



# postal bulletin

PB 21224—December 20, 1979—12 Pages

## 15-Cent W. C. Fields Commemorative Stamp

**Description.** The 15-cent W. C. Fields commemorative stamp will be first placed on sale at Beverly Hills, CA 90213, on January 29, 1980.

**Do Not Sell Before Jan. 30, 1980**



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

Size: 0.84 x 1.44 inches.

Issued in sheets of 50.

Colors: Yellow, brown, red, cyan, black tone and black type.

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 February 13, 1980, and should be addressed to: First Day Cancellations, Postmaster, Beverly Hills, CA 90213. No remittance is required.

**b. Postal Service Affixing Stamps.** Request first-day cancellations from: W. C. Fields Stamp, Postmaster, Beverly Hills, CA 90213 (see POM 244.53). Requests must be post-

## COD Form 3849-D

Many post offices, stations, and branches are failing to send Form 3849-D, *Notice to Sender of Undelivered COD Mail*, when the service is requested by the sender on the COD tag.

Section 414.211d of SPECIAL POSTAL BULLETIN 21203, 8-10-79, requires sending the notice when a COD article remains undelivered five days after the first delivery attempt. This time period coincides with the waiting period before sending a second notice, Form 3849-B, *Delivery Reminder or Receipt*.

Supervisors must make sure that employees who issue second notices check the COD tag and send a Form 3849-D when it is requested. Form 3849-D must be completed and sent to the mailer at the same time the second notice is issued to the addressee. When supervisors are reviewing COD articles held for retention periods, second notices, etc., special attention must be given to the blocks on COD tags indicating the sender's request for notice on Form 3849-D to assure that the service requested is provided.

The fee for a Form 3849-D is \$1.00, collected as postage due from the sender.—*Rates & Classification Dept., 12-20-79.*

marked no later than February 13, 1980. 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 January 30, 1980.

**Supply.** All post offices under the automatic distribution system will receive an initial supply of this stamp. Before requisitioning additional stamps (item 477), consider that the stock should be depleted prior to March 29, 1980, 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

*Continued on p. 2*

## January Department of Treasury Checks

The Treasury has advised that January supplemental Security Income, and VA Compensation and Pension checks are to be delivered on Monday, December 31. The envelopes for the payments will bear the following endorsement:

**POSTMASTER:** Requested Delivery Date is the 31st Day of the Month

January Civil Service Annuity, Public Debt Interest, and Railroad Retirement checks are to be delivered on January 2. These envelopes will be endorsed:

**POSTMASTER:** Requested Delivery Date is the 1st Day of the Month or the First Delivery Date thereafter

Postmasters and supervisors are asked to plan to complete delivery of these checks on the dates specified above.—*Mail Processing Dept., 12-20-79.*

## CONTENTS

	Page	Col.
15-Cent W. C. Fields Commemorative Stamp	1	1
15-Cent Winter Olympics Commemorative Stamp	3	1
Building Temperature Restrictions	4	1
Bulletin Board Display	4	2
COD Form 3849-D	1	2
International Express Mail to Canada	2	2
International Mail Inquiries	2	1
International Mail—China	2	1
International Mail—Switzerland	2	3
January Department of Treasury Checks	1	3
Leave Administration	4	3
Lockboxes in Postal Lobbies	8	1
Money Orders, U.S. Missing or Stolen	9	1
Postage Due—Revenue Protection	8	3
Post Office Changes No. 4	7	1
Reader's Digest Mailing	2	1
Real Estate Funds	3	3
Rural Routes, Vacant Regular Listing No. 80-3	6	1
Service Award Folders	2	3
Third-Class Carrier Route Pre-sort	4	3
Veterans' Administration Insurance Hoax	3	3

## International Mail—China

The postal administration of China has announced that television sets may not be imported into China in any postal item and that items containing such products will neither be delivered to the addressee nor returned to sender.

Pending revision of Publication 42, *International Mail*, make a write-in change in Appendix B, Individual Country Information for China, Parcel Post—Prohibitions and Restrictions to reflect this prohibition.—*Rates & Classification Dept.*, 12-20-79.

## International Mail Inquiries

International surface and air mail exchange offices report that they continue to receive misdirected Forms 542, *Inquiry About a Registered Article or an Insured Parcel or an Ordinary Parcel*. Postal employees who accept international mail inquiries should be familiar with the regulations and procedures in Chapter 9, Publication 42, *International Mail*. For inquiries on outgoing registered mail or parcel post, send the completed Form 542 promptly to the postmaster at the appropriate Adjusting Exchange Office as prescribed in Section 933.12, Publication 42.—*Rates & Classification Dept.*, 12-20-79.

## Reader's Digest Mailing

The Reader's Digest, Pleasantville, New York 00401, has scheduled a major nationwide mailing of First-Class postcards and First- and Third-Class letters. All advance postcards will be mailed First-Class presorted in green nylon pouches, tagged "Requested Home Delivery, December 29, 1979." The major portion of the letters will be First-Class presort tagged to indicate contents, requesting home delivery January 2, 1980. The balance of the mailing will be third-class bulk rate, appropriately labeled and tagged, requesting home delivery January 2, 1980. Every effort should be made to deliver this mail on the designated delivery days.

Please be sure that undeliverable mail is handled in accordance with 159.52 of the DOMESTIC MAIL MANUAL. A test will be conducted by the Postal Service on pieces in these mailings which are returned as undeliver-

## All Express Mail Acceptance Facilities

### International Express Mail to Canada

Canada postal authorities report receiving International Express Mail items containing dutiable articles. Employees accepting International Express Mail to Canada are reminded that merchandise and other items of value are not permitted in Express Mail shipments to Canada.

Canada Customs has provided us with the following information relative to their tariff classification of business correspondence and documents:

a. Items which would **always** be considered **duty-free**: Books, pamphlets, periodicals (non-advertising nature). Documents or forms which have been completed by hand or typed script (business reports, cancelled checks, contracts, financial statements).

b. Items which **may or may not be duty-free**, depending on recipient: Unrecorded and recorded computer tapes, when for use by qualified institutions (i.e., non-profit organizations) and not for sale or rental, are classed as duty-free; blueprints, excluding reproductions of Canadian originals, for machines, engines, test sets, to be manufactured, assembled, erected, installed, operated or maintained, are classed as duty-free.

c. Items which are considered **dutiable in all instances**: blank business forms, blank checks, blank purchase orders, blank invoices would be dutiable as printed matter; printed advertising matter; computer print-outs; blank bank notes, bonds, bills of exchange, promissory notes, etc.; cards used in data processing (importations of data processing cards, for use by qualified institutions and not for sale or rental, are classified as duty-free).

Canada postal officials advise that Canada-bound International Express Mail items containing merchandise may be returned to the senders who fail to observe the stated mailing restrictions.—*Customer Services Dept.*, 12-20-79.

able to check the operational effectiveness of present procedures and identify areas for possible improvements.—*Customer Services Dept.*, 12-20-79.

