



postal bulletin

PB 21213—October 11, 1979—12 Pages

To all employees

Energy Conservation Month

President Carter has proclaimed October 1979, as International Energy Conservation Month in the United States.

The objectives of this special month are:

- a. to provide an international focus for national efforts to stimulate public awareness of the continuing and long-term need for energy conservation.
- b. to underline the extent to which industrialized nations are cooperating to conserve energy.
- c. to give member countries an opportunity to plan events during the month or use the month as a springboard for continuing programs.

The United States Postal Service has an aggressive energy conservation program; however, this is an opportunity to increase our individual and collective efforts to reduce our use of energy.

During the month of October, I urge all managers of the Postal Service to conduct energy awareness discussions. Let us join with the President to make sure that the Postal Service contributes to the overall efforts of the United States to conserve energy.

WILLIAM F. BOLGER,
Postmaster General.

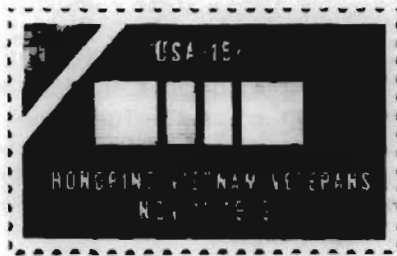
Postmaster Duty Hours

Effective October 6, 1979, postmasters in CAG-K offices evaluated under the Expanded Postmaster Criteria at grades EAS-A through E will work a six-day work week, consistent with the required hours of operation of their offices.—*Operations Group, 10-11-79.*

15-Cent Vietnam Veterans Regular Stamp

Description. The 15-cent Vietnam Veterans regular stamp will be first placed on sale at Arlington, VA 22210 on November 11, 1979.

Do Not Sell Before Nov. 12, 1979



Copyright U.S. Postal Service 1979

Size: 0.84 x 1.44 inches.

Issued in sheets of 50.

Color: Yellow, green, red, blue and brown.

Marginal markings: Five plate numbers©

United States Postal Service 1979. Use correct ZIP Code, and Mr. ZIP.®

Designer: Stevan Dohanos.

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

a. *Customers Affixing Stamps.* Customers are encouraged to purchase their 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 26, 1979, and should be addressed to: First Day Cancellations, Postmaster, Arlington, VA 22210. No remittance is required.

b. *Postal Service Affixing Stamps.* Request first-day cancellations from: Vietnam Veterans Stamp, Postmaster, Arlington, VA 22210 (see POM 244.53). Requests must be postmarked no later than November 26, 1979. Remittance is required for the face value of each stamp.

Selected United States mint stamps will be available at the Philatelic Sales Branch, Washington, DC 20265 beginning November 12, 1979.

Supply. All post offices under the automatic distribution system will receive an initial supply of this stamp.

First Day City Changed for the 3.1-Cent Stamp

The first day of issue city for the recently announced 3.1-cent Americana Series stamp for nonprofit organizations will be **Shreveport, LA**, rather than **Baltimore, MD**.

Requests for first day cancellations for the 3.1-cent stamp must be accompanied by self-addressed envelopes and should be addressed to "3.1-cent Stamp, Postmaster, Shreveport, LA 71102." The cost is 17 cents per cover, and the Postal Service will add a 13-cent Jimmie Rodgers commemorative stamp in order to meet the First Class mailing rate.—*Customer Services Dept., 10-11-79.*

Post offices with 950 or more revenue units requiring additional bulk quantities: immediately requisition item 522 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,

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Postmasters: Outside Sales Reporting

Effective FY 1980, the existing requirement for the reporting of outside sales at offices with less than 190 revenue units (CAG K and L) is cancelled. Form 1568, *Outside Sales Report*, procedures for which are contained in Regional Instruction 913-PO-169, filing 381, 5-21-76, *Determining and Reporting of Outside Sales for Post Offices with Less than 190 Revenue Units (CAG K and L)*, will no longer be required beginning in FY 1980.

While the formal requirement for all CAG K and L offices to report outside sales is being cancelled, Title 18, Section 1721 of the United States Code provides penalty for Postal Service employees who knowingly and willfully engage in outside sales for the purpose of increasing their compensation. In order to comply with this provision of the law, it will be necessary for offices to maintain internal records, as the postmaster may deem necessary, in the event a change in assigned grade level may occur due to an increase or decrease in revenue units.

The Regional Employee and Labor Relations Department will require associate offices to document outside sales in those instances in which revenue is the determining factor in establishing the grade of the office, or in which a request for review is initiated solely on the basis of revenue units.—*Operations Group, 10-11-79.*

Deferral in Advancements/Relegations

The change in CAG designations of offices which in FY 78 advanced above 35 revenue units or dropped below 36 revenue units will not take place on October 6, 1979, as originally scheduled. This change is being temporarily delayed due to the implementation of the expanded postmaster criteria.

A notice in the POSTAL BULLETIN will advise when changes in the designation of the affected CAG-K and CAG-L offices will take place.

The delay will have no practical effect upon operations or payroll procedures.

All other advancements and relegations resulting in a change in CAG designations will become effective as scheduled on October 6, 1979.—*Operations Group, 10-11-79.*

Payroll System Problem/Improvement Report

Form 1235 has been developed for reporting problems, errors, and suggested improvements in the payroll system. An initial supply of Form 1235 will be distributed in mid-October to regional offices, Management Sectional Centers (MSC), Bulk Mail Centers (BMC), Regional Chief Inspector, Headquarters department, and Headquarters-related Units. MSCs may further distribute forms to their large associate offices; but completed Forms 1235 must be submitted through the MSC. Form 1235 will be stocked in the Eastern and Western Area Supply Centers. Additional supplies of the form may be ordered from the appropriate area supply center on Form 7380, *Requisition for Supplies*, during regular requisitioning cycles.

