



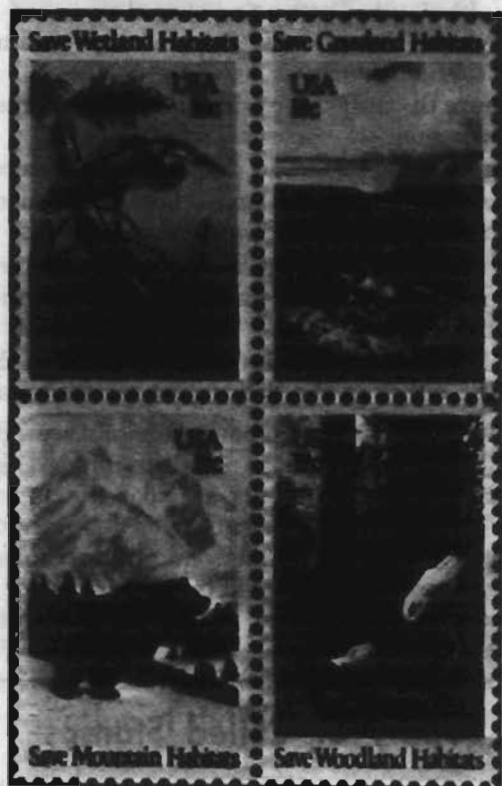
# postal bulletin

PB 21300—May 28, 1981—16 Pages

## 18-Cent Wildlife Habitats Commemorative Stamps

The block of four 18-cent wildlife habitats commemorative stamps will be first placed on sale June 26, 1981, at Reno, Nevada 84510.

**DO NOT SELL BEFORE JUNE 27, 1981**



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Issued in sheets of 50.

Collector information will be found on page 3.

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

Post offices with 950 or more revenue units requiring additional bulk quantities (*item 499*) should 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 should immediately requisition on a separate Form 17, Stamp Requisition, from their stamp distribution office.

Before requisitioning additional stock, consider that the stock should be depleted prior to August 26, 1981, at all post office outlets, except designated philatelic windows.—*Customer Services Dept., 5-28-81.*

## Wanted Circular Canceled

Destroy the wanted circular for Catherine Louise Como, issued August 14, 1980.—*Inspection Service, 5-28-81.*

## ASM Issue 3

Issue 3 of the ADMINISTRATIVE SUPPORT MANUAL (ASM) has been printed and is being distributed.

Issue 3 concentrates on revisions to the first four chapters: Postal Organization, Inspection Service, Communications, and Government Relations.

A new subchapter 310, Directives System, is included to establish policies, procedures, and responsibilities for issuing directives.

Also, new part 359, Correspondence Management, sets standards, procedures, responsibilities, and controls for managing and preparing correspondence.

Two special features are added to this issue to aid the user in locating information in the manual. The first is a thousand-entry subject index. The second is an appendix, replacing exhibit 353.21 in issue 2, entitled Privacy Act Systems of Records, developed for easier reference to record systems containing information about individuals.—*Information Resource Management, 5-28-81.*

## Paying Utility Bills

Effective immediately, postmasters should start paying their utility bills as close to the due date as possible without incurring a late charge. Handbook F-1, *Financial Handbook for Post Offices, 436.23*, will be revised as follows:

**.23 Method of Paying Utility Bills.** All bills should be paid as close to the due date as possible without incurring a late charge. At offices having stations and branches where more than one bill is received, bills may be consolidated and paid by a single money order or check. See 431.2 and 431.3 for check and money order payment procedures. Where feasible, post offices may make payment in cash without additional cost to the Postal Service. Cash payments must be receipted as in 431.13b or 431.13c.—*Finance Dept., 5-28-81.*

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P-11 Revision

## REQUIREMENTS FOR POSTMASTER POSITIONS

POSTAL BULLETIN 21299 (5-21-81) announced new Subchapter 540 of Handbook P-11, *Personnel Operations*. The basic qualifications for postmasters are printed below as an addendum to 540. For length of service and grade level requirements, see 544.1.

### For Vacancies at EAS-18 and Above.

1. Basic Requirements: All candidates must show through their total experience and background that they have the ability to manage the post office where the vacancy exists. This includes the ability to:

- a. Foster an attitude of responsive service to customers by the staff.
- b. Devise efficient and effective operational plans and procedures.
- c. Maintain operating costs and expenditures in proper relationship to the authorized budget.
- d. Devise improvements in work methods and procedures.
- e. Adjust work activities and schedules to meet emergency conditions or unanticipated requirements.
- f. Communicate skillfully both orally and in writing.
- g. Define assignments or projects clearly.
- h. Delegate authority and responsibility, and work with and through others effectively.
- i. Motivate, develop, and supervise employees of varied backgrounds and skill levels.
- j. Negotiate effectively with employee groups.
- k. Deal fairly and objectively with subordinates.

2. Experience: Applicants must clearly demonstrate by their experience, within or outside the Postal Service, that they have the ability to organize, plan, and schedule the work of a business-type organization in order to operate efficiently within a fixed budget, assure prompt and ac-

curate service, and develop plans for making the organization capable of responding effectively to seasonal and other variations in the workload. For EAS-24 and above, all the stated experience must have been at an organizational level that provided the employee with a broad perspective of managerial responsibilities, principles and techniques.

### For Vacancies Below EAS-18.

1. All candidates must show through their total experience and background that they have the ability or potential ability to manage the post office at which the vacancy exists by demonstrating that they can:

- a. Carry out operational plans and procedures economically and efficiently.
- b. Operate the post office with an attitude of responsive service to customers.
- c. Be fair and objective in dealings with others.
- d. Adjust work activities and schedules to meet emergency conditions or unanticipated requirements.
- e. Communicate skillfully, both orally and in writing.
- f. Accurately maintain basic financial records and stamp stock.

