



# postal bulletin

PB 21307—July 16, 1981—16 Pages

## Directives Update

No.	Title	Date
<b>New</b>		
Pb 104	Postal Source Data System Supervisor's Handbook.	May 1981
Pb 249-C	Presort and the Banking Industry (Georgia State Bank).	June 1981
Hb Re-5	Building & Site Security Requirements, TL-2.	June 1981
<b>Obsolete</b>		
Nt 95	Guide to Addressing (Superseded by Nt 23-A, June 1981).	Sept. 1980
Nt 202	Guide for Submitting Statistical Reports, CAGS K-L.	Fiscal year 1980

—Office of Data Management, 7-16-81.

## 18-Cent Alcoholism Special Issue Stamp

The 18-cent Alcoholism stamp will be placed on sale August 19, 1981 at Washington, DC 20013.

**Do Not Sell Before August 20, 1981**



Copyright U.S. Postal Service 1981

Issued in Panes of 50.

Collector information will be found on page 5.

**Supply.** All post offices under the automatic distribution system will receive a supply of this stamp. However, some post offices will receive less than the normal distribution quantities automatically furnished on a 50-subject commemorative. Since the total quantity of this stamp is being distributed automatically, *no supplemental bulk requisitions will be honored at the Bureau of Engraving and Printing for item 531.*

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.—Customer Services Dept., 7-16-81.

## Wanted Circular Canceled

Destroy the wanted circular for Robert Reid, no date of issue.—Inspection Service, 7-16-81.

## Domestic Orders

False Representation. Enforced by postmasters at cities listed.

State/City	Name(s) Covered
TN, Chattanooga 37415.	Capricorn Pharmaceuticals, P.O. Box 15396.
OH, Cincinnati 45242.	International Funding and Finance Co., Inc. (I.F.F.), 10919 Barrington Court.
IL, Monee 60449----	Sally Greenberg, International Funding and Finance Co., Inc. (I.F.F.), West Steger Road.
NJ, New Brunswick 08901.	Economic Data Corporation, 46 Paterson Street.
NJ, Bordentown 08505.	Professional Assets Development, Inc., 24 Bennington Road.
NE, Omaha 68107----	Lee Vaughn using any fictitious names or aliases at 4312 South 17th Street.
IL, Chicago 60606----	American Publicity Directorate, 330 South Wells Street, Suite 1418.
CT, Westport 06880----	Contemporary Mission, Inc., Publishing Division, 285-A Saugatuck Avenue.
GA, Atlanta 30340----	Athena Products, Ltd., 3176 Marjan Drive.
GA, Atlanta 30366----	Athena Products, Ltd., P.O. Box 81371.
GA, Atlanta 30359----	Athena Products, Ltd., P.O. Box 29274.
NM, Albuquerque 87106.	The Source, 1706 Central, SE.

—Judicial Officer, 7-16-81.

## CONTENTS

	Page
18-Cent Alcoholism Special Issue Stamp	1
Acceptance of 8.4, 9, and 13-cent precanceled Stamps	2
Address Corrections	7
Cancellations—Temporary Philatelic Stations	2
Conversion of Race and National Origin Codes	3
Directives Update	1
Domestic Orders	1
Foreign Order Notice 47	10
Form 50 for Rural Carriers	3
Handbook F-1, TL 10 (Correction)	2
International Mail—Embargo of Mail to Canada	3
Merchandise Return Service	2
Management Sectional Centers	10
Money Orders—U.S. Missing	15
On-Rolls and Paid Employee Statistics Report	7
Requests for Review—Postmasters	2
Safety Alert—Hammers	10
Stamp Poster 81-26	5
Use of Form 1617	2
Veterans Administration Mailing	3
Wanted Circular Canceled	1
Work Clothes and Contract Uniforms	13
ZIP+4 Firm Notification	2

*DMM, POM Revision***Cancellations—Temporary  
Philatelic Stations**

DOMESTIC MAIL MANUAL (DMM) 164.92 and POSTAL OPERATIONS MANUAL (POM) 244.92 are revised to establish that cancellations at temporary philatelic stations may be approved for events sponsored by or involving specific types of organizations, providing Postal Service endorsement is not suggested. The revised DMM 164.92 and POM 244.92, both read as follows:

