



To All Postmasters, Levels EAS 18-22

On July 28, 1979, the Expanded Postmaster Criteria Program was implemented for associate office postmasters level 22 and below. A study has been in progress to determine the impact on supervisors of changes in postmaster levels, and is now in its final stage of development. The project team, working with various representatives of national and regional headquarters and the postmaster and supervisor associations, has developed a proposed supervisory staffing workload determination system that is compatible with the Expanded Postmaster Criteria. I believe such a system can and will more closely align supervisory staffing with the actual supervisory workload of the individual EAS 18 to 22 offices.

To complete the development of the system and to prepare for a meaningful consultative process, actual associate office data is required. Therefore, please read the instructions and complete the form found on page 5 in this bulletin, and forward to your MSC manager/postmaster no later than February 29, 1980.

As was the case with the Expanded Postmaster Criteria, the necessity for accurate information from each associate office cannot be over-emphasized.

Carl C. Ulsaker
Senior Assistant Postmaster
General
Employee and Labor Relations
Group

1-Cent Americana Coil Stamp

Description. The 1-cent Americana coil stamp will be placed on sale at New York, NY 10001 on March 6, 1980.

Do Not Sell Before Mar. 7, 1980.



Size: 0.75 x 0.87 inches.
Color: Blue on green stock.
Issued in coils of 500 and 3,000.
Designer: Kramer, Miller, Lomden and Glassman.

Collectors. Collectors are reminded that regular postage stamps, do not receive the same automatic distribution as commemorative stamps and thus will not be as widely available as commemoratives. Consequently, many customers will be unable to purchase the stamps and affix them to their own envelopes. However, all post offices are encouraged to requisition sufficient quantities to meet local philatelic demand.

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

a. Customer Affixing Stamps. Customers may purchase the stamps at local post offices and affix them to their own envelopes. In order to meet the first class postage rate, an additional 14 cents postage is required. 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 March 31, 1980, and should be addressed to First Day Cancellations,

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Express Mail—Olympic Village

Last week's POSTAL BULLETIN announced the availability of Express Mail Service to Lake Placid, New York 12946 during the Winter Olympic Games. In addition to the Lake Placid address, Express Mail may also be accepted for Olympic Village, Ray Brook, NY 12999; or Olympic Village, NY 12999.—Customer Services Dept., 2-14-80.

Customer Complaints

It is important to give quick and complete response to customer complaints to the Office of the Postmaster General and other Headquarters offices. Field offices must give priority attention to requests from Headquarters for information and assistance in resolving these complaints. Prompt, factual, and complete information is mandatory for satisfactory resolutions.

Sectional center managers and postmasters are requested to bring these matters to the attention of all concerned. They are also to implement ongoing review and control procedures for follow-up to make certain deadlines are met and quality of response is maintained.—Customer Services Dept., 2-14-80.

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Lobby Display Schedule for February

Displays in All Post Office Lobbies—All Classified Units

The following posters, notices and signs are mandatory for display in post office lobbies until notice is given to replace or remove them:

Title	Issued
Poster 103, <i>Postages Rates, Fees and Information</i> -----	June 1978.
Poster 7, <i>Rules and Regulations Governing Conduct on Postal Property</i> -----	October 1978.
Poster 74, <i>Packaging Pointers</i> -----	September 1978.
Notice 96, <i>Notice of Reward</i> -----	August 1977.
Poster 31-B (holding Consumer Service Cards)-----	February 1977.
Wanted Posters (post as directed by the Postal Inspection Service).	
Official Signs Indicating:	
—Service/Lockbox Lobby Hours Service	
—Letter Drops (Local, etc.) and Collection Times	
—Window/Counter Positions Providing All Services plus stamps.	
Notice (unnumbered) announcing implementation of Letter Mail Dimensional Standards and surcharge on July 15-----	May 1979.
Your Federal Lawmakers-----	August 1979.

Rotating Displays—All Classified Units (CAG A-G Offices)

The February schedule of lobby poster displays for post offices with 950 or more revenue units is listed in priority order below:

A = first priority, following mandatory displays; B = second priority, etc.

Priority	Title	Poster No.	Post	Remove
B	Olympics (second poster).....	423....	Continuous display.	
A	1979 Mint Set.....	422....	do.....	
A	W. C. Fields.....	424....	January 22.....	February 29.
A	Winter Olympics Souvenir Folder.....	425....	January 25.....	Continuous display.
A	6th Ed., Stamps & Stories.....	415....	Continuous display.	
B	The Dollar of the Future.....		February 1.....	Continuous display.
A	Address the '80's.....	65....	On receipt.....	June 13.
A	Banneker.....		February 7.....	March 14.
A	National Letter Writing Week.....	46....	February 18.....	March 3.
A	Philatelic Letter Writing.....	427....	February 15.....	March 17.

Specialized Program Displays

Using the same priority system, main post offices and classified stations and branches designated to offer specific service or participate in specialized programs will display the following items until notice is given to replace or remove them:

A	Clear Plastic Screenline Displays: '79 Mint Set; 6th Ed. Stamps & Stories; Collecting Kits, 1980 ZIP Code Directory.
A	Poster 31-A (Feb. 1977) or 31-E (May 1978)—Spanish language editions of Posters 31-A & B available as 31-G & D respectively.

—Delivery Services Dept., 2-14-80.

