



postal bulletin

PB 21274—December 4, 1980—Pages 24

15-Cent Everett Dirksen Commemorative Stamp

Description. The 15-cent Everett Dirksen commemorative stamp will be first placed on sale at Pekin, IL 61554 on January 4, 1981, anniversary of the longtime governmental leader's birth.

Do Not Sell Before January 5, 1981



Copyright U.S. Postal Service 1980

Size: 0.84 x 1.44 inches.
Issued in panes of 50.
Color: Gray.

Marginal markings: One plate number, ©United States Postal Service 1980, Use Correct ZIP Code, and Mr. ZIP.®
Designer: Ron Adair.

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

a. Customers Affixing Stamps. Customers are encouraged to purchase their own stamps. Covers bearing customer affixed stamps will be given preferential service. All envelopes must be addressed. Peelable return labels are recommended and a filler card of postal card thickness should be inserted in each cover. Orders must be postmarked by January 19, 1981, and should be addressed to: Customer-Affixed Envelopes, Postmaster, Pekin, IL 61554. No remittance is required.

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

Pekin, IL 61554 (see POM 244.53). Requests must be postmarked no later than January 19, 1981. Remittance is required for the face value of each stamp.

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Written Communications

You know of my commitment, not only to operational excellence, but to excellence in administrative functions as well. For this reason, I am particularly pleased that we have published a new handbook to improve the quality and handling of correspondence within the Postal Service. Handbook A-2, *Correspondence Management*, provides a comprehensive reference source for such matters as: signature authority; stationery—authorization, structure, style, use, official file copies; and correspondence codes and control.

You may find that a few of your current office procedures will require some adjustments to conform to newly prescribed practices. However, the benefits of following them will include increased productivity, improved quality of written communications, and a better capability to trace communications to their origins. The realization of these benefits is important enough for me to direct the Records Officer to oversee adherence to this new handbook.

I am confident that after only a few weeks of use, it will prove to be a unique and helpful guide.

WILLIAM F. BOLGER
Postmaster General.

Window Clerk Training

Management Instruction EL-730-80-11, *Window Service Training Program*, for new window clerks (revision of EL-730-79-21), will be issued with an effective date of December 15, 1980. It will incorporate procedures for determining that window clerk trainees qualify/do not qualify for assignment to window duty. The procedures apply only to persons entering training on or after January 1, 1981. The procedures do not apply to those who have begun training prior to January 1, 1981. This is the only program to be used in the training of new window clerks.—*Employee Relations Dept., 12-4-80.*

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Selected United States mint stamps will be available at the Philatelic Sales Division, Washington, DC 20265 beginning January 5, 1981.

Supply. All post offices under the automatic distribution system will receive an initial supply of this stamp. Before requisitioning additional stamps item no. 491, consider that the stock should be depleted prior to March 4, 1981, 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 Division, Washington, DC 20265. The panels are printed on heavy art paper suitable for mounting.—*Customer Services Dept., 12-4-80.*

Prohibited Practice— Gratuities

As we approach the holiday season, it is important that each postal employee be aware of the policy of the Postal Service against receiving gratuities. The Code of Ethical Conduct for Postal Employees prohibits the solicitation or acceptance of a gift from any person who has interests that may be substantially affected by the performance or non-performance of an employee's official duties. This includes anyone with whom an employee has dealings on behalf of the Postal Service or any customer whom he or she serves. An exception to these provisions allows postal employees to accept unsolicited advertising or promotional items which do not exceed a retail value of \$2.00. All postal employees are expected to abide by these provisions to prevent conflicts of interest and to maintain the confidence of the public in the integrity of the Postal Service and its employees.—*Employee and Labor Relations Group, 12-4-80.*

FMM Revision

Minimum Capitalization Increase—Changes

Effective October 4, 1980, the minimum cost for capitalizing personal property was increased from \$100 to \$500 per unit and weapons are no longer exempt from the minimum capitalization limit. In addition, all mail transport containers are expensed regardless of cost. (See POSTAL BULLETIN 21264 (9-25-80), *Personal Property Accounting*.)

Issue 2 of the *Financial Management Manual* will include the new policy. However, make the following pen and ink changes to update subchapter 510 until Issue 2 is published.

512.11—Delete.

512.12—Change to read:

Tangible items are capitalized when the property (a) has a unit cost of \$500 or more, (b) has a service life of more than one year, and (c) can be identified as an item of property throughout its useful life.

512.2—Change title to *Modifications*. Change text to read:

Expenditures for additions, modifications, or replacement of major equipment components are capitalized when the unit cost is \$500 or more and (a) the productive capacity or operating efficiency is materially increased, (b) the life of the item is significantly extended, or (c) the modification adapts the item to a different use.

513.3—Add: *

e. Minimum value equipment and all mail transport containers.

* * * * *

32 Minimum value equipment includes mail processing, customer service, and postal support equipment costing under \$500 per unit and all mail transport containers transferred to this category on October 3, 1980. The accumulated depreciation is established in a separate general ledger account and the net book value is depreciated over the equipment's weighted average remaining service life. Acquisitions after October 3, 1980, are expensed.

515.2—Add:

d. Depreciation expense is charged to the finance number accountable for the property.

e. Depreciation expense on minimum value equipment is charged to servicewide costs.

517—Change to read:

a. Personal property costing less than \$500 per unit, generally re-

ferred to as expendable equipment, and mail transport containers.

d. Modification costs of existing property when the cost is under \$500; and the work fails to materially increase the productive capacity or operating efficiency, and does not significantly extend the item's service life or adapt the item to a different use.—*Finance Dept., 12-4-80.*

Christmas Vehicle Hire Contracts

All Christmas vehicle hire contracts must be submitted to the St. Louis Postal Data Center not later than December 5, 1980 in order to receive a prepunched Form 1804-B, *Postmasters Certification of Vehicle Hire Service*. For those Christmas contracts submitted after December 5, 1980, the local office must prepare an unpunched Form 1804-B and annotate it *Christmas* before submitting it for payment. Christmas emergency service Form 1804-B must also be annotated with the word *Christmas*, but in red.

The prepunched Form 1804-B must be submitted to the St. Louis PDC at the earliest possible date, but no later than January 12, 1981.

Contractors must be advised that although Christmas contracts can run through December 31, 1980, a one-time only Christmas payment will be made in mid-January.—*Delivery Services Dept., 12-4-80.*

Domestic Money Order Inquiry

Form 6401, *Domestic Money Order Inquiry*, April 1979, is available and should be ordered from supply centers. This form has replaced all previous money order inquiry forms which are now obsolete and must be destroyed. Some of the old forms do not meet minimum mail size requirements and are causing mail processing problems.

POSTAL BULLETINS 21204 (8-16-79), 21217 (11-1-79), and 21262 (9-11-80) announced this replacement.—*Rates & Classification Dept., 12-4-80.*

ELM Revision

PROGRAM FOR ALCOHOLIC RECOVERY

The following revision will be incorporated in Issue 5 of the EMPLOYEE AND LABOR RELATIONS MANUAL (ELM).

870 PROGRAM FOR ALCOHOLIC RECOVERY

871 INTRODUCTION

871.1 Definitions

.11 Alcoholism is a complex disease characterized by the uncontrolled use of alcohol. Alcoholism may seriously affect the victim's health, personal life and/or job performance and, if untreated, the victim suffers increased deterioration of physical and mental health and, almost invariably, early death. Problem drinking is generally considered to be an early stage of alcoholism.

.12 The Program for Alcoholic Recovery (PAR) is a formal, non-disciplinary program designed to assist alcoholic employees to recover from the disease, thereby eliminating its harmful effects on the employee's employment and personal life.

871.2 Policy

.21 Participation in PAR is voluntary and will not jeopardize the employee's job security or promotional opportunities. However, participation in the program does *not* guarantee against disciplinary action for continuing failure to meet acceptable standards of work performance, attendance and/or conduct.

.22 PAR is administered nationwide by the Postal Service, and is in conformance with applicable collective bargaining agreement provisions.

872 PROGRAM ELEMENTS

872.1 Education

A continuing educational program for all employees regarding the disease of alcoholism will be conducted by PAR personnel at the national, regional, and local levels.

872.2 Identification

Although the factors causing alcoholism may be complex and obscure, there are recognizable patterns of behavior that help to identify employees afflicted with the disease. The following behavior patterns are among those which should be considered as possible indicators of an alcohol-related problem:

- a. absenteeism,
- b. deteriorating performance,

- c. on-the-job intoxication,
- d. tardiness,
- e. lack of dependability, and
- f. negative attitude changes.

872.3 Referral and Interview

.31 Postal managers and supervisors who have identified employees with apparent alcohol-related employment problems have the responsibility of referring such employees to the program and should contact PAR personnel for assistance and information regarding proper referral procedures. Management has the authority to require the employee to attend an initial PAR interview.

.32 Other possible referral sources are:

- a. Union representatives,
- b. medical personnel,
- c. family,
- d. fellow employees,
- e. judicial or social service agencies, or
- f. the employee concerned.

872.4 Recovery Resources

There are PAR offices in most major postal facilities which are staffed by PAR Coordinators and PAR Specialists who are trained to counsel employees who seek their assistance. A variety of programs and treatment facilities are available to assist in recovery and may be recommended by the PAR Coordinator. If hospitalization or detoxification is recommended, requests for sick leave, leave without pay, annual leave, or advanced sick leave will be given careful consideration.

872.5 Follow-up

Once an employee has been referred to PAR and has begun participating in the program, the employee's manager or supervisor involved should contact the PAR Coordinator or PAR Specialist concerning the employee's continued participation and progress toward recovery.

873 REINSTATEMENT OF RECOVERED ALCOHOLICS

873.1 Policy

.11 Where alcoholism was a primary contributing factor to events which led to an employee's removal from the Postal Service, that individual does not necessarily lack the potential to become a productive postal employee in the future. Those

who recover from the disease of alcoholism may be fully employable, and their request for reinstatement should be given serious consideration, recognizing that the experience gained in the former postal employment is a potentially valuable asset.

.12 In reviewing such reinstatement requests, local management will consider the former employee's postal work history and the nature of the charges which led to removal as well as the eligibility factors set forth below.

873.2 Eligibility

.21 Reinstatement of an individual whose removal from the Postal Service was related to alcoholism may be considered when:

a. The individual submits a written request for reinstatement, accompanied by a "Consent to Disclosure Form," indicating the employee's written consent to waiver of Privacy Act restrictions on disclosure of records.

b. The individual has satisfactorily participated in a recognized recovery program for a minimum of six months prior to application for reinstatement and is willing to provide employing officials with written certification as to satisfactory participation. PAR personnel will assist the employing officials, where feasible, in ascertaining whether the individual has been rehabilitated to the extent that reinstatement should be considered.

c. The individual is willing to accept reinstatement on the basis of continued participation in a PAR coordinated program.

d. The individual is willing to accept reinstatement with the understanding that future alcohol-related employment problems may be cause for removal.

