



postal bulletin

PB 21291—March 26, 1981—24 Pages

18-Cent Flower Commemorative Stamps

Description. The 18-cent Flower commemorative stamps will be first placed on sale at Fort Valley, GA 31030 on April 23, 1981. The block of four stamps features a camellia, a dahlia, a lily and a red rose.

Do Not Sell Before April 24, 1981



Copyright U.S. Postal Service 1981

Size: 1.075 x 1.075 inches.

Issued in sheets of 48.

Colors: Yellow, light red, light blue, dark blue, and dark red.

Marginal markings: One group of numbers, © United States Postal Service 1981, Use correct ZIP Code, and Mr. ZIP ®.

Designer: Lowell Neabitt.

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

a. Customers Affixing Stamps. Customers are encouraged to purchase stamps at their local post offices and affix them to their envelopes. All envelopes must be addressed. Peelable address labels are recommended and a filler card of postal card thickness should be inserted in each cover. Orders must be postmarked by June 8, 1981, and should be addressed to: First Day Cancellations, Postmaster, Fort Valley, GA 31030. No remittance is required.

b. Postal Service Affixing Stamps. Request first-day cancellations from: Flower Stamps, Postmaster, Fort Valley, GA 31030 (see POM 244.53). Requests must be postmarked no later than June 8, 1981. Remittance is required for the face value of each stamp.

Selected United States mint stamps will be available at the Philatelic Sales Division, Washington, DC 20265 beginning April 24, 1981.

Supply. In order to have a supply of stamps at nearly all post offices by April 23, 1981, two automatic distributions will be made by the Bureau of Engraving and Printing. The first shipment will be approximately one half the quantity normally furnished; the second shipment will follow immediately and should be completed by May 8, 1981.

Postal data centers have been requested to prepare two automatic distribution printouts with related invoices and labels for use by stamp distribution offices in making the initial and subsequent distributions to associate post offices.

Before requisitioning additional stamps (item 494), consider that the stock should be depleted before June 23, 1981 at all post office outlets except designated philatelic windows.

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 be available at a later date only 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., 3-26-81.*

Domestic Order

False Representation. Enforced by Postmaster at city listed.

State/city	Name covered
MO, Sikeston 63801	Ron Hayes 167 Presnell Drive and 291-SA Russell Street

—*Judicial Officer, 3-26-81.*

New Publication 51 and Poster 51

Revised editions of Publication 51 and Poster 51, both titled *International Postal Rates and Fees*, March 1981, are being distributed to post offices. Both of these new issuances reflect the various international rate and fee changes that were announced in the *POSTAL BULLETINS* 21274 (12-4-80), 21277 (12-25-80), and the *SPECIAL POSTAL BULLETIN* 21290 (3-20-81).

Post offices requiring copies in addition to those that are automatically distributed should request them from their supply center on Form 7380, *Requisition for Supplies*, during regular requisitioning cycles. All earlier editions of Publication 51 and Poster 51 should be destroyed.—*Rates & Classification Dept., 3-26-81.*

CONTENTS

	Page	Col.
18-Cent Flower Commemorative Stamp	1	1
Building Temperature Restrictions	14	3
Consumer Service Card Program	4	3
Controlled Circulation Publications	14	2
Diplomatic Pouches	12	3
Domestic First Flight Cachet	14	1
Domestic Order	1	2
Employee Parking	4	2
FEGLI Program	17	1
Final Philatelic Product Report	12	1
Incentive Awards	17	3
International Accounts	17	3
International First Flight Cachet	13	1
LA Locks	4	3
Lockbox Requisitions	12	3
Mailability—Hazardous Materials	15	1
Money Orders—Canadian Mailing	21	1
New Publication 51 and Poster 51	1	3
Nonmachinable Surcharge	13	3
Occupation Code Master List	14	2
Postage Stamps and Postal Stationery	7	1
Rate Change on Self Service Equipment and Lobby Scales	2	1
Ride-share data	4	1
Rural Routes, Vacant Regular List 81-13	19	1
Special Achievement Award	15	2
Trademarks and Service Marks	17	1

RATE CHANGE ON SELF-SERVICE EQUIPMENT AND LOBBY SCALES

I. Scheduling and Overtime

Implementation of the March 22, 1981, rate change on self-service equipment and lobby scales must be done as soon as possible after the effective date. These instructions pertain to Self-Service Postal Centers (SSPCs), Mini-SSPCs, two- and three-value stamp vending machines (SVMs) and lobby scales.

Personnel requirements should be identified as soon as possible and tentative schedules established. If overtime is required to implement these instructions, employees should be scheduled in accordance with the provisions of Article VIII, Section 5, and Article XXXVIII, Section 3F of the National Agreement.

II. Self-Service Postal Center Instructions

A. Responsibilities. The SSPC clerk-technician will perform the following functions to implement the rate change:

1. Replace postal rates and fees information panel, How to Mail a Parcel panel, special services panel and zone chart located on parcel post scale well walls.

2. Replace parcel post scale chart in SSPC 70-pound parcel post scale.

3. Reprogram and change commodity displays including devaluing current stock of 50-cent insurance booklets in Models 21-CE, NRI-17, MMI-3200, GSM-76 and PCM-21 postal commodity machines. Refer to Supply of SSPC Rate Change Material (Item II D 3) for instructions on devaluing insurance booklets.

4. Perform wiring changes in Model SI-90/95 stamp vending machines and reprogram Models PS-86, MMI-3400 and SI-906.

It is estimated that one person can complete the changes, including travel to and from or between SSPCs, in 4 hours for each SSPC.

B. Supply of SSPC Rate Change Material. SSPC rate change material will be shipped by the manufacturers directly to postmasters with SSPCs. The material for items 1 and 2 above will be delivered in the following manner:

1. The new Notice 100-A, Postal Rates and Fees Panel, Notice 100-B, How to Mail a Parcel, and Notice 100-C, Special Services Panel, will be mailed directly to the SSPC post offices after May 15. New Zone Charts

will be provided; however, they will not be available in time for distribution with Notices 100-A, B & C. Postmasters should be sure that the material is distributed promptly to the SSPC technician.

Note: Because rate change material will not be available by the implementation date, temporary material and instructions will be sent directly to the SSPC post offices.

2. The SSPC 70-pound parcel scale charts will be shipped by July, 1981, in mailing tubes with up to seven charts in a tube. Distribute the rate charts the same way as the information panels.

3. Modification Instructions and Decals for SSPC Stamp Vending Machines: A Modification Work Order to modify the internal wiring of the SI 90/95 stamp vending machine has been distributed by the Maintenance Technical Support Center. MMI-3400, SI-906 and PS-86 machines shall be reprogrammed to suit local customer needs. Reprogramming instructions in the form of a Maintenance Bulletin have been distributed from Maintenance Technical Support Center (MTSC) for the SI-906 only. No instructions will be provided for Models 3400 and PS-86.

Stamp and price decal sets to change the front display panels on SSPC stamp vending machines will be available in May. Because of the recent PS-86 deployment and resulting equipment transfers, post offices must submit (pre-addressed mailing labels indicating the SVM model and quantity of decal sets needed. Watch for another Postal Bulletin asking for these labels.

C. Assistance on SSPC Rate Change Material. The shipment of SSPC rate change material (see items II-B-1, 2 & 3) will be announced in the POSTAL BULLETIN as shipment of each item is completed. Any office which has not received the necessary material should send a requisition Form 7380, *Requisition for Supplies*, to the Retail Operations Division, Room 7407, Delivery Services Department, Washington, DC 20260. Requisitions will be checked against shipping records and, if necessary, forwarded to the supply center for shipment.

D. Accountable Paper Supplies

1. Stamp booklets, stamped envelopes, postal cards and insurance

booklets for SSPC Postal Commodity Machines will be available as announced in the POSTAL BULLETIN.

2. Stamp coils for SSPC SVMs: Stamp coils should be obtained through established channels as soon as availability is announced in the POSTAL BULLETIN. B coils should be replaced with standard 18¢ coils as soon as the latter are available.