## International Mail—Switzerland

The postal administration of Switzerland has announced that the following items are prohibited importation into Switzerland: firing caps and loaded metal cartridges for portable firearms, non-explosive parts of artillery fuses, flammable films, raw celluloid or articles made of celluloid. Mail containing such articles will neither be delivered to the addressee nor returned to sender.

Pending revision of Publication 42, *International Mail*, make a write-in addition in Appendix B, Country Information for Switzerland, Parcel Post—Prohibitions and Restrictions to reflect these prohibitions.—*Rates & Classification Dept.*, 12-20-79.

## Service Award Folders

Service Award Folders, as described in 635.82 of the EMPLOYEE AND LABOR RELATIONS MANUAL (ELM), have been stocked in the Eastern and Western Area Supply Centers as Supply Item 0-1100-H. They may now be ordered directly from the Supply Centers on Form 7380, *Supply Requisition*. However, all requisitions for the folders must be approved by the appropriate Management Sectional Center Manager or designee. The folders are a cost item and will be charged back to the requisitioning installation.

This reference in 635.82 will be corrected in a future transmittal letter for the ELM.—*Employee Relations Dept.*, 12-20-79.

*Continued from p. 1*

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.*, 12-20-79.



## 15-Cent Winter Olympics Commemorative Stamps

**Description.** The 15-cent Winter Olympics commemorative stamps will be first placed on sale at Lake Placid, NY 12215, on February 1, 1980. The block of four stamps features a speed skater, a downhill skier, a ski jumper, and a hockey goaltender.

**Do Not Sell Before February 2, 1980**



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

Size: 0.84 x 1.44 inches each.  
Issued in sheets of 50.

Color: Tan, orange, red, brown, blue, and black.

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

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

*a. Customers Affixing Stamps.* Customers are encouraged to purchase stamps at local post offices and affix them to their envelopes. All envelopes must be addressed. Peelable address labels are recommended and a filler card of postal card thickness should be inserted in each cover. Orders must be postmarked by February 16, 1980, and should be addressed to: First Day Cancellations, Postmaster, Lake Placid, NY 12215. No remittance is required.

*b. Postal Service Affixing Stamps.* Request first-day cancellations from: Winter Olympics Stamps, Postmaster, Lake Placid, NY 12215 (see POM 244.53). Requests must be postmarked no later than February 16, 1980. 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 February 2, 1980.

**Supply.** All post offices under the automatic distribution system will receive an initial supply of this stamp. Before requisitioning additional stamps (*item 478*), consider that the stock should be depleted before April 1, 1980 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., 12-20-79.*

## VA Insurance Hoax

The Veterans Administration has advised that certain Postal Service MSC newsletters, etc., have published erroneous information relative to insurance benefits available to World War II veterans. The information falsely stated that the Veterans Administration was paying dividends on lapsed GI insurance based on service in World War II.

Congress has **not** passed a law giving all World War II veterans a 50¢ per 1,000 dividend on GI policies, nor has the Veterans Administration requested veterans to write regarding such a dividend. The only dividends the Veterans Administration is paying are to World War I, World War II, and Korean War veterans who have continued their Government Life Insurance in force.

Do not perpetuate false and misleading information concerning this matter.—*Employee Relations Dept., 12-20-79.*

## Real Estate Funds

A recent survey of the handling of checks drawn from the postal data center for real estate transactions revealed a problem which results in the loss of availability of funds as well as fund earnings. In some cases, large checks drawn from the postal data center far in advance of the actual settlement on property were kept in local safes. These idle funds represent an unnecessary loss of interest to the Postal Service. It is evident that checks should be issued from the postal data center as close to the actual date of settlement of property purchases as possible.

To reduce the float on checks drawn for the purchase of property, the following procedures are effective immediately. Submit Form 4211-A, *Invoice and Payment Authorization* to the St. Louis Postal Data Center, as in current practice. Note on the form that the check should not be issued until telephone notification from Regional Counsel. When all settlement arrangements are finalized and confirmed, and close to the settlement date, the Regional Counsel will telephone the Project Authorization Control System (PACS) office at the St. Louis Postal Data Center and request issuance of the check.—*Real Estate & Buildings Dept., 12-20-79.*

## Building Temperature Restrictions

This bulletin provides procedures for the handling and processing of the *Complaint Report—Emergency Building Temperature Restriction* shown on page 5 of this BULLETIN, and to insure prompt action to achieve full compliance with Department of Energy and USPS energy conservation directives.

All postal facilities must comply with emergency building temperature restrictions which require temperatures set no lower than 78°F for cooling and no higher than 65°F for heating. A Department of Energy (DOE) publication, *How to Comply with Emergency Building Temperature Restrictions* sent to all installation heads provides procedures to ascertain compliance with the prescribed facility operating temperatures.

This DOE publication also requires that each facility post, in a location highly visible to the public, the DOE hotline telephone number, 800-424-9122. (See Postal Bulletin 21212, 10-4-79.) This toll free number provides the public with direct access to DOE Headquarters in Washington, D.C. to report a facility which, based on their observation, is either:

1. heating the building over 65°F, or
2. cooling the building below 78°F.

The Complaint Report should be completed as follows:

**A. Complaints received at USPS Headquarters**, including those from the DOE.

1. The Executive Secretary to the USPS Energy Committee completes Section I and forwards the Report to the appropriate Regional Energy Coordinator.

2. The Regional Energy Coordinator forwards the Complaint Report via channels, to the appropriate facility, and maintains a ten day suspense file.

3. The installation head (or designee):

- a. determines if the condition which gave rise to the complaint existed, and if so, the reason for being in non-compliance;

- b. states, as appropriate, that the facility is presently in compliance or, if not, the reasons for a continuing deviation;

- c. states, as applicable, what actions

## Bulletin Board Display

Postmasters are requested to display a poster on recruitment of census workers as bulletin board space is available. The Bureau of the Census will mail the posters directly to all postal facilities, including classified stations and branches.

Although this poster will not be identified in *Lobby Display Schedules and Priorities*, postmasters, station, and branch managers are urged to make space available on public bulletin boards for this display. The requested display period is from January 15 through May 31, 1980.—*Delivery Services Dept.*, 12-20-79.

are required to correct the conditions causing non-compliance, and

- d. within three days from receipt, completes Section II of the Report and forwards it through channels to the Regional Energy Coordinator.

4. Upon receipt of the Report from the involved postal facility, the Regional Energy Coordinator reviews the response, provides necessary clarifying comment in Section III, and forwards it to the Executive Secretary, USPS Energy Committee, USPS Headquarters, Room 10526, Washington, D.C. 20260.

**B. Complaints received at a postal region or district** are referred to the Regional Energy Coordinator who completes Section I of the Complaint Report. Actions described in 2 through 4, above are then followed.

**C. Complaints received at a postal facility** are referred to the installation head (or designee) who completes Sections I and II and forward the Report to the Regional Energy Coordinator, who completes Section III and forwards to the Executive Secretary, USPS Energy Committee, USPS Headquarters, Room 10526, Washington, D.C. 20260.