**.92 Requirements.** All cancellations must carry the name of the exhibition or event, followed by the word *Station* or *Sta.*, the city, state, and ZIP Code, and the month, day, and year. Pictorial cancellations that endorse the ideals, policies, programs, products, campaigns, or candidates of religious, anti-religious, commercial, political, fraternal, trade, labor, public interest, or special interest organizations will not be approved. However, cancellations may be approved that recognize events such as meetings or conventions sponsored by or involving such organizations, providing their designs do not include words, symbols, or illustrations referring to ideals, policies, programs, products, campaigns, or candidates. Overall dimensions must not exceed 4 inches horizontally and 2 inches vertically.

These changes will be included in future issues of the DMM and POM.—*Customer Services Dept., 7-16-81.*

*POM Revision***Use of Form 1617**

Effective immediately, POSTAL OPERATIONS MANUAL sections 431.533a-e are rescinded. Destinating offices are no longer required to report on Form 1617, *Missent Mail Notice*, packages, trays, or loose packs which contain 10 or more errors. POM sections 431.533a-e are deleted and 431.533f and 431.533g are renumbered 431.533 and 431.534, respectively.

This change will be included in a future issue of the POM.—*Mail Processing Dept., 7-16-81.*

**Requests for Review—Postmasters**

The moratorium on requests for review of associate office postmasters EAS-22 and above is no longer in effect. The current Job Evaluation System and procedures in Chapter 2 of the EMPLOYEE & LABOR RELATIONS MANUAL continue to apply to these offices.—*Employee Relations Dept., 7-16-81.*

*Correction***Handbook F-1, TL 10**

In POSTAL BULLETIN 21303 (6-18-81), an article with the above title on page 17 contained an error in the second column, third paragraph. It should have read:

Add new section 544.34 and raise the old 544.34 and .35 to 544.4 and .5.—*Finance Dept., 7-16-81.*

**ZIP+4 Firm Notification**

By now all ZIP+4 prenotification pieces should have been delivered to firms and government agencies with unique ZIP+4 codes, to post office lockbox customers and to Business Reply Mail permit holders. This is a reminder that all undeliverable pieces and excess pieces must be returned to the MSC ZIP+4 File Maintenance Coordinator following instructions contained in Attachment I of the ZIP+4 Notification Instructions contained in SAPMG Jellison's memorandum to MSC Managers dated June 19, 1981.

Phase II of the notification process will take place the week of July 27. All MSC Managers are solely responsible for the notification effort as stated in SAPMG Jellison's memorandum. Managers must ensure that each firm on their listing receives a notification piece containing their ZIP+4 code. Blank notification pieces will be manually prepared for any firm with a unique ZIP+4 code not receiving a specifically addressed notification piece.—*Operations Group, 7-16-81.*

**Acceptance of 8.4, 9, and 13-Cent  
Precanceled Stamps**

Precanceled 8.4-cent, 9-cent, and 13-cent stamps may continue to be used on third-class bulk mailings and presort first-class mailings until October 1, 1981, provided additional postage is paid at the time of mailing.

The difference between the value of the stamps and the amount of postage required under the current rate schedule must be paid before the mailing is accepted. The postage difference may be paid by postage meter stamps on the individual mailing pieces, or by affixing to Form 3601-PC, *Statement of Mailing, Bulk Rates*, adhesive postage stamps or postage meter stamps for the amount of the postage difference, rounded to the nearest full cent. Weigh room personnel must verify the computations on Form 3602-PC to assure proper additional postage is affixed and that all adhesive stamps used are canceled.—*Rates & Classification Dept., 7-16-81.*

**Merchandise Return Service**

Postmasters should assure that window clerks and other acceptance personnel are familiar with merchandise return service in DOMESTIC MAIL MANUAL (DMM) 919. When zone-rated mail is returned under the merchandise return service, using the 2-part label described in DMM 919.5, window clerks or other acceptance personnel in post offices must enter the amount of postage due on *both* parts of the label. If the amount of postage to be charged is not entered on the part to be returned to the office where the permit is held, revenue may be lost.—*Rates & Classification Dept., 7-16-81.*

## Form 50 for Rural Carriers

Effective immediately, the instructions in Chapter 6 of the P-11, *Personnel Operations Handbook*, for coding Form 50 worksheets for regular rural carriers (designation 71) and substitute rural carriers serving vacant routes (designation 72) are changed as follows:

1. Of the **Rural Carrier Data** elements (49-50 and 72-78) on the Form 50 worksheet, only elements 72 (Route Number) and 77 (Commitment Code) are to be completed.

