-19-79 | 21 | |
| 34 | 21200 | 7-26-79 | 6 | |
| 35 | 21201 | 8- 2-79 | 19 | |
| 36 | 21202 | 8- 9-79 | 11 | |
| 37 | 21204 | 8-16-79 | 5 | |
| 38 | 21205 | 8-23-79 | 5 | |
| 39 | 21206 | 8-30-79 | 8 | |
| 40 | 21207 | 9- 6-79 | 11 | |
| 41 | 20209 | 9-13-79 | 5 | |
| 42 | 21210 | 9-20-79 | 6 | |
| 43 | 21211 | 9-27-79 | 15 | |
| SECOND CLASS | | | | |
| Accepting Second Class Publications at AMFs | 21202 | 8- 9-79 | 10 | |
| Annual Ownership, Management, and Circulation Statement | 21211 | 9-27-79 | 1 | |

| Article title | PB number | Date | Page | Directive reference |
|---|-----------|---------|------|---------------------|
| SECURITY | | | | |
| Identification Cards..... | 21198 | 7-12-79 | 2 | |
| Mail Keys, Security..... | 21205 | 8-23-79 | 7 | |
| Postal Funds, Security..... | 21211 | 9-27-79 | 8 | |
| SSPC | | | | |
| New One Dollar Coin..... | 21202 | 8- 9-79 | 6 | |
| SPECIAL SERVICES | | | | |
| COD Mail..... | 21201 | 8- 2-79 | 4 | |
| STAMPS/STAMPED PAPER (See also <i>Philately</i>) | | | | |
| Reporting Irregularities in Bulk Stamp Shipments..... | 21207 | 9- 6-79 | 9 | F-1 |
| Sale of New Issue Postal Stock..... | 21211 | 9-27-79 | 1 | |
| TRADEMARKS AND SERVICE MARKS | | | | |
| Trademarks and Service Marks..... | 21201 | 8- 9-79 | 12 | |
| TRAINING | | | | |
| Travel Advances—Training..... | 21198 | 7-12-79 | 2 | |
| TRAVEL | | | | |
| Credit Card, GSA Gasoline..... | 21197 | 7- 5-79 | 1 | |
| Energy Conservation, Travel..... | 21211 | 9-27-79 | 1 | |
| High Cost Area, Travel..... | 21210 | 9-20-79 | 3 | |
| Mileage Allowance Increase..... | 21201 | 8- 2-79 | 5 | |
| Mileage Allowance Increase (<i>Correction</i>)..... | 21202 | 8- 9-79 | 12 | |
| Payment at Post Office, Local Travel..... | 21211 | 9-27-79 | 2 | |
| Per Diem Rate Changes, Non-Foreign..... | 21204 | 8-16-79 | 3 | |
| | 21210 | 9-20-79 | 3 | |
| Private Vehicle Reimbursement..... | 21202 | 8- 9-79 | 8 | |
| Private Vehicle Mileage Allowance..... | 21207 | 9- 6-79 | 9 | |
| UNDELIVERABLE MAIL | | | | |
| Cash Found Loose in the Mail..... | 21206 | 8-30-79 | 1 | |
| Form 1510, Mail Nondelivery Report..... | 21206 | 8-30-79 | 8 | |
| Letters to Santa Claus or Similar Addresses..... | 21206 | 8-30-79 | 5 | DMM |
| Undeliverable as Addressed Mail..... | 21209 | 9-13-79 | 1 | M-41, M-37 |
| UNIFORM PROGRAM | | | | |
| Licensed Vendor Listing..... | 21197 | 7- 5-79 | 5 | Pub. 136 |
| | 21200 | 7-26-79 | 7 | Pub. 136 |
| | 21202 | 8- 9-79 | 11 | Pub. 136 |
| | 21205 | 8-23-79 | 2 | Pub. 136 |
| | 21209 | 9-13-79 | 3 | Pub. 136 |
| Uniform Program..... | 21200 | 2-26-79 | 3 | |
| Vendor License Revocation..... | 21205 | 8-23-79 | 7 | Pub. 136 |
| Work Clothes..... | 21201 | 8- 2-79 | 15 | ELM |
| WANTED CIRCULARS | | | | |
| Wanted Circular Canceled..... | 21200 | 7-26-79 | 5 | |
| | 21204 | 8-16-79 | 4 | |
| | 21205 | 8-23-79 | 6 | |
| | 21211 | 9-27-79 | 2 | |
| ZIP CODE | | | | |
| Expanded ZIP Code Data Base..... | 21202 | 8- 9-79 | 4 | |
| Expanded ZIP Code Data Base (<i>Correction</i>)..... | 21204 | 8-16-79 | 4 | |
| ZIP Code Directory..... | 21198 | 7-12-79 | 2 | |



**DON'T BE
HAREBRAINED
ABOUT GAS**

Jackrabbit starts and speeding waste gas on and off the job.