This form provides a common format for reporting major problems and errors; long standing minor problems and errors; or suggested improvement in the payroll system. If the pay of an employee is consistently incorrect, regardless of the reasons, or if many employees in the same location, or a few employees in multiple locations are affected, Form 1235 should be used.

Form 1235 is not intended to circumvent the normal adjustment procedures outlined in Fiscal Handbook F-21, F-22, or other official publications. Normally, problems or errors affecting an individual employee for a specific pay period would not be reported on Form 1235.

This form should not be used for situations requiring immediate attention since problems, errors, and suggested improvement reported on it must clear certain administrative reviews before action is taken. For instance, checks or new timecards which do not arrive on time should continue to be reported through the proper channels to the postal data center. If the emergency situation is a recurring condition, it should be reported through normal channels, then on Form 1235.

The examples below are not all-inclusive, since various combinations of conditions might occur.

Examples

Use Form 1235 when:

a. Form 2240 is not processed for an employee or group of employees

International Express Mail—Canada and Bermuda

Effective immediately, the United States Postal Service will exchange International Express Mail items with Canada and Bermuda. The following regulations and procedures apply:

Express Mail To Canada

1. *Services Available.*—Custom Designed and On Demand. See Exhibit A for rates.

2. *Areas Served.*—Calgary, Charlottetown, Edmonton, Fredericton, Halifax, Hamilton, Kitchener, London, Longueuil, Moncton, Montreal, North Bay, Ottawa, Quebec City, Regina, Saint John, St. John's, Saskatoon, Sudbury, Thunder Bay, Toronto, Vancouver, Victoria, Windsor, Winnipeg.

3. *Postal Codes.*—Each Express Mail item to Canada must include the Canadian Postal Code in the address. Refer to Exhibit B to obtain the postal code prefixes for the areas listed above.

4. *Acceptable Items.*—Business documents and commercial papers (books, pamphlets, periodicals of a nonadvertising nature, typed or handwritten documents and forms, business reports, cancelled checks, contracts, financial statements, and blueprints for machines, engines, or test sets).

5. *Weight Limit.*—44 pounds.

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for a number of pay periods and there has been no reason given by the PDC.

b. Management Reports are not correct (be specific).

c. Management Reports are not received in a timely manner (be specific).

d. An employee or group of employees are consistently paid incorrectly.

e. An employee or group of employees are consistently paid for only one week of the pay period.

f. Forms 50 are not processed on time, creating the necessity for salary advances and adjustments.

g. Numerous instances of incorrect social security numbers are reflected on Forms 50 and other documents.

When an organization needs to report a problem, error, or suggested improvement, complete Section I of Form 1235 in triplicate. Provide as

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CANADA INTERNATIONAL EXPRESS MAIL

The following cities in Canada can be reached by
International Express Mail Service

Province/Cities/Postal Code Prefixes Served

ALBERTA

Calgary (T2A, T2B, T2C, T2E, T2G, T2H, T2J, T2K, T2L, T2M, T2N, T2P, T2R, T2S, T2T, T2V, T2W, T2X, T3A, T3B, T3C, T3E, T3G, T3H, T3J, T3K, T3Y)
Edmonton (T5A, T5B, T5C, T5E, T5G, T5H, T5J, T5K, T5L, T5M, T5N, T5P, T5R, T5S, T5T, T5V, T5W, T5X, T6A, T6B, T6C, T6E, T6G, T6H, T6J, T6K, T6L)
Sherwood Park (T8A)
St. Albert (T8N)

BRITISH COLUMBIA

Vancouver (V5K, V5L, V5M, V5N, V5P, V5R, V5S, V5T, V5V, V5W, V5X, V5Y, V5Z, V6A, V6B, V6C, V6E, V6G, V6H, V6J, V6K, V6L, V6M, V6N, V6P, V6R, V6S, V6T, V6Z, V7X, V7Y)
North Vancouver (V7G, V7H, V7J, V7K, V7L, V7M, V7N, V7P, V7R)
Vancouver AMF (V7B)
West Vancouver (V7S, V7T, V7V, V7W)
Burnaby (V5A, V5B, V5C, V5E, V5G, V5H, V5J)
Richmond (V6V, V6W, V6X, V6Y, V7A, V7C, V7E)
New Westminster (V3L, V3M, V3N)
Surrey (V3R, V3S, V3T, V3V, V3W)
Victoria (V8T, V8V, V8W)
Oak Bay (V8S, V8R)
Saanich (V8N, V8P, V8X, V8Y, V8Z)
Esquimalt (V9A)
Langford (V9B, V9C)
Colwood (V9E)

MANITOBA

Winnipeg (R2R, R2X, R2W, R3A, R3B, R3C, R3E, R3G, R3H, R3L, R3M, R3N)
Transcona (R2C)
East Kildonan/N. Kildonan (R2E, R2G, R2K, R2L)
St. Boniface/Norwood (R2H, R2J)
St. Vital (R2M, R2N)
West Kildonan/Old Kildonan (R2P, R2V)
St. James Assiniboia (Brooklands) (R2Y, R3J, R3K)
Tuxedo (R3N, R3P)
Charleswood (R3R, R3S)
Fort Garry (R3T)
St. Norbert (R3V)

NEW BRUNSWICK

Fredericton (E3A, E3B, E3C, E3D)
Moncton (E1A, E1B, E1C, E1H, E1G)
Saint John (E2H, E2J, E2K, E2L, E2M, E2N)

NEWFOUNDLAND

St. John's City (A1A, A1B, A1C, A1E, A1G)