2. Elements 56 (Employing Office Finance Number), 65 (Designation/Activity Code) and 96 (Level/Step) are to be completed on all Form 50 worksheets for Rural Carriers, in addition to other elements required for the action being processed.

With this data, the postal data centers will select from the rural route master file the hours and miles, determine the FLSA code, establish any guaranteed salary, print a red circle code (if eligible), and establish route type. This data will be printed on the completed Form 50.

When processing accessions for regular rural carriers or substitute rural carriers serving vacant routes (designations 71 and 72), or when processing any action which changes the designation of an employee to 71 or 72, **only** the following nature of action (NOA) codes will be used:

- 100 Career Appointment
- 130 Transfer Career
- 133 Transfer Career Within USPS
- 140 Reinstatement Career
- 160 Reemployment Military Service
- 161 Reemployment E.O. or OPM Regulation
- 292 RTD—Return To Duty
- 550 Conversion To Excepted Appointment
- 580 Conversion To Regular Rural Carrier
- 721 Reassignment
- 907 Change To Leave Earning Status
- 925 Reassignment-CAO

NOA codes for promotion, change to lower level, or conversion to full time should never be used for placement of employees into Designation 71 or 72.

None of the changes in this article affect the processing of Form 50 worksheets for rural designations 73, 74, 77, or 78.—*Employee Relations Dept., 7-16-81.*

## Veterans Administration Mailing

The Veterans Administration intends to send letters addressed to postal employees at their work addresses during the latter part of July and early August. These letters will be annotated *Personal-Official—To Be Opened By Addressee Only*, and are to be delivered to the employees unopened.

Any letters received for individuals no longer employed by the installation should be returned to the Veterans Administration at the address shown on the envelope. The individual's current address, if known, should be noted on the envelope.—*Employee Relations Dept., 7-16-81.*

## International Mail—Embargo of Mail to Canada

Mail service to Canada is suspended due to a postal strike in that country. No class of mail for Canada should be accepted at any post office.

All Registered, First Class and Priority Mail items already deposited must be endorsed "Mail Service Temporarily Suspended" and returned to the sender. Postage and fees may be refunded on mail returned due to suspension of mail service. Customers must file an Application for Refund in accordance with Section 147.2, DOMESTIC MAIL MANUAL.

Until further notice the operation of the Private Express Statutes, 39 U.S.C. § 601(A) (1) through (6) and 39 C.F.R. 310.2(B) (1) through (6), will be suspended for mail addressed for delivery in Canada.—*Rates & Classification Dept., 7-16-81.*

## Conversion of Race and National Origin Codes

MSC Managers, Postmasters, and heads of other installations and units will ensure: (1) that all employees receive the information in the Notice to Employees, printed on page 4, and have the opportunity to make inquiries and changes as set forth in the notice, and (2) that personnel offices begin using the new codes as set forth in the following instructions.

### Instructions for Personnel Offices

The Postal Data Centers have converted all current *Minority Category Codes* (previously called *Minority Group Designators*) to the new alphabetic codes. Effective immediately, enter the new alphabetical race and national origin codes on Forms 50-A and 50-B, *Notification Personnel Action*—processing copy. Codes are to be entered on all Forms 50-B (accessions) and on Forms 50-A when it is necessary to change an incorrect code or to enter a code when the element is blank.

If employees request notification of their race or national origin category, complete Elements 1 (enter Effective Date), 2 (enter Social Security Number) and 79-80 (enter NOA 912, Master File Record Review) of Form 50-A and send it to your E&LR Information Center. A printed Form 50 will be returned to you with the employee's Race and National Origin Code printed in Element 36 on the employee's copy.

If an employee requests a change of race or national origin category, complete Form 50A, NOA 012, *Minority Code Change*, and send it to your E&LR Information Center. This is a new Nature of Action code.