All Post Offices

Merchandise Samples

The term *General Distribution* as used in the postal regulation governing merchandise samples has been defined to eliminate differing local interpretations. In section 664.1 of the DOMESTIC MAIL MANUAL (DMM), *General Distribution* means distribution of samples to at least 25 percent of the addresses in a 5-digit ZIP Code delivery area.

The DMM will be amended accordingly.—*Rates & Classification Dept.*, 2-14-80.

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Postmaster, New York, NY 10001. No remittance is required.

b. Postal Service Affixing Stamps. Request first-day cancellations from: Postmaster, New York, NY 10001 (see POM 244.53). Requests must be postmarked not later than March 31, 1980. Remittance is required for the face value of the stamp plus 14 cents postage. The Postal Service will affix a 14-cent stamp in addition to the 1-cent stamp.

Selected United States mint stamps will be available at the Philatelic Sales Branch, Washington, DC 20265, beginning March 7, 1980.

Supply. There is no automatic distribution being made of this stamp. However, post offices are strongly encouraged to order sufficient quantities to meet philatelic demand.

Bulk Quantities: Post offices with 950 or more revenue units requiring more than 30 coils of 500 and 5 coils of 3,000 of this issue should order from the Bureau of Engraving and Printing, using Form 3356, Stamp Requisition-Bulk Quantities, in the following manner:

Coils of 500—order 50, 100, 150, 200, 400 and multiples of 400 to maximum of 2,400 coils per requisition, using item 702.

Coils of 3,000—order 8, 16, 24, 32, 64 and multiples of 64 to a maximum of 320 coils per requisition, using item No. 703.

Less-than-bulk Quantities: Post offices with 950 or more revenue units requiring 30 coils or less of this issue and all other post offices may submit a separate requisition (Form 17) to their designated stamp distribution office immediately.—*Customer Services Dept.*, 2-14-80.

SAFETY IS NO ACCIDENT

SUPERVISORY WORKLOAD INFORMATION FORM

I. Introduction

All postmasters EAS 18-22 must prepare Form 152, *Supervisory Workload Information*, contained on page 5 of this POSTAL BULLETIN. The data reported must be as of February 15, 1980. The information provided should reflect main office data, and stations, branches, detached mail units, and annexes **not authorized a resident supervisor**. Carrier stations and branches, finance stations or groups of finance stations authorized a superintendent, window services, and detached units and annexes with resident supervision are *not* to be included. Carrier stations and branches supervisory staffing will be the subject of a later phase of the study.

The information provided will be used to finalize development of a national supervisory workload determination system for EAS 18-22 associate offices. The system will be used to determine supervisory staffing guidelines based on individual office workload. Therefore, it is essential that the information be accurate. Upon completion of the form, sign, date, and forward to your MSC manager. Each office must submit this form no later than February 29, 1980. Follow these instructions carefully to ensure accurate reporting. The form must be completed in ink.

MSC Managers: See section IV for alternative methods for gathering data.

II. Instructions for Form

Since the data you enter on the form will be computer processed, you must:

- a. Enter only whole numbers or letters in the blocks. Do not show decimals or fractions.
- b. Place a zero in blocks where the item does not apply.
- c. Enter only the data required. Do not make notations outside the blocks.
- d. Enter the appropriate numbers or letters so that the last digit will appear in the right hand block.

Examples:

Item not applicable:

0		0
---	--	---

Entry requiring less than the total number of available blocks:

0		3
---	--	---

For questions relating to employees:

- a. Count employees *in the main office only*, unless specifically directed to do otherwise in an individual item.
- b. Count employees *active on the rolls and vacant positions authorized to be filled as of February 15, 1980*.
- c. Employees working in more than one office on a *pooled or shared* basis are to be counted **at the administrative office only**.
- d. Do not count any employee more than once. **The total of items 2-9 must not exceed your bargaining unit complement.**
- e. Do not count casuals.

III. Completing Data

Item 2—Include both full-time and part-time city carriers.

Item 3—Include full-time and auxiliary carriers (or sub-rural carriers serving on vacant rural routes), but not substitutes (or substitutes of record). The number in this item should equal the number of regular and auxiliary rural routes at the main office.

Item 4—Enter whether you have a vehicle operations maintenance assistant in the main office—yes (Y) or no (N).

Item 5—Include full-time and part-time clerks engaged in window service *to the public* when they spend an average of 50% or more of their time on the windows. Otherwise, count as clerks in item 7. Also count only those employees at the main office. Finance stations without supervision are counted in item 6.

Item 6—Include all window clerks working at finance stations or branches that do **not** have supervision.

Item 7—Include all full-time and part-time distribution clerks; distribution and window clerks; distribution, window, and mark-up clerks; and mail handlers, except those counted in either items 5 or 9. Include the main office and detached mail units (DMU) without resident supervision.

Item 8—Include all full-time and/or part-time custodial/maintenance employees working at or supervised by the main office. (Do not include contract cleaners. See item 13.)

Item 9—Include such administrative employees as bulk mail clerks, clerk/stenographers, and general clerks who spend over 50% of their time providing administrative sup-

port. (Do not count those entered in items 5 or 7 above.)

Item 10—Include all highway contract routes (star routes) that have 50 or more box deliveries and the postmaster has administrative responsibility.

Item 11—Include the total number of **contract units** (stations, rural branches and community post offices) reporting to the associate office.

Item 12—Include only **unsuper-**vised annexes and units (e.g.: plant loads), except those in item 6.

Item 13—There are many different kinds of custodial contracts. For purposes of this study we are only interested in whether there is a custodial contract—answer yes or no by entering Y or N.