2. For EAS A-E, candidates must reside in the community (i.e., either in the delivery or service area).

**Note:** For EAS-24 and above, Regions are permitted to adjust these qualifications to accommodate local requirements. Such adjustments are to be included when the Form 990 is sent to Headquarters for nationwide announcement. Any additional minimum requirements are to be expressed in terms of knowledge, skills, or abilities the candidates must possess in order to be considered minimally qualified.

## Property Code Number Changes

Handbook F-43, *Property Code Numbers*, was revised November 15, 1979, and provides space at the bottom of each page to allow for temporarily recording new PCN additions, changes, and deletions until the affected pages are reprinted. To keep the handbook current, make a pen and ink addition in each of the three sections; PCN Numeric, Budget Index Code (BIC) and Alphabetical sequence for the following:

Change action	Class	BIC	Property code No.	Commitment account No.	Service life	Description
Addition . . .	A	3DJ	4579.26	86233	15	Tractor Gas/Diesel.
Do . . . .	B	1DD	9907.04	86231	15	Sack Sort Mach Modification.

—Finance Dept., 5-28-81.

## Supply of Coiled Stamps

Many postmasters are inquiring about their outstanding Forms 3356, Stamp Requisition-Bulk Quantities, for coils of 100 18-cent stamps.

Production at the Bureau of Engraving and Printing (BEP) has not yet caught up with demand for coils of 100 Flag and Surrey stamps. These coils are being shipped as fast as production and distribution resources permit. To equitably distribute available supplies of these coils of 100 stamps, the following steps are being taken for each issue:

An automatic distribution of the Flag stamp coils has been completed and one for the Surrey stamp coils is in process.

As the automatic distribution is fulfilled, outstanding Forms 3356 for these coils will be processed by order date sequence, from earliest to latest.

To minimize the impact of the present stamp supply situation, postmasters will maintain an 8 week supply of all postage stamps ordered in bulk quantities from BEP, as announced in POSTAL BULLETIN 21291 (3-26-81).—Customer Services Dept., 5-28-81.



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Issue Date: June 26, 1981  
 First Day City: Reno, Nevada  
 Designer: Chuck Ripper  
 Huntington, West Virginia  
 Modeler: Peter Cocci  
 Press: Gravure  
 Colors: Yellow, magenta, cyan, black tone and black line  
 Image Area: .84 x 1.44 inches or 21.33 x 36.57 millimeters  
 Plate Number: One  
 Stamps Per Pane: 50  
 Selvage: © U.S. Postal Service  
 ® Use Correct ZIP Code  
 ® Mr. ZIP

# Wildlife Habitats Commemorative Stamps

A block of four 18-cent commemorative stamps featuring wildlife habitats will be issued June 26 in Reno, Nevada, during the sixth annual convention of the Nevada Stamp Study Society (NEVPEX). The American First Day Cover Society will also hold its annual convention at NEVPEX.

The Wildlife Habitats stamps relay the importance of the preservation of the natural environment of our native wildlife. Each stamp depicts a different animal in its natural surroundings and focuses on a message to save each particular type of habitat—grassland, wetland, mountain and woodland. The animals featured in the design are a great blue heron resting on a tree branch extending from the water, a badger surveying the open grasslands before leaving its underground dwelling, a grizzly bear approaching an evergreen forest with snow-covered mountains in the background, and a ruffed grouse perching atop a log in the forest.

Procedures for ordering first day cancellations are as follows:

Customers are urged to buy stamps and affix them to their own covers. All covers must be addressed on the right side of envelopes at least 5/8 of an inch up from the bottom. Insert a filler in each envelope and mail them to "Customer Affixed Envelopes, Postmaster, Reno, NV 84510" by July 11. Customers should note that the deadline for mailing requests is 15 days following the first day of issue. This is the first stamp since the March 22 rate change for which the deadline was not extended to 45 days due to the timing of the announcements for rate change items. There is no charge.

The Postal Service will affix stamps when requested to do so. Mail orders by July 11 to "Wildlife Habitats Stamps, Postmaster, Reno, NV 84510." The cost is 18 cents per stamp to be affixed, and personal checks in the exact amount will be accepted for orders up to the limit of 50 covers. Postage stamps and cash are unacceptable as payment.



A stock list of stamps available at face value may be obtained by a request to the Philatelic Sales Division, Washington, DC 20265.

Please Remove and Post on Bulletin Board

USPS Stamp Poster 61-22  
 Remove after July 11

Faint, illegible text in the upper section of the page, possibly a list or report.

# Wildlife Habitats Conservation Status

Main body of faint, illegible text, likely containing detailed information or data.

All Personnel Processing Mail for Dispatch Abroad

**FOREIGN ORDER NOTICE 43**

Keep all foreign order notices for use as reference.  
A tentative *Lottery order* has been issued against:

**IRELAND**

- Mary Bolen  
"York", Tivoli Rd.  
Dun Loaghaire, Co. Dublin
- Ethna Doyle  
49 Grange Park Cres.  
Raheny, Dublin
- Peggy Bradley  
62 Kennington  
Templeogue, Dublin
- Beverly Hally  
11 Laurel Pk.  
Clondalkin, Co. Dublin
- Amelda Butler  
19 Marine Dr.  
Sandymount, Dublin
- Elsie Ryan  
"York", Tivoli Rd.  
Dun Loaghaire, Co. Dublin
- Marion Murray  
62 Kennington  
Templeogue, Dublin

Do not dispatch any mail to the above. Place the mail pieces in a pouch which has been endorsed "Foreign Order Mail" and send it to the Postmaster of New York, NY 10001, Attention: Claims, Inquiry and Undeliverable Mail, Room 4508. Do not place any endorsement on the mail pieces themselves.