NOVA SCOTIA

Halifax (B3R, B3P, B3N, B3M, B3H, B3J, B3K)
Dartmouth (B3A, B3B, B2V, B2W, B2X, B2Y)

ONTARIO

Hamilton (L8H, L8J, L8K, L8L, L8M, L8N, L8P, L8R, L8S, L8T, L8V, L8W, L8A, L8B, L8C)
Stoney Creek (L8E, L8G)
Ancaster (L9G)
Dundas (L9H, L9J)
Kitchener (N2A, N2B, N2C, N2E, N2G, N2H, N2M, N2N, N2P, N2R, N2S)

Bridgeport (N2K)
Waterloo (N2J, N2L, N2T, N2V)
London (N5V, N5W, N5X, N5Y, N5Z, N6A, N6B, N6C, N6E, N6G, N6H, N6J, N6K, N6L, N6M)
North Bay (P1A, P1B, P1C)
Ottawa (K1A, K1B, K1G, K1H, K1M, K1N, K1P, K1R, K1S, K1T, K1V, K1W, K1Y, K1Z, K2A, K2B, K2C, K2E, K2G, K2H, K2J, K2P)
Vanier (K1K, K1J, K1L)
Sudbury (P3A, P3B, P3C, P3E)
Thunder Bay (P7A, P7B, P7C, P7E)

Toronto (M4A, M4B, M4C, M4E, M4G, M4H, M4J, M4L, M4M, M4N, M4P, M4R, M4S, M4T, M4V, M4W, M4X, M4Y, M5A, M5B, M5C, M5E, M5G, M5H, M5J, M5K, M5M, M5N, M5P, M5R, M5S, M5T, M5V, M5W, M5X, M6A, M6B, M6C, M6E, M6G, M6H, M6J, M6K, M6L, M6M, M6N, M6P, M6R, M6S, M7A, M8V, M8W, M8X, M8Y, M8Z)
Toronto AMF (L5P)
Scarborough (M1B, M1C, M1E, M1G, M1H, M1J, M1K, M1L, M1M, M1N, M1P, M1R, M1S, M1T, M1V, M1W, M1X, M1Y)
Willowdale (M2H, M2J, M2K, M2L, M2M, M2N, M2P, M2R)
Ajax (L1S)
Pickering (L1V, L1W)
Markham (L3P, L3R)
Thornhill (L3T, L4J)
Richmond Hill (L4C)
Don Mills (M3A, M3B, M3C)
Brampton (including Bramalea) (L6S, L6T, L6V, L6W, L6X, L6Y, L6Z)
Concord (L4K)
Woodbridge (L4L)
Mississauga (L4T, L4V, L4W, L4X, L4Y, L4Z, L5A, L5B, L5C)
Port Credit (L5E, L5G, L5H)
Clarkson (L5J, L5K, L5L)
Streetsville (L5M, L5N)
Malton (L5S, L5T)
Downsview (M3H, M3J, M3K, M3M, M3N)
Islington (including Etobicoke) (M9A, M9B, M9C)
Weston (M9L, M9M, M9N, M9P, M9R)
Rexdale (M9V, M9W)

Windsor (N8T, N8V, N8W, N9A, N9B, N9C, N9E, N9G)
Tecumseh (N8N, N8P, N8R)
Riverside (N8S)
Walkerville (N8Y)
Lasalle (N8H, N8J)

PRINCE EDWARD ISLAND

Charlottetown/Parkdale/Sherwood/Bunbury/Southport (C1A, C1B, C1C, C1E)

QUEBEC

Langueuil (J4G, J4H, J4J, J4K, J4L, J4M, J4N)
Boucherville (J4B)
St-Lambert (J4P, J4R, J4S)
St-Hubert (J3Y, J3Z, J4T, J4V)
Brossard (J4W, J4X, J4Y, J4Z)
Montreal (H1L, H1M, H1N, H1P, H1R, H1S, H1T, H1V, H1W, H1Y, H2F, H2S, H2K, H2L, H2T, H2V, H2W, H2X, H2Y, H2Z)

H3A, H3B, H3C, H3E, H3G, H3H, H3J, H3K, H4J, H4K, H4L, H4M, H4N, H4P, H4R, H4S, H4T)
Montreal North (H1E, H1G, H1H)
Montreal-C/V (H4Z, H5A, H5B)
Pie / Aux Trembles (H1A, H1B, H1C)
Ville Anjou (H1J, H1K)
St-Michel (H1Z, H2A)
Gourassa (H2B, H2C)
Beaubien (H2E, H2G)
Youville (H2M, H2N, H2P)
Ahuntsic (H3L, H3M)
De Lorimier (H2H, H2J)
Cote-Des-Neiges (H3S, H3T)
Snowdon (H3V, H3W, H3X)
Westmount (H3Y, H3Z)
Notre-Dame-De-Grace (H4A, H4B)
St-Henri (H4C, H4E)
Verdun (H4G, H4H)
Cote St-Luc (H4V, H4W, H4X)
Lachine (H8N, H8P, H8S, H8T)
Lasalle (H8R)
Mt. Royal (H3N, H3P, H3R)
Duvernay (H7A, H7B, H7C, H7E)
Laval des Rapides (H7G, H7N)
Vimont (H7H, H7J, H7K, H7M)
Ste-Rose (H7L)
Laval West (H7P, H7R)
St-Martin (H7S, H7T, H7V)
Chomedey (H7W)
Ste-Dorothy (H7X, H7Y)
Roxboro (H8Y, H8Z, H9A, H9B)
Ste-Anne de Bellevue (H9W, H9X)
Dollard des Ormeaux (H9C, H9E, H9G, H9H, H9J, H9K)
Pie-Claire-Dorval (H9P, H9R, H9S)
Quebec City (G1J, G1K, G1L, G1M, G1N, G1P, G1R, G1S)
Beauport (G1B, G1C, G1E)
Charlesbourg (G1G, G1H, G2H, G2J, G2K)
Ste-Foy (G1V, G1W, G1X)