.22 When the above criteria have been met, each case will be judged on its own merits.

873.3 Procedures

For procedural requirements regarding reinstatement, see Handbook P-11, *Personnel Operations*, Subchapter 260, and ELM, 323.

873.4 Responsibilities

.41 Employing officials must give serious consideration to requests for

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HANDBOOK A-2

The U.S. Postal Service Handbook A-2, *Correspondence Management*, has been published and distributed.

A. Purpose

This handbook sets forth policies and procedures governing Postal Service correspondence, as prescribed by Part 359 of the ADMINISTRATIVE SUPPORT MANUAL.

It is the primary reference source for postal personnel who write, review, type, sign, and file Postal Service correspondence.

B. Distribution

1. **Criterion.** This handbook is being given a wide general distribution to facilities responsible for the subject areas covered.

2. **PMG Correspondence Addendum.** Postmaster General's correspondence procedures have been printed as an addendum to this handbook for distribution to Headquarters and regional headquarters offices only.

3. **Authorized Holders.** Copies of this handbook are being mailed directly to the following facilities:

Facility:	Quantity
Automatic Data Processing Centers	2
Buildings Management & Engineering Offices	1
Bulk Mail Centers	Varies
Districts	2
Eastern Area Supply Center	5
Field Real Estate & Buildings Offices	3
Inspectors in Charge	Varies
Mail Classification Centers	1
Mail Equipment Shops	2
Mail Depositories & Repair Centers	1
Maintenance Capable Offices	2
Maintenance Technical Support Centers	6
Mechanization Overhaul Centers	1
Money Order Division	1
National Test Administration Center	1
Postal Data Centers	Varies
Postal Employee Development Centers	10
Post Offices:	
CAG A	10
CAG B	6
CAG C	2
CAG D	1
CAG E	1
Procurement Service Offices	3
PST&DI (Bethesda)	76
PST&DI Field Centers	10
Records (Bedford, PA)	1
Regional Administration Branches	50
Regional Chief Inspectors	5
Stamped Envelope Agency	1
Technical Center Library	1
Transportation Management Offices	2

Facility:	Quantity
Vehicle Maintenance Facilities	2
Western Area Supply Center	5

4. The dividers mentioned in the original transmittal letter (TL-1) were not included in the mailing. Their printing has been deferred.

C. Handbook Maintenance

This handbook has been printed in looseleaf fashion and prepunched to fit a 3-ring binder to facilitate the posting of changes. New transmittal letters will be issued on a quarterly basis, where needed.

D. Rescissions

1. Use of U.S. Government Correspondence Manual. This rescinds Post Office Department supplements (Transmittal Letters 1 and 2, dated 2-1-68 and 8-30-68, respectively) to the U.S. Government Correspondence Manual, and the use of that manual for Postal Service purposes.

2. Directives. This rescinds the following directives:

a. Headquarters Circular 80-2 (filed as II-A-3), dated 1-23-80, Mail Size Standards.

b. Headquarters Circular 78-20 (filed as IV-C-2), dated 8-28-78, Postmaster General's Correspondence Procedures. See D-2 below.

c. Headquarters Circular 79-13 (filed as IV-B-7), dated 5-18-79, Standardization of Postal Service Stationery.

d. Management Instruction, AS-380-79-42, dated 10-19-79, Organization Correspondence Codes (OCCs).

3. Local Issuances. Any local issuances based on the rescinded directives or any local issuances in conflict with this handbook are also rescinded.

E. Requisitions

1. **Missing Copies.** If you do not receive the quantity specified for your facility, order the missing copies on Form 7380, *Supply Center Requisition*. Send completed Form 7380 directly to the Eastern Area Supply Center. (Note: Use Form 7380 only to order missing copies. Do not use Form 7380 if you want to change your distribution amount (i.e., change the mailing list).)

2. **Distribution Change.** Increasing your authorized quantity of this handbook requires a change to the mailing list. For that you must use Form 1286, *Request for Postal Publications*. Submit completed Form

1286 to Directives and Forms Division, U.S. Postal Service Headquarters, Washington, DC 20260.

F. Effective Date

This handbook is effective upon receipt.—*Records Office, 12-4-80.*

Master Instructors
Relocation Costs

The Postal Service Training and Development Institute funds relocation costs for Master Instructors returning to their permanent positions (authorized by Handbook M-9, *Travel*, and Management Instruction EL-350-79-1, *Recruitment, Selection, Development, and Compensation of Master Instructors*). Effective immediately, PST&DI will fund relocation costs to the original or new duty station, provided at least 18 months of the 2-year instruction assignment has been completed. Charge finance number 10-7700 for these costs. Cost of relocation before the completion of the 18th month is funded by the receiving office.

This change will be reflected in a revised Management Instruction.—*Employee Relations Dept., 12-4-80.*

Correction

Domestic First Flight
Cachets

United Airlines first flight between Phoenix, AZ, and Portland, OR. The ZIP code for the Portland Airport Mail Facility is 97218 and NOT 92718 as indicated in POSTAL BULLETIN 21271 (11-13-80).—*Customer Services Dept., 12-4-80.*

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reinstatement as set forth in ELM 863.1 and 863.2.

42 If a former bargaining unit employee is reinstated to a bargaining unit position, employing officials must comply with all relevant provisions of applicable collective bargaining agreements in determining the employee's seniority and other contractual rights.

873.5 Approving Authority

For reinstatement of recovered alcoholics, approval must be obtained as outlined in ELM 323.23, and in Handbook P-11, part 313.—*Employee Relations Dept., 12-4-80.*

DMM Revision

MONEY ORDERS FOR RURAL CUSTOMERS

The procedure for issuing money orders to customers on rural routes is revised, effective immediately. A new Form 6387, *Rural Money Order Transaction*, consolidates:

- a. the customer application;
 - b. a customer's receipt (which the carrier gives to the customer after an application and money is received);
 - c. a carrier's receipt (which the office gives the carrier when the carrier submits applications and money for the issuance of a money order).
- The form will be perforated so that each part of the form can be detached.

The new Form 6387 is available at area supply centers. Order Form 6387 on Form 7380, *Requisition for Supplies*, using established requisitioning procedures. The new Form 6387 is a single sheet and requisitions must state the number of sheets required.

The procedural revisions and use of the new Form 6387 mean that:

1. The new Form 6387 will replace Form 6001, *Application for Domestic Money Order* and the book of Forms 6387, *Receipt of Rural Carrier to Purchaser and Certificate of Postmaster for Issue of Money Order*. When the new Form 6387 is on hand, discard the inventory of obsolete Forms 6001 and 6387.

2. When money orders are issued, the *Customer Receipt* of the 3-part money order form set must be given to the customer along with the customer's application part of Form 6387. Offices are no longer required to maintain files for rural money order transactions. Account for money orders issued to rural customers in the same way as orders sold across the counter.

3. The stamping of receipt numbers on Form 6387 is no longer required. The new procedure provides the control necessary for accountability.

The following revised procedure is to be used with the *new* Form 6387 for the issuance of a money order to rural customers:

1. The customer requests a domestic money order from the carrier, who gives a Form 6387 to the customer. The customer completes the *Application* section on the right side of Form 6387 for each order purchased. The

carrier is not required to wait for the customer to complete the form.

2. The customer must have the completed Form 6387 and money ready for the carrier. Also, the customer must give the carrier a stamped addressed envelope large enough to contain the money order without folding, if the post office is to mail it for the customer. After receiving the Form 6387, the carrier checks to be sure that: (a) the *Application* is complete; (b) the customer has indicated whether the post office is to mail the money order or the carrier is to return the order to the customer. The carrier must complete, detach, and give the *Customer Receipt* part of Form 6387 to the customer. One Form 6387 *Customer Receipt* can be issued for all money received when several applications are submitted at the same time by a customer. (Do not detach unused Form 6387 *Customer Receipt* sections when one customer receipt is given to a customer for all applications submitted).

3. The carrier gives the remaining portion of Form 6387 (i.e. *Carrier's Receipt* and *Application*) with the money received (and the customer's stamped addressed envelope) to the employee in the issuing office who is designated to provide money orders.

4. The accepting employee completes the *Carrier's Receipt* section of Form 6387 to acknowledge receipt of funds from the carrier. The designated employee may issue a single receipt for all of the money accompanying applications submitted by a carrier. The employee designated to provide money orders completes the block showing the number of orders to be issued **only when more than one application is involved**. The employee then returns the completed *Carrier's Receipt* to the carrier. The employee will detach and discard blank *Customer Receipts* and *Carrier Receipts* that result when a single receipt is given for all applications.

5. Money order transactions must be completed for return to the customer or entry in the mail before the carrier's next trip. The *Customer's Receipt* copy of the three-part money order form set is left incomplete and must be attached to the corresponding Form 6387, *Application* portion. **The money order must be filled out**

A blank money order is not to be returned or placed in the mail. Give these forms to the carrier in an envelope addressed only with route and box number, or house and street number. If the customer does not wish the post office to complete and mail the money order, place the money order in the envelope.

6. The carrier will case the addressed envelope containing the Form 6387, *Application* section, the *Customer Receipt* of the 3-part money order form set. The carrier will deliver it on the next trip.

The intent of this new form is to:

- a. simplify procedures;
- b. save work;
- c. standardize the issue and accountability of domestic money orders.

This new section 941.14 will be incorporated in a future issue of the DMM:

941.14 Issuance to Rural Customers

.141 Application Form. A customer on a rural delivery route may obtain Form 6387, *Rural Money Order Transaction*, from the carrier. When the carrier receives the completed Form 6387 and money, the carrier will give the customer receipt part of Form 6387 to the customer. If the carrier cannot give the correct change it will be given on the next trip along with the Form 6387 application section, the customer's receipt and money order. If required to do so by the contract, highway contract carriers will accept money and applications for money orders and give receipts on Form 6387.