**Final Orders**

The tentative *Lottery order* against the following have become final:

**CANADA**

- Commonwealth of Canada  
P.O. Box 76919 Station "S"  
3366 Kingsway  
and  
P.O. Box 76919 Station "S"  
3366 Kingsway  
Vancouver, B.C.
- James Thomas  
P.O. Box 3659  
and  
P.O. Box 4923  
Vancouver, B.C.
- Concept Marketing  
P.O. Box 2917  
Vancouver, B.C.

The tentative *False Representation order* against the following has become final:

**ENGLAND**

- International Finance Journal  
18/18A St. George Street  
Hanover Square  
London

This notice may be posted at the outgoing primary and it must be posted on the Foreign Order Board at all SCFs and designated International Exchange Offices.—*Judicial Officer, 5-28-81.*

**INTERNATIONAL EXPRESS MAIL—FRANCE AND THE UNITED KINGDOM**

International Express Mail On Demand service with France is now available. To ensure that our customers will be able to obtain good service to France, and to improve the existing service to the United Kingdom, all 3-digit ZIP Code areas have been assigned a specific exchange office within the origin's Next Day network as long as it meets all established criteria for domestic Next Day Express Mail. All exchange offices are authorized to dispatch both Custom Designed and On Demand items to each country.

Listed below are the designated ZIP networks for each exchange office for outbound EMS to France and the United Kingdom:

Exchange office:	<i>Origin offices assigned to exchange office</i>
BOS -----	010-067, 120-123, 128-149
JFK -----	004-005, 068-079, 088-119, 124-127
PHL -----	080-087, 150-199, 250-253, 255-266
IAD -----	200-249, 254, 267-269
MIA -----	006-009, 270-399, 700-709
IAH -----	710-799
ORD -----	400-589, 600-699
DEN -----	590-599, 800-849, 870-889, 893, 898-899, 979
LAX -----	850-869, 890-892, 900-935
SFO -----	894-897, 936-978, 980-999

The service to France and the United Kingdom is subject to change based on air service between the exchange offices and the two countries. If necessary, notices announcing such changes in these networks will appear in future issues of the POSTAL BULLETIN.

Networks show all 3-digit ZIPs from 004-999, including the unassigned and military codes. TMOs are free to route Custom Designed agreements through the exchange office providing the best service for our customers.—*Mail Processing Dept., 5-28-81.*

**Numeric Codes—Foreign Mail**

Many foreign countries are now using numeric address codes which are similar or identical to our ZIP Code.

These foreign numeric codes are causing numerous distribution errors on LSM Machines. The amount of missent foreign mail is increasing in direct proportion to keying errors.

All LSM operators and supervisors should be made aware of these foreign numeric address codes, and when keying or sweeping mail, a diligent effort must be made to recognize foreign mail. When a foreign code is used, Section 221.341, Publication 42, *International Mail*, requires the country name will be the last item in the address.

Postal managers must bring these problems to the attention of their employees and customers.—*Mail Processing Dept., 5-28-81.*

## CLEANUP WEEK

The week of June 22-26, 1981 has been designated as Cleanup Week in Postal Service facilities nationwide. This campaign needs the corporation of all employees to be successful. Primary emphasis of the campaign will be in the areas of disposing of obsolete and unused equipment, certain records and files, returning excess supplies and equipment to storage or supply centers, and cleaning of all interior and exterior areas of the building.

The following procedures provide the basic criteria for accomplishment of the campaign. A 50 item inspection checklist has been included to assist you.

All postmasters or designated representatives must complete the checklist for all buildings under their jurisdiction. File the completed checklist at the local post office. Each office should begin preparation now in order to have the cleanup in full swing when the campaign starts.

### I. Records Disposal

**A. Review Officer.** Appoint a records review officer at each office and at those sections of larger offices which maintain major files accumulations.

**B. Control Schedules.** Review records control schedules (Exhibit 351.31, Administrative Support Manual—ASM) and current records preservation instructions that are in effect.

**C. Eligible Records.** Follow instructions and destroy records eligible for disposal. Transfer from active office space to inactive storage areas records which are not required for active reference and which are not yet eligible for disposal. Maintain a record of cubic feet of records destroyed or transferred, in accordance with ASM, 351.8. Note that records containing information about individuals must be destroyed, not simply discarded as waste, in accordance with ASM 351.7.

*Note:* Records preservation instructions in effect take precedence over records control schedules. Records covered by such instructions will not be destroyed until further notice. (See POSTAL BULLETIN 21219, November 1979)

**D. Forms and publications.** Review supplies of blank forms publications, etc. Destroy superseded and obsolete copies. Return to stock current copies which are excess to the needs of the office.

### II. Equipment and Supplies

#### A. Search for and Identify:

1. Unreported excess equipment and supplies;
2. Poorly utilized equipment and space;
3. Idle equipment not a part of valid reserve stocks;
4. Misused equipment; and
5. Unserviceable or obsolete equipment which should be disposed of.

#### B. Scrap

1. Do not retain items that are not economically repairable. It is seldom profitable for the USPS to repair or sell low cost items (e.g., acquisition cost of \$50 or less) in a damaged nonoperable condition.

2. Initiate project to immediately dispose of junk and scrap material. Move material determined to be junk or scrap directly to local area dumps after obtaining author-

ization for local disposal from officials listed in ASM, 728.2. In the case of inventoried capital items, prepare Form 969, Disposal of Personal Property-Capital Items, and process according to procedures in ASM, 728.35.

3. Use municipal or postal vehicles when available to transport junk or scrap to local area dumps. When such facilities are not available, employ private services.

#### C. Misused or unused equipment

1. If equipment items were not used during the 1980 Christmas mailing season, assume that no valid requirement exists.

2. Issue instructions to immediately eliminate use of mailhandling equipment, particularly skids, nutting trucks and hampers, for storage areas.