SASKATCHEWAN

Regina (S4N, S4P, S4R, S4S, S4T, S4V, S4W, S4X)
Saskatoon (S7H, S7J, S7K, S7L, S7M, S7N)

**CUSTOM
DESIGNED
SERVICE**

POUNDS (up to and including)	
1	\$23.63
2	24.28
3	24.93
4	25.58
5	26.23
6	26.88
7	27.53
8	28.18
9	28.83
10	29.48
11	30.13
12	30.78
13	31.43
14	32.08
15	32.73
16	33.38
17	34.03
18	34.68
19	35.33
20	35.98
21	36.63
22	37.28
23	37.93
24	38.58
25	39.23
26	39.88
27	40.53
28	41.18
29	41.83
30	42.48
31	43.13
32	43.78
33	44.43
34	45.08
35	45.73
36	46.38
37	47.03
38	47.68
39	48.33
40	48.98
41	49.63
42	50.28
43	50.93
44	51.58

**ON DEMAND
SERVICE**

POUNDS (up to and including)	
1	\$13.35
2	14.00
3	14.65
4	15.30
5	15.95
6	16.60
7	17.25
8	17.90
9	18.55
10	19.20
11	19.85
12	20.50
13	21.15
14	21.80
15	22.45
16	23.10
17	23.75
18	24.40
19	25.05
20	25.70
21	26.35
22	27.00
23	27.65
24	28.30
25	28.95
26	29.60
27	30.25
28	30.90
29	31.55
30	32.20
31	32.85
32	33.50
33	34.15
34	34.80
35	35.45
36	36.10
37	36.75
38	37.40
39	38.05
40	38.70
41	39.35
42	40.00
43	40.65
44	41.30

NOTES:

- 1) Rates in this table are applicable to each piece of International Custom Designed Express Mail shipped under a Service Agreement providing for tender by the customer at a Designated Post Office.
- 2) Pick-up is available under a Service Agreement for an added charge of \$5.25 for each pick-up stop, regardless of the number of pieces picked up. Domestic and International Express Mail picked up together under the same Service Agreement incur only one pick-up charge.
- 3) If tendered at origin airport mail facility, deduct \$3.00 from these rates.

NOTES:

- 1) Pick-up is available under a Service Agreement for an added charge of \$5.25 for each pick-up stop, regardless of the number of pieces picked up. Domestic and International Express Mail picked up together under the same Service Agreement incur only one pick-up charge.

EXHIBIT A

EXHIBIT B

BERMUDA

INTERNATIONAL EXPRESS MAIL CUSTOM DESIGNED SERVICE

POUNDS (up to and including)	ZONE TO INTERNATIONAL EXCHANGE OFFICE						
	3	4	5	6	7	8	9
1	26.48	26.51	26.55	26.59	26.63	26.68	26.73
2	27.18	27.24	27.32	27.40	27.48	27.58	27.68
3	27.88	27.97	28.09	28.21	28.33	28.48	28.63
4	28.58	28.70	28.86	29.02	29.18	29.38	29.58
5	29.28	29.43	29.63	29.83	30.03	30.28	30.53
6	29.98	30.16	30.40	30.64	30.88	31.18	41.48
7	30.68	30.89	31.17	31.45	31.73	32.08	32.43
8	31.38	31.62	31.94	32.26	32.58	32.98	33.38
9	32.08	32.35	32.71	33.07	33.43	33.88	34.33
10	32.78	33.08	33.48	33.88	34.28	34.78	35.28
11	33.48	33.81	34.25	34.69	35.13	35.68	36.23
12	34.18	34.54	35.02	35.50	35.98	36.58	37.18
13	34.88	35.27	35.79	36.31	36.83	37.48	38.13
14	35.58	36.00	36.56	37.12	37.68	38.38	39.08
15	36.28	36.73	37.33	37.93	38.53	39.28	40.03
16	36.98	37.46	38.10	38.74	39.38	40.18	40.98
17	37.68	38.19	38.87	39.55	40.23	41.08	41.93
18	38.38	38.92	39.64	40.36	41.08	41.98	42.88
19	39.08	39.65	40.41	41.17	41.93	42.88	43.83
20	39.78	40.38	41.18	41.98	42.78	43.78	44.78
21	40.48	41.11	41.95	42.79	43.63	44.68	45.73
22	41.18	41.84	42.72	43.60	44.48	45.58	46.68
23	41.88	42.57	43.49	44.41	45.33	46.48	47.63
24	42.58	43.30	44.26	45.22	46.18	47.38	48.58
25	43.28	44.03	45.03	46.03	47.03	48.28	49.53
26	43.98	44.76	45.80	46.84	47.88	49.18	50.48
27	44.68	45.49	46.57	47.65	48.73	50.08	51.43
28	45.38	46.22	47.34	48.46	49.58	50.98	52.38
29	46.08	46.95	48.11	49.27	50.43	51.88	53.33
30	46.78	47.68	48.88	50.08	51.28	52.78	54.28
31	47.48	48.41	49.65	50.89	52.13	53.68	55.23
32	48.18	49.14	50.42	51.70	52.98	54.58	56.18
33	48.88	49.87	51.19	52.51	53.83	55.48	57.13

NOTES:

- 1) Rates in this table are applicable to each piece of International Custom Designed Express Mail shipped under a Service Agreement providing for tender by the customer at a Designated Post Office.
- 2) Pick-up is available under a Service Agreement for an added charge of \$5.25 for each pick-up stop, regardless of the number of pieces picked up. Domestic and International Express Mail picked up together under the same Service Agreement incurs only one pick-up charge.
- 3) If tendered at origin airport mail facility, deduct \$3.00 from these rates.