MANAGEMENT INSTRUCTION UPDATE

Listed below are the currently effective Management Instructions (MIs), issued between May 1978 and September 30, 1979, and the distribution for each instruction. The MIs are grouped according to the subject manuals and chapters to which they relate. They may be filed in this order, or with the appropriate manual. The manuals are: ADMINISTRATIVE SUPPORT, EMPLOYEE & LABOR RELATIONS, FINANCIAL MANAGEMENT, or POSTAL OPERATIONS. No MIs coded to the DOMESTIC MAIL MANUAL have yet been issued.

MIs are distributed to specific audiences, such as area maintenance offices, MSCs, or FREBOs; therefore all facilities do not receive all MIs (see Distribution, below).

Current MIs

| <i>Number</i> | <i>Title</i> | <i>Distribution (see below)</i> | <i>Date</i> |
|---|--|---|-------------|
| AS 310-78-3..... | Regional Directives..... | Standard, MSC, BMC, VMF, PSO. | 9- 7-78 |
| AS 340-78-1..... (issued as GA 340) | Management Instructions..... | Standard, MSC, BMC, VMF, PSO. | 5-19-78 |
| AS 510-79-19..... | National Facility Program, USPS and GSA. | Standard..... | 6-15-79 |
| AS 510-79-27..... | Tracking of the Energy Investment Program on the Facilities Management System. | PRMG, Reg. Fin. Dir., Reg. Gen. Mgr. MMD, Reg. Energy Coordinators, District Mgrs., recipients of RE & B Bul. | 7-30-79 |
| AS 510-79-32..... | Acquisition and Allocation of Employee Parking. | Standard, MSC..... | 9- 7-79 |
| AS 710-79-16..... | Approval of Sole Source Contracts.. | Standard, PSO, FREBO..... | 6- 1-79 |
| AS 710-79-20..... | Unauthorized Contractual Commitments. | Standard, PSO, FREBO..... | 6-15-79 |
| AS 710-79-31..... | Contracting for Cleaning..... | Standard, PSO, CAG A-K..... | 9-20-79 |
| EL 350-78-4..... | Headquarters/Field Interchange Program. | Standard, MOC, FREBO, MCO, PSO, MSC, BMC, PO with city delivery. | 9-15-78 |
| EL 350-78-5..... | Advisory Panels—Initial Level Supervisor Positions. | Standard, CAG A-J, BMC, VMF, PSO, AMO, FREBO, MCO, E & LR Inf. Centers, PEDC, PSC. | 9-18-78 |
| EL 350-79-13..... (addition to 78-5) | do..... | do..... | 6- 1-79 |
| EL 350-79-1..... | Recruitment, Selection, Development, and Compensation of Master Instructors. | Standard, MOC, AMO, FREBO, MCO, PSO. | 2- 8-79 |
| EL 350-79-5..... | Postal Career Executive Service.... | Standard, MOC, AMO, FREBO, MCO, PSO, MSC, BMC, and PO with city delivery. | 3-31-79 |
| EL 350-79-14..... | Postmaster Identification Credential. | Standard, MSC, BMC..... | 5-29-79 |
| EL 350-79-36..... | Orientation for Newly Assigned Managers. | Standard, MSC, BMC, Chicago, Los Angeles, Washington DC post offices, Kennedy and O'Hare AMF. | 9-24-79 |
| EL 410-79-3..... | Higher Level Pay..... | Standard..... | 3-24-79 |
| EL 410-79-28..... | Merit Performance Evaluation Program, FY 80. | Standard, MSC, BMC, VMF, PSO, CAG A-J. | 8-31-79 |
| EL 410-79-34..... | Salary Changes—Non-Bargaining.. | Standard, MSC, BMC..... | 9-20-79 |
| EL 430-79-10..... | Overtime, Premium Pay, and Leave Provisions for Certain FLSA-Exempt Employees. | Standard..... | 5- 5-79 |
| EL 430-79-33..... | Inequity Adjustments for Certain Postmasters & Supervisors—EAS 17-20. | Standard, MSC, BMC..... | 9-18-79 |
| EL 670-78-6..... | MSC Affirmative Action Week.... | Standard; MSC; PEDC; Los Angeles, Chicago, & Washington DC PO. | 10- 3-78 |
| EL 670-78-9..... | Regional EEO Program Evaluation Requirements. | Standard, MSC, BMC, CAG A-L.. | 11-15-78 |
| EL 670-79-12..... | Collection and Retrieval of Minority Designation Code Data. | Standard, MSC, BMC, AMF..... | 5-29-79 |