A response to the individual making the complaint is made at the direction of the Executive Secretary, USPS Energy Committee. No communications, either written or oral, are to be directed to a complainant unless authorized by the Executive Secretary or designee.

The procedures described in this bulletin are effective immediately. The Complaint Report on page 5 of this Bulletin may be reproduced.—*Engineering & Technical Support Dept.*, 12-20-79.

## Leave Administration

A recent review of leave administration in selected field installations revealed that some supervisors are not adhering to the regulations as published in the *EMPLOYEE AND LABOR RELATIONS MANUAL (ELM)*. In addition, questions have been raised regarding how sick leave accrual is affected when a full-time employee is in a non-pay status.

Supervisors are reminded that Form 3971, *Request For, Or Notification Of, Absence*, is required to document any absence. The request for leave must be approved or disapproved by the supervisor on the form. If the leave is disapproved, the reason for disapproval must be noted in writing on the form. The requesting employee is given a copy of the completed form.

Some supervisors are not using the form for all absences, with the result that correct leave balance for some employees cannot be verified as supporting evidence of leave request, and the approval or disapproval is not on file. Therefore, disputes concerning proper leave balances are not easily settled.

Supervisors are also reminded that sick leave accrual for full-time employees is not always affected by absences in a non-pay status. In keeping with ELM 514.24, credit for leave is reduced by the amount of leave earned in a pay period when a full-time employee's absence in non-pay status totals the equivalent of one pay period of regular service (normally 80 hours) during the leave year. If such absences do not equal one pay period of regular service in a leave year, there is no reduction in leave accrual.—*Employee Relations Dept.*, 12-20-79.

## Third-Class Carrier Route Presort

A number of mailers and postal employees have inquired whether the *Bulk Rate* or *Blk. Rt.* endorsement may be included on pieces in a third-class carrier route presort rate mailing in addition to the required *Carrier Route Presort* or *CAR-RT Presort* endorsement. Although only the endorsement, *Carrier Route Presort* is required, the endorsement, *Bulk Rate* or *Blk. Rt.* may also appear on pieces in a third-class carrier route presort rate mailing.—*Rates & Classification Dept.*, 12-20-79.



# COMPLAINT REPORT EMERGENCY BUILDING TEMPERATURE RESTRICTIONS

**Section I Complaint Information** (USPS Headquarters to complete)

Complaint Number \_\_\_\_\_  DOE  USPS Date Received \_\_\_\_\_  
 Received by \_\_\_\_\_ Telephone Number \_\_\_\_\_  
 Location of Complaint:  
 Post Office \_\_\_\_\_ Facility (other than Main PO) \_\_\_\_\_  
 Address \_\_\_\_\_ Address \_\_\_\_\_  
 City, State, ZIP \_\_\_\_\_ City, State, ZIP \_\_\_\_\_  
 Specific area within facility (i.e., lobby, administrative office, etc.) \_\_\_\_\_

Date of Complaint \_\_\_\_\_ Time of Complaint \_\_\_\_\_  
 Clarifying Comments (if any): \_\_\_\_\_

Referred to Regional Energy Coordinator: \_\_\_\_\_ Date \_\_\_\_\_

**Section II Post Office Response** (reason for non-compliance if applicable): \_\_\_\_\_

Was mechanical heating or cooling, as applicable, being used in area in question at time of complaint?  
 Yes \_\_\_\_\_ No \_\_\_\_\_

What actions have been taken to insure future compliance with Building Temperature Restrictions?  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Prepared by \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