EXHIBIT C

Continued from p. 2

6. *Size Limit.*—a. Minimum: 3½" x 5½". b. Maximum: Greatest length—3 feet; greatest length and girth combined—6½ feet.

7. *Customs Declaration.*—Customer must complete the green customs label, Form 2976, *Customs Douane Cl*, for each item.

Express Mail To Bermuda

1. *Services Available.*—Custom Designed. See Exhibit C for rates.

2. *Areas Served.*—All points in Bermuda.

3. *Acceptable Items.*—Letters, business documents, commercial papers, and merchandise.

4. *Weight Limit.*—33 pounds.

5. *Size Limit.*—a. Minimum: 3½" x 5½". b. Maximum: Greatest length—3 feet; greatest length and girth combined—6½ feet.

6. *Customs Declaration.*—Customer must complete Form 2966-A, *Parcel Post Customs Declaration*, for each item containing merchandise or other dutiable articles.

International Express Mail is insured against loss, damage, or rifling at no additional cost. Indemnity will be paid by the USPS as provided in DOMESTIC MAIL MANUAL 294, except that International Express Mail items are not insured against delay in delivery and indemnity will not be made in the event of delay.

Acceptance employees shall:

1. Refer to Appendix B, Publication 42, *International Mail*, to ensure that the item does not contain articles which fall within the prohibitions and restrictions listed in the country information entries for Canada and Bermuda; and

2. Complete appropriate sections of Express Mail labels and customs declarations.

A future revision to Publication 42, *International Mail*, will incorporate this information.—*Rates & Classification Dept.*, 10-11-79.

Continued from p. 1

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.*, 10-11-79.

POST OFFICE CHANGES NO. 32

(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, Rec.=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	Kearny	Pinal	Riverside Stage Stop	CPO	85237	Delete	7- 2-78	Amend PB 21211 to correct spelling of parent post office.
CA	San Francisco	San Francisco	APO 96401	B	96401	Delete	7-11-79	APO disc.
FL	Marathon	Monroe	Key Colony Beach	B	33051	Delete	2-16-79	} B conv to Bx.
FL	do	do	do	Bx	33051	Add	2-16-79	
MD	Big Spring	Washington		I	21713	Delete	11- 2-79	} Amend PB 21211 to correct eff. date.
MD	do	do		P	21722	Add	11- 2-79	
MO	Fredericktown	Madison	Saco	CPO	63689	Delete	6- 1-79	CPO and ZIP Code disc. (1)
MO	Kansas City	Jackson	Center Square	Sr	64196	Add	1- 9-78	Sr and ZIP Code estab. (2)
NY	Babylon	Suffolk	West Gilgo Beach	B	11702	Delete	7- 1-79	Amend PB 21202 to correct parent PO.
NY	Buffalo	Erie	J.	Sr	14208	Delete	11- 2-79	Sr disc. Retain ZIP Code. (1)
OR	Portland	Multnomah	Garden Home	S	97223	Delete	4- 1-79	} Amend PB 21207 B conv. to S rescinded.
OR	do	do	do	B	97223	Add	4- 1-79	
TX	Eagle Pass	Maverick	Normandy	CPO	78875	Delete	6-21-79	Amend PB 21202 to correct CPO. ZIP Code disc.
TX	San Antonio	Bexar	Downtown	Sr	78206	Add	2-17-79	Sr estab. (2)
VA	Clinchport	Scott		I	24237	Delete	11-30-79	} PO disc. Change ZIP Code only. Continue address of Clinchport, VA. (1)
VA	do	do		P	24244	Add	12- 1-79	
WV	Nitro	Kanawha	Cross Lanes	B	25143	Delete	10-31-79	} B conv. to Bx. Parent PO and ZIP Code of Bx changed.
WV	Charleston	do	do	Bx	25313	Add	11- 1-79	

—Delivery Services Dept., 10-11-79.

Payroll System—Continued from p. 2

much detail and as many examples as possible. The last copy should be retained by the originating MSC, BMC, etc. If the form is originated by an associate office, all copies should be transmitted to the MSC for review and action. If the condition reported by an associate office is resolved by the MSC, the action taken should be noted on the Form 1235 or an attachment and returned to the originating associate office; otherwise, the MSC completes Item 13 prior to submission to the regional office.

If multiple forms covering the same condition are received from associate offices, the MSC should submit only *one* form to the regional office. The MSC may prepare a new form which reflects the number of locations affected.

Form Submission

MSCs & BMCs should submit their Forms 1235 (including those from associate offices) to the Regional Payroll Coordinator, c/o Regional Finance Director of the appropriate Regional Office.

Inspection Service field units should submit their Forms 1235 through the Office of the Regional Chief Inspector.

Headquarters-related Units should submit their Forms 1235 directly to the Payroll Requirements Division (Room 5356), Finance Department at Headquarters or to the individual/office designated by applicable Headquarters organization.

Regional Offices or Other Reviewing Office (Section II). The Regional Office may be considered the reviewing office, but the procedure is the same for other offices identified as the reviewing office for Headquarters-related Units.

When a Form 1235 is received in the regional office, a record should be entered into a log of control numbers. The control log should reflect the date received, control number assigned, individual assigned to investigate, date returned to MSC or forwarded, and where returned or forwarded. The same items must be entered into Section II of Form 1235, with a brief description of the analysis and action taken or required.

If the required action can be corrected by the region (for instance, checks delayed for certain areas can be corrected through the Regional Mail Processing Department), record on the form the action taken and return the original to the originating

MSC, BMC or district office. Retain the first copy for regional office files.