Item 14—Enter the number of additional floors (greater than one) that have active postal operations (distribution, delivery, or window services), and require some supervisory time. If only one floor enter zeroes; if two floors enter one, etc.

Item 15—Are you as postmaster renting out space in your building to others? If so, include the number of lease arrangements, *not* the number of employees occupying the leased area. If no lease arrangements, enter zeroes.

Item 16—Include only total hours of operations that require that a supervisor be present. If less than 14 hours of operation, **enter zeroes**.

Item 17—Enter the number of postal owned and leased mail delivery vehicles, but not carrier drive-out agreements.

Item 18—Enter any other information regarding a unique condition you think is important to supervisory staffing. If you make comments, enter a Y in block 41. If you do not make comments, enter an N.

IV. MSC Responsibilities for Review and Transmittal

In gathering the data, the MSC manager may use one of several alternative methods. The method selected should be in the interest of optimum communications, understanding, timeliness, and data accuracy:

- a. Postmaster completes form and mails to MSC for verification.
- b. Personal visit to postmaster by MSC manager or representative to assist and verify on the scene.

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*All Contracting Officers***Wage and Price Standards Compliance**

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

Effective January 21, 1980, the Council on Wage and Price Stability has determined that the following companies or groups are not in compliance with the wage and price standards:

Company	Original date listed
Ideal Basic Industries, Inc. Cement Division P.O. Box 8789 Denver, Colorado 80201	June 15, 1979
The Charter Company 208 Laura Street Jacksonville, Florida 32231	July 17, 1979
Northwestern Steel and Wire Company 121 Wallace Street Sterling, Illinois 61081	July 24, 1979
Mason Contractors of DuPage County P.O. Box 129 Mount Prospect, Illinois 60056	July 24, 1979
American Hoechst Corporation Route 202-206 North Sommerville, New Jersey 08876	October 23, 1979
SCOA Industries, Inc. 155 East Broad Street Columbus, Ohio 43215	October 23, 1979
National Electrical Contractors Association (Oregon-Columbia Chapter) 201 S.W. Arthur Street Portland, Oregon 97201	October 23, 1979
The Eureka, Company 1201 East Bell Street Bloomington, Illinois 61701	November 27, 1979
Portland Association of Plumbing, Heating and Cooling Contractors (two noncomplying agreements) 0612 S.W. Idaho Portland, Oregon 97201	November 27, 1979

*All Personnel Processing Mail for Dispatch Abroad***Foreign Order Notice 1**

Keep all foreign order notices for use as reference.

A tentative **False Representation Order** has been issued against:

BELGIUM

1050 Bruxelles

Business & Trades Publications
Place Stephanie 10, Bte 5

GERMANY

Hamburg

WTX Telex W. V. GmbH
PoststraBe 37
Postf. 605421

Do not dispatch any mail to the above. Place the mail pieces in a pouch which has been endorsed "Foreign Order Mail" and send it to the Postmaster of New York, NY 10001. Do not place any endorsement on the mail pieces themselves.

This notice may be posted at the outgoing primary and it must be posted on the Foreign Order Board at all SCFs and designated International Exchange Offices.—*Judicial Officer, 2-14-80.*

Company	Original date listed
Sheetmetal Association, Inc. c/o 3434 S.W. Water Avenue Portland, Oregon 97201	November 27, 1979
San Diego Contracting Lathers Association 7855 Ostrow Street San Diego, California 92111	November 27, 1979
Gifford-Hill & Company, Inc. ("All other" compliance unit) 8435 Stimmons Freeway P.O. Box 47127 Dallas, Texas 75247	December 27, 1979
Boston Distributors (a Division of Cook United, Inc.) 16501 Rockside Road Cleveland, Ohio 44137	January 21, 1980
National Gypsum Company 4100 First International Building Dallas, Texas 75270	January 21, 1980

This list supersedes the list published in POSTAL BULLETIN 21228, 1-17-80.—*Procurement & Supply Dept., 2-14-80.*

Postmaster Relocation Benefits

This amends SPECIAL POSTAL BULLETIN 21208, 9-10-79, by adding the following paragraph:

355.133 Relocation benefits will be paid routinely in accordance with Handbook M-9, *Travel*, or PCES relocation policy as applicable. However, for situations in which relocation is necessary because of the residency requirements imposed on Postmaster and SCM/Postmaster positions, relocation benefits will be paid regardless of the distance involved.

This information was announced in the *Postal Leader* of 12-4-79. This policy will be included in a future revision of the EMPLOYEE & LABOR RELATIONS MANUAL and Handbook M-9.—*Finance Dept., 2-14-80.*

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c. Group meeting at MSC of all postmasters completing form to assist and verify.

d. Individual meeting at MSC with each postmaster to assist and verify.

Regardless of the method employed, the MSC manager or designee must:

a. Review each form for accuracy and completeness. All errors and/or omissions must be corrected with the knowledge of the associate office postmaster.

b. Each item on the form must be carefully reviewed and verified with existing available information.

c. It is the responsibility of the MSC manager to have this form completed in the absence of the associate office postmaster.

d. Furnish the associate office postmaster with a copy of its form upon completion of the MSC verification process. A copy will be retained by the MSC.

e. Accumulate all original forms on each EAS 18-22 associate office in ZIP Code order and forward in one package for receipt at Headquarters no later than March 7, 1980.