| <i>Number</i> | <i>Title</i> | <i>Distribution (see below)</i> | <i>Date</i> |
|---------------|--|--|-------------|
| EL 670-79-23 | Minority Group Census Revalidation. | Standard, MSC, BMC, PSDS | 6-22-79 |
| EL 720-79-4 | Professional and Specialist Trainee Program. | Standard | 3-30-79 |
| EL 720-79-7 | PEDC Audit System | Standard, MSC | 4-12-79 |
| EL 730-79-9 | Maintenance Career Progression Program (MCP) | Standard, pilot offices | 4-19-79 |
| EL 730-79-11 | Management Associate Program | Standard, MSC, BMC, PEDC | 5-21-79 |
| EL 730-79-21 | Standard Training Program for New Window Clerks. | Standard, MSC, PEDC CAG A-K | 7-1-79 |
| EL 730-79-22 | Management Trainee Program | Standard, MSC, BMC, PEDC | 6-25-79 |
| EL 730-79-35 | Standard Mail Classification Training Program. | Standard, MSC, MCC, PEDC | 9-21-79 |
| FM 520-78-7 | Procedure for Closing Facility/Fixed Mechanization Projects. | Standard, MSC, FREBO, PSO, BMC | 10-31-78 |
| FM 920-79-8 | National Workhour Reporting System for MOD 1 Offices. | Standard, MSC, PSDS | 4-21-79 |
| PO 110-79-26 | Post Office Postage Meters (heads and bases). | Standard, MSC for delivery to CAG A-H. | 7-20-79 |
| PO 740-79-25 | GSA Gasoline Credit Cards | Standard, MSC, BMC, VMF, PSO | 7-20-79 |
| PO 750-79-15 | Sale of Postal Vehicles | Standard, MSC, PSO, VMF | 5-30-79 |
| PO 610-79-24 | Delivery Unit Volume Recording | Standard, regions in bulk | 7-16-79 |
| PO 210-79-29 | Application of FLSA to Certain Contract Unit Contracts. | Standard, MSC, PSO, select contract offices. | 9-17-79 |
| PO 210-79-30 | Contract Units | Standard, MSC, PSO, select contract offices. | 9-17-79 |

Distribution

Abbreviations used above:

AMO: Area Maintenance Offices
 FREBO: Field Real Estate and Buildings Offices
 MCC: Mail Classification Centers
 MCO: Maintenance Capable Offices
 MMD: Maintenance Management Divisions
 MOC: Mechanization Overhaul Centers

PEDC: Postal Employee Development Centers
 PSC: Postal Service Centers
 PSDS: Postal Source Data System Offices
 PSO: Procurement Services Offices
 VMF: Vehicle Maintenance Facilities

Standard distribution is made to:

Select Headquarters Offices
 Regional Headquarters
 Regional Inspectors
 Inspectors-in-Charge
 District Managers

Postal Data Centers
 ADP Centers
 Supply Centers
 Mail Equipment Shops
 Area Overhaul Centers

Transportation Management Offices
 Mailbag Depositories & Repair Centers
 PST&DI Field Centers
 National Test Administration Center

Rescissions

Management Instructions which have been superseded between May 1978 (when MI directives began) and September 30, 1979, are:

| <i>Number</i> | <i>Title</i> | <i>Superseded by</i> |
|---------------|--|----------------------|
| AS 710-79-17 | Unauthorized Contractual Commitments | AS 710-79-20 |
| EL 410-78-2 | Merit Performance Evaluation Program FY 79 | EL 410-79-28 |
| EL 412-78-10 | Salary Changes for Certain Non-Bargaining Unit Employees | EL 410-79-2 |
| EL 410-79-2 | Salary Changes for Certain Non-Bargaining Unit Employees | EL 410-79-18 |
| EL 410-79-18 | Salary Changes for Non-Bargaining Unit Employees—NCD Postmasters, PMS Supervisors and Certain EAS Employees. | EL 410-79-34 |
| EL 730-78-8 | Standard Training Program for New Window Clerks | EL 730-79-21 |
| EL 730-79-6 | Management Trainee Program | EL 730-79-22 |