Provide each new employee with the table of race and national origin categories shown on page 4 of this BULLETIN and ask the employee to select the code that best indicates his or her race or national origin. Enter the code selected in Element 36 of the Form 50-B effecting employment.

These instructions will be incorporated in Chapter 6 of Handbook P-11.—*Employee Relations Dept., 7-16-81.*

### NOTICE TO EMPLOYEES OF USPS

Since 1974, data on the race and national origin of all Postal and other Federal employees have been collected under the provisions of the Federal Personnel Manual (Chapter 713). This has been done through visual observation by your agency's personnel officer, Equal Employment Opportunity Officer, your supervisor, or other designated official. These data are then reported to the Office of Personnel Management as input to the Central Personnel Data File and are used for reports to Congress (required by law) on the status of minorities in the Federal Civilian Work Force and for special surveys to evaluate the effectiveness of Equal Employment Opportunity Programs.

Other federal agencies have adopted alphabetic minority codes prescribed by the Department of Commerce. To facilitate planning and reporting, the Postal Service has converted the previous minority categories to the new categories shown below.

New categories are to be used for Federal civilian employees. Please note that, for the first time, employees who have origins in the Indian subcontinent will be coded as "Asian or Pacific Islander." Since such employees were not previously identified specifically, their group may be changed to some category other than "Asian or Pacific Islander" in the conversion process. If your origins are in the Indian subcontinent, you are urged to identify yourself to your agency as being "Asian or Pacific Islander" or the new designation with which you most closely identify yourself.

As a Federal employee, you have the right to know the race or national origin category under which you are coded. If you want to know how you are identified,

Previous Minority Category	New Race and National Origin Category
0—Employees in Guam or Hawaii.	Z—Employees in Guam or Hawaii.
1—Negro	C—Black, not of Hispanic Origin.
2—Spanish Surnamed	D—Hispanic.
3—American Indian	A—American Indian or Alaskan Native.
5—Aleut (In Alaska Only)	A—American Indian or Alaskan Native.
6—Eskimo (In Alaska Only)	A—American Indian or Alaskan Native.
4—Oriental	B—Asian or Pacific Islander.
7—None of These	E—White, not of Hispanic Origin.
8—Not Hispanic in Puerto Rico.	Y—Not Hispanic in Puerto Rico.

you should find the code in Item 36 on your copy of a recent PS Form 50. If it is a numeric code, compare it with the previous Minority Category codes in the above table. If it is an alphabetic code, compare it with the New Race and National Origin Codes. (NOTE: Minority code is printed only on the employee's copy of the Form 50.) If you have any further questions or concerns that the conversion process will not correctly represent your racial and national origin designation, or if you have not received a recent Form 50, please contact your personnel officer so that the correct data can be recorded.

We solicit your cooperation and assistance in making the racial and national origin data as accurate and reliable as possible.

### RACE AND NATIONAL ORIGIN IDENTIFICATION

Specific Instructions: The categories below are designed to identify your basic racial and national origin category. If you are of mixed racial and/or national origin, identify yourself by the category with which you most closely identify yourself.

NAME OF CATEGORY	DEFINITION OF CATEGORY
<b>Categories for Use Outside Guam, Hawaii, and Puerto Rico</b>	
A—American Indian or Alaskan Native.	A person having origins in any of the original peoples of North America, and who maintains cultural identification through community recognition or tribal affiliation.
B—Asian or Pacific Islander	A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa.
C—Black, not of Hispanic origin	A person having origins in any of the black racial groups of Africa. Does not include persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins (see Hispanic).
D—Hispanic	A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins. Does not include persons of Portuguese culture or origin.
E—White, not of Hispanic origin	A person having origins in any of the original peoples of Europe, North Africa, or the Middle East. Does not include persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins (see Hispanic). Also includes persons not included in other categories.
<b>Categories for Use in Puerto Rico</b>	
D—Hispanic	A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins. Does not include persons of Portuguese culture or origin.
Y—Not Hispanic in Puerto Rico	A person not of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins whose official duty station is in Puerto Rico.
<b>Category for Use in Guam and Hawaii</b>	
Z—Employees in Guam or Hawaii	Employees whose official duty station is in Guam or Hawaii.