If the action required cannot be accomplished at the regional office, annotate the Form 1235 to show that it was forwarded to the Payroll Requirements Division in Headquarters. Send the original to Headquarters and retain the first copy for regional office files. Each region may determine whether to advise the originating MSC, etc. that the form was forwarded to Headquarters.

Note: Headquarters inquiries concerning a specific Form 1235 must reference the regional office control number. These control numbers will be assigned in a common format, consisting of:

- a. First digit of the Regional BA Code (Region Code);
- b. Three-digit control number to begin with 001 and be incremented by one for each subsequent report.

Thus, 2-001, 2-002, 2-003 would occur.

Status Reports

Periodic reports reflecting the status of reported problems or suggestions will be issued to all regional offices and specific offices which originated the Form 1235.—Payroll Systems Dept., 10-11-79.

RUBBER AND STEEL STAMPS FY 1980

New contracts for rubber line stamps, special rubber and steel postmarking stamps, have been awarded for Fiscal Year 1980. New ordering procedures are:

Rubber line stamps requisitioned from contractor

Effective immediately, specially made rubber line stamps, items 500, 502, 518, 574, 575A, and rubber type item 645, are to be requisitioned directly from the contractor on Form 1567, *Requisition for Rubber and Steel Stamps Only*, prepared in duplicate and both copies submitted to the **Sterrett Manufacturing Co., Onarga, Illinois 60955**

Order only items listed above from this contractor. Each requisition sent to the contractor must include enough preaddressed permit #10 mailing labels (Label 41-V) for mailing requested items. Indicate on the label the department or section, room number and name of the individual to whom delivery is to be directed. *Any requisitions received by contractor after September 30, 1980, will not be filled.*

For information on any of the above rubber line stamps call Walter

Lasin, FTS 340-9224, or commercial telephone 201-725-2722, ext. 224.

Rubber and steel postmarking and dating stamps requisitioned from supply centers

Special stamps to be requisitioned from area supply centers only are: Items 550, 550 modified (without killer bars), 552, 570, 577B, 579, 602, 602A, 603, 603B, 603C, 716, 718H and 762. Requisitions for any of these are to be submitted to area supply centers only on Form 1567 in duplicate. Requisitions should be typewritten, or clearly written. Place only one item in each impression box. If a clear impression cannot be furnished, a drawing with wording is required. The impression box must be filled in so that the proper stamps can be furnished in the quantity, size and type style required. Do not order any item on this requisition that should be ordered directly from the contractor as described above.

For information on special postmarking and dating stamps call Philip Russo, FTS 340-9223, or commercial telephone number 201-725-2722, ext. 223.

All requisitions submitted on Form 1567 must show finance number, Fed-

strip number, city, state and ZIP Code. Requisitions should also show the name, address and telephone number (or FTS if available) of the person to whom inquiries concerning the requisition may be directed.

Miscellaneous rubber stamps stocked by area supply centers

Any other type of stock stamps shown in Publication 24, *Supply Catalog*, must be requisitioned from area supply centers on Form 7380, *Supply Requisition*, during regular requisitioning cycles. Do not use Form 1567 to order stock stamps from area supply centers.

Item numbers shown for certain sample stamp impressions on pages 2-126 and 2-128 of Publication 24 are in error. Please make the following changes to your catalog:

On page 2-126, Item 718 should read 718H.

On page 2-128, Item 577B, Time and Date Stamp should read 570; Item 603 should read 602.

Above changes will appear in the new revisions of Publication 24.—*Procurement & Supply Dept., 10-11-79.*

SHORTPAID INTERNATIONAL MAIL

Procedures for handling shortpaid international mail are designed with the dual objectives of collecting the proper amount of postage and avoiding unnecessary delay of the mail. In accordance with these objectives, and effective immediately, the following procedures apply to shortpaid mail of the specified classes.

A. International Shortpaid Parcels—Treatment at Mailing Offices

Offices of mailing are to treat outgoing international shortpaid parcels as follows:

Outgoing parcels must be checked carefully for postage payment before they are dispatched. Employees are to immediately contact the sender to request that the deficient postage be supplied. Shortpaid parcels, with or without a return address, are to be stamped **Postage Paid** and dispatched with-

out delay to the appropriate exchange office. Parcels are not to be held until payment of deficient postage is received.

Pending revision of Publication 42, *International Mail*, make write-in revisions to Section 332.1 to reflect the above procedures.

B. International Shortpaid Mail—Treatment at Exchange Offices

For shortpaid international mail discovered at an international surface or airmail exchange office, subsequent to initial processing at the office of mailing, instructions currently specified for all classes of mail in the surface or air transportation handbooks (Handbook T-4, *International Surface Mail*, or Handbook T-1, *International Airmail*) remain in force. No change of treatment of shortpaid mail detected at exchange offices is being made.

C. Exchange Offices Also Functioning as Mailing Offices

Offices functioning as international surface or airmail exchange offices are to ensure locally originating mail is treated appropriately, according to whether the short payment of postage is detected while in the local mail processing operations (procedures in item A above apply for shortpaid parcels) or after it has entered the international exchange office mail processing activities (procedures in item B above apply).

D. Collecting Postage Due

Established procedures for collecting postage due must be carried out promptly by mailing offices and exchange offices. These procedures are to ensure payment appropriate for the service requested. They are not intended to be punitive and must be carried out with minimum delay in routing the mail.—*Rates & Classification Dept., 10-11-79.*

All PSDS Post Offices

PROPERTY CODE NUMBER CORRECTION

The accountability for Cinch and/or Brim Units purchased under contract number 104-230-77-Z-0413 was incorrectly charged to property code number (PCN) 3999.75, PSDS Input Station, and/or 3999.70, PSDS Badge Reader. Since the Cinch Units and Brim Units were installed in PSDS Input Stations and PSDS Badge Readers, respectively, to modify the equipment's capability, the St. Louis PDC has established the

following new PCNs for properly recording the cost of these units.