.142 Mailing. If a customer wants the money order mailed to the payee, a stamped addressed envelope large enough to contain the money order without folding must be provided by the customer. The carrier will take the application form, money, and envelope to the post office where a postal employee will complete the money order and mail it to the payee. No extra charge is made for this service. The Form 6387 application section, the customer's receipt and a completed money order will be returned to the customer in an addressed envelope. Blank money orders must never be sent.—*Rates & Classification Dept., 12-4-80.*

ASM Revision

Postmaster Identification

The following policies and responsibilities concerning Postmaster or Sectional Center/Postmaster Identification (Form 1375-P) must be added to the ADMINISTRATION SUPPORT MANUAL (ASM) under subsection 273.271b and are effective immediately. This information will be reflected in future revisions of the ASM.

1. Policy. Form 1375-P, *Postmaster or Sectional Center Manager/Postmaster Identification*, bearing the validating signature of the Postmaster General, are issued to all newly appointed postmasters. These credentials remain valid until the postmaster retires, resigns, is reassigned to a non-postmaster position, or requires a new credential to replace one that is lost or damaged. Form 1375-P is USPS accountable property and bears a six-digit number for MSC control. The first three digits identify the MSC and the remaining three digits sequentially number the credentials for issuance to the sectional center manager and associate office postmasters.

2. Headquarters' Responsibilities. The Selection Policies and Procedures Branch is responsible for the overall administration of postmaster identification credentials.

3. Regional Directors' of E & LR Responsibilities.

a. Makes distribution of Forms 1375-P (batched by MSC area) through the Regional Postmaster selection officer.

b. Issues guidelines to individual sectional center managers regarding the most expeditious method for obtaining photos and signatures of postmasters, taking into consideration the possibility of: securing photos and signatures at scheduled postmaster meetings using USPS camera/laminating equipment available at MSCs; sending USPS camera/laminating equipment and qualified personnel to the field for photos and signatures; or, when these alternatives are not feasible, using the imprest fund to procure a photo commercially, sending the completed Form 1375-P with photo and signature to the MSC for lami-

nating and return to the individual postmaster. (Photos must not be larger than 1 $\frac{1}{8}$ " x 1 $\frac{1}{8}$ ".)

4. The Regional Postmaster Selection Officers' Responsibilities:

a. Upon notification of a new postmaster appointment, prepares Form 1375-P by entering the full name, title, office, state, and ZIP Code above the signature of the Postmaster General and forwarding it to the sectional center manager with instructions for securing the photo and signature, laminating and issuing the credential.

b. Processes requests made by sectional center managers for the replacement of damaged or lost postmaster identification credentials.

c. Voids credentials of postmasters who resign or are assigned to other positions, indicating "retired" when applicable. (Credentials mailed to appropriate regional postmaster selection officers for annotation must be accompanied by a self-addressed envelope for return to either the sectional center manager or the individual postmaster.)

d. Destroys marred Forms 1375-P returned by the sectional center manager.

e. Forwards requests for resupply of Forms 1375-P to: Selection Policies and Procedures Branch, Employee and Labor Relations Group, U.S. Postal Service, Washington, D.C. 20260.

5. Management Sectional Centers' Responsibilities. Sectional center managers must process Form 1375-P by:

a. Entering Social Security numbers in appropriate blocks.

b. Securing photographs and signatures to the forms and completing lamination of the credentials.

c. Issuing completed credentials to newly appointed postmasters.

d. Returning all forms not issued because of a current vacancy or marred in the process of preparation, to the regional postmaster selection officer.—*Employee Relations Dept.*, 12-4-80.

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 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. Add the following names to the list published in POSTAL BULLETIN 21269 (10-30-80).

Dairymen's Creamery Association, Inc.
520 Albany
Caldwell, ID 83605
DUNS Number 04-526-5865

Agricultural Chemicals Group, compliance unit of W. R. Grace and Company
100 North Main Street
Memphis, TN 38103
DUNS Number 04-487-7918

American Petrofina, Inc.
8350 North Central Expressway
Dallas, TX 75221
DUNS Number 00-132-9077
(excluding crude oil exploration and development)

Glen-Gery Corporation
227 North 5th Street
Reading, PA 19603
DUNS Number 0-235-5857

Supermarkets General Corporation
301 Blair Road
Woodbridge, NJ 07095
DUNS Number 00-697-4950

Hollingsworth & Vose Company
112 Washington Street
East Walpole, MA
DUNS Number 00-100-6378

Deltic Farm & Timber Company, Inc., a compliance unit of Murphy Oil Corporation
200 Jefferson Avenue
El Dorado, AR 71750
DUNS Number 00-690-2878

Eastern Coal & Coke Company, a compliance unit of Westmoreland Coal Company
P.O. Box 63
Banner, KY 41603
DUNS Number 99-123-9724

Howell Corporation
800 Houston Natural Gas Bld.
Houston, TX 77002
DUNS Number 00-811-8671

—*Procurement and Supply Dept.*, 12-4-80.

WHEN IN THE SNOW . . . DO DRIVE SLOW

Carrier Route Information System

All city delivery offices should immediately review their CRIS schemes for accuracy. Changes to CRIS schemes must be made on Form 4643, *CRIS Scheme Update Data*. A supply of these forms has been mailed to the CRIS coordinator at each MSC. Additional supplies are available at the area supply centers.

Explanations and instructions for completing Form 4643's have been previously mailed to all MSC's. Further questions should be addressed to the appropriate CRIS coordinators.—*Delivery Services Dept., 12-4-80.*

Domestic Orders

False Representation. Enforced by postmaster at city listed.

State/city	Name covered
GA, Atlanta 30319	Braswell, Inc. P.O. Box 10064
GA, Atlanta 30355	Formula-12 P.O. Box 52977 and 470 E. Paces Ferry Rd.
GA, Atlanta 30305	Formula-12 P.O. Box 11627
GA, Atlanta 30329	Quest Research P.O. Box 49078
GA, Atlanta 30329	Quest Research P.O. Box 49024
GA, Atlanta 30319	Quest Research P.O. Box 10225

—*Judicial Officer, 12-4-80.*

Correction

19-Cent Sequoyah Commemorative Stamp

In POSTAL BULLETIN 21272 (11-20-80), *Customer Affixing Stamps*: Orders for first day cancellations should be addressed to: First Day Cancellations, Postmaster, Tahlequah, OK 74464 not Postmaster, Washington, DC 20013 as stated.—*Customer Services Dept., 12-4-80.*

**THE ORANGE AND BLUE
POUCH IS TO BE USED
FOR EXPRESS MAIL SERVICE
ONLY.**

National Workhour Reporting System—

Effective immediately all Labor Distribution Codes (LDCs) for Training 90 through 97 are authorized for all post offices CAGs A through L. Training LDCs must be assigned according to the function in which the training is received, which may not necessarily be the employee's base LDC.

Effective January 24, 1981 an additional *Supervision* LDC in the Vehicle Services function will be introduced. LDC 30 will identify *Supervision—Operations* data. The existing LDC 31 is redefined to identify *Supervision—Maintenance* data. Management Operating Data (MOD) System operations 758 Manager, Fleet Operations and 759 Supervisor, Fleet Operations accumulate to LDC 30. MOD operation number 760 Supervisor, Maintenance accumulates to LDC 31. Permanent LDC changes must be input for affected employees using Forms 1230 A & B for timecard offices, and Transaction 8-6 labor distribution code change, for PSDS offices. Field offices are responsible for adjusting the Year-to-Date (YTD) work and overtime hours for LDCs 30 and 31. Current prior period adjustment procedures can be used for this purpose.

ELM Revision

Salary Administration for Non-Bargaining Unit Employees

Part 419 of the EMPLOYEE AND LABOR RELATIONS MANUAL (ELM) was printed incorrectly in Transmittal Letter 4, 8-29-80. Make a pen and ink correction as follows:

419.12 Salary Grade. Appointments of casuals are made to the position of casual, Occupation Code 5201-1001, EAS-7.

.13 Rate of Pay

.131 A casual employee is paid on an hourly basis for work performed in accordance with the casual rate established in the published Schedule of Hourly Hiring Rates for Temporary and Casual Employees.

This revision to the ELM will be published in Transmittal Letter 5.—*Employee Relations Dept., 12-4-80.*

Handbook F-2, Functional Management, will be revised to include these changes.—*Office of Management Services, 12-4-80.*

Selective Service Registration

All postmasters are reminded that men born in 1962 are scheduled to register at post offices during the week of January 5, 1981. Also beginning in January, the permanent system of registering within 30 days of a young man's 18th birthday will begin. This means those born in January 1963 will begin registering.

Postmasters must still insure that no registrations are refused. Regardless of the reason an individual wishes to register (early, late, etc.), their registration must be accepted.

The basic registration process remains unchanged. Each post office, station or branch has received the necessary materials. The MSC Coordinator must be contacted if the new supplies have not been received, or if insufficient supplies are on hand. (See Instruction Sheet No. 50 regarding new supplies.)

New registration reports (SSS Form 6) are being prepared. They will be used effective January 5, 1981. Please note that starting January 5 and ending January 14, all registrations collected are to be forwarded to your MSC Coordinator:

CAG A-G Offices (including each branch and Station)—
Daily Jan. 5-14

CAG H-L Offices—*ONLY* Jan. 9 and 14

Beginning January 15, 1981, each unit will forward registration forms and SSS Form 6 directly to:

Selective Service System
P.O. Box 818
North Chicago, IL 60064

A-G Offices each pay } Negative
period } reports
H-L Offices each ac- } are re-
counting period } quired

Postmasters should remain alert for local problems and contact their MSC Coordinator or the Inspection Service, if necessary.

Also, please remember that all official communications regarding Selective Service Registration will be transmitted via TWX, POSTAL BULLETIN or memoranda.—*Delivery Services Dept., 12-4-80.*

*To Eligible Employees Contemplating Retirement***RETIREMENT APPLICATION PROCESSING**

As part of the Postal Service's continuing effort to improve the correctness, completeness, and timeliness of retirement application submissions to the Office of Personnel Management (OPM), employees contemplating retirement are encouraged to file their retirement applications as soon as possible, preferably six weeks before the effective date of the retirement but not less than two weeks. Early filing of the application is in the best interest of the retiring employee for the following reasons:

1. It allows the employee enough time to receive retirement counseling, if desired.
2. It gives the retiring employee enough time to review his or her personnel records to assure that all

periods of creditable civilian and military service are verified.

3. It gives the employing installation adequate time to prepare necessary health benefits and life insurance separation documents accurately, and resolve any problems associated with insurance coverage.

4. It allows the employing installation time to submit all retirement documents to the Postal Data Center for advance review prior to the separation date, and

5. It increases the completeness, correctness and timeliness of retirement documents to OPM and ultimately results in OPM expediting the adjudication of the claim and issuance of retirement benefits to the employee.