Copyright U.S. Postal Service 1981

Issue Date: August 19, 1981  
 First Day City: Washington, D.C.  
 Designer: John Boyd  
 New York, New York  
 Modeler: V. Jack Ruther  
 Press: Intaglio  
 Colors: Blue and black  
 Image Area: .84 x 1.43 inches or  
 21.33 x 36.32 millimeters  
 Plate Numbers: One group  
 Stamps Per Pane: 50  
 Salvage: ©U.S. Postal Service 1981  
 ®Use Correct ZIP Code  
 ®Mr. ZIP

## Alcoholism Special Stamp

A special issue postage stamp with the theme "Alcoholism—You can beat it!" will be issued August 19 in Washington, D.C.

The 18-cent stamp is intended to convey the message that alcoholism is a treatable disease. This is supported by the fact that there are over one million recovered alcoholics in the United States today.

The special issue stamp was designed by John Boyd, who is associated with Anagraphics, Inc., a New York City graphics design firm.

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  $\frac{5}{8}$  of an inch up from the bottom. Insert a filler in each envelope and mail them to "Customer Affixed Envelopes, Postmaster, Washington, DC 20013" by September 3. There is no charge.

The Postal Service will affix stamps when requested to do so. Mail orders by September 3 to "Alcoholism Stamp, Postmaster, Washington, DC 20013." 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 request to the Philatelic Sales Division, Washington, DC 20265.

Please Remove and Post on Bulletin Board

USPS Stamp Poster '81-26  
 Remove after September 3



## ADDRESS CORRECTIONS

The 10 cent fee for address corrections (deletion or addition of an address) in DOMESTIC MAIL MANUAL (DMM) 945.35, was not changed on March 22, 1981. If customers have been charged 13 cents per correction under the provisions of DM 945.35 instead

of 10 cents per correction, postmasters should process Form 3533, *Application and Voucher for Refund of Postage and Fees*, for the excess amount paid, following the procedures in DMM 147.—*Rates & Classification Dept., 7-16-81.*

## ON-ROLLS AND PAID EMPLOYEE STATISTICS REPORT

At the beginning of fiscal year 1982 (October 3, 1981) a new report known as the "On-Rolls and Paid Employee Statistics (ORPES)," will be implemented. This report will provide counts of numbers of employees on rolls and paid by (1) employee groups and (2) labor distribution codes.

Source data for this system will be the employee master file data via the pay data files maintained by the postal data centers. The system produces two basic reports. Report 1 is organized by employee group, and Report 2 is organized by LDC.

Both reports will be provided to each CAG A-G Office, Headquarters Offices and Headquarters-related units on an accounting period cycle. Reports for CAG H-J Offices will be prepared bi-annually during quarters two and four. Reports for CAG K-L Offices will be prepared during quarter four only.

In addition to the office detail reports, summary level reports will be provided to the MSC's, district and regions with a national summary for Headquarters. The summary reports produced are:

<i>MSC Reports</i>	<i>Regional Reports—Con.</i>
CAG A-G Summary	MSC CAG K Summaries
CAG H-J Summary	MSC CAG L Summaries
CAG K Summary	MSC Summaries
CAG L Summary	District Summaries
	Regional Summary
<i>District Reports</i>	<i>National Reports</i>
MSC Summaries	MSC Summaries
District Summary	District Summaries
<i>Regional Reports</i>	Regional Summaries
CAG A-G Office Detail	National Summary—
MSC CAG H-J Sum-	Grand Total
maries	

All CAG H-L reports will be distributed to their respective MSCs.

A sample office level report in employee group sequence is shown as Figure 1 on page 8. This basic format is used for all report levels. The report is displayed in two sections (1) on the Rolls and (2) paid.

### On the Rolls

Counts of employees on the employee master files in an active status are included in this section categorized by employee group as indicated by the line descriptions in Figure 2 below report on page 9. Report columns are as follows:

- CURR # EMP—Displays the employee counts as of the first pay period of the AP.
- PR PD # EMP—Displays the employee counts for the previous AP.
- CR/PR DIFF—Displays the difference in employee counts current AP minus previous AP.