**Section III Regional Energy Coordinator Review and Comments**

Prepared by \_\_\_\_\_ Date \_\_\_\_\_

**Section IV Response to Complainant** (to be completed by USPS Headquarters)

Made by \_\_\_\_\_ Date \_\_\_\_\_

VACANT REGULAR RURAL ROUTES LISTING NO. 80-3

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

VACANT REGULAR RURAL ROUTES TO BE POSTED

State	Name of Post Office	ZIP Code	Route No.	*Route classification and evaluation	Route length	State	Name of Post Office	ZIP Code	Route No.	*Route classification and evaluation	Route length
<b>CENTRAL REGION</b>						<b>EASTERN REGION</b>					
Illinois	Carthage	62821	03	40-09 (40B)	88.40	Maryland	Nanjemoy	20662	01	53-49 (45K)	88.61
	DuQuoin	62832	03	39-27 (30B)	76.60		Abingdon	21009	03	40-33 (41H)	20.00
Indiana	Atlanta	46031	01	43-53 (44H)	79.10		Annapolis	21401	11	44-19 (41J)	26.80
	Elwood	46036	03	43-40 (44H)	54.65		do	21401	12	40-15 (40H)	24.20
	Brownsburg	46112	03	46-24 (46H)	25.05		Mount Airy	21771	05	42-30 (43H)	21.90
	Rushville	46173	04	39-20 (39B)	68.50	New York	Fort Plain	13239	02	39-52 (40B)	66.30
	Lawrenceburg	47025	03	42-12 (42H)	44.86	Pennsylvania	Allison Park	15101	01	38-14 (38H)	25.60
Iowa	Lorimor	50149	02	38-26 (38B)	96.10		Liberty	15129	06	35-27 (35H)	8.60
	Marshalltown	50158	05	39-18 (39B)	78.15		Washington	15301	01	47-44 (44J)	42.92
	Garner	50428	01	47-48 (44J)	97.40		Leochburg	15656	05	42-32 (42H)	26.00
	Eagle Grove	50533	01	38-04 (38B)	94.12		Loretto	15940	01	40-29 (40B)	55.80
	Hartley	51246	01	41-09 (41B)	92.70		Harrisville	16038	02	46-40 (43J)	71.90
	Walker	52668	02	45-46 (46H)	90.00		Harrisstown	16131	01	43-41 (44H)	66.56
	Burlington	52691	05	46-44 (43J)	57.8		Edinboro	16412	04	37-10 (37H)	17.50
Kansas	Basehor	66507	01	49-40 (46J)	54.10		Williamsburg	16883	02	44-06 (44H)	69.20
	Meriden	66512	02	35-45 (37B)	73.40		York	17405	11	46-59 (43J)	49.30
	Osburg	66520	01	46-11 (42J)	120.67		Allentown	18101	06	49-33 (45J)	38.40
	Osgo City	66523	01	38-02 (38B)	92.60		Mertztown	19239	02	35-44 (36B)	31.10
	do	66523	02	38-17 (38B)	83.65	Virginia	Yorktown	23092	07	36-49 (37H)	21.05
	Tecumseh	66542	01	48-03 (44J)	51.90		Mouth of Wilson	24263	02	35-13 (35B)	74.75
	Erie	66743	01	38-25 (38B)	108.70	West Virginia	Berkeley Springs	25411	01	48-22 (44J)	58.70
	Concordia	66901	01	38-11 (38B)	80.45		Beckley	25801	03	51-04 (43K)	52.95
	Hillsboro	67053	03	36-26 (37B)	100.25	<b>NORTHEAST REGION</b>					
	Chetopa	67336	02	43-28 (43B)	117.25	Massachusetts	Webster	01570	05	44-42 (41J)	30.50
	Turon	67583	01	38-49 (38B)	122.40		Haverhill	01530	01	52-32 (44K)	34.20
Kentucky	Burlington	41005	03	41-54 (42H)	20.25	Maine	Columbia Falls	04623	01	37-57 (38B)	93.45
Michigan	Ypsilanti	48197	03	44-01 (44H)	4.70		Houlton	04730	04	30-43 (31B)	58.70
	do	48197	09	32-22 (30H)	25.20	New Jersey	Long Valley	07853	05	35-02 (35B)	25.25
	Camden	49222	02	30-24 (31B)	55.40	<b>SOUTHERN REGION</b>					
	Dearfield	49228	01	42-09 (42H)	60.60	Alabama	Cullman	35055	15	41-04 (41H)	23.10
	Hillsdale	49242	05	37-05 (37B)	35.60		Birmingham	35203	11	45-51 (46H)	38.15
	Homer	49245	01	44-00 (44H)	81.40		Northport	35776	06	51-02 (43J)	50.10
	North Adams	49262	01	39-48 (40B)	70.95		Vance	35490	01	45-36 (42B)	79.80
	Grand Haven	49417	04	47-48 (44J)	28.15		Berry	35546	02	40-03 (40B)	101.85
	Gaylord	49735	05	36-40 (37B)	22.17		Phil Campbell	35681	02	40-24 (41B)	71.65
Minnesota	Chatfield	55923	01	39-56 (40B)	98.65		Gordon	36243	01	38-41 (39B)	102.80
	Montgomery	56069	01	42-20 (42B)	82.75		Ozark	36360	05	42-11 (42H)	26.10
	Dundee	56126	01	35-19 (35B)	93.75		Theodore	36582	07	40-16 (40H)	20.10
	Lakefield	56150	02	39-43 (39B)	92.60	Arkansas	Fayetteville	72701	06	48-09 (44K)	74.85
	St. Cloud	56301	01	44-07 (44H)	73.65	Florida	DeFuniak Springs	32433	05	53-07 (44K)	116.65
	New York Mills	56567	01	27-55 (28B)	55.70		Vero Beach	32960	06	39-34 (40B)	52.90
	Lancaster	56735	01	40-26 (41H)	120.40		New Port Richey	33552	14	39-35 (40H)	28.50
Missouri	St. Charles	63301	03	43-21 (42H)	89.90		do	33552	15	35-06 (35B)	36.90
	Arbyrd	63821	01	38-09 (38B)	74.10		do	33552	17	35-03 (35B)	33.50
	Broxey	63942	01	39-18 (39B)	77.85		Port Richey	33568	08	39-23 (39H)	29.70
	Mexico	65265	04	42-06 (42H)	73.54		Venice	33595	08	40-11 (40H)	35.38
	Mountain Grove	65711	04	39-27 (40B)	84.60		Tampa	33602	09	41-23 (41H)	33.45
	Purdy	65734	01	45-24 (46H)	86.05		do	33602	15	40-15 (40H)	25.76
Nebraska	Exeter	68351	01	42-26 (43B)	121.15		Lakeland	33803	20	35-21 (35H)	13.25
	Weeping Water	68463	01	44-23 (44H)	92.14	Georgia	Pembroke	31321	02	36-58 (37B)	97.35
North Dakota	Dickinson	58601	05	49-45 (41K)	14.65	Louisiana	Leesville	71446	02	48-44 (45J)	89.80
	Mandan	58554	03	38-29 (39H)	18.60	Mississippi	Crawford	39743	01	38-42 (39B)	96.10
	Kenmare	58746	02	41-09 (41H)	123.25	North Carolina	Lawndale	28040	03	51-16 (43K)	86.00
Ohio	Wadsworth	44281	05	35-03 (35H)	20.60	Oklahoma	Union	73090	01	33-30 (34B)	65.55
	Canfield	44405	05	43-09 (42H)	16.5		Barlesville	74003	04	39-36 (40H)	40.45
	do	44405	06	44-59 (41J)	38.92		Bixby	74008	01	50-07 (46J)	70.55
	Harrison	45090	05	36-11 (36H)	36.07		Broken Arrow	74012	04	42-20 (42H)	68.70
	Millard	45150	02	34-52 (35H)	20.75		do	74012	08	37-34 (38H)	21.85
	Xenia	45385	03	47-12 (43J)	48.00		Catoosa	74015	02	38-53 (39H)	41.00
South Dakota	Flandreau	57028	03	43-26 (40J)	121.10		Owasso	74055	04	41-21 (41H)	40.40
	Hartford	57033	01	47-26 (40K)	105.05		Jenks	74037	02	36-48 (37B)	41.20
	Bonesteel	57317	01	42-07 (42H)	125.70		Keota	74941	02	45-12 (45H)	103.70
Wisconsin	Germanatown	53022	04	45-52 (46H)	19.20		Stigler	74462	04	42-14 (42H)	95.50
	Kenosha	53140	02	43-04 (43H)	50.90						
	Lake Geneva	53147	03	45-05 (41J)	48.20						
	Stevens Point	54481	06	47-28 (49K)	42.40						