3. All 50¢ insurance booklets must be devalued in accordance with the following procedures to reflect the new 45¢ minimum insurance fee:

a. Stamp Credits. SSPC technicians will count the number of insurance booklets in their stamp credits and multiply the total number of booklets by \$.05 to compute the dollar value of the decrease in accountability. Technicians who have credits divided into sub-accounts should decrease each sub-account accordingly. Write in the total amount of decrease in the "Stock Returned" line of the Stamp Accountability Section of Form 1412, *Daily Financial Report*, as "Insurance Booklet Decrease".

b. Main or Unit Reserve Stock. Multiply the total number of insurance booklets on hand, as shown on Form 3295, by \$.05 to compute the dollar value of the decrease in accountability. Enter the amount of decrease, identified as "Insurance Booklet Decrease," as a write-in to Line 11 of Form 3958.

c. Stations, Branches, Main Office Window Units. The total of all decreases reported by SSPC technicians within a unit will be combined with the decrease reported on Form 3958 and reported as a single total on the consolidated Form 1412 in the same manner as above.

d. Accountbook. The accountbook unit will total all decreases reported on Forms 1412 and enter the total as a write-in to Form 3959, *Daily Recap—Stamp Stock Transactions*. AIC 805, Ending Inventory—Postage Stock, will be decreased by the total amount. The offsetting entry will be a write-in to AIC 171, *Postage Stock Revaluation*, in the disbursements section of the Accountbook. The decrease in accountability will be reported by SSPC technicians, stations and branches as of the close of business on March 21, 1981, or as soon as possible thereafter.

III. Two- and Three-Value Stamp Vending Machine Instructions

Rate change instructions have been issued by MTSC in the form of a Modification Work Order for Models SI-5, -10, -15, -20, -30, -115, -120 and -300. Models PS-53 machines shall be reprogrammed to suit local customer needs. New stamp and price decal kits will be stocked at WASC. A Procurement and Supply Department Supply Bulletin will announce availability of kits.

IV. Lobby Scale Instructions

A. Scale Charts. Lobby scales are to have new rate charts installed to implement the 1981 rate change. A list of scale chart types is shown in Exhibit A.

Scale charts for the various scale models will be shipped directly to MSCs from the manufacturers. Distribution will be based on the scale inventory. For distribution of additional charts and updating of the scale inventory, a complete MSC printout is being mailed directly to each MSC.

The MSC printout should be used to verify that scales at each facility match the information on the printout. If corrections are required, follow the instructions provided with the printout; then order all required additional chart types from your area supply center on a Form 7380, Requisition for Supplies. The corrected printout must be attached to the Form 7380. Requisitions that do not have the corrected printout attached will be returned. Do not order any other supplies on this requisition. Submit only one requisition. Do not reorder.

A two-piece scale chart consisting of a metal chart showing only weight indications and a thin plastic rate overlay will be issued for all 20-ounce fan scales. The new chart designations are:

Old scale chart No.	New scale chart No.
0-859A	0-859AA (chart and decal)
0-859B	0-859BB (chart and decal)
0-859C	0-859CC (chart and decal)
0-859D	0-859E (chart and decal)
	0-859ED (decal only)

The 1978, '79 and '80 20-ounce Pennsylvania fan scales already have their two-piece chart. Post offices with 1978, 79 or 80 charts designated 0-859E or D should notify their MSCs so that only a new rate overlay decal (0-859ED) is ordered. Post offices with 1977 or older Pennsyl-

USPS SCALES

Scale Charts Marked With * Will Be Supplied for Rate Change

USPS Scale chart number	Manufacturer's Scale chart number	Description of scales
*0-857-C	1870AS, 1870ASX	70 lb. Fan; Triner peerless (Model 1870).
*0-857-D	570R	70 lb. Fan; Triner Imperial (500 Series).
*0-857-E		70 lb. Dial, Chatillon, with counter-sunk screw holes on scale chart.
*0-857-F		70 lb. Dial Chatillon, with regular screw holes on scale chart.
*0-857-DF	1870-XFB	70 lb. Fan; Triner, double face.
*0-857-LR	1870-ASX-LR	70 lb. Fan; Triner, Model 1870X; reads left to right.
*0-857-RL	1870-ASX-RL	70 lb. Fan; Triner, Model 1870RL; reads right to left.
*0-860-B	Challenger 970	70 lb. Drum; Triner Challenger 970.
*0-861-B	3R80H	70 lb. Drum; Detecto, Model 4602.
*0-869-SS		70 lb. Drum for SSPCs; Pitney-Bowes 3700, Pitney-Bowes 3703, Pennsylvania 7501-P.
0-853		3 or 4 lb. Beam; various mfgs, including Triner #93.
*0-854-C	101AS/-/-	20/21 lb. Beam with additional weights; various mfgs, including Triner 101-P.
0-858		1 lb. Beam; Triner, Model 88; also other manufacturers.
*0-859-AA		20 oz. Fan; Triner.
*0-859-BB		20 oz. Fan; Pitney-Bowes S-120.
*0-859-CC		20 oz. Fan; Toledo.
*0-859-E		20 oz. Fan; Pennsylvania.
0-826		4 lb. 4 oz. Fan; Pennsylvania or Toledo, used for permit mailings.
0-863		100 or 125 lb. Fan; various mfgs; used in airmail facilities.
\$0-804	804	4 lb. Fan; Triner 804.
0-857		50 lb. Fan; Triner Peerless; vintage 1915.
(0-3770)		70 lb. Drum; Pitney-Bowes, Model 3770; digital.
(0-3771)		70 lb. Drum; Pitney-Bowes, Model 3771; digital.
(0-3772)		70 lb. Drum; Pitney-Bowes, Model 3772; digital.

Exhibit A

vania fan scales should notify their MSCs so that a complete chart and overlay are ordered. MSCs should include their 0-859E and 0-859ED requirements in the requisition described above.

B. Responsibilities

1. Area Maintenance Offices. (AMO) Area maintenance personnel have primary responsibility for the installation of new charts in lobby

scales located in post offices where no equipment maintenance capability exists. Area maintenance personnel should identify the workload and provide their supervisor with an estimate of the assistance they will require to accomplish the rate change. The senior maintenance official at the maintenance capable office will provide necessary assistance to AMO personnel in the form of equipment mechanics and technicians to assure that

all lobby scales in the area served by the AMO are modified. If personnel unfamiliar with lobby scales install the charts, they should be provided with an orientation on scale chart installation by area maintenance personnel.

2. Maintenance Capable Post Office. The senior maintenance official will insure that new charts are installed in lobby scales located within

the jurisdiction of the post office (including branches and stations).

If existing staff resources are inadequate, the regional Maintenance Management Division should be notified through proper channels. Enlistment and training of additional personnel should be accomplished in accordance with the procedure used by AMOs.—*Delivery Services Dept.*, 3-26-81.

Ride-Share Data

As part of the federal energy conservation program, the Postal Service is conducting a ride share survey. All postal facilities with 100 or more employees should collect this data on the format on page 5.

Field

a. Supervisors at all facilities with 100 or more employees should survey each employee under their supervision, and make a total for each category of transportation. Note: The employees are *not* to be given the format to fill out. Employee participation in this survey is *voluntary*.

b. Each supervisor gives the totaled form to the head of the facility (main office, station or branch) and the facility total is prepared by the head of the facility.

c. The facility head submits the completed form to the postmaster, who adds the figures from each of the facilities and the main post office into a total for the entire postal installation for which he is responsible.

d. Postmasters then forward the completed form with the post office total to the Office of the Senior Assistant Postmaster General, Employee and Labor Relations Group, Room 9847, U.S. Postal Service Headquarters, Washington, DC 20260. Send a duplicate copy to the Regional Transportation Coordinator.

Regions

Regional offices survey regional employees. Each department submits its total to the Regional Transportation Coordinator, who prepares the form for the regional total and submits it to Headquarters as above.

Headquarters and Headquarters ASFs

Headquarters and Headquarters-related units at facilities with 100 or more employees survey all employees. A summary format is prepared at

each Executive Committee member level and submitted to the Office of the Senior Assistant Postmaster General, Employee and Labor Relations Group, Room 9847.

The completed format from each installation surveyed should be received at Headquarters by May 1, 1981.

Questions regarding this survey may be directed to either the Regional Transportation Coordinators or the National Transportation Coordinator (FTS 245-4719).

Note: Some post offices may have received a request for this data through the Federal Executive Board Chairpersons. This action takes the place of that request and if data has already been gathered in response to that request it should be disregarded. This action is necessary to insure the integrity of the data base.—*Employee & Labor Relations Group*, 3-26-81.

Employee Parking

On March 3, 1981, a U.S. District Judge ruled that the federal government-wide parking fee program was initiated improperly and ordered the government to refrain from further collection of employee parking fees. The Postal Service was not legally included in the original government-wide program, but in the interest of consistency, the Postal Service voluntarily complied, in part by issuing Management Instruction AS-510-79-50, "Acquisition, Allocation and Administration of Employee Parking" (12-7-79).

In view of the Court's action, we are discontinuing our prior voluntary compliance with this policy. Accordingly, Management Instruction AS-510-79-50 is hereby rescinded and will be deleted from the next list of current Management Instructions.—*Administration Group*, 3-26-81.

Consumer Service Card Program

Beginning with accounting period 4, Management Sectional Centers were only furnished a 30-59 day Unresolved Card Report. Elimination of the distribution of the 60-90 day report was the result of a recent Inspection Service audit recommendation.