Mail to:

Director, Office of Organization Management

U.S. Postal Service Headquarters, Room 9552

475 L'Enfant Plaza West, SW
Washington, D.C. 20260

—*Employee Relations Dept., 2-14-80.*

SUPERVISORY WORKLOAD INFORMATION - EAS 18 THROUGH 22

Postmaster: Please do not complete this form until you have read the instructions in this issue of the Postal Bulletin. This form must be received by your MSC manager no later than February 29, 1980. Fill in all blocks completely, using zeroes where appropriate. Remember, unless specifically requested to do otherwise, you are to enter information pertaining to the main office only. Do not count any employees twice. The total of items 2 through 9 must not exceed your bargaining unit complement.

POST OFFICE, STATE, & ZIP CODE	POSTMASTER'S SIGNATURE	DATE
MSC OFFICE, STATE, & ZIP CODE	MSC MANAGER'S SIGNATURE	DATE

ITEM	DESCRIPTION	1 2	
		A	B
1.	FINANCE NUMBER	3	4 5 6 7 8
2.	NUMBER OF CITY CARRIERS (MAIN OFFICE ONLY)	9	10 11
3.	NUMBER OF RURAL CARRIERS (MAIN OFFICE ONLY)	12	13
4.	VOMA (MAIN OFFICE ONLY - YES OR NO)	14	
5.	NUMBER OF WINDOW CLERKS (MAIN OFFICE ONLY)	15	16
6.	NUMBER OF WINDOW CLERKS (FINANCE STATION W/O RESIDENT SUPERVISOR)	17	18
7.	NUMBER OF DISTRIBUTION CLERKS/MAIL HANDLERS (MAIN OFFICE ONLY AND DMU W/O RESIDENT SUPERVISOR)	19	20 21
8.	NUMBER OF CUSTODIAL/MAINTENANCE EMPLOYEES (MAIN OFFICE AND THOSE SUPERVISED BY MAIN OFFICE)	22	23
9.	NUMBER OF ADMINISTRATIVE EMPLOYEES (NOT COUNTED ELSEWHERE-MAIN OFFICE ONLY)	24	25
10.	NUMBER OF ADMINISTRATIVE STAR ROUTES WITH 50 OR MORE BOX DELIVERIES	26	27
11.	NUMBER OF CONTRACT STATIONS/RURAL BRANCHES, AND CPOS	28	29
12.	NUMBER OF UNSUPERVISED ANNEXES/DETACHED UNITS	30	
13.	CONTRACT CLEANERS (YES OR NO)	31	
14.	IF MULTI-FLOOR OPERATIONS (MAIN OFFICE ONLY), NUMBER OF ADDITIONAL FLOORS	32	33
15.	IF LANDLORD FOR TENANTS OF USPS BUILDINGS, NUMBER OF TENANTS	34	35
16.	IF OPERATIONS BEYOND 14 HOURS DAILY (MAIN OFFICE ONLY), NUMBER OF TOTAL HOURS OF OPERATION	36	37
17.	NUMBER OF VEHICLES (MAIN OFFICE ONLY)	38	39 40