VACANT REGULAR RURAL ROUTES TO BE POSTED—Continued

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
South Carolina	Goose Creek	29445	03	34:45 (35B)	24.20	Colorado	Commerce City	80022	01	46:53 (43J)	90.50
	Johns Island	29455	05	38:40 (39B)	47.80		Englewood	80110	02	37:24 (37B)	18.00
Tennessee	Caryville	37714	02	37:59 (38B)	54.75		Fine	80470	02	48:17 (40K)	38.60
	Harrogate	37752	03	35:57 (36B)	65.20		Dacono	80514	06	41:37 (42E)	14.15
	Morristown	37814	06	45:35 (42J)	39.35	Montana	Bozeman	59715	04	48:44 (41E)	43.20
	do.	37814	10	45:25 (42J)	36.95		do.	59715	06	48:09 (40K)	34.90
	Sevierville	37862	12	38:58 (39E)	27.00		Libby	59923	03	42:10 (42E)	23.75
	Thornhill	37881	02	34:48 (35B)	84.95	Oregon	Boring	97009	07	39:03 (39E)	27.60
	Knoxville	37901	17	47:40 (40K)	58.95		do.	97009	08	38:03 (38E)	27.20
	do.	37901	18	42:51 (43E)	39.45		Corbett	97019	02	35:58 (36B)	28.30
	do.	37901	22	43:18 (43E)	32.25		Estacada	97023	04	45:46 (42J)	42.60
	do.	37901	44	43:58 (44E)	42.70		Gresham	97080	07	44:02 (44E)	23.55
	do.	37901	47	35:45 (36B)	35.30		do.	97080	08	28:34 (39E)	27.40
	Sparks	38563	05	49:43 (41K)	80.75		West Linn	97068	02	40:43 (41E)	30.20
	McMinnville	37110	11	40:41 (41E)	48.65		Astoria	97103	06	26:10 (36B)	49.10
	do.	37110	12	40:35 (41E)	40.05		Cornellus	97113	05	28:55 (39E)	8.70
Texas	Arlington	76010	10	44:11 (41J)	32.75		St. Paul	97137	01	26:27 (37E)	58.20
	do.	76010	12	43:04 (43E)	14.80		Portland	97208	04	41:56 (42E)	16.45
	do.	76010	14	46:02 (42J)	19.45		Corvallis	97330	03	37:45 (38E)	58.90
	Burleson	76028	06	35:10 (35B)	26.00		Eugene	97401	09	35:09 (35B)	25.00
	Enless	76039	01	46:07 (42J)	41.95		Creswell	97426	04	28:17 (38E)	12.59
	Joshua	76068	02	52:25 (44K)	47.25		North Bend	97459	03	44:30 (45E)	58.60
	Weatherford	76086	09	36:32 (37B)	68.35		Hermiston	97538	02	54:37 (46K)	48.89
	Fort Worth	76101	11	42:12 (42E)	51.20	Utah	Centerville	84014	03	38:39 (38B)	14.90
	Roanoke	76262	04	47:29 (40K)	54.05		Layton	84041	02	42:46 (43E)	26.45
	Eastland	76448	01	54:25 (45K)	124.30		do.	84041	04	42:46 (43E)	25.68
	Alamo	78516	01	52:38 (44K)	78.40		Riverton	84065	07	40:23 (40B)	31.55
	Cedar Hill	75104	02	40:17 (40E)	28.35	Washington	Camas	98607	03	27:44 (38E)	33.60
	Diana	75640	10	37:40 (38B)	63.25		Cathlamet	98612	01	44:17 (41J)	73.25
	Bullard	75757	01	45:41 (46E)	78.15		La Center	98629	02	26:16 (36B)	41.00
	Palestine	75801	04	50:30 (46J)	122.80		Longview	98632	04	40:27 (40E)	28.90
	Crockett	75835	01	44:27 (41J)	99.60		Ocean Park	98640	01	27:45 (38B)	48.50
	do.	75835	02	47:36 (40K)	100.50						
	Abilene	79604	04	40:27 (40B)	78.20						
	Yorktown	78164	01	38:53 (39B)	93.25						
WESTERN REGION											
California	Caruthers	93609	02	42:57 (43H)	67.98						
	Winton	95388	01	42:34 (43E)	71.80						
	Redding	96001	06	44:18 (44B)	33.80						

\*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., 12-20-79.

POST OFFICE CHANGES NO. 4

(Supplemental to 1980 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 PBM) apply, NF=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
MA	Boston	Suffolk	John W. McCormack	Sx	02109	Add	11-19-79	Sx estab.

Post Office changes in last week's Bulletin (21223) should have been No. 3

Delivery Services Dept., 12-20-79.