To ensure that complaints are dealt with in a timely manner, MSCs should promptly review Unresolved Card Reports and disseminate the information to the appropriate post offices for necessary action.

Copies of unresolved cards will no longer be provided with the unresolved report. Post offices should now be retaining a suspense file until the cases have been resolved. If the report contains unresolved cards which were not received at the local level, duplicate copies may be requested *by noting directly on the report*. Should the report show cards which were resolved after close of the A/P, or those which were in transit at time of close-out for production of the report, also note "Resolved" on the report. In these cases, do not send duplicate card copies. Return all reports to:

Consumer Service Card
Processing Center
Washington, DC 20261

In the event you are unable to return the report, duplicate copies may be obtained from the Consumer Service Card Processing Center by furnishing the card serial number and the retrieval code.

These procedural changes will enable faster distribution of the Unresolved Card Reports, reduce duplicating costs, and speed up the response to complaints.—*Customer Services Dept.*, 3-26-81.

LA Locks

LA locks have been discovered in hampers, closets, under conveyor belts at mailer facilities, and in other out-of-the-way places.

All facilities should immediately search their entire premises to ferret out these misplaced locks and return any in excess of their immediate needs to their serving mailbag depositories. This search should be conducted on a regular basis.—*Mail Processing Dept.*, 3-26-81.

U. S. Postal Service

EMPLOYEE TRANSPORTATION SURVEY REPORT

NOTE: This form is for a one time use only.

Postal Facility (Name & Address)

Person Preparing Report (Name, Title, Telephone #)

Facility Name	Total Employees At Facility Responding		Drive Alone	Carpool	Vanpool	Buspool	Mass Transit	Walk, Bike, Other
Total Facilities								

POSTAGE STAMPS AND POSTAL STATIONERY

This information pertains to the availability of stamps to be used in connection with postage rate changes, which became effective March 22, 1981.

18-CENT STAR EMBOSSED STAMPED ENVELOPE

Description. The 18-cent Star embossed stamped envelope will be first placed on sale at Star City, IN 46985 on April 2, 1981. USA 18¢ and the star are embossed on a blue background.

The envelopes will be available in sizes 6¾ and 10 regular and window.

Do Not Sell Before April 3, 1981.



Copyright U.S. Postal Service 1981.

Sizes: 6¾—3¾ x 6½ inches; 10—4¾ x 9½ inches.
Color: Blue.
Designer: George Mercer.

Collectors. Request first day cancellations from Star Envelope, Postmaster, Star City, IN 46985. Plainly indicate full name and address including ZIP Code and enclose a remittance to cover the cost, which is 22 cents per envelope. Both sizes of regular envelopes will be serviced, but unless the No. 10 is stipulated in the request, the cancellation will be a size 6¾. Request must be postmarked not later than May 18, 1981. Collectors are requested to send self-addressed envelopes of an appropriate size or return address labels with their orders to eliminate the requirement for Postal Service personnel to apply return addresses.

For the benefit of collectors, the Star embossed stamped envelopes will be available at the Philatelic Sales Division, Washington, DC 20265 beginning April 3, 1981, at 22 cents each or box lots of 500 for the prices shown below. In addition to a 50-cent handling charge for each order, there is a \$5 minimum purchase

in effect at the Philatelic Sales Division. The box lot prices for 500 Star embossed stamped envelopes are as follows:

6¾ Regular	-----	\$95.85
6¾ Window	-----	96.35
10 Regular	-----	96.85
10 Window	-----	97.35

18-CENT FLAG REGULAR STAMPS

Description. The 18-cent Flag postage stamps in sheet, coil, and book form will be placed on sale at Portland, ME 04101 on April 24, 1981. Each form of the stamp features a design depicting a phrase from "America the Beautiful". The book is available for vending machines only.

Do Not Sell Before April 25, 1981.



Size: .71 x .82 inch.
Colors: Blue, red and brown.
Panels of 100



Size: .71 x .82 inch.
Colors: Red, blue and brown.
Coils of 100, 500 and 3,000



Size: .71 x .82 inch.
Colors: Red, blue, and purple.
One pane of 6 18-cents and 2 6-cents
Copyright U.S. Postal Service 1981.
Marginal Markings: One plate number (sheet), © United States Postal Service 1981 and Use Correct ZIP Code ®
Designer: Peter Cocchi.

Postmasters may only sell this new issue coiled stamp in less than full coils for a period of 45 days from the first day issue. Sales may be restricted to selected windows to keep to a minimum the number of partial coils remaining unsold.

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

a. **Customers Affixing Stamps.** Customers are encouraged to purchase their sheet and coil stamps at their local post offices and affix them to their envelopes. Post offices with stamp vending machines may not have the books prior to April 24, 1981. 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 June 8, 1981, and should be addressed to: First Day Cancellations, Postmaster, Portland, ME 04101. No remittance is required.

b. **Postal Service Affixing Stamps.** Request first day cancellations from Flag Stamps, Postmaster, Portland, ME 04101 (see POM 244.53). Request must be postmarked not later than June 8, 1981. Indicate on cover the type of stamp desired. A size 10 (4½ by 9½ inches) envelope is required for the affixing of the pane stamps. Only full panes removed from books will be serviced and affixed at customer request. Remittance is required for the face value of each stamp.

Select United States mint stamps will be available at the Philatelic Sales Division, Washington, DC 20265, beginning April 25, 1981.

18-CENT WILDLIFE BOOKLET

Description. The 18-cent Wildlife booklet will be placed on sale May 14, 1981 at Boise, ID 83708. The booklet contains two panes of ten 18-cent stamps and sells for \$3.60. The cover of the booklet lists the names of the animals depicted on the stamps.

Do Not Sell Before May 15, 1981.



Copyright U.S. Postal Service 1981.

Size: .57 x .72 inch.

Color: Brown.

Books: 2 panes of 10 18-cent stamps.

Designer: Jim Brandenburg.

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

a. Customer Affixing Stamps. Customers are encouraged to purchase the booklets of stamps at local post offices and affix the panes or stamps to their envelopes. A size 10 envelope (4 1/8 x 9 1/2 inches) is required for the pane stamps. 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 June 29, 1981, and should be addressed to: First Day Cancellations, Postmaster, Boise, ID 83708. No remittance is required.

b. Postal Service Affixing Stamps. Request first day cancellations from

Wildlife Stamps, Postmaster, Boise, ID 83708 (see POM 244.53). The request must be postmarked not later than June 29, 1981. Only full panes removed from books will be serviced and affixed at customer request. A size 10 envelope (4 1/8 x 9 1/2 inches) is required for pane stamps. Remittance is required for the face value of each stamp.

Select United States mint stamps will be available at the Philatelic Sales Division, Washington, DC 20265, beginning May 15, 1981.

12-CENT REGULAR STAMP

Description. The 12-cent Freedom of Conscience Americana regular sheet and coil postage stamps will be issued April 8, 1981 at Dallas, TX 75260. The 12-cent denomination meets the new rate for post cards.

Do Not Sell Before April 9, 1981.



Copyright U.S. Postal Service 1981.

Size: 0.75 x 0.87 inch.

Color: Brown on gray stock.

Issued in sheets of 100.

Coils of 500 and 3,000.

Marginal Markings: One plate number, Mail Early in the Day and Use ZIP Code.

Designer: George Mercer.

Postmasters may only sell this new issue coiled stamp in less than full coils for a period of 45 days from the first day issue. Sales may be restricted to selected windows to keep to a minimum the number of partial coils remaining unsold.

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

a. Customers Affixing Stamps. In order to meet the first class postage rate, an additional six cents postage must be affixed before submitting covers to the first day city for cancellation. Customers are encouraged to

purchase their own sheet and coil stamps at their local post offices and affix them to their envelopes. All envelopes must be addressed. Peelable address labels are recommended and a filler card of postal card thickness should be inserted in each cover. Orders must be postmarked by May 23, 1981, and should be addressed to: First Day Cancellations, Postmasters, Dallas, TX 75260. No remittance is required.

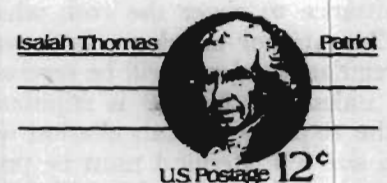
b. Postal Service Affixing Stamps. Request first day cancellations from 12-cent Stamp, Postmaster, Dallas, TX 75260 (see POM 244.53). Request must be postmarked not later than May 23, 1981. Indicate on cover the type of stamp desired. Remittance of 18 cents is required. The Postal Service will affix a six-cent stamp in addition to the 12-cent stamp.