The Postal Service's goal is to process accurate and complete retirement records to OPM in the shortest time possible so that retiring employees will receive their annuity checks on time. Retiring employees can assist in reducing the inconvenience and personal hardship that may result from delayed annuity payments by the early filing of retirement applications, preferably six weeks, but not less than two weeks, before the separation date. Individuals involved in retirement counseling and retirement processing are urged to encourage retiring employees to file their retirement applications early.—*Employee Relations Dept., 12-4-80.*

DMM Revision

Part 144 of the DOMESTIC MAIL MANUAL (DMM) has been revised to make the following changes:

1. Specifically prohibit the use of .00 meter impressions for redating metered mail.
2. Discontinue the requirements for the mandatory use of Form 3602-A, Daily Record of Meter Register Readings.
3. Authorize the use of advance de-

POSTAGE METERS

posit accounts for customers to pay postage and fees in the On-Site Meter Setting Program and to clarify that meters for use at another post office may be set under this program.

4. Clarify the regulations on the Computerized Remote Postage Meter Resetting Program System by realignment of procedures and correction of terminology in accordance with existing practices.

5. Clarify the permissible content of meter ad plates by requiring that they not be obscene, defamatory of any particular group, or advocate unlawful action.

These changes will be incorporated in a future revision to the DMM.—*Rates & Classification Dept., 12-4-80.*

**ENCOURAGE MAILERS TO ATTACH A SLIP TO
ARTICLES ENCLOSED IN PARCELS SHOWING
NAME AND ADDRESS OF SENDER AND
ADDRESSEE**

INTERNATIONAL POSTAL RATES AND FEES

Pursuant to its authority under 39 U.S.C. 407, the Postal Service announces increases in international postal rates and in fees for special mail services as indicated below. These rates and fees are effective at 12:01 a.m., January 1, 1981.

Some international rates and fees are related to domestic rates and fees and will be adjusted when the domestic rates and fees are increased.

Publication 51 and Poster 51 will not be distributed until the effective date of domestic rates and fees, therefore, this Bulletin must be retained.

A. New Rates

1. Letters and Letter packages (Surface)

Weight steps				Canada ¹	Mexico	All other countries
Over		Through				
Lbs.	Ozs.	Lbs.	Ozs.			
		0	1	\$0.15	\$0.15	\$0.30
0	1	0	2	.28	.28	.47
0	2	0	3	.41	.41	.64
0	3	0	4	.54	.54	.81
0	4	0	5	.67	.67	.98
0	5	0	6	.80	.80	1.15
0	6	0	7	.93	.93	1.32
0	7	0	8	1.06	1.06	1.49
0	8	0	9	1.19	1.19	2.76
0	9	0	10	1.32	1.32	2.76
0	10	0	11	1.45	1.45	2.76
0	11	0	12	1.58	1.58	2.76
0	12	1	0	2.25	2.25	2.76
1	0	1	8	2.50	2.50	3.78
1	8	2	0	2.83	2.83	4.80
2	0	2	8	3.16	3.16	5.55
2	8	3	0	3.50	3.50	6.30
3	0	3	8	3.83	3.83	7.05
3	8	4	0	4.16	4.16	7.80
4	0	4	8	4.50
4	8	5	0	4.83

¹ Eighth zone priority mail rates for weights over 12 ounces.

Maximum limit 60 pounds to Canada, 4 pounds to Mexico and all other countries.

2. Letters and Letter Packages (Air)

a. Canada and Mexico: Refer to rates listed under A.1 (Surface Rates). Mail paid at this rate receives First-Class service in the United States and air service in Canada and Mexico.

b. Colombia, Venezuela, Central America, the Caribbean Islands, Bahamas, Bermuda, St. Pierre & Miquelon: 35 cents per half ounce up to and including 2 ounces; 30 cents each additional half ounce up to and including 32 ounces; 30 cents per additional ounce over 32 ounces.

Ounces	Rate	Ounces	Rate
½	\$0.35	16½	\$10.10
1	.70	17	10.40
1½	1.05	17½	10.70
2	1.40	18	11.00
2½	1.70	18½	11.30
3	2.00	19	11.60
3½	2.30	19½	11.90
4	2.60	20	12.20
4½	2.90	20½	12.50
5	3.20	21	12.80
5½	3.50	21½	13.10
6	3.80	22	13.40
6½	4.10	22½	13.70
7	4.40	23	14.00
7½	4.70	23½	14.30
8	5.00	24	14.60
8½	5.30	24½	14.90
9	5.60	25	15.20
9½	5.90	25½	15.50
10	6.20	26	15.80
10½	6.50	26½	16.10
11	6.80	27	16.40
11½	7.10	27½	16.70
12	7.40	28	17.00
12½	7.70	28½	17.30
13	8.00	29	17.60
13½	8.30	29½	17.90
14	8.60	30	18.20
14½	8.90	30½	18.50
15	9.20	31	18.80
15½	9.50	31½	19.10
16	9.80	32	19.40

For weights over 32 ounces, add 30 cents per ounce or fraction.

c. All Other Countries: 40 cents per half ounce up to and including 2 ounces; 35 cents each additional half ounce up to and including 32 ounces; 35 cents per additional ounce over 32 ounces.

Ounces	Rate	Ounces	Rate
½	\$0.40	16½	\$11.75
1	.80	17	12.10
1½	1.20	17½	12.45
2	1.60	18	12.80
2½	1.95	18½	13.15
3	2.30	19	13.50
3½	2.65	19½	13.85
4	3.00	20	14.20
4½	3.35	20½	14.55
5	3.70	21	14.90
5½	4.05	21½	15.25
6	4.40	22	15.60
6½	4.75	22½	15.95
7	5.10	23	16.30
7½	5.45	23½	16.65
8	5.80	24	17.00
8½	6.15	24½	17.35
9	6.50	25	17.70
9½	6.85	25½	18.05
10	7.20	26	18.40
10½	7.55	26½	18.75
11	7.90	27	19.10
11½	8.25	27½	19.45
12	8.60	28	19.80
12½	8.95	28½	20.15
13	9.30	29	20.50
13½	9.65	29½	20.85
14	10.00	30	21.20
14½	10.35	30½	21.55
15	10.70	31	21.90
15½	11.05	31½	22.25
16	11.40	32	22.60

For weights over 32 ounces, add 35 cents per ounce or fraction.

3. Post and Postal Cards

a. Surface

- (1) Canada and Mexico: 10 cents each.
- (2) All other countries: 19 cents each.

b. Air

- (1) All countries (except Canada and Mexico): 28 cents each.
- (2) Canada and Mexico: 10 cents each.

4. Aerogrammes: 30 cents each.

5. Other Articles (AO)

a. Surface

- (1) Regular Printed Matter

Weight steps		Canada and Mexico	All other countries
Over	Through		
0 oz.	1 oz.	\$0.20	\$0.23
1	2	.20	.33
2	3	.40	.43
3	4	.40	.53
4	6	.53	.72
6	8	.66	.92
8	10	.79	1.11
10	12	.92	1.29
12	14	1.05	1.48
14	16	1.18	1.66
16	18	1.80	1.80
18	20	1.94	1.94
20	22	2.07	2.07
22	24	2.21	2.21
24	26	2.35	2.35
26	28	2.49	2.49
28	30	2.62	2.62
30	32	2.76	2.76
2 lbs.	3 lbs.	3.31	3.31
3 lbs.	4 lbs.	3.86	3.86
Each additional 1 lb.		.96	.96
Direct sack to one addressee (M bag)			
Minimum 15 lbs.			
Maximum 66 lbs.			
Per Pound or Fraction		.86	.86

(2) Publishers Periodicals

Weight steps		All countries
Over	Through	
0 oz.	1 oz.	\$0.12
1	2	.17
2	3	.22
3	4	.27
4	6	.36
6	8	.46
8	10	.55
10	12	.65
12	14	.74
14	16	.83
16	18	.90
18	20	.97
20	22	1.04
22	24	1.11
24	26	1.17
26	28	1.24
28	30	1.31
30	32	1.38
2 lbs.	3 lbs.	1.66
3 lbs.	4 lbs.	1.93
Each additional 1 lb.		.48
Direct sack to one addressee (M bag)		
Minimum 15 lbs.		
Maximum 66 lbs.		
Per Pound or Fraction		.43

(3) Books and Sheet Music

Weight steps		All countries
Over	Through	
0 lb.	1 lb.	\$0.83
1 lb.	2 lbs.	1.38
2 lbs.	3 lbs.	1.66
3 lbs.	4 lbs.	1.93
Each additional 1 lb.		.48
Direct sack to one addressee (M bag)		
Minimum 15 lbs.		
Maximum 66 lbs.		
Per Pound or Fraction		.43

(4) Small Packets

Weight steps		Canada	Mexico	All other countries
Over	Up to			
0	1 oz.	\$0.20	\$0.20	\$0.23
1 oz.	2	.20	.20	.33
2	3	.40	.40	.43
3	4	.40	.40	.53
4	6	.53	.53	.72
6	8	.66	.66	.92
8	10	.79	.79	1.11
10	12	.92	.92	1.29
12	14	1.05	1.05	1.48
14	16	1.18	1.18	1.66
16	18		1.80	1.80
18	20		1.94	1.94
20	22		2.07	2.07
22	24		2.21	2.21
24	26		2.35	2.35
26	28		2.49	2.49
28	30		2.62	2.62
30	32		2.76	2.76

b. Air (Encompasses all Printed Matter, Matter for the Blind and Small Packets).

Weight steps		Mexico, Central America, the Caribbean Islands ¹	South America (except Colombia & Venezuela), Europe (except Estonia, Latvia, Lithuania, & U.S.S.R.), & North Africa	Estonia, Latvia, Lithuania, U.S.S.R., Asia, Pacific Ocean Islands, Africa (other than North Africa), the Indian Ocean Islands & the Middle East
Over	Through			
0 oz.	1 oz.	\$0.50	\$0.60	\$0.70
1	2	.76	.96	1.16
2	3	1.02	1.32	1.62
3	4	1.28	1.68	2.08
4	6	1.54	2.14	2.74
6	8	1.80	2.60	3.40
8	10	2.06	3.06	4.06
10	12	2.32	3.52	4.72
12	14	2.58	3.98	5.38
14	16	2.84	4.44	6.04
16	18	3.10	4.90	6.70
18	20	3.36	5.36	7.36
20	22	3.62	5.82	8.02
22	24	3.88	6.28	8.68
24	26	4.14	6.74	9.34
26	28	4.40	7.20	10.00
28	30	4.66	7.66	10.66
30	32	4.92	8.12	11.32
2 lbs.	2.5 lbs.	5.96	9.96	13.96
2.5	3.0	7.00	11.80	16.60
3.0	3.5	8.04	13.64	19.24
3.5	4.0	9.08	15.48	21.88
Each additional 1/4 pound over 4 pounds		1.04	1.84	2.64
Direct Sack to one addressee (M bag)				
Minimum 15 pounds				
Maximum 66 pounds				
Per Pound or fraction		1.87	3.31	4.75

Canada. Note: AO Articles sent by air must be prepared as letter mail. Refer to rates table for letters and letter packages (surface).
¹ Also Colombia, Venezuela, Bahamas, Bermuda, and St. Pierre & Miquelon. Also from American Samoa to Western Samoa, and from Guam to the Philippines.