3. Institute program to locate and inspect major items of equipment—conveyors, hamper dumpers, twine tying machines, and cancelling machines—and take one or more of the following actions.

- a. Put to proper use immediately.
- b. Place in proper storage when the equipment cannot be used in 30 days or less:
  - (1) Consolidate storage where feasible;
  - (2) Identify standby and seasonal requirements;
  - (3) Isolate and report excess. (See ASM, 727.3.)
- c. Repair items that are economically repairable.
- d. Dispose.

#### D. Stored, Intermingled Property

1. Implement program to locate and inspect idle equipment and material now intermingled in various storage areas.

2. Upon inspection, segregate material and take one or more of the following actions:

- a. Put into use.
- b. Properly store:
  - (1) Consolidate storage where feasible;
  - (2) Identify standby and seasonal requirements;
  - (3) Isolate and report excess. (See ASM, 727.3.)
- c. Repair.
- d. Dispose.

#### E. Supplies

1. Bulk quantities of new, unused GSA stores stock items in original containers may be returned to GSA supply depots. USPS will be credited at current GSA Stores Stock Catalog prices. Make arrangements with GSA for return, documentation, and credit for excess GSA stores stock items. Because many of your excess supplies and forms may be obsolete, you must check with the supply centers before returning these excess items to them. Do not ship excess supplies and forms to the supply centers until you receive approval of your request.

2. See ASM, 727.3 for instructions in handling excess expendable USPS supply center items.

#### F. Update Records

1. Update excess listings of retained equipment.
2. Report changes in accountability for equipment removed on Form 969 when required.—*Engineering & Technical Support Dept., 5-28-81.*

**INSPECTION CHECKLIST**

POST OFFICE		DATE OF INSPECTION		INSPECTED BY
EVALUATION FACTOR		YES	NO	COMMENTS
<b>A. EXTERIOR</b>	1. Is the flag on display, clean, and in good condition?			
	2. Is the flagpole in good condition and is the halyard functional?			
	3. Has interior and exterior of windows been cleaned?			
	4. Are the exterior areas and approach free of litter and extraneous material?			
	5. Are the doors painted or polished <i>(as applicable)</i> ?			
	6. If applicable, are lawns cut and shrubbery trimmed?			
	7. Is the dock area clean?			
<b>B. LOBBY</b>	8. Are the vestibule and patrol area floors clean?			
	9. Are the lobby walls clean? Have all notices taped to walls, columns, etc. been removed?			
	10. Are all lobby postings restricted to bulletin boards?			
	11. Is the screen line clean?			
	12. Is the box line clean and polished?			
	13. Is the lobby lighting clean, functional and adequate?			
	14. Is the wall clock face clean?			
	15. Are lobby wastepaper baskets available and lined?			
	16. Are the customer desks clean?			
	17. Are sand urns and ashtrays available?			
	18. Are the required lobby signs posted?			
<b>C. OFFICES</b>	19. Has extraneous material been removed from tops of cabinets, corners, etc.?			
	20. Have obsolete forms and supplies been destroyed?			
	21. Have excess quantities of current materials been returned to supply centers?			
<b>D. WORKROOM</b>	22. Is the window clerk counter area neat and clean?			
	23. Is the workroom floor clean?			
	24. Are separation cases clean and painted?			
	25. Are emergency exit accesses clear and free?			

INSPECTION CHECKLIST (Continued)				
EVALUATION FACTOR		YES	NO	COMMENTS
D. WORKROOM (Cont.)	26. Has extraneous matter been removed from tops of cases and cabinets?			
	27. Are walls, ducts and ceilings clean?			
	28. Are trash containers in the workroom available, in ample supply, lined, and clean?			
	29. Are ash trays available?			
	30. Are walls free of postings, tape, etc.?			
	31. Are visual aids in good condition, clean, and are they necessary?			
	32. Has the area been purged of all excess equipment?			
	33. Are venetian blinds or window coverings functional and clean?			
	34. Are window sills free of material and clean?			
	35. Are heating and/or ventilating equipment, grilles, etc., clean?			
36. Are breakout passages free and clear of equipment and material?				
E. LUNCHROOM/LOCKER ROOM	37. Are tops of lockers clean and free of debris?			
	38. Are the inside of lockers neat and clean? (Spot Check)			
	39. Are table tops clean?			
	40. Are vending machines and the floor around them clean?			
	41. Are lights clean?			
	42. Are rest rooms clean?			
F. GENERAL	43. Are towels, soap, and toilet tissue available?			
	44. Are toilet fixtures in good condition and functional?			
	45. Are delivery vehicles clean and free of unneeded material?			
	46. Are equipment and materials stored and inventoried by category?			
	47. Are custodial and/or office supplies consolidated and neatly stored?			
	48. Is all window glass intact?			
	49. Do the conditions observed reflect that the employees are co-operating satisfactorily in keeping the building clean and neat?			
	50. Have the rules and guidelines regarding wearing of uniforms been reviewed with employees and are employees complying?			
G. TALLY	A. NUMBER OF "YES" FACTORS		B. NUMBER OF "NO" FACTORS	
	Rating _____ x 100% =			