Select United States mint stamps will be available at the Philatelic Sales Division, Washington, DC 20265, beginning May 23, 1981.

12-CENT ISAIAH THOMAS SINGLE AND REPLY POSTAL CARDS

Description. The 12-cent Isaiah Thomas single and double (reply) postal cards will be first placed on sale at Worcester, MA 01613 on May 5, 1981. Isaiah Thomas, an early American printer and postmaster, supported the country's struggle for independence and later authored the first *History of Printing* in the United States.

Do Not Sell the Cards Before May 6, 1981



Collectors. Requests first day cancellations from: Isaiah Thomas Card, Postmaster, Worcester, MA 01613. Enclose 12 cents for each single card and 24 cents for each double card. To eliminate the requirement for Postal Service personnel to apply return addresses, customers are requested to send self-addressed envelopes of an appropriate size or return address labels with their orders.

Orders must be postmarked by June 20, 1981.

**18-CENT GEORGE MASON
REGULAR POSTAGE STAMP**

Description. 18-cent George Mason postage stamp will be placed on sale May 7, 1981, at Gunston Hall, VA 22079. The design honors the author of the Virginia Constitution of 1776 and a delegate to the Federal Constitutional Convention of 1787.

Do Not Sell Before May 8, 1981



Copyright U.S. Postal Service 1981

Size: 0.75 x 0.87 inch.

Color: Blue.

Panes of 100.

Marginal Markings: One plate number, © United States Postal Service 1981 and Use Correct ZIP Code ®. Designer: Richard Sparks.

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

a. *Customer Affixing Stamps.* Customers are encouraged to purchase their stamps at local post offices and affix them to their envelopes. All envelopes must be addressed. Peelable address labels are recommended and a filler card of postal card thickness should be inserted in each cover. Orders must be postmarked by June 22, 1981, and should be addressed to: First Day Cancellations, Postmaster, Gunston Hall, VA 22079. No remittance is required.

b. *Postal Service Affixing Stamps.* Request first day cancellations from Mason Stamp, Postmaster, Gunston Hall, VA 22079 (see POM 244.53). Request must be postmarked not later than June 22, 1981. Remittance is required for the face value of each stamp.

Select United States mint stamps will be available at the Philatelic Sales Division, Washington, DC 20265, beginning May 8, 1981.

**18-CENT SURREY COIL REGULAR
POSTAGE STAMP**

Description. The 18-cent Surrey with Fringe on Top coil stamp will be placed on sale May 16, 1981 at a post office to be announced at a later date.

Do Not Sell Before May 18, 1981



Copyright U.S. Postal Service 1981.

Size: 0.75 x 0.87 inches.

Color: Black.

Coils of 100, 500, 3,000.

Designer: David K. Stone.

Postmasters may only sell this new issue coiled stamp in less than full coils for a period of 45 days from the first day issue. Sales may be restricted to selected windows to keep to a minimum the number of partial coils remaining unsold.

Collectors. Instructions for preparing first day covers will be published in a later Postal Bulletin when the first day city is known.

Select United States mint stamps will be available at the Philatelic Sales Division, Washington, DC 20265, beginning May 18, 1981.

**ITEMS TO BE FURNISHED
AUTOMATICALLY**

Only Stamp Distribution Offices designated to distribute accountable paper and those post offices with over 949 revenue units that receive new issue commemorative stamps directly from the Bureau of Engraving and Printing will automatically be furnished supplies of the following items:

- Flag sheet stamps
- Flag coil stamps
- Wildlife book of 20 18-cent stamps
- Surrey coil stamps
- Mason sheet stamps

There will be no automatic distribution by SDO's.

HOW TO REQUISITION

The requisitioning procedures below must be followed precisely to assure an equitable supply of the new items for all offices.

Bulk Quantities. A maximum stock level on bulk quantities applies to both initial and supplemental requisitions as follows:

- Postage stamps—8 weeks.
- Stamped envelopes—6 weeks.
- Postal cards—12 weeks.

Supplemental requisitions shall be placed when stocks on hand are reduced to one-half.

Consideration should be given to the quantity of B Series stamps, stamped embossed envelopes and the Domestic Rate postal cards currently in inventory before requisitioning additional bulk quantities.

Except for meeting philatelic demand, postmasters shall deplete their inventory of B Series stamps before placing new 18-cent Flag and Mason stamps on sale.

Post offices with over 949 revenue units shall requisition bulk quantities of postage stamps from the Bureau of Engraving and Printing in the usual manner. All postmasters shall requisition bulk quantities of embossed stamped envelopes from the U.S. Stamped Envelope Agency, Williamsburg, PA, and bulk quantities of postal cards from the Government Printing Office.

Less-Than-Bulk Quantities. Offices requiring less-than-bulk quantities of stamps may requisition these items from their designated stamp distribution office using a separate Form 17, *Stamp Requisition*, for each new item. The quantity requisitioned may not exceed a 6-week supply.

Supplies for Self-Service Post Offices. The items listed below are available only to post offices with postal-commodity vending machines. These special items are for sale only in self-service post office vending machines and are not to be sold over-the-counter:

Banded postal cards are packaged in units of ten 12-cent cards, item 253 and sell for \$1.20. Order in multiples of 2,000.

Banded stamped envelopes, size 6¾ 18-cent envelopes, item 670, are

banded in units of 5 envelopes and sell for \$1.10. Order in minimum lots of 1,000 to 5,000 envelopes and thereafter in multiples of 5,000.

The book of six 18-cent and two 6-cent stamps, item 618, sells for \$1.20.

The new 45 cent domestic parcel post booklet for postal vending ma-

chines will be announced in a future POSTAL BULLETIN.

Each of the above new items which are required for the postage rate increase effective March 22, 1981, will be shipped to post offices as fast as production and distribution facilities permit.

SPECIAL NOTICE TO POSTMASTERS

All unfiled requisitions for bulk quantities of the 5-cent sheet stamps, item 034, are canceled and will be returned to post offices.

All unfiled requisitions for items affected by the rate increase will automatically be changed to the new rate items.

DOMESTIC POSTAL CARDS, CUT SINGLE AND SHEET AND REPLY*

Type	Denomination	Item No.	Ordering Level	Maximum per requisition
Regular, cut.....	12-cent.....	250	500, 1,000, 2,000, 3,000, 5,000, 10,000, and multiples of 10,000 to maximum.	5,000,000
Regular, sheets of 40.....	12-cent.....	251	Multiples of 10,000.....	2,500,000
Reply.....	12-cent.....	252	250, 500, 1,000, 2,000, 5,000, and multiples of 5,000 to maximum.	500,000

* Limit initial requisitions to a 12-week supply.

SELLING PRICE OF PLAIN STAMPED ENVELOPES*

Kind	Size	Denomination	Item No.	Prices		
				Less than 500 each	500	1000
Regular.....	6 1/2	18-cents.....	671	\$0.22	\$95.85	\$191.70
	10	18-cents.....	171	0.22	96.85	193.70
Window.....	6 1/2	18-cents.....	672	96.35	192.70
	10	18-cents.....	172	97.35	194.70

* Limit initial requisitions to a 6-week supply. Consideration should be given to the quantity of the 18-cent B Series embossed stamped envelopes in inventory before requisitioning additional bulk quantities. A minimum quantity of 500 plain stamped envelopes must be ordered even though this may cause some post offices to exceed the 6-week stock level.

SELLING PRICE OF PRINTED STAMPED ENVELOPES*

Kind	Size	Denomination	Item No.	Prices	
				500	1000
Regular.....	6 1/2	18-cents.....	671	\$98.85	\$197.70
	10	18-cents.....	171	99.85	199.70
Window.....	6 1/2	18-cents.....	672	99.35	198.70
	10	18-cents.....	172	100.35	200.70

* Printed stamped envelopes will be furnished within the usual 4 weeks after placing order.

ESTIMATED QUANTITIES TO BE FURNISHED AUTOMATICALLY

	Stamp Distribution Offices	Post Offices With Over 949 Revenue Units
18-cent Flag Sheets of 100.....	2 times the quantity of stamps furnished on a 50-subject of commemorative stamps.	
Coils of 100.....	200 coils for each package of 5,000 commemoratives.	100 coils for each package of 5,000 commemoratives.
18-cent Wildlife Books of —1st shipment.....	300 books (1 box) for each package of 5,000 commemoratives.	300 books (1 box) for each package of 5,000 commemoratives.
—2nd shipment.....	600 books (2 boxes) for each package of 5,000 commemoratives.	300 books (1 box) for each package of 5,000 commemoratives.
18-cent Surrey Coils of 100.....	200 coils for each package of 5,000 commemoratives.	100 coils for each package of 5,000 commemoratives.
18-cent Mason Sheets of 100.....	2 times the quantity of stamps furnished on a 50 subject of commemorative stamps.	