VACANT REGULAR RURAL ROUTES LISTING NO. 44

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 | | | | | | Pennsylvania | | | | | |
| ILLINOIS | Coal City | 60418 | 01 | 58-43 (48K) | 51.28 | Fredericktown | 15333 | 01 | 30-56 (37B) | 41.80 | |
| | Lockport | 60441 | 04 | 46-34 (43J) | 30.50 | Uniontown | 15401 | 05 | 44-49 (45H) | 37.00 | |
| | Dixon | 61021 | 03 | 49-54 (42H) | 48.55 | Jennette | 15844 | 01 | 40-19 (40H) | 40.00 | |
| | Rockford | 61125 | 04 | 43-23 (44H) | 44.00 | Vandergrift | 15950 | 01 | 45-57 (42J) | 28.00 | |
| | do. | 61125 | 15 | 52-57 (45H) | 28.06 | Clymer | 15728 | 02 | 33-35 (34B) | 53.50 | |
| | Cuba | 61472 | 01 | 38-12 (38B) | 90.90 | Maxon Center | 15759 | 02 | 32-09 (32B) | 55.20 | |
| | North Henderson | 61468 | 01 | 39-20 (39B) | 89.55 | Duncansville | 16085 | 03 | 53-47 (45K) | 16.05 | |
| | St. Joseph | 61573 | 02 | 36-19 (36B) | 65.30 | Norristown | 19408 | 01 | 54-47 (46K) | 39.60 | |
| IOWA | Charles City | 50616 | 04 | 43-18 (43H) | 83.00 | Virginia | Roanoke | 24022 | 07 | 46-41 (43J) | 53.05 |
| | Independence | 50644 | 01 | 49-02 (41K) | 64.45 | NORTHEAST REGION | | | | | |
| | Parkersburg | 50685 | 01 | 51-45 (48K) | 82.07 | Connecticut | Tolland | 06084 | 02 | 57-40 (48K) | 52.90 |
| | Milford | 51251 | 02 | 40-13 (40B) | 79.75 | New York | Ballston Lake | 12019 | 06 | 30-32 (40H) | 30.95 |
| | Soldier | 51572 | 01 | 37-39 (38B) | 104.40 | Hurleyville | 12747 | 01 | 23-47 (24B) | 41.40 | |
| | Earlville | 52041 | 01 | 37-37 (38B) | 81.00 | SOUTHERN REGION | | | | | |
| | Fayette | 52142 | 01 | 39-18 (39B) | 89.00 | Alabama | Florence | 35690 | 11 | 49-77 (42K) | 65.65 |
| | Marengo | 52301 | 01 | 39-43 (40B) | 87.60 | Gurley | 35748 | 01 | 45-31 (42J) | 71.50 | |
| | Monticello | 52310 | 02 | 43-00 (43H) | 94.25 | Florida | Milton | 32570 | 02 | 50-34 (46J) | 94.15 |
| | Moravia | 52571 | 01 | 37-23 (37B) | 93.70 | Ocala | 32870 | 10 | 47-34 (40K) | 50.05 | |
| Kentucky | Lawrenceburg | 40342 | 03 | 26-54 (37B) | 83.25 | Leesburgh | 32748 | 14 | 39-54 (40H) | 25.40 | |
| | Buffalo | 42716 | 01 | 40-19 (40B) | 71.85 | Cocoa | 32922 | 02 | 57-24 (48K) | 46.84 | |
| Michigan | Monroe | 48161 | 04 | 47-01 (43J) | 40.80 | Georgia | Gainesville | 30601 | 09 | 47-19 (43J) | 63.70 |
| | Big Rapids | 49307 | 02 | 46-33 (43J) | 51.10 | Hawessee | 30546 | 02 | 38-53 (38B) | 75.90 | |
| | Traverse City | 49684 | 08 | 51-00 (49K) | 42.80 | Jafferson | 30549 | 01 | 41-40 (42H) | 67.35 | |
| Minnesota | Moorhead | 56560 | 02 | 47-43 (40K) | 103.30 | Oklahoma | Oklahoma City | 73125 | 13 | 50-30 (46H) | 62.05 |
| | Karlstad | 56732 | 01 | 41-45 (42H) | 115.25 | Dover | 73734 | C2 | 35-53 (36B) | 103.25 | |
| Missouri | St. Clair | 63077 | 01 | 47-12 (43J) | 62.90 | Cushing | 74023 | 01 | 55-52 (47K) | 114.55 | |
| Nebraska | Omaha | 68108 | 23 | 44-51 (45H) | 28.80 | Tennessee | Ooltewah | 37363 | 01 | 42-47 (43H) | 57.75 |
| | Auburn | 68305 | 02 | 41-11 (41S) | 101.60 | Corryton | 37721 | 02 | 44-50 (45H) | 51.80 | |
| North Dakota | Walhalla | 58282 | 01 | 48-22 (40K) | 126.85 | Greenfield | 38230 | 02 | 33-02 (33B) | 81.95 | |
| Ohio | Jewitt | 43066 | 02 | 41-05 (41H) | 85.85 | Texas | McKinney | 75069 | 07 | 54-50 (48K) | 70.60 |
| | Fairborn | 45324 | 01 | 38-31 (38B) | 40.66 | Cleveland | 77327 | 01 | 53-54 (45K) | 89.25 | |
| | Jackson Center | 45334 | 01 | 31-37 (32B) | 58.08 | Humble | 77338 | 17 | 50-06 (42K) | 18.55 | |
| | Vandalia | 45377 | 01 | 40-53 (41H) | 39.00 | Custo | 77954 | 01 | 55-54 (47K) | 148.00 | |
| South Dakota | Rapid City | 57701 | 06 | 45-21 (41J) | 34.45 | WESTERN REGION | | | | | |
| EASTERN REGION | | | | | | Arizona | Tucson | 85726 | 19 | 46-02 (42J) | 48.25 |
| Maryland | Princess Anne | 21863 | 02 | 34-47 (35B) | 56.85 | Colorado | Eaton | 80615 | 01 | 49-15 (41K) | 112.00 |

*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., 10-4-79.