6. Parcel Post

a. Surface

(1) Canada, Mexico, Central America, The Caribbean Islands, Bahamas, Bermuda, St. Pierre and Miquelon: \$3.10 for the first 2 pounds and \$1.00 each additional pound or fraction.

Lbs.	Rate	Lbs.	Rate
2	\$3.10	12	\$13.10
3	4.10	13	14.10
4	5.10	14	15.10
5	6.10	15	16.10
6	7.10	16	17.10
7	8.10	17	18.10
8	9.10	18	19.10
9	10.10	19	20.10
10	11.10	20	21.10
11	12.10	21	22.10
		22	23.10

For weights over 22 lbs. add \$1.00 per pound or fraction.

(2) All Other Countries: \$3.25 for the first 2 pounds and \$1.05 for each additional pound or fraction.

Lbs.	Rate	Lbs.	Rate
2	\$3.25	12	\$13.75
3	4.30	13	14.80
4	5.35	14	15.85
5	6.40	15	16.90
6	7.45	16	17.95
7	8.50	17	19.00
8	9.55	18	20.05
9	10.60	19	21.10
10	11.65	20	22.15
11	12.70	21	23.20
		22	24.25

For weights over 22 lbs. add \$1.05 per pound or fraction.

b. Air

Weight Steps				Rate group				
Lbs.	Ozs.	Lbs.	Ozs.	A	B	C	D	E
0	0	0	4	\$3.00	\$3.80	\$4.60	\$5.40	\$6.20
0	4	0	8	3.50	4.50	5.50	6.50	7.50
0	8	0	12	4.00	5.20	6.40	7.60	8.80
0	12	1	0	4.50	5.90	7.30	8.70	10.10
1	0	1	4	5.00	6.60	8.20	9.80	11.40
1	4	1	8	5.50	7.30	9.10	10.90	12.70
1	8	1	12	6.00	8.00	10.00	12.00	14.00
1	12	2	0	6.50	8.70	10.90	13.10	15.30
2	0	2	4	7.00	9.40	11.80	14.20	16.60
2	4	2	8	7.50	10.10	12.70	15.30	17.90
2	8	2	12	8.00	10.80	13.60	16.40	19.20
2	12	3	0	8.50	11.50	14.50	17.50	20.50
3	0	3	4	9.00	12.20	15.40	18.60	21.80
3	4	3	8	9.50	12.90	16.30	19.70	23.10
3	8	3	12	10.00	13.60	17.20	20.80	24.40
3	12	4	0	10.50	14.30	18.10	21.90	25.70
4	0	4	4	11.00	15.00	19.00	23.00	27.00
4	4	4	8	11.50	15.70	19.90	24.10	28.30
4	8	4	12	12.00	16.40	20.80	25.20	29.60
4	12	5	0	12.50	17.10	21.70	26.30	30.90
5	0	5	8	13.30	18.30	23.30	28.30	33.30
5	8	6	0	14.10	19.50	24.90	30.30	35.70
6	0	6	8	14.90	20.70	26.50	32.30	38.10
6	8	7	0	15.70	21.90	28.10	34.30	40.50
7	0	7	8	16.50	23.10	29.70	36.30	42.90
7	8	8	0	17.30	24.30	31.30	38.30	45.30
8	0	8	8	18.10	25.50	32.90	40.30	47.70
8	8	9	0	18.90	26.70	34.50	42.30	50.10
9	0	9	8	19.70	27.90	36.10	44.30	52.50
9	8	10	0	20.50	29.10	37.70	46.30	54.90
Each additional 1/4 pound				.80	1.20	1.60	2.00	2.40

Country	Rate group	Maximum weight limits for air parcel post	Country	Rate group	Maximum weight limits for air parcel post
Afghanistan	D	22	Falkland Islands	D	22
Albania	C	22	Fiji	B	22
Algeria	D	44	Finland	D	44
Andorra	B	44	France		
Angola	E	22	(Including Monaco)	E	44
Argentina	D	44	French Guiana	C	44
Ascension	No Air Service		French Polynesia	D	44
Australia	D	44	Gabon	D	44
Austria	B	44	Gambia	B	22
Azores	C	22	German Democratic Republic (East Germany)	C	44
Bahamas	A	22	Germany Federal Rep. of (West Germany)	C	44
Bahrain	D	22	Ghana	D	22
Bangladesh	E	22	Gibraltar	D	22
Barbados	B	22	Great Britain and Northern Ireland	C	44
Belgium	E	44	Greece	C	44
Belize	A	22	Greenland	D	44
Benin	D	44	Grenada	B	22
Bermuda	A	33	Guadeloupe	A	44
Bhutan	No Parcel Post Service		Guatemala	A	44
Bolivia	B	44	Guinea	B	44
Botswana	E	22	Guinea-Bissau	B	22
Brazil	E	44	Guyana	B	22
Brunei	D	22	Haiti	A	44
Bulgaria	D	22	Honduras	B	44
Burma	D	22	Hong Kong	C	22
Burundi	E	22	Hungary	C	44
Cameroon	C	22	Iceland	D	44
Canada	No Air Service		India	D	22
Cape Verde	D	22	Indonesia	E	22
Cayman Islands	A	22	Iran	D	44
Central African Rep.	E	44	Iraq	D	44
Chad	D	44	Ireland (Eire)	C	22
Chile	D	22	Israel	C	33
China (People's Republic of)	D	44	Italy (Including San Marino)	C	44
Colombia	B	44	Ivory Coast	D	44
Comoros	E	44	Jamaica	A	22
Congo	D	44	Japan	E	22
Corsica	E	44	Jordan	C	22
Costa Rica	A	44	Kampuchea	No Parcel Post Service	
Cuba	No Parcel Post Service		Kenya	D	22
Cyprus	D	44	Kiribati (formerly Gilbert Islands)	B	44
Czechoslovakia	C	44	Korea, Democratic People's Rep. (North)	No Parcel Post Service	
Denmark	B	44	Korea, Rep. of (South)	D	22
Djibouti	E	44	Kuwait	C	44
Dominica	A	22	Lao	E	22
Dominican Republic	A	44	Latvia	E	22
East Timor	No Parcel Post Service		Lebanon	C	11
Ecuador	B	44	Leeward Islands	A	22
Egypt	C	44	Lesotho	E	22
El Salvador	A	44	Liberia	B	22
Equatorial Guinea	D	44	Libya	C	44
Estonia	E	22	Lithuania	E	22
Ethiopia	D	44	Luxembourg	B	44
Faeroe Islands	C	44	Macao	C	22
			Madagascar	C	44

See footnote at end of table.

Country	Rate group	Maximum weight limits for air parcel post	Country	Rate group	Maximum weight limits for air parcel post
Madeira Islands	B	22	Somalia (Southern Re-	D	22
Malawi	D	22	gion).		
Malaysia	D	22	Somalia (Northern Re-	No Air Serv-	
Maldives	D	22	gion).	ice	
Mali	C	44	South Africa (Including		
Malta	C	22	South-West Africa &		
Martinique	A	44	Nambia).	E	22
Mauritania	D	44	Spain	C	22
Mauritius	E	22	Sri Lanka	D	22
Mexico	A	44	Sudan	D	22
Mongolia	No Parcel Post Service		Suriname	B	44
Morocco	C	44	Swaziland	D	22
Mozambique	E	22	Sweden	D	44
Nauru	C	22	Switzerland (Including		
Nepal	D	22	Liechtenstein).	B	44
Netherlands	C	44	Syria	C	44
Netherlands Antilles	A	44	Taiwan	C	44
New Caledonia	D	44	Tanzania	E	22
New Zealand	D	22	Thailand	D	22
Nicaragua	B	44	Togo	D	44
Niger	D	44	Tonga	B	22
Nigeria	C	22	Trinidad & Tobago	B	22
Norway	D	44	Tristan da Cunha	B	22
Oman	D	22	Tunisia	C	44
Pakistan	D	22	Turkey	C	44
Panama	A	44	Turks & Caicos Islands	A	22
Papua New Guinea	D	22	Tuvalu (Ellice Islands)	B	22
Paraguay	C	44	Uganda	D	22
Peru	B	44	Union of Soviet Socialist		
Philippines	D	44	Republic.	E	22
Pitcairn Islands	B	22	United Arab Emirates	D	22
Poland	C	44	Upper Volta	C	44
Portugal	B	22	Uruguay	B	44
Qatar	C	22	Vanuatu (formerly New		
Reunion	E	44	Hebrides).	B	44
Romania	C	22	Vatican City State	C	44
Rwanda	D	22	Venezuela	B	44
St. Helena	B	22	Vietnam	No Parcel Post Service	
St. Lucia	A	22	Western Samoa	B	22
St. Pierre & Miquelon	A	44	Yemen Arab Republic		
St. Thomas & Principe	D	22	(Sanaa).	D	44
St. Vincent & The Grenadines	A	22	Yemen, Peoples Demo-		
Santa Cruz Islands	B	22	cratic Republic of		
Saudi Arabia	C	22	(Aden).	D	44
Senegal	D	44	Yugoslavia	C	44
Seychelles	D	22	Zaire	D	44
Sierre Leone	C	22	Zambia	E	22
Singapore	D	22	Zimbabwe (formerly		
Solomon Islands	C	22	Rhodesia).	E	22

¹ Weight restrictions exist. See country listing in Appendix B, Publication 42, *International Mail*.