BULK REQUISITIONING SCHEDULE

100 Stamps per Sheet ¹

Order 10,000, 20,000, 30,000, 40,000, 50,000, 100,000, 150,000, 200,000, 250,000 and multiples of 250,000 to the maximum shown.

Type	Denomination	Item No.	Maximum per requisition
Flag 2.....	18-cent...	518	10,000,000
Mason 2.....	18-cent...	018	25,000,000
Freedom of Conscience.	12-cent...	012	2,500,000

See footnotes at end of tables on page 12.

Books of Stamps ¹

Order 300, 600, 900, 1,200, 1,500, 3,000, 4,500, and multiples of 4,500 to the maximum shown.

Type	Denomination	Item No.	Maximum per requisition
Flag Book of 6-18¢ and 2-6¢ stamps vending machine only. ²	18-cent...	618	45,000
Wildlife Book of 20 stamps over the counter. ²	18-cent...	636	135,000

See footnotes at end of tables on page 12.

Coils of 100 Stamps Each ¹

Order of 50, 100, 200, 300, 400, 800, and multiples of 800 coils to maximum shown.

Type	Denomination	Item No.	Maximum coils per requisition
Flag 2.....	18-cent...	718	24,000
Surrey 2.....	18-cent...	780	24,000

See footnotes at end of tables on page 12.

Coils of 500 Stamps Each ¹

Order 50, 100, 150, 200, 400, and multiples of 400 coils to the maximum shown.

Type	Denomination	Item No.	Maximum coils per requisition
Flag.....	18 cent...	719	10,000
Surrey.....	18-cent...	781	10,000
Freedom of Conscience.	12-cent...	721	2,000

Coils of 3,000 Stamps Each ¹

Order 8, 16, 24, 32, 64, and multiples of 64 coils to the maximum shown.

Type	Denomination	Item No.	Maximum coils per requisition
Flag.....	18-cent...	720	768
Surrey.....	18-cent...	782	768
Freedom of Conscience.	12-cent...	722	320

¹ Limit stamp requisitions to an 8-week supply.

² Initial quantity being furnished automatically to stamp distribution offices and post offices having over 949 revenue units.

³ Available only to post offices having self-service vending machines.

—Customer Services Dept., 3-26-81.

Final Philatelic Product Report

A consolidated Form 1079, *Philatelic/Retail Product Sale and Physical Inventory Record*, (Dec. 1980) for Postal Quarter II, FY 1981, is due from every Management Sectional Center by close-of-business Friday, April 3, 1981. Forward the completed Form 1079 promptly through proper channels to the MSC for consolidation. The MSC's original Form 1079 should then be forwarded to the Regional Director, Customer Services, ATTN: Manager, Retail Branch.

This will be the final philatelic product sales and inventory report under the present procedures. The reported inventories will be used as a base by the postal data centers to compute an annual inventory at the end of PQ I, FY 1982. For this reason, it is important that postmasters make certain that all product counts are accurate and complete. Advise all personnel making inventory counts that extra care must be taken.

Effective March 21, 1981, a new system of reporting philatelic product sales was implemented, using Form 1412-A, *Daily Financial Report*, as announced in POSTAL BULLETIN 21288 (3-12-81).

Inputs to the Form 1412-A statement of account procedures will be obtained from the new Form 3317A, *Retail and Philatelic Products—Clerks Daily Sales Record* (see PB 21288, 3-12-81). Each window clerk will record on Form 3317-A the date and total dollar amount of each philatelic product sale, at the time the sale is made. A revised Form 1079 (Jan. 1981) will be used at the

end of PQI each fiscal year, to take the annual philatelic product inventory. Any region that wishes to inventory more often than annually should issue special regional instructions in addition to those issued from USPS Headquarters.

Instructions for completing Form 1079 for PQ II are the same as those issued for PQ I, FY 1981. Copies of December 1980 issue of Form 1079 were sent directly to all MSCs the week of March 13, 1981 to facilitate timely completion of the Quarter II report. Additional copies can be obtained from the area supply centers on Form 7380, *Requisition For Supplies*, during normal requisitioning cycles.

Some regions have issued special supplementary instructions for PQ II, FY 1981 in order to obtain additional product information. Where this is the case, the special regional instructions should be followed in addition to these instructions.

After the current PQ II inventory procedures are completed, a new Form 1079-A will be issued to facilitate future quarterly inventories of retail products. This Form 1079A will be directly distributed to all MSCs and to the Area Supply Centers before the end of A/P 8, at which time all copies of the old Form 1079 (Dec. 1980) should be destroyed. Guidelines and instructions for the use of the new Form 1079 (Jan. 1981) with philatelic products and the Form 1079-A for use with retail products will be issued at the end of PQ III, FY 1981.—Customer Services Dept., 3-26-81.

Lockbox Requisitions

Headquarters Delivery Services Department has recently established modified ROPO contracts (Headquarter's funded) for regional FY 1981 and FY 1982 requirements for 1500, 1800 and 2900 Series lockboxes.

To insure timely placement of delivery orders against ROPO contracts, requiring offices should immediately prepare and submit Form 7373, *Equipment Requisition* (if available), or Form 7381, *Requisition for Supplies and Equipment*, in accordance with established procedures. Requisitions submitted should be consistent with forecasts and/or revalidated quantities for the above periods.

A Procurement and Supply Department Supply Bulletin will be published soon providing Regional Headquarters with specific instructions for the preparation of delivery orders.—Procurement & Supply Dept., 3-26-81.

Diplomatic Pouches

All offices which receive or handle diplomatic pouches are reminded that these pouches are not to be opened under any circumstances while in the custody of the United States Postal Service, or any military postal unit at APO/AMT locations overseas. Should any diplomatic pouches be found in a damaged or open condition, contact the nearest State Department representative for disposition. These instructions apply to Diplomatic Pouches belonging to any government.—Mail Processing Dept., 3-26-81.

International First Flight Cachet

Official cachets and philatelic treatment for the first flight services described in A and B are authorized as outlined in 244.63 POSTAL OPERATIONS MANUAL.

To prepare and send covers for official philatelic treatment for the listed services, follow these procedures:

1. Address all covers.
2. Applicable rate of postage per cover to Colombia is 35 cents per half ounce up to and including two ounces. All others is 40 cents per half ounce up to and including two ounces.
3. Allow a clear space, 2½ by 2½ inches, on the lower portion of the envelope and to the left of the address, for the cachet.
4. Provide an additional clear space of 1½ inches to the left of the innermost stamp to permit a clear postmark.
5. Include in each envelope a uniform enclosure of the approximate thickness of a postal card to assure a good impression.
6. Mail the covers to reach the office applying the cachet no later than three days before the scheduled date of the flight.
7. Aerogrammes and postal cards will not be accepted.

Lufthansa Airlines

Lufthansa Airlines has announced the following new service routes on April 27, 1981: Flight LH 512 from San Juan, Puerto Rico, to Bogota, Colombia; Lima, Peru; and La Paz, Bolivia, and on April 28, 1981, Flight LH 513 to Frankfurt, Germany.

To send covers by this service, prepare them in the usual manner, enclose them in another envelope, and indicate segment desired by pencil notation in the upper right hand corners of the covers.

<p><i>Cachets to be applied by</i></p> <p>San Juan City Post Office</p>	<p><i>Send Covers to</i></p> <p>Postmaster Main Post Office San Juan, PR 00936</p>
---	--

Western Airlines

On April 25, 1981, Western Airlines will begin new service routes to London, England, from Los Angeles, CA; Las Vegas, NV; and Denver, CO.

To send covers by this service, prepare them in the usual manner, enclose them in another envelope, and indicate segment desired by pencil notation in the upper right hand corners of the covers.

<i>Cachets to be applied by</i>	<i>Send Covers to</i>
<p>Los Angeles City Post Office</p>	<p>Postmaster Attention: Manager, Terminal Annex U.S. Postal Service Los Angeles, CA 90052</p>
<p>Worldway Postal Center</p>	<p>Operations Manager Worldway Postal Center Los Angeles, CA 90009</p>
<p>Las Vegas City Post Office</p>	<p>Postmaster Main Post Office Las Vegas, NV 89114</p>
<p>Denver City Post Office</p>	<p>Postmaster U.S. Post Office Denver, CO 80202</p>
<p>Denver Airport Mail Facility</p>	<p>Operations Manager Airport Mail Facility 3550 Roslyn Denver, CO 80207</p>

Note: The British Postal Administration will not provide backstamping to philatelic covers.

Endorse the lower left corner of the outer envelope containing the covers with the words *First Flight Covers* for easy identification.

Covers bearing previous postmarks and those not prepared as instructed above will not receive cachets or cancellations.