**NOTICE TO DRIVER: DRIVE COURTEOUSLY;
OBSERVE TRAFFIC REGULATIONS; PROTECT
CHILDREN**

Postmasters/Installation Heads

RANDOLPH-SHEPPARD VENDING MACHINE REPORT

An annual report is due at the MSC level by October 15 of the proceeds of every postal installation that has even a single coin-operated vending machine selling snacks, beverages, food, or tobacco. Postmasters must submit consolidated reports, including the proceeds from vending machines at branches, stations, etc. under their control, to appropriate MSC managers. MSC managers will consolidate the reports by State and forward them to district

offices for further consolidation and prompt relay to the Regional Director, Employee and Labor Relations.

This report is required by Section IX of Regional Instruction 1023-P-210, filing number 782, *Implementation of the Randolph-Sheppard Act Amendments of 1974*, December 29, 1977. The Regional Instruction was distributed by the MSCs at the time of issuance.

Submit reports in the format shown below.

Date: _____
 Subject: Annual Report of Randolph-Sheppard Activity
 From: Name and address of facility submitting this report
 To: _____ (See page 34 of Regional Instruction.)

For the fiscal year October 7, 1978, through October 5, 1979, vending machine income sharing and other activities related to the Randolph-Sheppard Act Amendments of 1974 at this facility are summarized below. This report is submitted in compliance with Section IX of Regional Instruction 1023-P-210, December 29, 1977, filing number 782.

Vending Machine Income

| Vending machine commissions received from commercial concessionaire (do not include the 1½% operating fee): | Vending machine receipts, if locally operated, after deducting the cost of goods sold, including reasonable service and maintenance costs: | Amount disbursed to state licensing agency: |
|---|--|---|
| | | |

Applications from State Licensing Agency for Permits or Contracts to Operate Vending Facilities

| Total Number Received | Number Awarded to SLA | *Number Denied | Number Still Pending |
|-----------------------|-----------------------|----------------|----------------------|
| | | | |

The above data is taken from records on file in the office of:

Signature: _____
 Title: _____
 Installation: _____

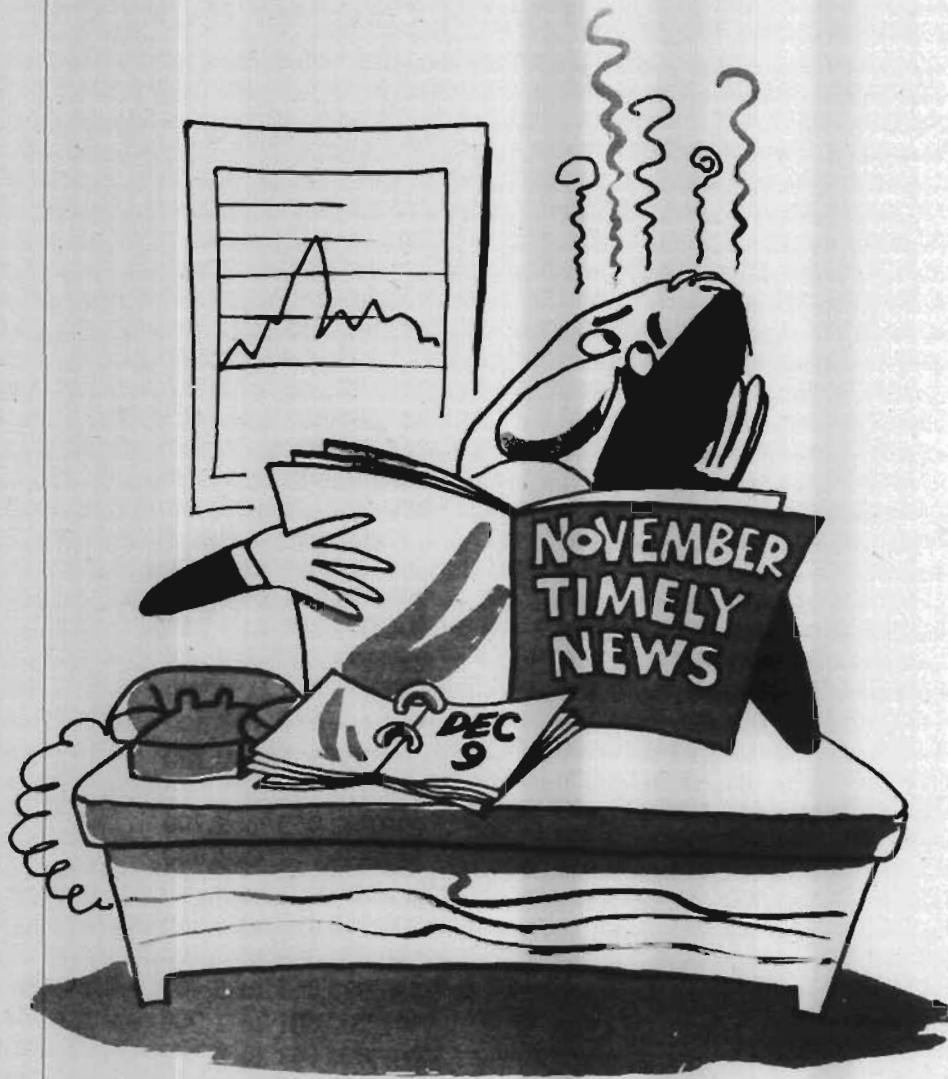
*Attach explanation of each denial

Warning Notice—Unrecovered Stolen Canadian Money Order Forms

(To be posted and used by window clerks. As directed destroy previous notices. Insert any interim notices in sequence.)
 The following money orders are void and should not be cashed: (1) All card type orders. (2) New style orders 000,000,001—199,999,999.
 Advise holders to send them to Canada Post Office, Ottawa, Canada, K1A 0B1.

The new money order serial numbers consist of the first nine digits. The 10th digit is a check digit only. Destroy the PB 21209 article.

| | | | |
|----------------------|----------------------|----------------------|----------------------|
| 200,400,512 to 0,600 | 238,758,669 to 8,730 | 274,873,716 to 4,100 | 314,162,132 to 2,200 |
| 200,467,313 to 7,500 | 239,162,130 to 2,200 | 275,288,303 to 8,700 | 315,105,301 to 5,500 |
| 201,328,601 to 9,300 | 239,863,796 to 3,870 | 278,286,361 to 6,400 | 315,788,118 to 8,140 |
| 201,963,699 to 3,800 | 239,864,826 to 4,900 | 278,737,201 to 7,300 | 317,630,301 to 0,400 |
| 201,980,250 to 0,299 | 240,362,301 to 2,600 | 278,846,365 to 6,600 | 321,087,737 to 7,800 |
| 202,545,957 to 6,000 | 241,535,801 to 6,000 | 282,204,343 to 4,700 | 321,272,306 to 2,400 |
| 207,218,569 to 8,600 | 242,545,470 to 5,800 | 282,909,819 to 9,900 | 321,489,229 to 9,300 |
| 208,872,242 to 2,257 | 242,917,801 to 8,000 | 284,943,445 to 3,500 | 322,180,820 to 1,000 |
| 209,190,001 to 5,000 | 243,920,027 to 0,100 | 285,397,992 to 8,400 | 323,294,360 to 4,400 |
| 210,301,801 to 2,000 | 244,343,084 to 3,100 | 286,837,601 to 7,900 | 323,296,838 to 6,856 |
| 210,835,285 to 5,300 | 244,583,557 to 3,600 | 288,349,047 to 9,500 | 323,297,695 to 7,730 |
| 210,935,633 to 5,700 | 245,740,589 to 0,600 | 288,657,574 to 7,600 | 323,485,231 to 5,240 |
| 212,900,201 to 0,300 | 245,767,347 to 7,400 | 291,853,923 to 3,969 | 323,997,101 to 7,400 |
| 213,345,001 to 5,100 | 247,636,179 to 6,200 | 295,946,650 to 6,661 | 326,023,246 to 3,300 |
| 213,504,865 to 5,000 | 247,649,190 to 9,200 | 296,077,001 to 7,053 | 328,436,401 to 6,500 |
| 216,823,954 to 4,000 | 247,760,081 to 0,100 | 296,077,201 to 7,300 | 331,892,798 to 3,000 |
| 217,621,979 to 2,100 | 250,442,960 to 3,000 | 297,173,660 to 3,900 | 332,069,432 to 9,500 |
| 217,622,401 to 2,800 | 252,160,301 to 0,393 | 297,213,342 to 3,500 | 336,646,801 to 7,300 |
| 218,660,066 to 0,700 | 252,494,635 to 4,700 | 297,444,801 to 5,500 | 336,661,265 to 1,500 |
| 219,494,026 to 4,130 | 253,094,279 to 4,400 | 297,700,501 to 0,700 | 336,825,701 to 7,000 |
| 219,692,001 to 2,100 | 253,181,800 to 1,900 | 298,072,101 to 2,600 | 336,909,925 to 0,000 |
| 224,126,989 to 7,100 | 253,641,268 to 1,300 | 299,902,655 to 2,700 | 336,919,428 to 9,500 |
| 226,781,246 to 1,400 | 254,680,851 to 0,900 | 303,834,778 to 4,800 | 338,038,706 to 8,800 |
| 226,073,655 to 3,700 | 259,412,918 to 2,954 | 305,253,101 to 3,600 | 338,891,701 to 2,200 |
| 227,129,004 to 9,400 | 261,707,201 to 7,400 | 306,165,495 to 5,500 | 339,388,638 to 8,900 |
| 227,564,701 to 4,800 | 261,766,701 to 6,800 | 306,698,463 to 8,500 | 340,711,001 to 3,000 |
| 229,000,595 to 0,600 | 262,740,206 to 0,300 | 306,933,345 to 3,400 | 341,462,701 to 2,900 |
| 229,083,686 to 3,700 | 263,414,901 to 5,800 | 307,200,601 to 1,000 | 343,945,919 to 5,940 |
| 229,428,120 to 8,300 | 264,474,080 to 4,300 | 307,806,061 to 6,100 | 344,536,201 to 6,400 |
| 230,004,990 to 5,200 | 266,472,561 to 2,860 | 310,917,957 to 8,100 | 359,790,481 to 0,540 |
| 230,143,701 to 4,000 | 268,746,401 to 6,500 | 310,956,020 to 6,200 | 359,791,901 to 1,920 |
| 231,387,001 to 7,500 | 270,677,679 to 7,696 | 311,577,901 to 8,100 | 359,994,676 to 4,700 |
| 234,067,232 to 7,300 | 272,291,501 to 1,600 | 311,994,658 to 4,700 | |
| 235,833,783 to 3,800 | 274,450,824 to 0,900 | | |
| 237,386,845 to 7,000 | | | |