18. COMMENTS: ANY UNIQUE ACTIVITY WHICH NEEDS SPECIAL ATTENTION _____ 41

VACANT REGULAR RURAL ROUTES LISTING NO. 80-10

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						Connecticut	Granby	06035	03	52:39 (44K)	44.10
Illinois	Lemont	60439	05	49:06 (41K)	24.50	New Jersey	Stanhope	07874	03	42:53 (43H)	25.41
	Batavia	60510	03	36:58 (37S)	24.70	EASTERN REGION					
	Freeport	61022	03	43:25 (44J)	63.20	Maryland	Olney	20632	03	47:36 (44J)	14.10
	do	61032	05	44:44 (45H)	59.20	New Jersey	Toms River	08753	02	41:40 (42H)	14.65
	Rockford	61125	09	50:26 (46J)	30.00	New York	Macedon	14502	02	54:55 (46K)	38.60
	do	61125	10	44:38 (45H)	21.75	Pennsylvania	Mars	16043	01	47:22 (43J)	40.70
	Salem	62881	01	50:54 (42K)	61.06		Cochranston	16314	01	38:06 (38S)	65.05
Iowa	Menlo	50164	01	43:30 (44H)	78.60		Ambler	19002	01	50:08 (46J)	32.00
	Montour	50173	01	32:43 (38S)	81.45		Langhorne	19047	01	49:33 (41K)	42.30
	Newton	50208	02	48:06 (44J)	75.31		Reading	19066	05	48:42 (45J)	41.50
	Nashua	50659	02	46:48 (43J)	53.37	Virginia	Ashland	23005	02	52:24 (44K)	37.06
	Manning	51455	01	38:52 (39S)	97.24		Bedford	24523	01	42:23 (42H)	53.90
	do	51455	02	37:34 (38S)	95.80	SOUTHERN REGION					
	Cascade	52023	01	43:23 (43H)	93.10	Alabama	Killen	35645	04	35:52 (36S)	47.05
	Monona	53159	01	37:50 (38S)	80.15	Arkansas	Hamburg	71646	02	40:50 (41S)	103.15
	Clarinda	51623	03	42:42 (43H)	99.60		Jonesboro	72401	01	51:14 (43K)	63.00
Kansas	Girard	66743	01	33:24 (38S)	102.25	Florida	Jacksonville	32203	10	44:59 (41J)	32.65
	Downs	67437	02	37:04 (37S)	90.45		do	32203	26	42:33 (43H)	41.85
Kentucky	Louisville	40221	20	53:37 (45K)	25.60		Gainesville	32601	06	43:37 (44H)	12.65
	Frankfort	40601	06	42:45 (43H)	62.10		Tarpon Springs	32589	04	44:01 (44H)	34.70
Minnesota	LaCrescent	55947	02	41:32 (42H)	77.80	Georgia	Evans	30909	03	37:40 (38S)	36.95
Missouri	Hannibal	63401	02	48:02 (44J)	88.05		Arson	31624	01	34:41 (35S)	105.05
	Osceola	64776	03	42:34 (43S)	115.30	Mississippi	Booneville	38829	04	44:57 (45H)	80.40
	Licking	65542	02	46:28 (43J)	103.15	North Carolina	Clemmons	27012	03	47:06 (42J)	43.40
	Wayneville	65582	01	44:27 (44H)	58.55		New Bern	28560	02	47:38 (44J)	44.65
Nebraska	Ewing	68735	01	32:11 (32S)	38.15		Marion	28752	04	52:50 (44K)	50.55
	Kearney	68847	06	39:39 (40H)	14.95		Pisgah Forest	28769	02	35:16 (35S)	48.70
	do	68847	07	36:10 (38H)	18.50	Oklahoma	Lawton	73501	01	45:16 (42J)	116.00
Ohio	Zanesville	43701	09	43:47 (44H)	60.65		Broken Bow	74728	03	44:22 (44H)	108.70
	Columbiana	44408	03	34:5 (35S)	26.3		Shawnee	74807	02	49:13 (45J)	76.23
	Franklin Furnace	45829	01	48:08 (44J)	65.84		Muldrow	74948	04	42:56 (43H)	65.30
	Coolville	45723	01	40:36 (41S)	77.68	South Carolina	Union	29379	04	52:53 (44K)	79.25
	Portland	45770	01	38:29 (38S)	83.70		Adams Run	29426	01	31:31 (32S)	62.00
	Celina	45822	02	45:54 (46H)	76.69	Tennessee	Morristown	37814	02	42:25 (42H)	50.00
Wisconsin	LaFarge	54639	02	45:49 (46H)	98.90		Knoxville	37901	06	44:58 (45H)	38.65
	Viroqua	54665	03	43:29 (43H)	89.45		do	37901	41	36:32 (37H)	22.55
							do	37901	42	37:24 (37H)	23.30
NORTHEAST REGION						Texas	Lindale	75771	04	37:49 (38H)	24.00
Massachusetts	Monson	01057	01	41:15 (41H)	43.55		Whitehouse	75791	02	38:18 (38S)	53.76
Rhode Island	Tiverton	02878	03	47:23 (43J)	25.30		Hamilton	76531	02	42:18 (42S)	120.60
Maine	Portland	04101	02	51:02 (43K)	40.08		San Angelo	76902	02	46:17 (46H)	86.40
Vermont	Barton	05822	02	20:39 (21S)	48.40		Wharton	77488	01	39:45 (40S)	85.40
	Island Pond	05846	01	46:21 (46H)	96.70		Columbus	78934	01	42:50 (43H)	39.45
	Bristol	05443	01	43:25 (43H)	69.70		El Paso	79910	01	44:35 (45H)	29.25
	do	05443	02	42:10 (42H)	58.40		do	79910	07	44:41 (45H)	34.85

*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., 2-14-80.

BE SURE THAT PROPER POSTAGE IS PAID ON ALL LETTERS AND PACKAGES

POST OFFICE CHANGES NO. 10

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

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

State	Name of post office	County/parish	Name of station, branch, or unit	Type S/B	ZIP Code	Change action	Effective date	Explanation of change
FL	Miami	Dade	FPO 34056	B	34056	Delete	3-21-80	FPO disc.
MT	Mandlow	Gallatin		I	59742	Delete	3-21-80	} PO disc. Change ZIP Code only. Continue address of Mandlow, MT (1).
MT	do	do		P	59714	Add	3-21-80	
NH	Randolph	Coos		I	03593	Delete	3-21-80	} PO disc. Change ZIP Code only. Continue address of Randolph, NH (1).
NH	do	do		P	03570	Add	3-21-80	
NY	New York	New York	APO 09104	B	09104	Add	2-1-80	} APO estab. MR=B-C-D-U will apply. } APO estab. MR=B-C-F will apply.
NY	do	do	APO 09145	B	09145	Add	2-1-80	
PA	Greene	Lancaster		I	17530	Delete	3-21-80	} PO disc. Change ZIP Code only. Continue address of Greene, PA (1).
PA	do	do		P	17518	Add	3-22-80	
VT	Bartonville	Windham		I	05140	Delete	4-18-80	} PO disc. Change ZIP Code only. Continue address of Bartonville, VT (1).
VT	do	do		P	05143	Add	4-18-80	

—Delivery Services Dept., 2-14-80.



**An
accident
happened
here**

RECKLESS DRIVING NEVER DETERMINES WHO'S RIGHT. ONLY WHO'S LEFT.