There will be a limit of 50 covers per customer per flight.—*Customer Services Dept., 3-26-81.*

Special Achievement Award

The Special Achievement Award Certificate (ref. ELM 634.3) has been redesigned to bring its appearance into line with other certificates of similar importance.

The redesign of the Special Achievement Award Certificate permits use either in its present form or with the addition of wording to fit the occasion of presentation.

The Special Achievement Award Certificate, Item Number 0-1100B, is now available in area supply centers. Installations may order these certificates from their area supply centers on Form 7380, *Requisition for Supplies*, during regular requisitioning cycles. Dispose of the old certificates as waste.—*Employee Relations Dept., 3-26-81.*

Nonmachinable Surcharge

Inquiries have been received concerning the nonmachinable surcharge described in SPECIAL POSTAL BULLETIN 21290 (3-20-81). The surcharge is not to be applied to mailings at intra-BMC/ASF parcel post rates, bound printed matter rates, special fourth-class rates, or the library rates. Section 753 of the DOMESTIC MAIL MANUAL (DMM) has been amended, as follows, to clarify the application of this surcharge.

753 Nonmachinable Surcharge

A fifty cent nonmachinable surcharge must be paid for a parcel mailed at INTER-BMC/ASF PARCEL POST RATES if it is:

- a. a parcel which exceeds any of the following dimensions:
 - 34 inches in length; or
 - 17 inches in width; or
 - 17 inches in height; or
 - 35 pounds in weight;
- b. a parcel which contains over 24 ounces of liquid in glass containers;
- c. a parcel which is not securely wrapped;
- d. a metal banded parcel;
- e. a wooden or metal box;
- f. a roll or tube;
- g. a shrub or tree;
- h. books, printed matter and business forms weighing over 25 pounds.
- i. a perishable such as eggs, bees and baby chicks;
- j. a high density parcel weighing more than 15 pounds and exerting more than 60 pounds per square foot pressure on its smallest side;
- k. a can (paint, etc.);
- l. a parcel containing one gallon or more of liquid in metal or plastic containers; or
- m. a film case weighing over 5 pounds or having strap type closures.

The surcharge is in addition to the fourth-class parcel post postage. (The rates contained in Exhibit 711.1c include the surcharge.) Exception: If the special handling fee (916) or the special delivery fee (915) is paid, the nonmachinable surcharge is not to be paid.

These changes will be incorporated in a future revision to the DMM.—*Rates & Classification Dept., 3-26-81.*

Domestic First Flight Cachet

USAir will begin first flight service between Pittsburgh, PA., and Dallas/Fort Worth, Texas; Austin, Texas; and Knoxville, Tennessee, on April 26, 1981.

Official cachet and philatelic treatment are authorized as outlined in **POSTAL OPERATIONS MANUAL 24463**.

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

1. Address all covers.
2. Applicable rate of postage per cover is 18 cents for the first ounce, 17 cents for each additional ounce up to 12 ounces.
3. Allow a clear space, 2½ by 2½ inches, on the lower portion of the envelope and to the left of the address, for the cachet.
4. Provide an additional clear space of 1½ inches to the left of the innermost stamp to permit a clear postmark.
5. Include in each envelope a uniform enclosure of the approximate thickness of a postal card to assure a good impression.
6. Enclose the prepared covers in another envelope, indicate segment desired by pencil notation in the upper right hand corners of the covers, and address as follows:

<i>Cachets to be applied by</i>	<i>Send Covers to</i>
Pittsburgh City Post Office	Postmaster Pittsburgh, PA 15219
Pittsburgh Airport Mail Facility	Operations Manager Airport Mail Facility Greater Pittsburgh Airport Pittsburgh, PA 15231
Dallas City Post Office	Postmaster General Post Office Dallas, TX 75260 Attn: Supervisor, Customer Service Representative
Fort Worth City Post Office	Postmaster Fort Worth, TX 76101
Dallas/Fort Worth Airport Mail Facility	Operations Manager Airport Mail Facility Dallas/Fort Worth Regional Airport Dallas, TX 75261

<i>Cachets to be applied by</i>	<i>Send covers to</i>
Austin City Post Office	Postmaster U.S. Post Office Austin, TX 78710
Knoxville City Post Office	Postmaster U.S. Post Office Knoxville, TN 37901

7. Endorse the lower left corner of the outer envelope containing the covers with *First Flight Covers* for easy identification.

8. Mail the covers to reach the office applying the cachet no later than three days before the scheduled date of the flight.

Covers bearing previous postmarks and those not prepared according to these instructions will not receive cachets or cancellations.

There will be a limit of 50 covers per customer.—*Customer Services Dept., 3-26-81.*

Controlled Circulation Publications

As announced in Section I. D., page 2, **SPECIAL POSTAL BULLETIN 21290 (3-20-81)**, controlled circulation publications were merged with second-class publications.

Effective March 22, 1981, Account Identifier Code (AIC) 136, Controlled Circulation Postage, should no longer be used. All revenue from second-class and controlled circulation publication mailings will be reported in AIC 135, Second-Class Postage. Form 3541A, *Statement of Mailing—Controlled Circulation Publications*, will not be sent to the postal data center with the statement of account.—*Finance Dept., 3-26-81.*

Building Temperature Restrictions

On February 17, 1981, Presidential Proclamation 4820 rescinded the emergency building temperature restrictions which were first implemented on July 16, 1979. The Proclamation stated, in part, "that voluntary restraint and market incentives will achieve substantially the same benefit without the regulatory cost."

High fuel costs and the need to conserve fuel make it vital that the Postal Service continue to strive to save fuel where possible. Accordingly, the Postmaster General has determined the Postal Service will voluntarily maintain the prior temperature standards for all buildings. As a result, the 65°F. and 78°F. restrictions for building heating and cooling, respectively, and the 105°F. restriction for hot water used for personal hygiene and general cleaning remain in effect, as specified in **POSTAL BULLETIN 21212 (10-4-79)**, Emergency Building Temperature Restrictions. Supply center warehouse areas, with intermittent occupancy, may be heated to 55°F. during scheduled operating hours.

All facility heads are to remove immediately the previously posted Department of Energy (DOE) form "Emergency Building Temperature Restrictions—Certification of Building Compliance," the name of the individual responsible for the temperature controls in the building, and the DOE toll free hot line number for citizen inquiries.—*Engineering & Technical Support Dept., 3-26-81.*

Occupation Code Master List

Make pen and ink changes in the *Occupation Code Master List* (MSC and BMC) dated December 26, 1980. These actions will be incorporated in the next quarterly issue.

Occupation code	Position title	RSC	Grade	FLSA	Nature of change
0342-6005.....	Supt Proc & Ofc Svc B.....	E	18	2	FLSA
2305-6040.....	Supv Con-Con.....	E	15	2	Title
2330-6006.....	Fmn Airm Transfer Ofc... E	E	15	2	Delete
5342-6005.....	Supt M1 Equip Maint..... E	E	21	1	Delete
5468-6001.....	Fmn Bldg Equip Maint.... E	E	15	2	Delete
5823-6002.....	Fmn Auto.....	E	15	2	Delete

—*Employee Relations Dept., 3-26-81.*

MAILABILITY—HAZARDOUS MATERIALS

A recent audit of the acceptance and handling of hazardous material recommended an update of *Domestic Mail Manual* (DMM) 124 and Publication 52, *Acceptance of Hazardous, Restricted or Perishable Matter*, concerning the acceptance of hazardous, restricted and perishable matter. It recommended development and dissemination of more definitive instructions on the policies and procedures for acceptance for window clerks, airport mail facility personnel, rewrap employees, dock and platform employees and supervisors of these operations. The potential for disaster is always present in the improper acceptance of hazardous materials, especially when air transportation is involved.

Therefore, DMM 124 and Pub. 52, have been redrafted for ease of use and to specifically incorporate, where consistent with postal statutes, Department of Transportation, *Other Regulated Material* (ORM) regulations contained in Title 49, Code of Federal Regulations. The primary focus of Pub. 52 is on the information needs of mailing requirements personnel, customer service personnel and others involved in accepting, handling, or arranging for the acceptance of materials in hazardous, restricted or perishable categories.

The following is a quick check list of hazardous materials which may be tendered for mailing with an indication as to the conditions, if any, under

which they may be accepted. (References are to the DMM and to Pub. 52, which provide additional detailed information.) The transmittal letters which will accompany the revisions of DMM 124 and Pub. 52 will provide further details on specific changes. Postmasters and managers will assure that this check list, as well as the regulations and guidelines, are *readily available* to personnel accepting or handling hazardous, restricted or perishable matter.

When there is any doubt as to the mailability of an article or substance, contact the appropriate mail classification center (MCC) set forth in DMM 132.