PROCESS EXPRESS MAIL POUCHES DAILY—  
RETURN ALL SURPLUS TO NEAREST MAIL-BAG DEPOSITORY



## VACANT REGULAR RURAL ROUTES LISTING NO. 80-3

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

## VACANT REGULAR RURAL ROUTES TO BE POSTED

State	Name of Post Office	ZIP Code	Route No.	*Route classification and evaluation	Route length	State	Name of Post Office	ZIP Code	Route No.	*Route classification and evaluation	Route length
<b>CENTRAL REGION</b>						<b>EASTERN REGION</b>					
Illinois	Carthage	62321	03	40-09 (40S)	88.40	Maryland	Nanjemoy	20662	01	53-49 (45K)	88.61
	DuQuoin	62882	03	29-37 (40S)	76.60		Abingdon	21009	03	40-23 (41H)	20.00
Indiana	Atlanta	46031	01	43-53 (44H)	70.10		Annapolis	21401	11	44-19 (41J)	26.80
	Elwood	46036	03	43-40 (44H)	54.65		do	21401	12	40-15 (40H)	24.20
	Brownsburg	46112	03	46-24 (46H)	26.05		Mount Airy	21771	05	42-30 (43H)	21.90
	Rushville	46173	04	29-20 (39S)	68.50	New York	Fort Plain	13339	02	39-52 (40S)	66.30
	Lawrenceburg	47025	03	42-12 (42H)	44.85	Pennsylvania	Allison Park	15101	01	38-14 (38H)	25.00
Iowa	Lorimer	50149	02	28-28 (28S)	96.10		Library	15129	06	35-27 (35H)	8.60
	Marshalltown	50158	05	29-18 (29S)	78.15		Washington	15201	01	47-44 (44J)	42.92
	Garner	50498	01	47-48 (44J)	97.49		Leechburg	15665	05	42-32 (43H)	26.00
	Eagle Grove	50533	01	28-04 (28S)	94.12		Loretto	15940	01	40-29 (40S)	55.80
	Hartley	51246	01	41-09 (41S)	99.70		Harrisville	16038	02	46-40 (43J)	71.60
	Walker	52252	02	45-46 (46H)	99.90		Hartstown	16131	01	43-41 (44H)	66.56
	Burlington	52601	05	46-44 (43J)	57.8		Edinboro	16412	04	37-10 (37H)	17.50
Kansas	Beecher	66007	01	49-40 (46J)	54.10		Williamsburg	16893	02	44-06 (44H)	60.20
	Meriden	66512	02	26-45 (37S)	73.40		York	17405	11	46-29 (43J)	49.30
	Olburg	66630	01	46-11 (42J)	139.67		Allentown	18101	06	49-23 (45J)	38.40
	Osage City	66523	01	28-02 (28S)	92.00		Mertstown	19539	02	35-44 (36S)	31.10
	do	66523	02	28-17 (28S)	88.65	Virginia	Yorktown	22692	07	36-49 (37H)	21.05
	Tecumseh	66542	01	48-02 (44J)	51.30		Mouth of Wilson	24363	02	35-13 (35S)	74.75
	Erie	66723	01	28-25 (28S)	103.70	West Virginia	Berkeley Springs	25411	01	48-22 (44J)	58.70
	Concordia	66901	01	28-11 (28S)	80.45		Beckley	25801	03	51-04 (43K)	52.96
	Hillsboro	67063	02	26-28 (27S)	100.25	<b>NORTHEAST REGION</b>					
	Chetopa	67286	02	42-28 (42S)	117.25	Massachusetts	Webster	01570	05	44-42 (41J)	30.50
	Turon	67583	01	28-49 (29S)	122.40		Haverhill	01830	01	52-22 (44K)	34.20
Kentucky	Burlington	41005	03	41-54 (42H)	20.25	Maine	Columbia Falls	04623	01	37-57 (38S)	93.45
Michigan	Ypsilanti	48197	08	44-01 (44H)	4.70		Houlton	04730	04	20-43 (31S)	58.70
	do	48197	09	28-22 (29H)	25.30	New Jersey	Long Valley	07853	05	35-02 (35S)	25.25
	Camden	49222	02	20-24 (21S)	55.40	<b>SOUTHERN REGION</b>					
	Deerfield	49226	01	42-09 (42H)	60.00	Alabama	Cullman	35055	15	41-04 (41H)	33.10
	Hillsdale	49242	05	37-06 (37S)	26.60		Birmingham	35203	11	45-21 (46H)	32.15
	Homer	49245	01	44-00 (44H)	81.40		Northport	35476	06	51-02 (43J)	50.10
	North Adams	49262	01	29-48 (40S)	70.95		Vance	35490	01	45-26 (42S)	79.80
	Grand Haven	49417	04	47-48 (44J)	28.15		Berry	35546	02	40-03 (40S)	101.85
	Gaylord	49725	06	26-40 (27S)	33.17		Phil Campbell	35581	02	40-24 (41S)	71.65
Minnesota	Chatfield	56023	01	29-56 (40S)	98.65		Gordon	36343	01	28-41 (29S)	102.80
	Montgomery	56069	01	42-20 (42S)	88.75		Ozark	36360	05	42-11 (42H)	26.10
	Dundee	56126	01	25-19 (25S)	93.75		Theodore	36582	07	40-16 (40H)	20.10
	Lakefield	56150	02	39-43 (29S)	92.60	Arkansas	Fayetteville	72701	06	48-09 (44K)	74.85
	St. Cloud	56301	01	44-07 (44H)	73.65	Florida	DeFuniak Springs	32433	05	53-07 (44K)	116.65
	New York Mills	56567	01	27-55 (28S)	55.70		Vero Beach	32960	06	39-24 (40S)	52.90
	Lancaster	56725	01	40-26 (41H)	120.40		New Port Richey	33552	14	39-26 (40H)	28.50
Missouri	St. Charles	63301	03	43-21 (43H)	88.90		do	33552	15	35-06 (35S)	26.80
	Arbyrd	63821	01	26-09 (26S)	74.10		do	33552	17	35-03 (35S)	33.50
	Broseley	63942	01	29-18 (29S)	77.85		Port Richey	33568	08	39-23 (39H)	29.70
	Mexico	65265	04	42-08 (42H)	73.54		Venice	33665	08	40-11 (40H)	35.39
	Mountain Grove	65711	04	29-37 (40S)	84.60		Tampa	33602	09	41-23 (41H)	33.45
	Purdy	65734	01	45-24 (46H)	85.05		do	33602	15	40-15 (40H)	25.76
Nebraska	Exeter	68351	01	42-26 (43S)	123.15		Lakeland	33603	20	35-21 (35H)	13.25
	Weeping Water	68463	01	44-23 (44H)	93.14	Georgia	Pembroke	31321	02	26-58 (27S)	97.35
North Dakota	Dickinson	58601	05	49-45 (41K)	14.65	Louisiana	Leesville	71446	02	48-44 (45J)	89.80
	Mandan	58554	03	28-29 (29H)	18.60	Mississippi	Crawford	39743	01	38-42 (39S)	95.10
	Kenmare	58746	02	41-09 (41H)	123.25	North Carolina	Lawndale	28090	03	51-16 (43K)	86.00
Ohio	Wadsworth	44281	05	25-08 (25H)	20.60	Oklahoma	Union	73090	01	33-20 (34S)	65.55
	Canfield	44405	05	43-09 (43H)	15.5		Bartlesville	74003	04	39-26 (40H)	40.45
	do	44405	06	44-59 (41J)	38.92		Bixby	74008	01	50-07 (46J)	70.55
	Harrison	45030	05	26-11 (26H)	26.07		Broken Arrow	74012	04	42-20 (42H)	68.70
	Millford	45150	02	24-52 (35H)	20.75		do	74012	08	37-24 (38H)	21.86
	Xenia	45385	03	47-12 (42J)	48.00		Catoona	74015	02	38-53 (39H)	41.00
South Dakota	Flandreau	57028	03	43-26 (40J)	121.10		Owasso	74055	04	41-21 (41H)	40.40
	Hartford	57033	01	47-26 (40K)	105.05		Jenks	74037	02	38-48 (37S)	41.20
	Bonesteel	57317	01	42-07 (42H)	125.70		Keota	74941	02	45-12 (45H)	103.70
Wisconsin	Germanstown	53022	04	45-32 (46H)	19.30		Stigler	74462	04	42-14 (42H)	95.50
	Kenosha	53140	03	43-04 (43H)	50.90						
	Lake Geneva	53147	03	45-05 (41J)	48.20						
	Stevens Point	54481	05	47-28 (40K)	42.40						



VACANT REGULAR RURAL ROUTES TO BE POSTED—Continued

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
South Carolina	Goose Creek	29445	03	34:45 (35S)	24.20	Colorado	Commerca City	80022	01	46:53 (43J)	90.50
	Johns Island	29455	05	38:40 (39S)	47.80		Englewood	80110	02	37:24 (37S)	18.00
Tennessee	Caryville	37714	02	37:59 (38S)	54.75		Pine	80470	02	48:17 (40K)	28.60
	Harrogate	37762	03	35:57 (36S)	65.20		Dacono	80614	06	41:37 (42H)	14.15
	Morristown	37814	06	45:35 (42J)	39.35	Montana	Bozeman	59715	04	48:44 (41K)	43.20
	do	37814	10	45:25 (42J)	36.95		do	59715	06	48:09 (40K)	34.90
	Sevierville	37882	12	38:58 (39H)	27.00		Libby	59923	03	42:10 (42H)	23.75
	Thornhill	37881	02	34:48 (35S)	84.95	Oregon	Boring	97008	07	39:03 (39H)	27.60
	Knorrville	37901	17	47:40 (40K)	58.95		do	97009	08	38:03 (38H)	27.20
	do	37901	18	42:51 (43H)	39.45		Corbett	97019	02	35:58 (36S)	28.30
	do	37901	22	43:18 (43H)	32.25		Estacada	97023	04	45:46 (42J)	42.60
	do	37901	44	43:58 (44H)	42.70		Gresham	97030	07	44:02 (44H)	23.55
	do	37901	47	35:45 (36S)	25.30		do	97030	08	38:34 (39H)	27.40
	Sparta	38583	05	49:43 (41K)	80.75		West Linn	97068	02	40:43 (41H)	30.20
	McMinnville	37110	11	40:41 (41H)	48.65		Astoria	97103	05	36:10 (36S)	49.10
	do	37110	12	40:35 (41H)	40.05		Cornelius	97113	05	38:55 (39H)	8.70
Texas	Arlington	76010	10	44:11 (41J)	32.75		St. Paul	97137	01	36:37 (37H)	53.20
	do	76010	12	43:04 (43H)	14.90		Portland	97206	04	41:58 (42H)	16.45
	do	76010	14	46:02 (42J)	19.45		Corvallis	97330	03	37:45 (38H)	58.90
	Burleson	76028	08	35:10 (35S)	26.00		Eugene	97401	09	35:09 (35S)	25.00
	Eules	76039	01	46:07 (42J)	41.95		Creswell	97426	04	38:17 (38H)	12.59
	Joshua	76058	02	52:25 (44K)	47.25		North Bend	97459	03	44:30 (45H)	58.60
	Weatherford	76086	09	36:32 (37B)	68.35		Hermiston	97838	02	54:37 (46K)	46.89
	Fort Worth	76101	11	42:12 (42H)	51.20	Utah	Centerville	84014	03	38:39 (39S)	14.90
	Roanoke	76262	04	47:39 (40K)	54.05		Layton	84041	02	42:49 (43H)	26.45
	Eastland	76448	01	54:25 (45K)	124.30		do	84041	04	42:46 (43H)	25.68
	Alamo	78516	01	52:38 (44K)	78.40		Riverton	84065	07	40:23 (40B)	31.55
	Cedar Hill	75104	02	40:17 (40H)	28.35	Washington	Camas	98607	03	37:44 (38H)	33.60
	Diana	75640	10	37:40 (38S)	63.25		Cathlamet	98612	01	44:17 (41J)	73.25
	Bullard	75757	01	45:41 (46H)	78.15		La Center	98629	02	36:16 (36S)	41.00
	Palestine	75901	04	50:30 (46J)	122.80		Longview	98632	04	40:27 (40H)	28.90
	Crockett	75835	01	44:27 (41J)	99.60		Ocean Park	98640	01	37:45 (38S)	48.50
	do	75835	02	47:36 (40K)	100.60						
	Arlene	79604	04	40:27 (40B)	78.20						
	Yorktown	78164	01	38:53 (39S)	93.25						
WESTERN REGION											
California	Caruthers	93609	02	42:57 (43H)	67.98						
	Winton	95388	01	42:34 (43H)	71.80						
	Redding	96001	06	44:18 (44S)	33.80						