B. New Special Mail Services Fees

1. Nonstandard Surcharge

- a. Letters (weighing one ounce or less): 7 cents
- b. Regular Printed Matter (weighing two ounces or less): 7 cents

2. Customs Clearance and Delivery Fee: \$1.75

3. Inquiry Fee: \$2.10

4. Return receipt requested at time of mailing: 45 cents

5. Registered Mail

Limit of indemnity	Fee
Canada	
\$00. 00 to \$100.....	\$3. 00
\$100. 01 to \$200.....	\$3. 30
All other countries	
\$15. 76.....	\$3. 00

6. Insured Mail.

Limit of Indemnity ^a		Fees	
Over	Up to	Canada	All other countries
0	\$15	\$0. 50	\$0. 85
15	50	. 85	1. 10
50	100	1. 10	1. 65
100	150	1. 40	2. 35
150	200	1. 75	2. 35
200	300	2. 25	3. 85
300	400	2. 75	5. 10
400	500	5. 40
500	600	5. 70
600	700	6. 00
700	800	6. 30
800	900	6. 60
900	1, 000	6. 90
1, 000	1, 100	7. 20
1, 100	1, 200	7. 50

^a Limits vary by country. See Publication 42, International Mail for the specific limit of indemnity for each country.

7. Money Orders

a. Orders Issued on Domestic Form

Amount of Money Order	Fee
\$0.01 to \$10.....	\$0. 55
\$10.01 to \$50.....	\$0. 80
\$50.01 to \$400.....	\$1. 10

b. Orders Issued on International Form

Amount of Money Order	Fee
\$0.01 to \$10.....	\$1. 30
\$10.01 to \$50.....	\$1. 50
\$50.01 to \$400.....	\$1. 80

8. Special Handling

Weight	Fee
Not more than 10 pounds.....	\$0. 70
More than 10 pounds.....	\$1. 25

9. Special Delivery

Class of Mail	Weight		
	Not more than 2 pounds	Over 2 pounds but not more than 10 pounds	Over 10 pounds
Letters, letter packages, post and postal cards, and other articles (air only).....	\$2. 00	\$2. 25	\$2. 85
Other articles (surface only).....	\$2. 25	\$2. 85	\$3. 25

10. Restricted Delivery: \$0.80

11. Certificates of Mailing:

	Fee
Individual listed pieces:	
Original:	\$0. 15
Copy of original certificate of mailing or receipt for registered or insured mail.....	0. 15
Identical pieces:	
Up to 1,000 pieces.....	0. 75
For each additional 1,000 pieces, or fraction.....	0. 15
Duplicate copy.....	0. 15

—Rates & Classification Dept., 12-4-80.



CURRENT PUBLICATIONS AND HANDBOOKS

The publications and handbooks listed below have been issued since the list printed in POSTAL BULLETIN 21246 (5-22-80). For Distribution and Supply Source codes, see that Bulletin. An asterisk indicates a new publication.

Number Pub./Hbk	Title	Distribution	Supply Source
ASM Issue 2	Administrative Support Manual, Issue 2, 8/80	1	EASC
DMM Issue 3	Domestic Mail Manual, Issue 3, 7/80	1	EASC
EI.M Issue 4	Employee & Labor Relations Manual, Issue 4, 8/80	1	EASC
Pub. 1	We Deliver, June 1980	61	SC
Pub. 19	Mailers Guide, July 1980	21	SC
Pub. 41	Postal Contracting Manual, Tls 32, 5/80; 33, 7/80	31, 33, 36, 42	RAB
*Pub. 45BD	International Express Mail BD/Aug. 1980, Bermuda	2, 31	SC
Pub. 51	International Postage Rates & Fees, March 1980	2	SC
Pub. 94	List of Authorized Express Mail Next Day Service Facilities, Dec. 1979	41	RAB
*Pub. 100	History of USPS, May 1980	60	PMG
Pub. 118	Fair Labor Standards Act, Policy and Instructions, Aug. 1980	4, 6, 59	SC
Pub. 151	Selling to the Postal Service, August 1980	59	SC
Pub. 198	The Postal Inspection Service (August 1980)	1	SC
Pub. 201	Consumer's Guide to Postal Services and Products, Oct. 1980	61	SC
Pub. 230	Presort First-Class Mail, May 1980	21, 59	SC
*Pub. 228	The Answer: Presort First-Class Mail, May 1980	31, 59	SC
*Pub. 249C	Presort and the Banking Industry (Georgia State Bank), June 1980	21, 59	SC
*Pub. 249D	Presort and the Department Store Industry (Woodward & Lothrop), Nov. 1980	21, 59	SC
*A-2	Correspondence Management, TL 1, 10/80 Addendum, PMG Correspondence (Hq. only)	7, 8, 9, 10, 11, 59	DFD
*EL-501	Supervisor's Guide to Attendance Improvement, Nov. 1980	60	SC
F-1	Financial Handbook for Post Offices, TL 9, 8/80	2, 31, 32, 34, 36, 40, 43, 44, 46, 51	DFD
*F-2	Functional Management, TL 1, 10/80	2, 40, 43, 59	DFD
F-8	General Classification of Accounts, TL 56, 6/80	7, 8, 9, 10, 11	DFD
F-21	Time and Attendance, TL 26, 7/80	1	DFD
*F-27	Supply Center Inventory Accounting, TL 1, 5/80	60	DFD
F-31	Standard Costs—Mail Equipment Shops, TL 3, 8/80	61	DFD
F-45	In-Office Cost Sampling Procedures, TL 5, 10/80	4, 6, 17, 31	DFD
M-5	Schemes: Construction, Assignment, Training and Profi- ciency, Aug. 1980	4, 14, 40, 51	SC
M-28	Data Recorder Transactions and Operating Instructions, April 1980	31	RAB
M-31	Domestic Air Service Instructions, TL 7, 5/80	31, 34, 41	RAB
M-37	Rural Delivery Carriers Duties and Responsibilities	31, 34, 41, 51	DFD
*M-38	Management of Rural Delivery Services 7/80	31, 34, 41, 51	DFD
M-54	Letter Sorting Machines, Aug. 1980	31, 34, 41, 46	DFD
M-61	Origin-Destination Information System (ODIS) Data Col- lection Procedures, Oct. 1980	4, 6, 31, 34, 39, 43	SC
M-68	Express Mail Service, TL 18, 5/80	23, 31, 46	DFD
MS-1	Operation and Maintenance of Real Property, TL 3, 7/80	41	MTSC
*MS-70	Intra-BMC Container Lightweight, TL 1, 8/80	41	EASC
P-11	Personnel Operations, TL 7, 10/80	1a	DFD
*P-34	Retirement Guide, Aug. 1980	61	SC
*P-40	EEO Counselling Model, Oct. 1980	61	DFD
*PO-201	Philatelic Center Operations Guide, June 1980	31, 34, 40, 41	SC
*PO-601	Management of Stations, Branches, and Small City Delivery Post Offices, July 80	31, 40	SC
*RE-6	Environmental Procedures, TL 1, 9/80	30-31, 40, 42	DFD
*RE-7	Lease Amendment Program, June 1980	31, 34, 40, 42	SC
T-4	International Surface Mail, TL 8, 5/80	31, 34, 43, 46, 50, 51	DFD
*T-7	Handling, Dispatching, and Transporting Military Mail by Air, TL 1, 9/80	31, 60	DFD