HAZARDOUS MATERIALS CHECK LIST

<i>Classification</i>	<i>Surface</i>	<i>Air</i>	<i>DMM Reference</i>
Explosives, Pub 52, 320	Nonmailable	Nonmailable	124. 32
Flammable Liquids (Flash Point 21-99F), Pub 52, 331	1 Qt Metal, 1 Pt. Other (ORM-D)	Nonmailable	124. 331
Combustible Liquids (Flash Point 100-200F), Pub 52, 331	1 Gal. (ORM-D)	1 Gal. (ORM-D)	124. 332
Flammable Solids, Pub 52, 332	25 Lb. (ORM-D)	Safety Matches Only, Pub 52, 332.63	124. 335
Oxidizers, Pub 52, 332	1 Pt. Liquid, 25 Lb. Solid (ORM-D)	Restricted , Pub 52, 332.32 (ORM-D)	124. 334
Corrosive Liquids, Pub 52, 340	1 Pt. (15% solution or less) (ORM-D)	Restricted , Pub 52, 340.3 (ORM-D)	124. 341
Corrosive Solids, Pub 52, 340	25 Lb., Pub 52, 340.2 (ORM-D)	Restricted , Pub 52, 340.3 (ORM-D)	124. 342
Flammable Compressed Gas, Pub 52, 350	27.7 oz. (ORM-D)	Nonmailable	124. 35
Nonflammable Compressed Gas, Pub 52, 350	27.7 oz. up to 180 PSI (ORM-D)	27.7 oz., Pub 52, 353.2 (ORM-D)	124. 35
Poisons, Class A, Pub 52, 360	Nonmailable	Nonmailable	124. 36
Poisons, Class B(1), Pub 52, 360	Restricted , 8 oz. (ORM-D)	Restricted , 8 oz. (ORM-D)	124. 36
Etiologic Agents, Pub 52, 380	4 Liters	50 Milliliters	124. 38
Radioactive Material, Pub 52, 370	(See Publication 6, <i>Radioactive Materials</i>)		124. 37
Irritating Materials	Nonmailable	Nonmailable	124. 36
Dry Ice, Pub 52, 390.2	Mailable (ORM-A)	Restricted (ORM-A) (2)	124. 392

DMM, ASM Revision

TRADEMARKS AND SERVICE MARKS

A list of Postal Service registered trademarks and service marks appears in the DOMESTIC MAIL MANUAL (DMM) 119.1, and in the ADMINISTRATIVE SUPPORT MANUAL (ASM) 371.53. Two recent additions to that list are:

CON-CON

Express Mail Same Day Airport Service.

Proper use of the Postal Service's registered marks includes the following:

1. The initial letters of the marks must be capitalized to distinguish them from terms which are not used as trademarks. For example, "Express Mail", a trademark, is capitalized; "registered mail," which is not a trademark, is not. Words and phrases which are registered trademarks may also be identified by the symbol ®. That symbol must be used to identify figures which are registered marks. (An exception to this rule is the Postal Service emblem when used on letterheads and busi-

ness cards. All other uses must include the ®.)

2. The trademarks must be used in the form listed in the DMM and ASM references. For example, "Express Mail Custom Designed Service" not "Custom Designed Express Mail;" "ZIP Code" not "Zip Code;" "First-Class Mail" not "First Class Mail." The initial letters of "First-Class" should also be capitalized in phrases such as "First-Class letters" or "First-Class rate" which relate to First-Class Mail service.

The Postal Service has additional trademarks which have not yet been registered. The rules set out above apply to these "common law" marks, except that such marks are not to be identified by the symbol ®. Instead, the superscript initials™ can be used to identify these marks. The common law trademarks and service marks of the Postal Service for which registration is pending or proposed include:
The Benjamin Franklin Stamp Club logotype

E-COM

Express Mail Next Day Service
Intelpost and the Intelpost logotype

The design figure of Mr. ZIP

The Parcel Post logotype

Post Box and the Post Box logotype

Presort

ZIP

ZIP + 4

ZIP Plus 4

Note: As the above marks become registered, they will be added to the list of Postal Service registered trademarks and service marks appearing in DMM 119.1 and ASM 371.53.

Specific questions concerning proper use of the Postal Service's trademarks and service marks and examples of their apparent misuse by others may be directed to the Procurement Division, Office of Contracts and Property Law, Law Department, Headquarters.—*Law Dept., 3-26-81.*

Fegli PROGRAM

Forms

Forms for administering the program after April 1, 1981, are being revised and renumbered as follows:

SF 2821, *Agency Certification of Insurance Status* (formerly SF 56). Revised to allow certification of the new types of optional insurance.

SF 2823, *Designation of Beneficiary* (formerly SF 54). Revised to show how designations may be made for Option B-Additional.

SF 2819, *Notice of Conversion Privilege* (formerly SF 55). Revised to allow notification of family members when they have a conversion right under the new Option C-Family insurance.

SF 2822, *Request for Insurance* (formerly SF 51) has been revised to conform with the program's new terminology.

SF 2818, *Election of Post-Retirement Basic Life Insurance Coverage* (formerly OPM Form 1452) has been revised to include more information on life insurance retirement benefits.

SF 2821, SF 2823, SF 2819, and SF 2818 are to be requisitioned on Form 7380 from the area supply centers during the installation's next scheduled ordering period. The old

forms are to be used until then. Since the use of SF 2819, (formerly SF 55) is a new requirement, installations are not required to use the form until after their next scheduled ordering period. SF 2822, (formerly SF 51) will not be available until later in the year. (This form cannot be used before April 1, 1982, as one year must elapse since the effective date of the employee's last election or declination.)

Belated Elections

A belated election can be accepted if the employing office determines that an eligible employee was unable to submit an election during open enrollment because of circumstances beyond the employee's control. The time limit for accepting belated open enrollment elections is September 30, 1981. Coverage is effective and deductions begin on the same date as if the election had been made during open enrollment.

The employing office must record in the "Date of receipt in employing office" box on the SF 2817 that the employee was unable to make a timely election for causes beyond his or her control, giving the date the employee was notified of the determination. A

memo should be attached to Part 1 of the SF 2817 (the OPF copy), stating the employee's reason for failing to make a timely election.

Form 50

Any insurance changes, including belated elections and changes because of family status, after pay period 09/81 must be reflected as a personnel action on Form 50 using NOA 881, FEGLI Change.—*Employee Relations Dept., 3-26-81.*

International Accounts

An article in POSTAL BULLETIN 21288 (3-12-81) gave the wrong title to the International Accounts Office. Please note the correct title is *International Accounts*, not *Accounting*.—*Finance Dept., 3-26-81.*

ELM Revision

Incentive Awards

The following correction should be made to POSTAL BULLETIN 21288 (3-12-81), Incentive Awards, page 6. Change ELM Part 632 to ELM Section 632.1 and 632.2.—*Employee Relations Dept., 3-26-81.*



**WHEN IN DOUBT
DELIVER IT AS ADDRESSED!**



VACANT REGULAR RURAL ROUTES LIST 81-13

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						South Dakota	Sioux Falls	57101	01	43:10 (43H)	56.35
Illinois	Geneseo	61254	03	41:45 (42E)	70.30		Watertown	57201	06	35:47 (36S)	23.00
	Brownstown	62418	02	34:12 (34S)	77.35	Wisconsin	Rhineland	54501	06	43:11 (43H)	52.50
	Dieterich	62424	03	41:56 (42E)	83.40	EASTERN REGION					
Indiana	Lagro	46041	01	30:10 (30S)	65.43	Maryland	Baltimore	21233	01	42:30 (42H)	30.15
	Wabash	46092	03	33:23 (34S)	68.55	New Jersey	Ringoes	08551	01	55:40 (46K)	41.80
Iowa	Mason City	50401	03	43:51 (44E)	68.99	New York	Akron	14001	03	39:53 (40H)	40.90
	Sergeant Bluff	51054	01	45:07 (42J)	47.65		Sinclairville	14782	01	44:07 (44H)	74.05
	Red Oak	51566	04	35:13 (35E)	15.45	Pennsylvania	Smithfield	15478	03	40:14 (40S)	44.30
	Delta	52550	01	41:01 (41S)	92.06		Somerset	15501	03	43:06 (43H)	63.10
Kentucky	Louisville	40290	38	45:43 (42J)	16.52		Duncansville	16635	04	43:53 (44H)	20.50
	Russellville	42276	01	45:26 (42J)	53.90		Tyrone	16886	01	37:27 (37S)	58.00
	Somerset	42501	04	41:23 (42S)	30.25		Bellefonte	16823	04	46:29 (46H)	23.60
	Campbellsville	42718	03	35:54 (36S)	65.10		York	17405	25	35:27 (35S)	23.00
Michigan	Midland	48640	04	45:29 (42J)	42.37	WESTERN REGION					
	Holland	49423	04	46:21 (42J)	52.65	Arizona	Chandler	85224	03	53:29 (46K)	70.80
	Traverse City	49684	11	55:25 (45K)	31.50		do	85234	07	40:55 (41H)	37.00
Minnesota	Hugo	55033	03	42:33 (42H)	49.90	Idaho	Idaho Falls	83401	04	44:06 (44H)	55.00
	Mound	55364	04	44:42 (41J)	12.00		Boise	83709	05	56:23 (47K)	20.60
	do	55364	03	37:15 (37S)	30.80	Oregon	Eugene	97401	09	35:15 (35S)	27.15
	Currie	56123	01	36:51 (37S)	101.21	Washington	Yakima	98208	07	45:40 (42J)	21.40
	Edgerton	56128	02	42:05 (42E)	36.40		Toppenish	98943	03	40:10 (40S)	57.15
	Jasper	56144	02	33:39 (33S)	76.15						
	St. Cloud	56301	09	47:53 (44J)	69.10						
	Dear River	56336	03	41:21 (42H)	84.55						
Ohio	Genoa	43430	01	52:28 (44K)	67.00						
	Columbiana	44408	03	36:23 (37S)	26.50						