### VACANT REGULAR RURAL ROUTES LIST 81-22

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

#### VACANT REGULAR RURAL ROUTES TO BE POSTED

State	Name of Post Office	ZIP Code	Route No.	*Route classification and evaluation	Route length	State	Name of Post Office	ZIP Code	Route No.	*Route classification and evaluation	Route length
<b>CENTRAL REGION</b>						<b>Massachusetts</b>	Carlisle	01741	02	44-50 (45H)	27.50
Illinois	Fieldon	62031	01	41-17 (41B)	87.70		Kingston	02364	02	47-08 (42J)	31.80
Indiana	Oranger	45630	06	38-39 (38H)	24.70		East Sandwich	02537	02	40-34 (41H)	22.30
	Columbus	47201	11	41-23 (41H)	28.38		Seekonk	02771	01	42-11 (42H)	33.80
Iowa	Osceola	50213	02	41-13 (41B)	98.00	<b>New Hampshire</b>	Contoocook	08229	02	40-25 (41H)	40.20
	Janesville	50647	01	44-29 (45H)	63.40		Rochester	03867	05	54-14 (45K)	40.22
	Belle Plaine	52208	01	37-25 (37B)	90.30	<b>New Jersey</b>	Hewitt	07421	03	31-50 (32B)	18.50
Minnesota	Wayzata	55391	09	44-34 (45H)	24.90		Oakridge	07438	01	44-11 (41J)	23.50
Missouri	Kirkville	63601	04	48-54 (41K)	57.45	<b>New York</b>	East Nassau	12062	01	41-37 (42H)	56.15
	Greentop	63548	02	37-31 (38B)	83.90		Balkirk	12158	02	45-29 (45H)	20.80
	Martinsburg	65264	01	34-42 (35B)	89.30		Troy	12180	06	32-28 (32M)	28.40
	Mountain View	63548	03	43-05 (43H)	74.40		Roscoe	12776	02	26-27 (27B)	55.95
Ohio	Rock Creek	44084	01	42-08 (42H)	58.25	<b>Rhode Island</b>	Woonsocket	02895	04	43-21 (44H)	40.00
	Bristolville	44402	01	50-06 (46J)	43.90	<b>NORTHEAST REGION</b>					
Wisconsin	Boscobel	53605	04	39-18 (39B)	76.00	Connecticut	Danielson	06229	08	25-59 (36H)	15.90
	Edgar	54426	02	42-17 (42B)	63.00	Maine	Hudson	04449	01	54-06 (45K)	98.16
	Nellisville	54456	04	42-26 (42B)	76.10	Massachusetts	Spencer	01562	01	46-06 (46H)	40.50
	Black River Falls	54615	05	46-23 (46J)	44.00	<b>New Hampshire</b>	Berlin	08570	01	42-01 (42H)	66.20
	Stanley	54768	02	35-10 (35B)	70.45	<b>New York</b>	Ridge	11961	04	42-40 (42H)	17.80
Illinois	Streator	61364	07	40-55 (40H)	19.00		Schenectady	12301	03	46-17 (46H)	22.20
	Havana	62644	02	40-46 (41B)	68.80	<b>Vermont</b>	Putney	05346	01	28-50 (29B)	29.85
	Sherman	62684	01	40-36 (41H)	40.90	<b>SOUTHERN REGION</b>					
	Eldorado	62930	02	36-45 (37B)	53.20	Alabama	Mobile	36610	13	36-00 (36B)	49.00
Kansas	Barnes	66933	01	29-49 (30B)	88.95	Arkansas	Booneville	72927	01	45-18 (45H)	108.85
Kentucky	Owenton	40359	02	37-14 (37B)	61.00		Greenwood	72986	02	45-52 (42J)	96.70
	Russellville	42276	04	50-56 (42K)	54.40		Hardy	72542	02	41-18 (41B)	70.15
Michigan	Saginaw	48605	09	34-22 (35B)	24.75	<b>Florida</b>	Dover	32637	04	41-19 (41H)	28.22
	Onsted	49265	02	39-20 (39H)	55.00		Lutz	32549	06	38-26 (38H)	15.75
	Sand Creek	49279	01	30-28 (31B)	61.04		Palmetto	33561	02	41-23 (41B)	60.70
	Middleville	49333	01	53-07 (44K)	61.20		Venice	33595	07	49-51 (42K)	16.24
	Lake City	49651	08	47-46 (44J)	63.70	<b>Georgia</b>	Carrollton	30117	10	49-00 (45J)	26.05
Minnesota	Isle	56342	01	45-53 (46H)	111.50		Franklin	30219	08	42-11 (42B)	97.55
Missouri	Peculiar	64078	02	49-48 (46J)	67.15		Haiwasee	30546	01	39-28 (40B)	57.70
	Burlington Jct.	64428	01	40-39 (41B)	106.75		Monroe	30655	05	48-21 (44J)	69.96
	Lamar	64759	08	46-18 (46H)	83.60	<b>Louisiana</b>	Denham Springs	70726	08	51-00 (48K)	61.00
Ohio	Marion	43002	05	46-04 (46H)	73.05		Oak Grove	71263	04	46-06 (46H)	88.62
	Walbridge	43465	01	57-20 (48K)	37.60		Columbia	71418	01	53-19 (44K)	123.93
	Medina	44256	01	47-05 (42J)	34.70	<b>Mississippi</b>	Wahrun	39083	01	41-51 (42H)	77.40
	Troy	45373	02	42-56 (43H)	47.29		Pontotoc	39063	02	43-14 (43H)	66.40
Wisconsin	Evansville	53536	03	46-54 (42J)	82.60	<b>North Carolina</b>	Huntersville	28078	08	46-28 (42J)	44.00
	Appleton	54911	04	42-20 (42H)	45.80	<b>Oklahoma</b>	Sapulpa	74066	05	43-20 (44H)	35.40
<b>EASTERN REGION</b>							Tulsa	74101	59	28-13 (28B)	83.25
New York	Gouverneur	13642	01	40-04 (40B)	75.15		Ponca City	74601	07	42-27 (42H)	32.06
		13642	02	39-17 (39B)	65.45	<b>South Carolina</b>	Greer	29651	08	48-28 (44J)	64.80
Pennsylvania	Indiana	15701	01	51-42 (43K)	34.60		do	29651	07	45-25 (46H)	47.60
	York	17406	05	47-07 (42J)	37.10	<b>Texas</b>	Vidor	77602	06	43-45 (44H)	30.45
Virginia	Glen Allen	23060	04	45-55 (46H)	28.00		Georgetown	78626	04	46-04 (42J)	36.55
West Virginia	Rock	24747	01	32-01 (32B)	89.50		do	78626	05	44-20 (41J)	64.55
<b>NORTHEAST REGION</b>						<b>WESTERN REGION</b>					
Connecticut	Bloomfield	06002	04	45-05 (41J)	22.10	California	Paradise	95969	06	57-46 (48K)	19.90
	Suifield	06078	03	35-07 (35B)	21.60	Idaho	Boise	83707	09	48-11 (42H)	34.20
	Middlefield	06453	01	62-28 (48K)	25.30	Oregon	Sandy	97055	02	53-07 (44K)	40.85
	Danbury	06810	03	53-07 (44K)	26.20		Portland	97206	05	37-28 (38B)	42.40
	do	06810	04	53-08 (42K)	17.10	Washington	Maple Valley	98026	05	34-34 (35B)	23.70
	Ridgefield	06877	02	51-46 (42K)	34.80						
Maine	Fort Kent	04743	02	37-00 (37B)	57.80						