PCN	Description
3899.07----	PSDS Modification Cost— PCN 3999.70 (Brim Unit)
3899.08----	PSDS Modification Cost— PCN 3999.75 (Cinch Unit)

The St. Louis PDC has been provided a list of affected finance numbers and requested to correct the

property records. No action is required by the individual organizations. The corrections will appear on the organization's change list as credit entries for PCNs 3999.70 and/or 3999.75 and debit entries for PCNs 3899.07 and/or 3998.08. The quantity and cost assigned to the new PCNs will be the same as charged to the incorrect PCNs.—*Management Information Systems Dept., 10-11-79.*

INTERNATIONAL EXPRESS MAIL

Several countries have recently reported that they have received oversized and/or overweight International Express Mail articles. Articles exceeding the weight limits listed in the chart below, and those which cannot be pouched, are prohibited in the international mails.

International exchange offices detecting oversized and overweight articles are required to return them to the senders. Those articles which are not detected, and which are dispatched

in error to the country of destination, will be returned to the sender by that country.

When these articles, which are usually time sensitive in nature, are returned, a disservice has been done to the mailer. This also results in a negative impact on Express Mail in general.

Supervisors of Express Mail acceptance processing and dispatching operations must bring these prohibitions to the attention of their employees.

Country	Weight Limit per piece/item
Australia -----	33 lbs/(15 kilos)
Belgium -----	33 lbs/(15 kilos)
Brazil -----	50 lbs/(22.7 kilos)
Canada -----	44 lbs/(20 kilos)
France -----	33 lbs/(15 kilos)
Hong Kong -----	33 lbs/(15 kilos)
Japan -----	10 lbs/(4 kilos)
Netherlands -----	33 lbs/(15 kilos)
Singapore -----	33 lbs/(15 kilos)
Switzerland -----	33 lbs/(15 kilos)
Taiwan -----	33 lbs/(15 kilos)
United Kingdom -----	33 lbs/(15 kilos)
West Germany -----	33 lbs/(15 kilos)

—Customer Services Dept., 10-11-79.



THIRD-CLASS CARRIER ROUTE PRESORT

Effective immediately, the interim implementing instructions for third-class carrier route presort mail (POSTAL BULLETINS 21174, 1-25-79, and 21193, 6-7-79) are amended to clarify requirements for placement of postal endorsements.

Pieces qualifying for the carrier presort rate must bear the endorsement "Carrier Route Presort." The abbreviated form "CAR-RT Presort" may be used if it is preferred by the mailer. The endorsement may be incorporated in the permit imprint indicia or it may be printed

or rubber stamped above the address in the area to the left or below the permit imprint indicia. Below are examples of where the endorsement may be placed.

"Residual" pieces which are in excess of the 5% limitation and which will be mailed at third-class bulk rates may not bear the "Carrier Route Presort" endorsement. They must be endorsed "Bulk Rate" or "Blk. Rt." This may be included in the permit imprint indicia or it may be printed or rubber stamped above the address and to the left or below the permit imprint indicia.

CAR-RT Presort U. S. Postage Paid New York, NY Permit No. 1 ZIP Code 10001	**Carrier Route 22 Resident 1300 Waterford Drive District Heights, MD 20028
---	--

U. S. Postage Paid New York, NY Permit No. 1 ZIP Code 10001	Carrier Route Presort **CR 22 Resident 1300 Waterford Drive District Heights, MD 20028
---	--

Carrier Route Presort U. S. Postage Paid New York, NY Permit No. 1 ZIP Code 10001	**Carrier Route 22 Resident 1300 Waterford Drive District Heights, MD 20028
--	--

U. S. Postage Paid New York, NY Permit No. 1 ZIP Code 10001	Carrier Route Presort Resident 1300 Waterford Drive District Heights, MD 20028
---	---

U. S. Postage Paid New York, NY Permit No. 1 ZIP Code 10001	Carrier Route Presort **CR 22 Resident 1300 Waterford Drive District Heights, MD 20028
---	--

U. S. Postage Paid New York, NY Permit No. 1 ZIP Code 10001	CAR-RT Presort **LS 0101 24632176190 BC 789 Resident P. O. Box 961 New York, NY 10001
---	---

—Rates & Classification Dept., 10-11-79.

UNIFORM PROGRAM—LICENSED VENDOR LISTING

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

Cap's Shoes Inc.	359 E. Lamiami Drive, N.W.	Port Charlotte FL 33952	Shoe Fair	2194-C Katy Freeway	Katy TX 77450
Family Step Shoe Store	1055 E. Grand Avenue	Rothschild WI 54474	Shoe Fair	300 N. Main	Dayton TX 77535
Jerry's Shoes	2710 Beaver	Des Moines IA 50310	Shoe Fair	116 Sheldon Road	Channelview TX 77530
Leonard Enterprises	801 Yonkers Avenue	Yonkers NY 10704	Sport Stuff	2336 Grand Concourse	Bronx NY 10548
Life Uniform Shop	7800 Klingston Pike	Knoxville TN 37919	Steve Pat & Western Shop	2395 N. Lake Street	Altadena CA 91001
Lovings Shoe Repair		Aledo IL 61231	The Cop Shop	780 Hendersonville Road	Asheville NC 28803
Berton Lough—Knapp Shoes	123 N. Main Street	New Egypt NJ 08533	The Shoe Box	222 Broad Street	Rome GA 30161
Neumaler Fine Shoes	109 N. Main	Bellefontaine OH 43311	Trinkles Family Shoes	11 Moore Street	Mooresville IN 46158
J. C. Penney Co.		Kallispell MT 59901	Wolverine Boots & Shoes	7008 Woodbridge	Houston TX 77012
			George Yeager—Mason Shoes	2414 Ballard Blvd.	Louisville KY 40299

—Labor Relations Dept., 10-11-79.