TRAVEL—HIGH COST AREAS

Handbook M-9, Travel is modified as follows:

163.4 High Cost Areas:

In the case of travel to the following high-cost areas, a maximum of \$45 including taxes will be allowed:

Baltimore, MD

Boston, MA (all locations within the counties of Middlesex, Norfolk, and Suffolk)

Chicago, IL (all locations within Cook, Lake and Du Page counties)

Cleveland, OH

Dallas/Ft. Worth, TX (all locations in Dallas and Tarrant counties)

Detroit, MI

Houston, TX (all locations within the corporate limits of Houston including the L. B. Johnson Space Center and Ellington AFB)

Los Angeles, CA (all locations within Los Angeles, Orange and Ventura counties)

Miami, FL (all locations within Dade, Broward, Palm Beach, and Monroe counties)

Milwaukee, WI

Minneapolis, MN (all locations within Anoka, Hennepin, and Ramsey counties)

Newark, NJ (all locations within Bergen, Essex, Hudson, Passaic, and Union counties)

New Orleans, LA (all locations within Jefferson, Orleans, Plaquemines, and St. Bernard parishes)

New York, NY (all locations within the boroughs of the Bronx, Brooklyn, Manhattan, Queens, and Staten Island, and the counties of Nassau and Suffolk)

Philadelphia, PA (all locations within Philadelphia and Bala Cynwyd, PA)

Pittsburgh, PA

Portland, OR

Providence, RI

San Diego, CA (all locations within San Diego county)

San Francisco/Oakland, CA (all locations within San Francisco and Alameda counties)

San Mateo, CA (all locations within San Mateo county)

Santa Barbara, CA (all locations within Santa Barbara county)

Seattle, WA (all locations within King county)

Washington, DC (all locations within the corporate limits of Washington, DC; the cities of Alexandria, Falls Church, and Fairfax, and the counties of Arlington, Loudoun, and Fairfax in Virginia; and the counties of Montgomery and Prince Georges in Maryland).—*Finance Dept., 2-14-80.*

Funds From Prospective Bidders

Correction

The following article from POSTAL BULLETIN 21226, 1-3-80, is reprinted with corrections in bold type.

This procedure is to be followed in disposing of funds received from prospective bidders to pay for plans and specifications in a bid offering. It rescinds Regional Instruction 906-FIN-173, filing 432, 5-10-76 and will be included in a future transmittal letter for the FINANCIAL MANAGEMENT MANUAL (FMM).

Payment

Prospective bidders request plans and specifications for a particular bid offering with a check or money order payable to the Disbursing Officer, U.S. Postal Service.

Hold these checks or money orders in a secure place until a **construction** contract is awarded. The Contracting Officer then remits the funds to the St. Louis PDC for credit to account **44030, Miscellaneous** and

the BA finance number of the Regional Real Estate and Buildings Department.

When preparing remittances to the St. Louis PDC, list all checks on Form 1940, *Remittance Register*, and submit two copies. The St. Louis PDC returns the second copy to the designee as acknowledgement of receipt.

Refunds

Funds received for payment of plans and specifications from prospective bidders are non-refundable. There are cases, however, where there is a bid opening for which USPS cannot award a contract, and for some reason there is no plan to re-advertise. In other cases the project is cancelled and taken off the market. The bidders in such cases are entitled to a refund. The Contracting Officer returns the checks or money orders to the prospective bidders, along with the notice of cancellation of the project.—*Finance Dept., 2-14-80.*

Domestic Orders

False Representation. Enforced by postmasters at cities listed:

State/City	Name Covered
GA, Atlanta 30319	Cosvetic Laboratories P.O. Box 10101
GA, Atlanta 30324	Cosvetic Laboratories P.O. Box 14048
GA, Atlanta 30347	Cosvetic Laboratories P.O. Box 95503
GA, Atlanta 30319	Cosvetic Laboratories P.O. Box 10225 Head Start P.O. Box 10064
IL, Chicago 60607	Columbia Research Corporation 3762 West Devon Avenue
NY, New York 10010	Glenco 7 West 22nd Street Lucky Elephant 949 Broadway