\*The "Route Classification and Evaluation" published in this POSTAL BULLETIN may not be the most current. The actual posting will contain the current "Route Classification and Evaluation".

# 15 TIPS TO SAVE ENERGY



 <b>INSULATE ALL AROUND</b>	 <b>MAKE SHOWERS SHORT</b>	 <b>HEAVY DRAPES AT WINDOWS</b>	 <b>LIMIT AUTO TRIPS</b>	 <b>TURN OFF UNNECESSARY LIGHTS</b>
 <b>JOIN A CAR POOL</b>	 <b>WASH CLOTHES IN COLD WATER</b>	 <b>STOP DRIPPING FAUCETS</b>	 <b>INSTALL STORM WINDOWS AND DOORS</b>	 <b>USE PUBLIC TRANSPORTATION</b>
 <b>IN WINTER SET THERMOSTAT AT 65° AND 78° IN THE SUMMER</b>	 <b>COOK SEVERAL ITEMS ON ONE BURNER</b>	 <b>KEEP DOORS AND WINDOWS TIGHTLY CLOSED</b>	 <b>UNPLUG UNNECESSARY APPLIANCES</b>	 <b>TURN OFF RADIO AND TV WHEN NOT IN USE</b>

\* Submitted by Postal employees who use Energy Whip T-shirts to call energy conservation suggestions.

**FEGLI—Program Administration**

The Postal Data Centers have finished processing open enrollment life insurance election forms (SF 2817) and are automatically issuing Forms 50 for:

1. Eligible employees for whom no SF 2817s were received, giving them Basic Life insurance coverage, with the message in Remarks, "FEGLI Form SF 2817 not received in Open Season ending March 31, 1981."

2. Eligible employees who elected new coverage but who were not in a pay and duty status in PP 09-81, with the message in Remarks, "Insurance Election Deferred Until in a Pay and Duty Status—New Form 50 is Required."

3. Eligible employees who elected an insurance option in which they were not previously enrolled and who were in a pay and duty status in PP 09-81.

The PDCs will not automatically issue a Form 50 for those employees whose coverage did not change. Therefore, show the new Form 50 Life Insurance Alpha Code on the next Form 50 initiated for employees in this category.

Installations are reminded that new coverage is effective when the employee is in a pay and duty status on or after April 1, 1981. The employing office is responsible for determining when the employee is in a pay and duty status and issuing a Form 50 "FEGLI Change 881" to extend elected life insurance coverage effective upon return to a pay and duty status. If the employing office determines that the Form 50 issued by the PDC is incorrect, the employing office is responsible for initiating a Form 50 making the correction.—*Employee Relations Dept., 5-28-81.*

**Domestic Orders**

False Representation. Enforced by postmasters at cities listed.

State/City	Name(s) Covered
NY, Manhasset 11030	Weight-Loss Products and Weight-Loss Products, Inc. 39 Orchard Street
NY, Smithtown 11787	Diet Products, Inc. 1 West Main Street
FL, Miami 33152	Oriental Nurseries, Inc. P.O. Box 522456
VA, Richmond 23230	International Security Corp. 113-D North Mall Willow Lawn Center International Security Corp. P.O. Box 6951
VA, Richmond 23233	International Security Corp. 1703 Raintrees Drive
NV, Las Vegas 89104	Kevin B. Tiernan and Michelle Tiernan d/b/a Circle Sales 304 E. Charleston Blvd.
TN, Memphis 38104	H-E-L-P 2310 Central Avenue

—*Judicial Officer, 5-28-81.*

**International Express Mail—Argentina**

This supersedes the POSTAL BULLETIN 21286 (2-26-81) regarding routing of International Express Mail to Argentina.

International Express Mail On Demand items addressed to Argentina may be accepted at all Express Mail windows which offer Next Day domestic service to the designated international exchange offices. That exchange AMF must be maintained in the origin's Next Day network or as long as it meets all established criteria for Domestic Next Day Express Mail.