*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".

Taking care
of "number 1"
means
being careful.

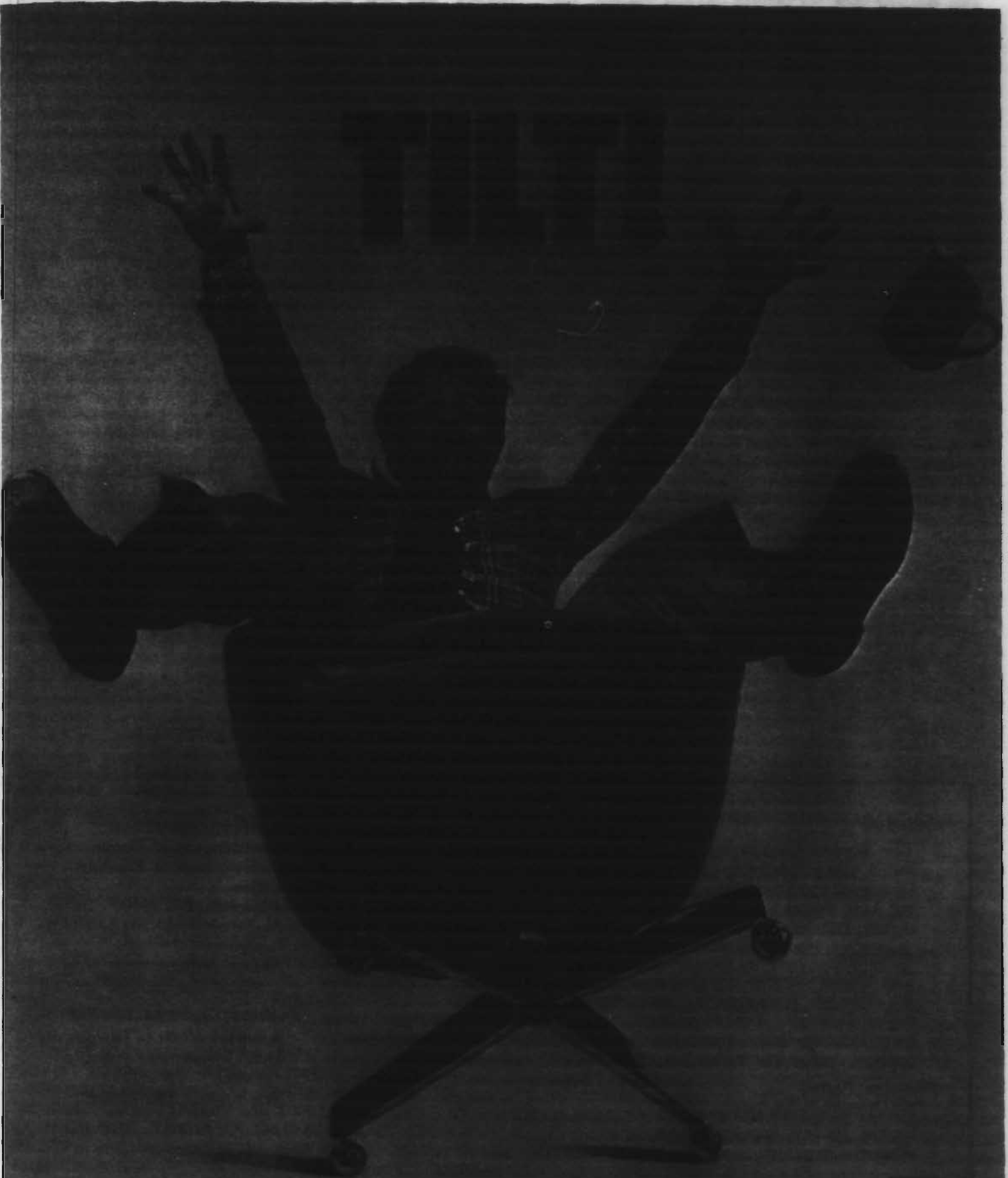


Warning Notice—Unrecovered Stolen Canadian Money Order Forms

(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—307,999,999.
 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 21288 article.

310,917,957 to 8,100	336,825,701 to 7,000	353,461,741 to 1,800	372,401,123 to 1,500
310,956,020 to 6,200	336,909,925 to 0,000	357,010,401 to 0,500	372,429,101 to 9,500
311,577,901 to 8,100	337,395,212 to 5,300	357,339,409 to 9,455	372,548,100 to 8,300
311,994,658 to 4,700	338,038,706 to 8,800	358,180,401 to 0,600	373,593,481 to 3,500
314,162,132 to 2,200	338,891,701 to 2,200	359,790,481 to 0,540	374,013,262 to 3,300
315,105,301 to 5,500	339,519,801 to 9,900	359,791,901 to 1,920	374,433,401 to 4,000
315,788,118 to 8,140	339,735,184 to 5,200	359,994,676 to 4,700	374,540,001 to 0,100
317,630,301 to 0,400	340,711,001 to 3,000	361,168,730 to 8,900	374,988,860 to 8,880
321,087,737 to 7,800	341,462,701 to 2,900	361,201,906 to 2,100	375,040,201 to 0,400
321,272,306 to 2,400	343,703,708 to 3,900	362,395,806 to 5,819	375,432,201 to 2,500
322,180,820 to 1,000	343,945,919 to 5,940	363,633,090 to 3,100	375,712,274 to 2,300
323,294,360 to 4,400	344,536,201 to 6,400	363,794,701 to 5,200	377,011,946 to 2,400
323,296,838 to 6,856	344,821,230 to 1,297	365,867,401 to 7,500	377,901,546 to 1,600
323,297,695 to 7,730	344,854,601 to 4,700	365,867,517 to 7,600	379,786,742 to 6,760
323,485,231 to 5,240	345,299,801 to 9,900	366,888,911 to 9,000	380,821,401 to 2,200
323,997,101 to 7,400	345,986,501 to 6,600	366,967,107 to 7,200	390,557,101 to 7,170
326,023,246 to 3,300	347,238,201 to 8,300	368,108,160 to 8,600	390,581,961 to 2,040
328,436,401 to 6,500	347,975,946 to 5,959	368,416,575 to 6,600	391,923,323 to 3,500
331,892,798 to 3,000	348,086,296 to 6,300	368,773,419 to 3,500	393,018,120 to 8,400
332,069,432 to 9,500	348,190,501 to 0,900	368,847,601 to 7,700	393,247,414 to 7,500
336,646,801 to 7,300	351,452,949 to 3,000	370,494,001 to 4,200	393,811,801 to 2,000
336,661,265 to 1,500	351,490,001 to 0,600	370,549,601 to 50,000	399,262,153 to 2,300



Don't lean back in chairs.



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 Postal Service distributes the POSTAL BULLETIN to all postal facilities. The Government Printing Office distributes copies to all public subscribers.

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.

USPS Requisitions

One-time copies:

Send Form 7380 to the Eastern Area Supply Center.

Quantity Changes:

Send Form 1286 to your Regional Administration Branch, giving justification.

Address Changes:

Send Form 1286 to your Regional Administration Branch.

Public Sale

Superintendent of Documents
U.S. Government Printing
Office

Washington, DC 20402

Single copy: \$1.25; \$1.60 foreign

Annual Subscription: \$50.00;
\$62.50 for foreign mailing

Address Changes for Public:

Superintendent of Documents
U.S. Government Printing
Office

Washington, DC 20402