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 —Labor Relations Dept., 12-20-79.

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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
MA	Boston	Suffolk	John W. McCormack	Sx	02109	Add	11-19-79	Sx estab.

Post Office changes in last week's Bulletin (21223) should have been No. 3

Delivery Services Dept., 12-20-79.

PROCESS EXPRESS MAIL POUCHES DAILY—  
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## Additional Lockboxes in Postal Lobbies

At present, the Sectional Center Manager/Postmaster has limited authority to rearrange or insert additional lockboxes in existing lobbies without going through higher management. These instructions establish a set of standard procedures wherein an SC Manager/Postmaster can make these minor building modifications without notifying higher management.

**PROCEDURES.** The procedures outlined below are established to expedite local modifications of lockboxes. In developing the procedures, consideration was given to the complexity of the work to be performed, existing limits of contract authority, and whether the postal facility is owned or leased (GSA or private). These procedures apply only to sectional center facilities, general mail facilities, associate post offices and branches/stations.

**Historically Significant Facilities (owned or leased).** Any proposed modification to a Postal facility listed or eligible for listing on the National Register of Historical Places shall be submitted to the FREBO for accomplishment.

### A. Postal Owned Facilities

1. The SC Manager/Postmaster is authorized only to replace blank panels with lockboxes or to relocate lockboxes within a panel if no rearrangement of the box lobby is required. This work can be performed by either the local maintenance staff or contract.

2. In cases where rearrangement or extensive modification of the lockbox lobby is required, the project must be forwarded to the FREBO. The FREBO is responsible for com-

pleting the redesign of the lobby to ensure satisfactory changes in the heating, ventilating and air-conditioning, lighting, floor and/or ceiling structure, security, and compliance with requirements for the handicapped.

3. When the FREBO has completed the redesign of the lobby and the estimated cost of construction is determined, the FREBO may delegate construction to the Procurement Services Office (PSO), within the limits of the PSO's authority, for award of a contract.

### B. Leased Facilities

#### 1. General Services Administration (GSA) Leased Facilities

a. The present agreement with GSA does not permit the U.S. Postal Service to make any building modifications without prior approval from GSA. Subject to Regional Real Estate and Buildings Department obtaining a concession from GSA, the SC Manager/Postmaster shall be authorized to replace blank panels with lockboxes or to relocate lockboxes within a panel if no rearrangement of the box lobby is involved. This work can be performed by either the local maintenance staff or contract (see IV.c).

b. All other lockbox lobby modifications shall be submitted to FREBO for accomplishment.

#### 2. Facilities Leased from Other Lessors

a. In instances where blank panels are to be replaced by lockboxes or boxes are to be rearranged in a panel without modifying the box lobby, the SC Manager/Postmaster shall be authorized to perform the work provided that the FREBO coordinates

## Postage Due— Revenue Protection

Post offices are to process and collect postage due charges as directed in 146.1 and 146.3 of the Domestic Mail Manual (DMM), on all unpaid and short-paid mail addressed to State Employment Security offices.

While these offices may use penalty mail for some of their outgoing mail, described in DMM 137.4, they are not entitled to receive mail addressed to them prior to collection of postage due as provided for Federal government offices in DMM 146.44. Postage due on mail to State Employment Security offices is *not* collected through official mail billings.—*Finance Dept., 12-20-79.*

the work with the owner, before any work is initiated. Subject to the FREBO's notice-to-proceed, this work can be performed by either the local maintenance staff or contract (see IV.c).

b. All other lockbox lobby modifications shall be submitted to the FREBO for accomplishment.

3. *Contracts.* Contracts to replace blank panels with lockboxes or to relocate lockboxes within a panel if no rearrangement of box lobby is required shall be accomplished as follows:

a. *Cost not exceeding \$2,000*—by SC Manager/Postmaster using existing local purchase authority.

b. *Cost exceeds \$2,000*—must be submitted to FREBO for entry and tracking in Project Authority Control System (PACS) and Facility Management System (FMS). FREBO will award or may delegate to PSO for award of a contract.—*Real Estate & Buildings Dept., 12-20-79.*