Listed below are the revised designated ZIP networks for each exchange office for outbound EMS to Argentina:

Exchange office:	Origin offices assigned to exchange office
JFK -----	004-005, 010-269
MIA -----	006-009, 270-589 600-635, 700-709
IAH -----	636-699, 710-831, 870-889
SFO -----	590-599, 832-869, 890-999

Argentina as a destination is subject to change based on air service between the exchange offices and Buenos Aires. If necessary, notices announcing such change will appear in future issues of POSTAL BULLETIN. The above networks show all 3-digit ZIPs from 004-999, including the unassigned and military codes. TMOs are free to route Custom Designed agreements through the exchange office providing the best service for their customers.—*Mail Processing Dept., 5-28-81.*

**IF THE ADDRESS ON YOUR MAILING LABEL OF POSTAL LIFE OR POSTAL LEADER IS INCORRECT, COMPLETE FORM 1216, EMPLOYEE'S CURRENT MAILING ADDRESS. THIS FORM IS AVAILABLE FROM YOUR PERSONNEL OFFICE. RETURN THE COMPLETED FORM TO YOUR PERSONNEL OFFICE FOR PROCESSING. NO OTHER FORM CAN BE USED FOR THIS PURPOSE.**

## CURRENT REGIONAL INSTRUCTIONS

The list below may be used as a Table of Contents for the Regional Instructions that are still in effect. Regional Instructions are being rewritten as Management Instructions, or for inclusion in the subject manuals and handbooks, as appropriate.

### 100 General Management

#### 110 General Administration

- 113 Visitors from Foreign Postal Administrations (836-G-96), 4-21-75
- 115 Contracting with Individuals for Consultant/Study Services (1017-G-116), 11-28-77
- 116 Procurement Commodity Assignments and Financial Responsibilities (1054-G-120), 5-1-78

#### 130 Delegations of Authority

- 131 Claims Against Private Individuals and Organizations to Collect Damage to Postal Property (787-G-86), 7-19-74
- 132 Guidelines on Use of Official Cars (887-G-101), 1-29-76
- 133 Further Reduction of Procurement Services Offices (1068-G-122), 7-5-78

#### 140 Directives and Communications

- 142 Post Office Newsletters (824-G-93), 3-6-75

#### 150 Public Information

- 151 Capital Facilities Projects—Public Announcements (935-G-108), 9-8-76
- 152 Open Houses—New Postal Facilities (768-G-83), 2-25-74
- 153 Postal Customers Councils (1090-G-123), 4-6-79
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- 180-2 Forms Management Program (649-G-70), 2-25-72

### 200 Research and Engineering

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- 212 Control and Coordination of New Equipment Development Programs by Field Organizations (956-R&E-31), 12-22-76

### 300 Postal Operations

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- 312 Parcel Damage Reduction Policy (Non-Priority Parcels) (927-PO-170), 7-8-76
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- 322 ZIP Code Assignments and Authorization (1066-PO-197), 6-30-78
- 323 Distributing and Processing Irregular Parcels, Regular Parcels, and Non-Machinable Outside Parcels (1071-PO-199), 7-7-78
- 324 Guidelines for Area Mail Processing (1043-PO-189), 2-27-78
- 325 Loaning Government-Owned Equipment to Mailers (791-PO-145), 8-9-74 Amendment 1 (794-PO-146), 9-23-74
- 327 Mail Processing Operating Plan (1093-PO-207), 5-9-79

#### 340 Bulk Mail System

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- 343 BMC Operating Plan (1062-PO-193), 6-9-78

#### 350 Vehicle Service

- 351 Fleet Management Relationships and Responsibilities (850-PO-153), 7-25-75
- 356 Procedure for Vehicle Repaid and Maintenance Agreements (1003-PO-183), 9-14-77

#### 380 Statistics and Reports

- 383 Mail Condition Reporting System (1045-PO-190) 3-23-78

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- 393 Supply of Training Packets to US Army Reserve Postal Units (902-PO-168), 4-22-76
- 399 Mail Processing Work Assignment Guidelines (1085-PO-204), 2-16-79 Amendment 1 (1096-PO-209), 7-6-79

### 400 Finance

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#### 440 Budgetary Control

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- 853 USPS Buildings Occupied by GSA/Federal Agencies—Work Authorization (1074-RE&B-46), 7-28-78  
—*Information Resource Management, 5-28-81.*

**DOMESTIC INSURED MAIL CLAIMS**

The St. Louis Postal Data Center is receiving duplicate claims for insured mail which have been assigned a claim number different from the number on the original claim. Employees who accept and process duplicate claims must assure that the claim number and date of mailing shown

on the duplicate match the information shown on the original claim. Inconsistent dating and numbering complicate claims processing and delay service to the customer.—*Rates & Classification Dept., 5-28-81.*



**Strike out slips, trips, and falls  
by keeping work areas clean**



**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 21299 listing. B. Old Style. (Gray). C. Counterfeit. The listing from PB 21240 remains valid for both B. and C.