—*Judicial Officer, 2-14-80.*

**RECKLESS DRIVING NEVER DETERMINES
WHO'S RIGHT . . . ONLY WHO'S LEFT**

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 21231 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	227 254 9800 to 0099	237 574 8657 to 8799	245 973 2677 to 2699
167 061 1632 to 1699	227 611 4000 to 4599	237 702 6823 to 6899	246 076 7300 to 7399
167 982 3712 to 3799	228 660 5976 to 5999	237 702 6921 to 6999	246 155 4048 to 4099
173 960 5125 to 5699	229 117 4866 to 4999	238 165 7700 to 7799	246 155 5000 to 5499
190 137 2592 to 2699	229 346 9900 to 9999	238 169 7587 to 7599	246 402 6511 to 6599
193 273 8600 to 8999	229 434 3500 to 3599	238 377 4508 to 4599	246 608 6300 to 6399
194 519 7600 to 8099	229 434 3866 to 3899	238 377 4607 to 4699	246 609 9545 to 9799
195 263 7000 to 8999	229 531 9700 to 9899	238 586 3100 to 3299	246 741 2082 to 2099
195 322 5400 to 5699	229 563 1918 to 1999	239 199 0700 to 1099	246 816 2600 to 2699
197 427 0113 to 0149	229 576 1732 to 1799	239 204 9916 to 9999	246 973 1372 to 1399
198 354 3000 to 3099	229 576 1800 to 1899	239 481 4728 to 4799	247 012 0500 to 0599
199 567 1359 to 1999	229 585 4570 to 4599	239 549 7116 to 7499	247 066 9300 to 9399
203 297 6000 to 7499	230 099 6300 to 6399	239 575 2000 to 2199	247 113 5635 to 5699
203 619 3700 to 3999	230 406 2975 to 2999	239 596 4800 to 4999	247 490 1960 to 1999
203 851 6800 to 6899	230 577 6515 to 6599	239 640 5708 to 5728	247 490 2086 to 2099
203 977 4500 to 4775	230 826 8683 to 8799	239 724 1489 to 1499	247 497 4000 to 4099
204 108 8000 to 9999	231 126 6475 to 6499	239 985 7000 to 7499	247 544 0200 to 0214
206 493 4600 to 4799	231 147 0883 to 1499	240 042 3151 to 3169	247 556 1932 to 2999
206 793 5600 to 6499	231 525 7893 to 7999	240 108 6501 to 6599	247 575 4400 to 4499
208 287 8700 to 8899	231 651 8280 to 8299	240 252 6400 to 6899	247 579 4903 to 4999
208 385 5000 to 6999	231 725 2789 to 2799	240 256 2900 to 3199	247 929 6417 to 6799
209 728 2600 to 3099	231 770 2751 to 2762	240 559 4363 to 4399	247 983 1511 to 1899
210 176 8200 to 8599	231 873 7928 to 7999	240 639 3561 to 3599	248 120 4322 to 4399
210 868 4500 to 4699	232 295 7249 to 7599	240 855 7000 to 7099	248 244 7246 to 7299
211 238 0459 to 0999	232 319 6535 to 6599	240 901 5900 to 5999	248 317 7624 to 7699
211 436 5608 to 5699	232 426 6620 to 6699	241 081 9274 to 9299	248 397 2163 to 2199
211 527 2600 to 3099	232 665 0292 to 0399	241 224 7209 to 7299	248 423 4864 to 4999
211 682 3100 to 3599	233 262 7907 to 7999	241 685 5124 to 5199	248 440 7916 to 7971
212 791 9500 to 9599	233 407 5872 to 5899	241 694 1800 to 1899	248 718 7317 to 7399
213 123 9827 to 9999	233 453 8902 to 8929	241 753 7766 to 7799	248 718 7317 to 7399
213 578 4229 to 4399	233 516 6100 to 6199	241 902 2600 to 2799	249 680 4872 to 4899
213 822 5800 to 6299	233 638 1200 to 1799	242 021 2262 to 2499	249 945 6900 to 6999
214 158 2955 to 2999	233 845 9000 to 9099	242 327 4984 to 4999	249 996 6000 to 6099
214 159 4800 to 4999	234 031 6456 to 6999	242 576 1609 to 1699	249 996 6300 to 6499
215 043 7926 to 8199	234 064 8437 to 8499	242 585 4155 to 4299	250 452 4971 to 4999
215 532 5100 to 5399	234 261 4500 to 4599	242 591 4500 to 4699	250 483 0600 to 0699
215 538 0200 to 0499	234 398 5527 to 5599	242 605 0000 to 0999	250 547 7046 to 7099
216 678 6072 to 6999	234 431 3655 to 3699	242 621 8314 to 8399	250 565 7029 to 7099
217 210 7100 to 7299	234 500 2944 to 2999	242 621 8314 to 8399	250 833 7200 to 7399
217 241 5400 to 5799	234 659 4000 to 4199	242 781 0789 to 0799	250 951 4340 to 4363
217 268 2574 to 2699	234 659 8700 to 8999	242 816 1337 to 1399	250 991 9778 to 9799
217 667 3400 to 3599	234 742 1948 to 1999	243 112 4109 to 4120	251 518 6281 to 6399
217 672 4200 to 4599	234 802 1060 to 1199	243 228 7200 to 7499	251 964 6056 to 6199
217 902 4181 to 4299	234 997 1000 to 1599	243 766 6730 to 6799	252 171 2041 to 2056
218 755 4591 to 4699	235 254 2060 to 2099	243 805 0000 to 0299	252 235 4400 to 4499
218 976 2200 to 2399	235 439 6181 to 6299	243 906 7800 to 8199	252 235 4581 to 4899
220 350 0000 to 0999	235 644 7061 to 7099	244 299 2000 to 2199	252 432 6988 to 6999
221 371 4600 to 4999	235 925 8767 to 8799	244 366 8800 to 8899	252 828 0500 to 0999
221 626 2100 to 2299	236 145 5082 to 5099	244 381 3024 to 3099	253 175 2670 to 2699
221 661 5318 to 5499	236 388 4842 to 5099	244 525 0719 to 0799	253 293 5931 to 5940
222 224 8100 to 8499	236 467 6573 to 6599	244 657 7700 to 7899	253 446 4033 to 4099
222 510 0300 to 0499	236 566 2555 to 2599	244 678 2333 to 2499	253 547 6013 to 6049
222 536 2000 to 2299	236 571 9759 to 9781	244 742 7748 to 7799	253 547 6054 to 6099
224 057 4061 to 4299	236 576 9520 to 9599	244 743 7100 to 7399	800 502 3000 to 3999
224 206 6395 to 6499	236 656 6422 to 6499	244 895 5575 to 5599	800 941 7900 to 7999
224 554 9830 to 0399	236 755 8000 to 8099	245 103 9300 to 9399	801 278 3600 to 3999
225 268 1655 to 1799	236 937 5803 to 5999	245 103 9400 to 9499	801 579 6056 to 6098
225 711 9700 to 9999	236 941 5400 to 5499	245 118 6754 to 6768	801 629 1900 to 1999
225 712 0000 to 0999	237 413 7500 to 7599	245 279 1420 to 1499	802 029 5199 to 8999
225 767 2000 to 2299	237 423 4111 to 4199	245 279 1510 to 1599	802 265 0575 to 1999
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MINING OF STONE IN MOUNTAIN DISTRICTS - DO NOT CASH

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Warning Notice—Unrecovered Stolen Canadian Money Order Forms

(To be posted and used by window clerks. As directed destroy previous notices. Insert any interim notices in sequence.)