**INSURED MAIL SHOULD BEAR THE COMPLETE  
NAMES, ADDRESSES, AND ZIP CODES OF  
SENDER AND ADDRESSEE**



**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 21223 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	224 946 8500 to 8599	235 254 2060 to 2099	243 906 7800 to 8199
167 061 1632 to 1699	225 227 9900 to 9999	235 439 6181 to 6299	244 299 2000 to 2199
167 982 3712 to 3799	225 268 1655 to 1799	235 644 7061 to 7099	244 366 8800 to 8899
173 960 5125 to 5699	225 534 1953 to 1999	235 925 8767 to 8799	244 381 3024 to 3099
184 342 9002 to 9099	225 711 9700 to 9999	236 145 5082 to 5099	244 525 0719 to 0799
190 137 2592 to 2699	225 712 0000 to 0999	236 388 4842 to 5099	244 657 7700 to 7899
193 127 0723 to 0799	225 767 2000 to 2299	236 467 6573 to 6599	244 678 2333 to 2499
193 273 8600 to 8999	226 580 7337 to 7399	236 566 2555 to 2599	244 742 7748 to 7799
193 991 8310 to 8319	226 904 0500 to 0599	236 571 9759 to 9781	244 743 7100 to 7399
194 519 7600 to 8099	227 097 4600 to 4699	236 576 9520 to 9599	244 895 5575 to 5599
195 263 7000 to 8999	227 254 9800 to 0099	236 656 6422 to 6499	245 103 9300 to 9399
195 322 5400 to 5699	227 576 4050 to 4099	236 755 8000 to 8099	245 118 6754 to 6768
197 427 0113 to 0149	227 611 4000 to 4599	236 937 5803 to 5999	245 279 1420 to 1499
198 354 3000 to 3099	228 001 5231 to 5299	236 941 5400 to 5499	245 279 1510 to 1599
199 567 1359 to 1999	228 143 3800 to 3899	237 413 7500 to 7599	245 591 1626 to 1799
203 297 6000 to 7499	228 447 0318 to 0399	237 423 4111 to 4199	245 695 0346 to 0399
203 619 3700 to 3999	228 660 5976 to 5999	237 457 5600 to 5699	245 973 2677 to 2699
203 851 6800 to 6899	229 117 4866 to 4999	237 457 5800 to 5899	246 076 7300 to 7399
203 977 4500 to 4775	229 346 9900 to 9999	237 574 8657 to 8799	246 155 4048 to 4099
204 108 8000 to 9999	229 434 3500 to 3599	237 702 6823 to 6899	246 155 5000 to 5499
206 493 4600 to 4799	229 434 3866 to 3899	237 702 6921 to 6999	246 402 6511 to 6599
206 793 5600 to 6499	229 531 9700 to 9899	238 165 7700 to 7799	246 608 6300 to 6399
208 287 8700 to 8899	229 563 1918 to 1999	238 169 7587 to 7599	246 609 9545 to 9799
208 385 5000 to 6999	229 576 1732 to 1799	238 377 4508 to 4599	246 741 2082 to 2099
209 728 2600 to 3099	229 576 1800 to 1899	238 377 4607 to 4699	246 816 2600 to 2699
210 176 8200 to 8599	229 585 4570 to 4599	238 586 3100 to 3299	246 973 1372 to 1399
210 868 4500 to 4699	229 871 9500 to 9599	239 199 0700 to 1099	247 012 0500 to 0599
211 238 0459 to 0999	230 035 4759 to 4799	239 204 9916 to 9999	247 066 9300 to 9399
211 436 5608 to 5699	230 099 6300 to 6399	239 481 4728 to 4799	247 113 5635 to 5699
211 526 0515 to 0599	230 406 2975 to 2999	239 549 7116 to 7499	247 490 1960 to 1999
211 527 2600 to 3099	230 577 6515 to 6599	239 575 2000 to 2199	247 490 2086 to 2099
211 682 3100 to 3599	230 826 8683 to 8799	239 596 4800 to 4999	247 497 4000 to 4099
212 420 2319 to 2399	231 126 6475 to 6499	239 640 5708 to 5728	247 497 4000 to 4099
212 791 9500 to 9599	231 147 0883 to 1499	239 724 1489 to 1499	247 544 0200 to 0214
213 123 9827 to 9999	231 507 1423 to 1499	239 985 7000 to 7499	247 575 4400 to 4499
213 578 4229 to 4399	231 507 1423 to 1499	239 985 7000 to 7499	247 579 4903 to 4999
213 822 5800 to 6299	231 525 7893 to 7999	240 042 3151 to 3169	247 929 6417 to 6799
214 158 2955 to 2999	231 651 8280 to 8299	240 108 6501 to 6599	247 983 1511 to 1899
214 159 4800 to 4999	231 686 0010 to 0099	240 252 6400 to 6899	248 244 7246 to 7299
215 043 7926 to 8199	231 725 2789 to 2799	240 256 2900 to 3199	248 317 7624 to 7699
215 532 5100 to 5399	231 770 2751 to 2762	240 559 4363 to 4399	248 397 2163 to 2199
215 538 0200 to 0499	231 873 7928 to 7999	240 639 3561 to 3599	248 423 4864 to 4999
216 678 6072 to 6999	232 295 7249 to 7599	240 855 7000 to 7099	248 440 7916 to 7971
217 210 7100 to 7299	232 319 6535 to 6599	240 901 5900 to 5999	248 718 7317 to 7399
217 241 5400 to 5799	232 426 6620 to 6699	241 081 9274 to 9299	249 680 4872 to 4899
217 268 2574 to 2699	232 665 0292 to 0399	241 224 7209 to 7299	249 680 4872 to 4899
217 667 3400 to 3599	233 262 7907 to 7999	241 685 5124 to 5199	249 996 6000 to 6099
217 672 4200 to 4599	233 407 5872 to 5899	241 694 1800 to 1899	249 996 6300 to 6499
217 902 4181 to 4299	233 453 8902 to 8929	241 753 7766 to 7799	250 452 4971 to 4999
218 755 4591 to 4699	233 516 6100 to 6199	241 902 2600 to 2799	250 483 0600 to 0699
218 976 2200 to 2399	233 638 1200 to 1799	242 021 2262 to 2499	250 547 7046 to 7099
220 350 0000 to 0999	233 845 9000 to 9099	242 327 4984 to 4999	250 565 7029 to 7099
221 371 4600 to 4999	234 031 6456 to 6999	242 576 1609 to 1699	250 833 7200 to 7399
221 626 2100 to 2299	234 064 8437 to 8499	242 585 4155 to 4299	251 518 6281 to 6399
221 661 5318 to 5499	234 261 4500 to 4599	242 591 4500 to 4699	252 235 4400 to 4499
222 224 8100 to 8499	234 398 5527 to 5599	242 605 0000 to 0999	252 235 4581 to 4899
222 510 0300 to 0499	234 431 3655 to 3699	242 621 8314 to 8399	252 432 6988 to 6999
222 536 2000 to 2299	234 500 2944 to 2999	242 781 0789 to 0799	800 502 3000 to 3999
222 852 8193 to 8199	234 659 4000 to 4199	242 816 1337 to 1399	800 941 7900 to 7999
224 057 4061 to 4299	234 659 8700 to 8999	243 112 4109 to 4120	801 278 3600 to 3999
224 206 6395 to 6499	234 742 1948 to 1999	243 228 7200 to 7499	801 579 6056 to 6098
224 554 9830 to 0399	234 802 1060 to 1199	243 766 6730 to 6799	801 629 1900 to 1999
	234 997 1000 to 1599	243 805 0000 to 0299	802 029 5199 to 8999
			802 774 0000 to 4999







**DON'T DELIVER  
YOUR HAND  
WITH THE MAIL**



**UNITED STATES POSTAL SERVICE**

WASHINGTON, D.C. 20260

**OFFICIAL BUSINESS**

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



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