213 578 4229 to 4399	242 591 4500 to 4699	250 919 5218 to 5299	260 479 3500 to 3599
217 210 7100 to 7299	242 605 0000 to 0999	250 951 4340 to 4363	260 743 5000 to 5099
217 288 7000 to 0024	242 621 8314 to 8399	250 991 9778 to 9799	260 894 8061 to 8099
217 667 3400 to 3599	242 816 1337 to 1399	251 518 6281 to 6399	261 002 6451 to 6499
219 726 9924 to 9999	243 112 4109 to 4120	251 964 6056 to 6199	261 052 5271 to 5299
224 206 6400 to 6491	243 228 7200 to 7499	251 997 2913 to 2999	261 175 6200 to 6299
225 711 9700 to 9999	243 766 6730 to 6799	252 171 2041 to 2056	261 459 5800 to 5899
225 712 0000 to 0999	243 805 0000 to 0299	252 235 4400 to 4499	261 459 6722 to 6799
225 767 2000 to 2299	243 906 7800 to 8199	252 235 4581 to 4899	261 533 2067 to 2299
227 097 4600 to 4699	244 299 2000 to 2199	252 238 2299 to 2399	261 935 6500 to 6599
229 346 9900 to 9999	244 366 8800 to 8899	252 432 6988 to 6999	261 954 6334 to 6399
229 350 0600 to 0699	244 381 3024 to 3099	252 891 1159 to 1199	261 965 4168 to 4199
229 434 3500 to 3599	244 525 0719 to 0799	253 175 2670 to 2699	262 604 1515 to 1599
229 531 9700 to 9899	244 657 7700 to 7899	253 192 7311 to 7399	262 931 7066 to 7076
229 576 1800 to 1899	244 678 2333 to 2499	253 293 5931 to 5940	262 949 9200 to 9299
230 826 8683 to 8799	244 743 7100 to 7399	253 446 4033 to 4099	262 963 4912 to 4999
231 147 0883 to 1499	244 895 5575 to 5599	253 547 6013 to 6049	263 129 6984 to 6999
232 295 7249 to 7599	245 103 9300 to 9399	253 547 6054 to 6099	263 146 1837 to 1849
232 665 0292 to 0399	245 103 9400 to 9499	253 747 6924 to 6999	263 323 0768 to 0799
233 262 7907 to 7999	245 118 6754 to 6768	254 107 8590 to 8599	263 407 7000 to 7099
233 516 6100 to 6199	245 279 1420 to 1448	254 107 8913 to 8999	264 132 9200 to 9299
234 031 6456 to 6999	245 279 1510 to 1599	254 254 4490 to 4499	264 205 4017 to 4099
234 261 4500 to 4599	245 591 1626 to 1799	254 259 8867 to 8899	264 223 9121 to 9199
234 659 4000 to 4199	245 695 0346 to 0399	254 259 8951 to 9099	264 366 7033 to 9499
234 659 8700 to 8999	245 973 2677 to 2699	254 740 8408 to 8445	264 405 9660 to 9699
234 802 1060 to 1199	246 076 7300 to 7399	255 125 8500 to 8599	264 406 1201 to 1299
234 997 1000 to 1599	246 155 4048 to 4099	255 176 5373 to 5399	264 496 5357 to 5399
236 388 4842 to 5099	246 155 5000 to 5499	255 276 0949 to 0999	264 642 5304 to 5399
236 576 9520 to 9599	246 402 6511 to 6599	255 281 2647 to 2699	264 786 2900 to 2999
236 755 8000 to 8099	246 608 6300 to 6399	255 440 4800 to 4899	265 330 0400 to 0599
236 937 5803 to 5999	246 609 9545 to 9799	255 440 4900 to 4999	265 338 9048 to 9099
236 941 5400 to 5499	246 816 2600 to 2699	255 857 4749 to 4799	265 370 8800 to 8999
237 413 7500 to 7599	246 973 1372 to 1399	256 140 5400 to 5499	265 387 1531 to 1599
237 423 4111 to 4199	247 012 0500 to 0599	256 193 5100 to 5159	265 394 0669 to 0691
237 457 5600 to 5699	247 066 9300 to 9399	256 695 0525 to 0599	265 414 3082 to 3199
237 457 5800 to 5899	247 086 4200 to 4299	256 754 0030 to 0099	265 541 8254 to 8299
238 165 7700 to 7799	247 113 5635 to 5699	257 405 2600 to 2899	265 956 3900 to 3999
238 169 7587 to 7599	247 490 1960 to 1999	257 474 8312 to 8399	266 369 4447 to 4499
238 377 4508 to 4599	247 490 2086 to 2099	258 444 7185 to 7199	266 399 5845 to 5899
238 377 4508 to 4599	247 497 4000 to 4099	258 480 2600 to 2899	266 442 2360 to 2399
238 586 3100 to 3299	247 544 0200 to 0214	258 618 0254 to 0299	266 775 2669 to 2699
239 199 0700 to 1099	247 575 4400 to 4499	258 643 2765 to 2774	267 917 1874 to 1999
239 204 9916 to 9999	247 929 6417 to 6799	258 950 5217 to 5299	268 202 3665 to 3699
239 481 4728 to 4799	247 983 1511 to 1899	258 950 5433 to 5499	268 224 1500 to 1699
239 549 7116 to 7499	248 120 4322 to 4399	259 084 1386 to 1399	268 299 0000 to 4999
239 575 2000 to 2199	248 244 7246 to 7299	259 227 0000 to 1499	268 657 2928 to 2999
239 596 4800 to 4999	248 317 7624 to 7699	259 340 0828 to 0999	268 834 6500 to 7999
239 985 7000 to 7499	248 397 2163 to 2199	259 628 0936 to 0999	269 553 1200 to 1299
240 108 6501 to 6599	248 423 4864 to 4899	259 745 1300 to 1499	269 821 1147 to 1199
240 252 6400 to 6899	248 440 7916 to 7971	259 783 7821 to 7899	269 960 4957 to 4999
240 256 2900 to 3199	248 718 7317 to 7399	259 825 5819 to 5899	270 233 5700 to 5799
240 639 3561 to 3599	249 680 4872 to 4899	259 950 3053 to 3099	270 500 0040 to 0099
240 855 7000 to 7099	249 945 6900 to 6999	259 950 3300 to 3499	801 579 6056 to 6098
240 901 5900 to 5999	249 996 6000 to 6099	260 039 2699 to 2999	801 629 1900 to 1999
241 081 9274 to 9299	249 996 6300 to 6499	260 144 7415 to 7499	802 029 5199 to 8999
241 224 7209 to 7299	250 452 4971 to 4999	260 198 2856 to 2898	802 265 0575 to 1999
241 685 5124 to 5199	250 483 0600 to 0699	260 229 5638 to 5699	802 751 1128 to 1299
241 694 1800 to 1899	250 565 7029 to 7040	260 324 9000 to 9099	
241 902 2600 to 2799	250 833 7200 to 7399		
242 021 2262 to 2499			

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OFFICIAL BUSINESS

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