VACANT REGULAR RURAL ROUTES LISTING NO. 80-52

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						EASTERN REGION					
Indiana	Whitestown	46075	01	41:42 (42H)	51.95	New Jersey	Barnegat	08005	01	52:48 (44K)	21.55
	do.	46075	02	43:13 (43H)	69.45		Bridgeton	08302	07	47:21 (43J)	38.90
	Star City	46985	01	40:44 (41S)	98.18		do.	08302	08	42:29 (42H)	39.50
	Columbus	47201	05	41:01 (41E)	40.50	New York	Munnsville	13409	01	36:59 (37S)	63.70
	Mount Vernon	47620	05	43:02 (43H)	65.10		Medina	14103	03	41:56 (42H)	40.20
	Princeton	47620	02	46:16 (46H)	53.50		Newfane	14108	03	34:17 (34S)	22.65
Iowa	Aurora	50607	01	34:11 (34S)	98.58		Ithaca	14850	02	47:14 (43J)	41.15
	Lime Springs	52155	01	42:48 (43S)	112.45	Pennsylvania	Gibsonia	15044	11	36:16 (36H)	13.90
	Lost Nation	52254	01	34:35 (35S)	79.80		Wexford	15090	07	43:07 (43H)	22.70
	Keosauqua	52565	01	35:07 (35S)	82.35		Avalla	15312	03	35:43 (36S)	31.80
Kansas	Maple Hill	66507	01	34:53 (35S)	94.60		Finleyville	15332	05	35:11 (35H)	10.80
	Colby	67701	02	39:44 (40S)	87.41		Veneta	15367	02	38:44 (39H)	24.55
Kentucky	Almo	42020	01	36:08 (36S)	58.35		Johnstown	15901	08	42:22 (42H)	39.80
	Arlington	42021	02	27:58 (28S)	57.15		Cabot	16023	02	35:28 (36S)	41.17
	Bardwell	42023	01	42:07 (42H)	83.80		York	17405	06	53:10 (44K)	42.40
	Bowling Green	42101	11	43:34 (44H)	58.70		Mashoppen	18630	02	39:20 (39S)	72.30
	Fountain Run	42133	02	42:30 (42H)	103.40		Oxford	19363	03	46:40 (43J)	51.90
	Glasgow	42141	05	45:11 (45H)	61.45		do.	19363	04	43:04 (43H)	41.50
	Hartford	42347	01	43:51 (44H)	92.70	Virginia	Great Falls	22066	72	42:23 (42H)	17.60
	Corydon	42406	01	44:01 (44H)	69.65		Oakton	22124	74	40:49 (41H)	14.80
	Dawson Springs	42408	01	46:19 (46H)	68.95		Vienna	22180	68	42:58 (43H)	24.20
Michigan	Pinconning	48650	02	53:39 (45K)	75.56		Bandy	24602	01	32:48 (33S)	63.40
	Otsego	49078	01	45:25 (45H)	62.85	West Virginia	Parkersburg	26101	03	48:45 (45J)	34.50
Minnesota	Hastings	55033	01	44:58 (45H)	60.50	SOUTHERN REGION					
	do.	55033	02	42:22 (42H)	77.85	Alabama	Sylacauga	35150	05	49:18 (45J)	104.85
	Osseo	55389	06	46:19 (42J)	17.60		Birmingham	35203	09	42:17 (42H)	19.55
	do.	55389	07	44:06 (44H)	27.10		do.	35203	23	37:33 (38H)	24.40
	Prior Lake	55372	07	35:41 (36S)	11.00		Cottondale	35453	03	51:38 (43K)	64.95
	Montevideo	56265	03	44:11 (44H)	108.30		Brilliant	35548	01	41:56 (42H)	86.60
Missouri	DeSoto	63020	05	37:35 (38S)	32.00		Florence	35630	08	45:43 (46H)	33.05
	Imperial	63052	06	37:18 (37H)	22.30		do.	35630	09	49:20 (45J)	40.45
	St. Charles	63301	11	42:49 (43H)	26.80		Killen	35645	01	54:07 (45K)	66.63
	Kohoka	63445	01	42:28 (42S)	88.65		Grant	35747	03	35:28 (35S)	49.30
Nebraska	Omaha	68108	12	37:00 (37H)	14.55		New Market	35781	02	54:25 (45K)	78.80
	do.	68108	17	40:30 (41H)	22.95		Scottsboro	35788	08	51:14 (43K)	86.90
	do.	68108	26	33:41 (34H)	14.60		Gadsden	35901	06	52:20 (44K)	77.50
	do.	68108	39	50:18 (46J)	16.40		Heflin	36264	01	47:31 (44J)	103.35
	do.	68108	88	37:53 (38H)	38.60	Arkansas	Ozcoola	72870	01	35:45 (36S)	84.26
	do.	68108	85	43:30 (44H)	32.70		Franklin	72536	02	38:33 (39S)	43.20
	Elm Creek	68336	02	46:16 (46H)	130.35		Rogers	72756	08	50:00 (42K)	44.65
	Lexington	68850	03	38:36 (38H)	17.03		do.	72756	09	40:06 (40S)	45.85
	Hastings	68901	04	35:57 (36S)	82.40		Fort Smith	72901	02	48:36 (41K)	69.75
	Sutton	68979	02	40:37 (41S)	110.10		do.	72901	04	49:39 (41K)	47.90
Ohio	Thornville	43076	03	42:11 (42H)	31.66	Florida	Daytona Beach	32015	04	44:54 (41J)	34.85
	Bremen	43107	01	51:46 (43K)	76.95		do.	32015	10	51:10 (43K)	35.40
	Cardington	43315	02	35:24 (35S)	60.55		do.	32015	11	41:31 (42H)	28.80
	Holland	43328	06	41:00 (41E)	15.35		do.	32015	12	44:21 (41J)	18.45
	East Liverpool	43920	03	50:58 (42K)	34.55		Jacksonville	32203	02	47:10 (43J)	59.25
	Creston	44217	02	36:00 (36S)	23.45		do.	32203	14	41:21 (41S)	70.25
	Akron	44309	14	56:38 (47K)	35.30	Georgia	Macon	31213	16	38:48 (39H)	17.25
	Alliance	44601	01	49:38 (46J)	38.70		Warner Robins	31293	02	37:15 (37S)	37.80
	Dellroy	44620	01	35:00 (35S)	66.10		Albany	31706	12	47:59 (44J)	48.30
	Louisville	44641	09	37:36 (38H)	18.80	Louisiana	Lafayette	70501	05	35:49 (36S)	33.10
	Massillon	44646	02	42:31 (43H)	24.40		Lake Charles	70801	07	51:19 (43K)	84.40
	Attica	44807	01	35:07 (35H)	63.77		Winnsboro	71295	05	53:17 (44K)	110.05
	Polk	44866	01	43:56 (44H)	62.30	Mississippi	Leland	38756	01	52:03 (43K)	85.70
	Beaver	45613	02	45:12 (45H)	67.60		Utica	39175	02	38:40 (39S)	80.96
	Lima	45802	06	45:56 (46H)	68.77		Jackson	39208	04	45:48 (42J)	54.55
Wisconsin	Sheboygan Falls	53085	01	46:24 (46H)	72.65	North Carolina	Silver City	27344	02	46:42 (43J)	83.62
	Wausau	54401	02	46:38 (43J)	90.20		Rocky Mount	27801	07	40:06 (40S)	51.75
	Antigo	54409	01	45:41 (42J)	78.85		Greenville	27834	07	46:09 (46H)	27.80
	Mosinee	54455	08	42:38 (43H)	48.20		do.	27834	11	34:48 (35S)	26.90
	Neillsville	54456	03	40:30 (40S)	31.70		do.	27834	12	37:56 (38H)	21.68
	do.	54456	04	42:12 (42H)	73.50		Charlotte	28228	08	38:45 (39S)	59.00
	Stratford	54484	01	40:06 (40S)	70.70		do.	28228	11	36:47 (37S)	31.00
	do.	54484	02	41:48 (42H)	67.90		do.	28228	14	50:01 (42K)	52.00
	Eagle River	54521	05	47:12 (43J)	88.10		Franklin	28734	04	47:14 (43J)	67.00
	Phelps	54554	01	44:18 (41J)	85.00						
	St. Germain	54558	01	41:37 (42H)	72.90						
	Three Lakes	54562	01	43:39 (43H)	96.80						
	Wisconsin Rapids	54694	01	41:02 (41H)	56.85						
	do.	54694	06	40:21 (40H)	55.55						

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	Sumter	29150	02	45-00 (45H)	67.45	California	Bangus	91250	01	45:47 (42J)	73.50
	Landrum	29350	03	35:22 (36S)	44.60		Ojai	93022	08	40:15 (40H)	21.85
	Moore	29389	02	44:11 (41J)	38.42		do.	93022	07	40:01 (40H)	19.60
	Central	29820	04	35:00 (35S)	29.70		Oceanside	92045	02	39:45 (40H)	6.55
	Fountain Inn	29644	03	35:00 (35S)	60.45		Salinas	94501	06	45:25 (42J)	46.00
Tennessee	Bell Buckle	37080	02	38:05 (38S)	78.40		do.	94501	11	37:27 (37S)	37.60
	Liberty	37025	02	34:27 (35S)	86.10		Pleasanton	94589	02	38:04 (39S)	51.20
	White Bluff	37187	02	42:16 (42H)	62.80		Sonoma	95370	09	41:50 (42H)	44.95
	Greenville	37784	04	47:09 (43J)	78.95		do.	95370	10	44:55 (46H)	38.40
	Oliver Springs	37840	05	39:10 (39H)	15.10		Windsor	95462	08	40:37 (41H)	22.60
	Knorville	37901	08	46:07 (46H)	60.25		do.	95462	04	38:00 (38H)	10.80
	do.	37901	49	37:42 (38H)	23.70	Colorado	Idaho Springs	80452	01	36:42 (36S)	67.90
	do.	37901	50	47:53 (40K)	23.15		Fort Collins	80521	09	43:57 (44H)	59.20
	Crossville	38555	12	39:23 (39H)	33.95		do.	80521	15	35:06 (35S)	20.40
	Sparta	38823	10	46:11 (46H)	60.15		do.	80521	16	47:19 (43J)	28.40
	do.	38823	11	36:17 (36S)	41.65		Loveland	80537	02	48:28 (45J)	53.20
Texas	Bonham	75418	01	41:21 (41S)	90.75	Hawaii	Haleiwa	96708	02	43:32 (44H)	43.00
	Texarkana	75501	02	39:22 (39S)	54.30		Makawao	96706	04	42:20 (42H)	23.00
	Carthage	75623	04	51:14 (48K)	73.00	Idaho	Rigby	83442	04	36:57 (37S)	45.80
	Tyler	75702	16	38:41 (39S)	33.00		Coeur D'Alene	83814	08	40:40 (41H)	25.15
	Athens	75751	05	39:18 (39S)	40.00	Montana	Billings	59101	05	39:31 (40H)	23.10
	Bullard	75767	03	35:59 (36S)	32.85		do.	59101	09	43:01 (43H)	50.65
	Palestine	75801	08	47:02 (43J)	36.00		Dutton	59423	02	42:23 (42S)	98.95
	Jewett	75946	01	42:11 (42S)	111.00	Oregon	Otis	97368	02	41:59 (42H)	42.35
	Lubbock	79408	08	50:12 (46J)	58.20		Medford	97501	09	35:22 (36S)	33.25
WESTERN REGION							Rogue River	97537	03	37:23 (38H)	17.70
California	Willits	95490	08	37:00 (37S)	40.10	Washington	North Bend	98045	08	36:20 (37S)	31.19
Colorado	Colorado Springs	80901	09	55:14 (46K)	53.18		Everett	98201	09	36:28 (36S)	23.75
New Mexico	Texico	88125	02	24:53 (25S)	74.60		Bow	98232	02	35:20 (35S)	54.25
Washington	Oig Harbor	98335	05	49:10 (45J)	32.90		Sequim	98282	09	36:28 (36H)	13.66
	Olympia	98501	15	46:05 (42J)	42.35		Sumner	98290	11	41:23 (42H)	29.40
	Raymond	98677	03	42:38 (43H)	75.25		do.	98290	12	39:14 (39H)	25.85
	Toledo	98901	01	54:13 (45K)	100.60		Chehalis	98522	06	39:11 (39S)	43.30
Arizona	Chandler	85224	01	53:26 (45K)	47.75		Yelm	98597	02	44:21 (43J)	47.85
	Tucson	85726	13	51:00 (43K)	53.85		Medical Lake	99022	01	53:39 (45K)	51.00
							Veranda	99027	04	36:16 (36S)	21.10

*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., 12-4-80.

UNIFORM PROGRAM—LICENSED VENDOR LISTING

Each of the following uniform vendors has received a vendor's license since distribution of Publication 136,

Licensed Vendor Listing. These lists must be posted where they are readily available for employee's to read.

Creative Footwear	122 S. Rampart Street	New Orleans	LA 70112	Rheos Clothes	106 East Poplar Street	Sidney	OH 45365
DeWinters Footwear, Ltd.	835 Town Clock Plaza	Dubuque	IA 52001	Shinnston Shoe Repair Shop	229 Pike Street	Shinnston	WV 26431
Eckhart's	121 W. Washington	Altamont	IL 62411	Sheraline Shoes	221 N. Franklin	Port Washington	WI 53074
Fit Rite Uniform	25 Ripplewood Drive	Lake Hopatong	NJ 07849	Toledo House of Uniforms	2147 West Central	Toledo	OH 43606
Huang's Shoes	1101 West 7th Street	St. Paul	MN 55102	Work Duds	1618 E. Edinger Avenue	Santa Ana	CA 92707
Joseph's Shoes	1338 E. Lincoln Highway	Levittown	PA 19056				

—Labor Relations Dept., 12-4-80.

ZIP CODE SPEEDS AND SIMPLIFIES MAIL HANDLING. ZIP CODE YOUR MAIL



**Take careSM
when the weather's not fair**

Wear slip resistant footwear.



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—291,999,999. Advise holders to send them to Canada Post Office, Ottawa, Canada, K1A 0B1.

The new money order serial numbers consist of the first nine digits. The 10th digit is a check digit only. Destroy the PB 21273 article.