The following money orders are void and should not be cashed: (1) All card type orders. (2) New style orders 000,000,001—199,999,999. Advise holders to send them to Canada Post Office, Ottawa, Canada, KIA 0B1.

The new money order serial numbers consist of the first nine digits. The 10th digit is a check digit only. Destroy the PB 21231 article.

200,400,512 to 0,600	239,863,796 to 3,870	282,204,343 to 4,700	323,297,695 to 7,730
200,467,313 to 7,500	239,864,826 to 4,900	282,909,819 to 9,900	323,485,231 to 5,240
201,328,601 to 9,300	240,362,301 to 2,600	284,943,445 to 3,500	323,997,101 to 7,400
201,963,699 to 3,800	241,535,801 to 6,000	285,397,992 to 8,400	326,023,246 to 3,300
201,980,250 to 0,299	242,545,470 to 5,800	286,837,601 to 7,900	328,436,401 to 6,500
202,545,957 to 6,000	242,917,801 to 8,000	288,349,047 to 9,500	331,892,798 to 3,000
207,218,569 to 8,600	243,920,027 to 0,100	288,657,574 to 7,600	332,069,432 to 9,500
208,872,242 to 2,257	244,343,084 to 3,100	291,853,923 to 3,969	336,646,801 to 7,300
209,190,001 to 5,000	244,583,557 to 3,600	295,946,650 to 6,661	336,661,265 to 1,500
210,301,801 to 2,000	245,740,589 to 0,600	296,077,001 to 7,053	336,825,701 to 7,000
210,835,285 to 5,300	245,767,347 to 7,400	296,077,201 to 7,300	336,909,925 to 0,000
210,935,633 to 5,700	247,636,179 to 6,200	297,173,660 to 3,900	337,395,212 to 5,300
212,900,201 to 0,300	247,649,190 to 9,200	297,213,342 to 3,500	338,038,706 to 8,800
213,345,001 to 5,100	247,760,081 to 0,100	297,444,801 to 5,500	338,891,701 to 2,200
213,504,865 to 5,000	250,442,960 to 3,000	297,700,501 to 0,700	339,735,184 to 5,200
216,823,954 to 4,000	252,160,301 to 0,393	298,072,101 to 2,600	340,711,001 to 3,000
217,621,979 to 2,100	252,494,635 to 4,700	299,902,655 to 2,700	341,462,701 to 2,900
217,622,401 to 2,800	253,094,279 to 4,400	305,253,101 to 3,600	343,703,708 to 3,900
218,660,066 to 0,700	253,181,800 to 1,900	306,165,495 to 5,500	343,945,919 to 5,940
219,494,026 to 4,130	253,641,268 to 1,300	306,698,463 to 8,500	344,536,201 to 6,400
219,692,001 to 2,100	254,680,851 to 0,900	306,933,345 to 3,400	344,821,230 to 1,297
224,126,989 to 7,100	259,412,918 to 2,954	307,200,601 to 1,000	344,854,601 to 4,700
226,781,246 to 1,400	261,707,201 to 7,400	307,806,061 to 6,100	345,986,501 to 6,600
226,073,655 to 3,700	261,766,701 to 6,800	310,917,957 to 8,100	347,238,201 to 8,300
227,129,004 to 9,400	262,740,206 to 0,300	310,956,020 to 6,200	347,975,946 to 5,959
227,564,701 to 4,800	263,414,901 to 5,800	311,577,901 to 8,100	348,190,501 to 0,900
229,000,595 to 0,600	264,474,080 to 4,300	311,994,658 to 4,700	349,779,757 to 9,800
229,083,686 to 3,700	266,472,561 to 2,860	314,162,132 to 2,200	351,452,949 to 3,000
229,428,120 to 8,300	268,746,401 to 6,500	315,105,301 to 5,500	351,490,001 to 0,600
230,004,990 to 5,200	270,677,679 to 7,696	315,788,118 to 8,140	355,360,601 to 1,000
230,143,701 to 4,000	272,291,501 to 1,600	317,630,301 to 0,400	357,339,409 to 9,455
231,387,001 to 7,500	274,450,824 to 0,900	321,087,737 to 7,800	359,269,750 to 9,790
234,067,232 to 7,300	274,873,716 to 4,100	321,272,306 to 2,400	359,547,122 to 7,150
235,833,783 to 3,800	275,288,303 to 8,700	321,489,229 to 9,300	359,790,481 to 0,540
237,386,845 to 7,000	278,286,361 to 6,400	322,180,820 to 1,000	359,791,901 to 1,920
238,758,669 to 8,730	278,737,201 to 7,300	323,294,360 to 4,400	359,994,676 to 4,700
239,162,130 to 2,200	278,846,365 to 6,600	323,296,838 to 6,856	

UNITED STATES POSTAL SERVICE

WASHINGTON, D.C. 20260

OFFICIAL BUSINESS

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



FIRST CLASS

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

Distribution. The Bulletin is received by all postal facilities.

Effective Period. Postal Bulletin articles are effective for six months unless otherwise specified.

Index. A quarterly index of Bulletin articles appears early in the months of January, April, July, and October.

Orders.

Public sale:

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

Single copy: 70 cents

Subscription: \$35, \$8.75 additional for
foreign mailing

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To change quantity received, send Form 1286 to
the Directives and Forms Division, giving
justification.