If we don't deliver time-value publications on time, others will.



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 21211 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 | 221 661 5318 to 5499 | 233 453 8902 to 8929 | 242 021 2262 to 2499 |
| 167 061 1632 to 1699 | 222 224 8100 to 8499 | 233 516 6100 to 6199 | 242 327 4984 to 4999 |
| 167 982 3712 to 3799 | 222 510 0300 to 0499 | 233 638 1200 to 1799 | 242 576 1609 to 1699 |
| 173 960 5125 to 5699 | 222 536 2000 to 2299 | 233 845 9000 to 9099 | 242 585 4155 to 4299 |
| 184 342 9002 to 9099 | 222 852 8193 to 8199 | 234 031 6456 to 6999 | 242 591 4500 to 4699 |
| 190 137 2592 to 2699 | 223 675 4966 to 4999 | 234 064 8437 to 8499 | 242 605 0000 to 0999 |
| 193 127 0723 to 0799 | 224 057 4061 to 4299 | 234 261 4500 to 4599 | 242 621 8314 to 8399 |
| 193 273 8600 to 8999 | 224 206 6395 to 6499 | 234 398 5527 to 5599 | 242 816 1337 to 1399 |
| 193 991 8310 to 8319 | 224 373 1235 to 1299 | 234 431 3655 to 3699 | 243 112 4109 to 4120 |
| 194 519 7600 to 8099 | 224 554 9830 to 0399 | 234 500 2944 to 2999 | 243 228 7200 to 7499 |
| 195 263 7000 to 8999 | 224 946 8500 to 8599 | 234 659 4000 to 4199 | 243 766 6730 to 6799 |
| 195 322 5400 to 5699 | 225 227 9900 to 9999 | 234 659 8700 to 8999 | 243 805 0000 to 0299 |
| 197 427 0113 to 0149 | 225 268 1655 to 1799 | 234 742 1948 to 1999 | 243 906 7800 to 8199 |
| 198 354 3000 to 3099 | 225 534 1953 to 1999 | 234 802 1060 to 1199 | 244 299 2000 to 2199 |
| 199 567 1359 to 1999 | 225 711 9700 to 9999 | 234 997 1000 to 1599 | 244 366 8800 to 8899 |
| 202 230 9769 to 9799 | 225 712 0000 to 0999 | 235 254 2060 to 2099 | 244 381 3024 to 3099 |
| 202 230 9900 to 9999 | 225 767 2000 to 2299 | 235 439 6181 to 6299 | 244 525 0719 to 0799 |
| 203 297 6000 to 7499 | 226 580 7337 to 7399 | 235 644 7061 to 7099 | 244 657 7700 to 7899 |
| 203 619 3700 to 3999 | 226 904 0500 to 0599 | 235 925 8767 to 8799 | 244 742 7748 to 7799 |
| 203 851 6800 to 6899 | 227 097 4600 to 4699 | 236 145 5082 to 5099 | 244 743 7100 to 7399 |
| 203 977 4500 to 4775 | 227 173 8536 to 8559 | 236 388 4842 to 5099 | 244 895 5575 to 5599 |
| 204 108 8000 to 9999 | 227 254 9800 to 0099 | 236 467 6573 to 6599 | 245 279 1420 to 1499 |
| 206 493 4600 to 4799 | 227 576 4050 to 4099 | 236 566 2555 to 2599 | 245 279 1510 to 1599 |
| 206 793 5600 to 6499 | 227 611 4000 to 4599 | 236 571 9759 to 9781 | 245 591 1626 to 1799 |
| 208 287 8700 to 8899 | 228 001 5231 to 5299 | 236 576 9520 to 9599 | 245 695 0346 to 0399 |
| 208 385 5000 to 6999 | 228 143 3800 to 3899 | 236 656 6422 to 6499 | 245 973 2677 to 2699 |
| 209 728 2600 to 3099 | 228 447 0318 to 0399 | 236 755 8000 to 8099 | 246 076 7300 to 7399 |
| 210 176 8200 to 8599 | 228 660 5976 to 5999 | 236 937 5803 to 5999 | 246 155 4048 to 4099 |
| 210 868 4500 to 4699 | 229 117 4866 to 4999 | 236 941 5400 to 5499 | 246 155 5000 to 5499 |
| 211 238 0459 to 0999 | 229 134 0500 to 0599 | 237 413 7500 to 7599 | 246 402 6511 to 6599 |