295,946,650 to 6,661	323,294,360 to 4,400	345,986,501 to 6,600	365,318,801 to 9,000
296,077,001 to 7,053	323,296,838 to 6,856	347,238,201 to 8,300	365,867,401 to 7,500
296,077,201 to 7,300	323,297,695 to 7,730	347,975,946 to 5,959	365,867,517 to 7,600
297,173,660 to 3,900	323,485,231 to 5,240	348,086,296 to 6,300	366,888,911 to 9,000
297,213,342 to 3,500	323,997,101 to 7,400	348,190,501 to 0,900	366,967,107 to 7,200
297,444,801 to 5,500	326,023,246 to 3,300	349,779,757 to 9,800	367,683,901 to 4,000
297,700,501 to 0,700	328,436,401 to 6,500	351,452,949 to 3,000	368,108,160 to 8,600
298,072,101 to 2,600	331,892,798 to 3,000	351,490,001 to 0,600	368,416,575 to 6,600
299,902,655 to 2,700	332,069,432 to 9,500	353,461,741 to 1,800	368,773,419 to 3,500
305,253,101 to 3,600	336,646,801 to 7,300	355,360,601 to 1,000	368,847,601 to 7,700
306,165,495 to 5,500	336,661,265 to 1,500	357,010,401 to 0,500	370,494,001 to 4,200
306,698,463 to 8,500	336,825,701 to 7,000	357,339,409 to 9,455	370,549,601 to 50,000
306,933,345 to 3,400	336,909,925 to 0,000	358,180,401 to 0,600	370,783,700 to 3,800
307,200,601 to 1,000	337,395,212 to 5,300	359,269,750 to 9,790	372,401,123 to 1,500
307,806,061 to 6,100	338,038,706 to 8,800	359,547,122 to 7,150	372,429,101 to 9,500
310,917,957 to 8,100	338,891,701 to 2,200	359,790,481 to 0,540	374,013,262 to 3,300
310,956,020 to 6,200	339,519,801 to 9,900	359,791,901 to 1,920	374,433,401 to 4,000
311,577,901 to 8,100	339,735,184 to 5,200	359,994,676 to 4,700	374,988,860 to 8,880
311,994,658 to 4,700	340,711,001 to 3,000	361,168,730 to 8,900	375,040,201 to 0,400
314,162,132 to 2,200	341,462,701 to 2,900	361,201,906 to 2,100	375,079,981 to 80,030
315,105,301 to 5,500	343,703,708 to 3,900	362,295,806 to 5,819	375,192,501 to 2,700
315,788,118 to 8,140	343,760,901 to 1,000	363,463,501 to 4,500	375,432,201 to 2,500
317,630,301 to 0,400	343,945,919 to 5,940	363,475,801 to 6,100	377,011,946 to 2,400
321,087,737 to 7,800	344,536,201 to 6,400	363,496,901 to 7,000	379,786,742 to 6,760
321,272,306 to 2,400	344,821,230 to 1,297	363,633,090 to 3,100	390,557,101 to 7,170
321,489,229 to 9,300	344,854,601 to 4,700	363,794,701 to 5,200	390,581,961 to 2,040
322,180,820 to 1,000	345,299,801 to 9,900	365,301,401 to 1,500	390,986,708 to 6,730

MISSING U.S. MONEY ORDER FORMS—DO NOT CASH

To be posted and used by window clerks. As directed, destroy previous notices. Any interim notices, including Inspection Service Forms 577, should be destroyed when the numbers listed appear in the POSTAL BULLETIN. The actual serial numbers consist only of the first 10 digits on the money orders. A. New Style. (Listed below). Destroy PB 21273 listing. B. Old Style. (Gray). C. Counterfeit. The listing from PB 21240 remains valid for both B. and C.

165 705 7000 to 7999	238 377 4508 to 4599	247 113 5635 to 5699	255 440 4900 to 4999
210 868 4500 to 4699	238 586 3100 to 3299	247 490 1960 to 1999	255 754 3621 to 3699
211 436 5608 to 5699	239 199 0700 to 1099	247 490 2086 to 2099	255 857 4749 to 4799
213 578 4229 to 4399	239 204 9916 to 9999	247 497 4000 to 4099	256 140 5400 to 5499
217 210 7100 to 7299	239 481 4728 to 4799	247 544 0200 to 0214	256 193 5100 to 5159
217 268 2574 to 2699	239 549 7116 to 7499	247 575 4400 to 4499	256 695 0525 to 0599
217 667 3400 to 3599	239 575 2000 to 2199	247 929 6417 to 6799	258 444 7185 to 7199
217 902 4181 to 4299	239 596 4800 to 4999	247 983 1511 to 1899	258 480 2600 to 2899
218 755 4591 to 4699	239 985 7000 to 7499	248 120 4322 to 4399	258 618 0254 to 0299
221 371 4600 to 4999	240 108 6501 to 6599	248 244 7246 to 7299	258 643 2765 to 2774
221 661 5318 to 5499	240 252 6400 to 6899	248 317 7624 to 7699	258 950 5217 to 5299
222 224 8100 to 8499	240 256 2900 to 3199	248 397 2163 to 2199	258 950 5433 to 5499
222 536 2000 to 2299	240 639 3561 to 3599	248 423 4864 to 4899	259 084 1386 to 1399
224 206 6400 to 6491	240 855 7000 to 7099	248 440 7916 to 7971	259 227 0000 to 1499
224 554 9830 to 0399	240 901 5900 to 5999	248 718 7317 to 7399	259 340 0828 to 0999
225 268 1655 to 1799	241 081 9274 to 9299	249 680 4872 to 4899	259 628 0936 to 0999
225 711 9700 to 9999	241 224 7209 to 7299	249 945 6900 to 6999	259 745 1300 to 1499
225 712 0000 to 0999	241 685 5124 to 5199	249 996 6000 to 6099	259 783 7821 to 7899
225 767 2000 to 2299	241 694 1800 to 1899	249 996 6300 to 6499	259 825 5819 to 5899
227 097 4600 to 4699	241 902 2600 to 2799	250 452 4971 to 4999	259 950 3053 to 3099
227 254 9800 to 0099	242 021 2262 to 2499	250 483 0600 to 0699	259 950 3300 to 3499
227 611 4000 to 4599	242 585 4155 to 4299	250 547 7046 to 7099	260 039 2699 to 2999
229 117 4866 to 4999	242 591 4500 to 4699	250 565 7029 to 7040	260 144 7415 to 7499
229 346 9900 to 9999	242 605 0000 to 0999	250 833 7200 to 7399	260 198 2856 to 2898
229 434 3500 to 3599	242 621 8314 to 8399	250 919 5218 to 5299	260 324 9000 to 9099
229 531 9700 to 9899	242 816 1337 to 1399	250 951 4340 to 4363	260 479 3500 to 3599
229 563 1918 to 1999	243 112 4109 to 4120	250 991 9778 to 9799	260 743 5000 to 5099
229 576 1800 to 1899	243 228 7200 to 7499	251 518 6281 to 6399	261 002 6451 to 6499
230 826 8683 to 8799	243 766 6730 to 6799	251 964 6056 to 6199	261 052 5271 to 5299
231 147 0883 to 1499	243 805 0000 to 0299	251 997 2913 to 2999	261 175 6200 to 6299
231 525 7893 to 7999	243 906 7800 to 8199	252 171 2041 to 2056	261 459 5800 to 5899
232 295 7249 to 7599	244 299 2000 to 2199	252 206 2101 to 2199	261 459 6722 to 6799
232 665 0292 to 0399	244 366 8800 to 8899	252 206 9532 to 9599	261 533 2067 to 2299
233 262 7907 to 7999	244 381 3024 to 3099	252 235 4400 to 4499	261 533 2067 to 2299
233 407 5872 to 5899	244 525 0719 to 0799	252 235 4581 to 4899	261 954 6334 to 6399
233 516 6100 to 6199	244 657 7700 to 7899	252 238 2299 to 2399	261 965 4168 to 4199
233 638 1200 to 1799	244 678 2333 to 2499	252 432 6988 to 6999	262 604 1515 to 1599
234 031 6456 to 6999	244 743 7100 to 7399	252 891 1159 to 1199	262 949 9200 to 9299
234 261 4500 to 4599	244 895 5575 to 5599	253 175 2670 to 2699	262 963 4912 to 4999
234 431 3655 to 3699	245 103 9300 to 9399	253 192 7311 to 7399	263 323 0768 to 0799
234 659 4000 to 4199	245 103 9400 to 9499	253 293 5931 to 5940	263 407 7000 to 7099
234 659 8700 to 8999	245 118 6754 to 6768	253 446 4033 to 4099	263 879 6741 to 6799
234 802 1060 to 1199	245 279 1420 to 1448	253 547 6013 to 6049	264 132 9200 to 9299
234 997 1000 to 1599	245 279 1510 to 1599	253 547 6054 to 6099	264 205 4017 to 4099
235 254 2060 to 2099	245 591 1626 to 1799	253 747 6924 to 6999	264 366 7033 to 9499
236 388 4842 to 5099	245 695 0346 to 0399	254 107 8590 to 8599	264 405 9660 to 9699
236 576 9520 to 9599	245 973 2677 to 2699	254 107 8913 to 8999	264 786 2900 to 2999
236 755 8000 to 8099	246 076 7300 to 7399	254 254 4490 to 4499	265 370 8800 to 8999
236 937 5803 to 5999	246 155 4048 to 4099	254 259 8867 to 8899	265 956 3900 to 3999
236 941 5400 to 5499	246 155 5000 to 5499	254 259 8951 to 9099	800 502 3000 to 3999
237 413 7500 to 7599	246 402 6511 to 6599	254 740 8408 to 8445	800 941 7900 to 7999
237 423 4111 to 4199	246 608 6300 to 6399	255 125 5568 to 5599	801 278 3600 to 3999
237 457 5600 to 5699	246 609 9545 to 9799	255 125 8500 to 8599	801 579 6056 to 6098
237 457 5800 to 5899	246 816 2600 to 2699	255 150 5300 to 5399	801 629 1900 to 1999
237 702 6823 to 6899	246 973 1372 to 1399	255 176 5373 to 5399	802 029 5199 to 8999
237 702 6921 to 6999	247 012 0500 to 0599	255 276 0949 to 0999	802 265 0575 to 1999
238 165 7700 to 7799	247 066 9300 to 9399	255 281 2647 to 2699	802 751 1128 to 1299
238 169 7587 to 7599	247 086 4200 to 4299	255 440 4800 to 4899	

UNITED STATES POSTAL SERVICE

WASHINGTON, D.C. 20260

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FIRST CLASS

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