VACANT REGULAR RURAL ROUTES LISTING NO. 45

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											
Illinois	Thompsonville	62890	01	28:24 (39B)	80.10	Florida	Naples	33941	07	41:00 (41H)	30.10
Indiana	Petersburg	47567	04	36:50 (37S)	75.10	Georgia	Alamo	30411	02	25:08 (25B)	75.40
Iowa	Ottumwa	52501	03	43:05 (43H)	55.00		Summerville	30747	02	48:47 (45J)	63.75
	West Point	52656	01	45:46 (46H)	84.20	Louisiana	Bastrop	71220	06	39:20 (39B)	31.75
Kansas	Herington	67449	02	40:40 (40S)	104.20		Pioneer	71286	02	36:09 (36B)	85.55
	Miltonvale	67486	01	38:25 (38B)	117.90		Moreauville	71355	01	43:15 (43H)	45.30
Michigan	Middleton	48856	01	29:27 (29B)	61.07	North Carolina	Elon College	27244	03	49:54 (46J)	32.10
	Zeeland	49464	01	49:26 (45J)	64.10		Columbia	27925	01	46:38 (42J)	97.75
Minnesota	Glencoe	55336	02	49:58 (45J)	97.70		Gastonia	28052	02	51:06 (43K)	40.00
	Hutchinson	55350	04	49:44 (46J)	92.30	Oklahoma	Taljhina	74541	02	42:41 (43H)	86.70
	Mound	55364	04	42:00 (42H)	10.40		Boley	74829	01	20:37 (21B)	64.63
	Shakopee	55379	02	50:24 (46J)	87.55		Stilwell	74900	03	47:45 (44J)	87.80
	Byron	55920	02	37:37 (38B)	71.10	South Carolina	Charleston	29401	03	39:50 (40H)	25.85
	Chatfield	55923	02	44:09 (44H)	93.15		Greenville	29602	07	52:17 (44K)	48.10
Claremont	55924	01	43:08 (43H)	91.80		Chester	29706	02	43:03 (43H)	70.00	
Missouri	Sikeston	63801	01	51:01 (43K)	82.60		Rock Hill	29730	02	49:45 (46J)	76.00
	Oak Grove	64075	01	45:35 (42J)	74.10	Tennessee	Humboldt	38343	05	42:21 (43H)	71.50
Ohio	Fleming	45729	01	32:35 (33B)	57.11		Ramer	38367	01	42:40 (43H)	86.85
							Cookeville	38501	03	49:46 (41K)	104.85
EASTERN REGION											
Delaware	Georgetown	19947	05	51:19 (43K)	76.90	Texas	Paris	75460	03	49:58 (46J)	73.65
New Jersey	Forked River	08731	04	58:57 (48K)	48.00		do	75460	06	54:49 (46K)	92.00
New York	Sanborn	14132	01	44:13 (44H)	29.10	WESTERN REGION					
	Strykersville	14145	01	43:46 (44H)	55.95	Arizona	Apache Junction	85220	11	36:21 (37H)	11.65
Pennsylvania	Oley	19547	01	52:47 (44K)	54.30		Sahuarita	85629	01	51:34 (43K)	70.25
Virginia	Hillsville	24343	01	56:46 (47K)	72.95	California	Chino	91710	05	49:58 (42K)	21.54
West Virginia	East Lynn	25512	01	29:30 (30B)	53.90		French Camp	95231	01	45:46 (42J)	42.10
	New England	26184	01	29:04 (29B)	55.35		Modesto	95350	05	44:02 (44H)	50.67
NORTHEAST REGION							do	95350	10	53:27 (45K)	43.60
Rhode Island	Coventry	02816	01	48:29 (40K)	46.15		Sonoma	95370	05	53:43 (45K)	60.10
New Hampshire	Rochester	03867	03	48:55 (48K)	31.90		do	95370	07	46:28 (43J)	48.95
SOUTHERN REGION						Colorado	Manitou	81228	02	36:55 (37B)	86.50
Alabama	Gadsden	35901	07	46:23 (43J)	41.60	Idaho	Horseshoe Bend	83629	01	23:18 (23B)	61.80
Arkansas	Cash	72421	01	31:09 (31B)	85.70	Montana	Broadview	59015	01	26:09 (26B)	79.00
	Delaware	72835	01	37:26 (37B)	84.60		Reedpoint	59069	01	18:16 (18B)	61.20
							Wibaux	59353	01	21:11 (21B)	54.75
						New Mexico	Albuquerque	87124	18	51:22 (43K)	27.70
							do	87124	18	44:25 (41J)	13.55
						Oregon	Corvallis	97330	01	40:41 (41H)	47.25
							Roseburg	97470	01	47:20 (43J)	60.70
						Utah	Ogden	84401	02	52:01 (43K)	55.55
						Washington	Olympia	98501	12	53:29 (45K)	51.15

*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., 10-11-79.

TURN DIALS ON PROTECTIVE EQUIPMENT FOUR COMPLETE TURNS.



NO "BUTS" ABOUT IT...

**If we don't deliver on time,
there may not be a next time...**





Fire Prevention Week is observed in October
Practice fire prevention the year round



UNITED STATES POSTAL SERVICE

WASHINGTON, D.C. 20260

OFFICIAL BUSINESS

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



FIRST CLASS

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

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