| 211 436 5608 to 5699 | 229 346 9900 to 9999 | 237 423 4111 to 4199 | 246 608 6300 to 6399 |
| 211 526 0515 to 0599 | 229 434 3500 to 3599 | 237 457 5600 to 5699 | 246 609 9545 to 9799 |
| 211 527 2600 to 3099 | 229 434 3866 to 3899 | 237 457 5800 to 5899 | 246 741 2082 to 2099 |
| 211 682 3100 to 3599 | 229 531 9700 to 9899 | 237 574 8657 to 8799 | 246 816 2600 to 2699 |
| 211 795 5979 to 5999 | 229 545 2571 to 2599 | 237 702 6823 to 6899 | 246 973 1372 to 1399 |
| 212 420 2319 to 2399 | 229 563 1918 to 1999 | 237 702 6921 to 6999 | 247 113 5635 to 5699 |
| 212 791 9500 to 9599 | 229 576 1732 to 1799 | 238 165 7700 to 7799 | 247 497 4000 to 4099 |
| 213 123 9827 to 9999 | 229 576 1800 to 1899 | 238 377 4508 to 4599 | 247 575 4400 to 4499 |
| 213 578 4229 to 4399 | 229 585 4570 to 4599 | 238 377 4607 to 4699 | 247 490 1960 to 1999 |
| 213 822 5800 to 6299 | 229 871 9500 to 9599 | 238 586 3100 to 3299 | 247 490 2086 to 2099 |
| 214 158 2955 to 2999 | 230 035 4759 to 4799 | 239 199 0700 to 1099 | 247 929 6417 to 6799 |
| 214 159 4800 to 4999 | 230 099 6300 to 6399 | 239 204 9916 to 9999 | 247 983 1511 to 1899 |
| 214 257 6669 to 6699 | 230 297 7542 to 7599 | 239 481 4728 to 4799 | 248 317 7624 to 7699 |
| 215 043 7926 to 8199 | 230 577 6515 to 6599 | 239 549 7116 to 7499 | 248 423 4864 to 4999 |
| 215 532 5100 to 5399 | 230 826 8683 to 8799 | 239 575 2000 to 2199 | 248 440 7916 to 7971 |
| 215 538 0200 to 0499 | 231 126 6475 to 6499 | 239 596 4800 to 4999 | 248 718 7317 to 7399 |
| 216 571 4651 to 4699 | 231 147 0883 to 1499 | 239 640 5708 to 5728 | 249 680 4872 to 4899 |
| 216 678 6072 to 6999 | 231 507 1423 to 1499 | 239 724 1489 to 1499 | 250 452 4971 to 4999 |
| 217 210 7100 to 7299 | 231 525 7893 to 7999 | 239 985 7000 to 7499 | 250 483 0600 to 0699 |
| 217 241 5400 to 5799 | 231 651 8280 to 8299 | 240 042 3151 to 3169 | 250 547 7046 to 7099 |
| 217 268 2574 to 2699 | 231 686 0010 to 0099 | 240 108 6501 to 6599 | 250 565 7029 to 7099 |
| 217 286 9517 to 9599 | 231 725 2789 to 2799 | 240 252 6400 to 6899 | 250 833 7200 to 7399 |
| 217 667 3400 to 3599 | 231 873 7928 to 7999 | 240 256 2900 to 3199 | 251 356 5200 to 5399 |
| 217 672 4200 to 4599 | 232 242 4070 to 4099 | 240 559 4363 to 4399 | 251 518 6281 to 6399 |
| 217 902 4181 to 4299 | 232 295 7249 to 7599 | 240 639 3561 to 3599 | 800 502 3000 to 3999 |
| 218 755 4435 to 4448 | 232 319 6535 to 6599 | 240 855 7000 to 7099 | 800 941 7900 to 7999 |
| 218 755 4591 to 4699 | 232 426 6620 to 6699 | 241 224 7209 to 7299 | 801 278 3600 to 3999 |
| 218 976 2200 to 2399 | 232 634 9020 to 9099 | 241 685 5124 to 5199 | 801 579 6056 to 6098 |
| 220 350 0000 to 0999 | 232 665 0292 to 0399 | 241 694 1800 to 1899 | 801 629 1900 to 1999 |
| 220 580 5206 to 5299 | 232 921 3079 to 3099 | 241 753 7766 to 7799 | 892 029 5699 to 8999 |
| 221 371 4600 to 4999 | 233 262 7907 to 7999 | 241 902 2600 to 2799 | 802 774 0000 to 4999 |
| 221 626 2100 to 2299 | 233 407 5872 to 5899 | | |

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