CR/PR % CHG—Displays the percent change from previous AP.

$$\frac{\text{Current AP} - \text{Previous AP}}{\text{Current AP}} \times 100$$

If percent exceeds 99.99, then asterisks are printed.

SPLY # EMP—Displays the employee counts for the same AP of the prior fiscal year.

SPLY DIFF—Displays the difference in employee counts current AP minus same AP of the prior fiscal year.

SPLY % CHG—Displays the percent change from the same AP of the prior fiscal year.

$$\frac{\text{Current AP} - \text{SPLY}}{\text{Current AP}} \times 100$$

If percent exceeds 99.99, then asterisks are printed.

### Paid

Any employee who is in an active status on the employee master file and has paid hours for the current reporting period will be counted as a paid employee. Also, any employee who is emergency paid by the postal data center for the reporting period will be counted as paid. Employees who receive a payment for a payroll adjustment in a period where they have no current period paid hours will not be counted as paid. Employees who receive their terminal leave in a pay period where they have no current period paid hours will not be counted as paid.

Dual position employees will be counted in their "primary position" using the same count rules outlined above.

The reports will provide the following totals for each report level:

- A—Number of Employees on Rolls—current period
- B—Number of Employees on Rolls—previous period
- Percent change A to B
- C—Number of Employees on Rolls—same period last year
- Percent change A to C
- D—Number of Employees Paid—current period
- E—Number of Employees Paid—previous period
- Percent change D to E
- F—Number of Employees Paid—same period last year
- Percent change D to F

Note: SPLY data for fiscal year 1981 will not be available for fiscal year 1982 reports.

LDC descriptions are not included in this article. Please reference the Functional Management Handbook, F-2, for these descriptions.

Figure 1

USPS 77-1111  
 ANYTOWN, USA  
 REPORT AAN--P1

ON-ROLLS AND PAID EMPLOYEE STATISTICS  
 (EMPLOYEE GROUP SEQUENCE)

DATE 10/30/81  
 PAGE 122

REGION 9 ATLANTIC REGION DISTRICT 9A COSTAL DISTRICT MSC III SOMEPLACE USA 10000-0000  
 CAG A FINANCE NO. 77-1111 ANYTOWN USA 10000-0000

DESCRIPTION	LDC	ON THE ROLLS							PAID							
		CURR # EMP	PR PD # EMP	CR/PR DIFF	CR/PR % CHG	SPLY # EMP	SPLY DIFF	SPLY % CHG	CURR # EMP	PR PD # EMP	CR/PR DIFF	CR/PR % CHG	SPLY # EMP	SPLY DIFF	SPLY % CHG	
Full-Time PM/Managers BMC/OIC																
Installation Heads	01	1	1	0	0.00	1	0	0.00	1	1	0	0.00	1	0	0.00	
Total PM/Managers BMC/OIC Replacements																
Supervisors																
Quality Control	02	2	2	0	0.00	2	0	0.00	2	2	0	0.00	2	0	0.00	
Industrial Engineering	03	2	1	1	50.00	2	0	0.00	1	2	1-	*****	2	1-	*****	
Postal Management	05	3	3	0	0.00	3	0	0.00	3	3	0	0.00	3	0	0.00	
Mail Processing-Direct	11	85	79	6	7.05	75	10	11.76	83	79	4	4.81	74	9	12.16	
Mail Processing-Indirect	12	134	137	3-	2.23-	144	10-	7.46-	130	135	5-	3.84-	134	4-	3.07-	
Delivery Services	21	141	138	3	2.12	139	2	1.41	141	138	3	2.12	139	2	1.41	
Vehicle Maintenance	31	10	10	0	0.00	10	0	0.00	10	10	0	0.00	9	1	10.00	
Customer Services	41	45	45	0	0.00	43	2	4.44	45	45	0	0.00	43	2	4.44	
C. S. Representatives	45	5	5	0	0.00	5	0	0.00	5	5	0	0.00	5	0	0.00	
Finance	51	10	10	0	0.00	10	0	0.00	10	10	0	0.00	10	0	0.00	
Employee & Labor Relations	61	5	5	0	0.00	5	0	0.00	5	5	0	0.00	5	0	0.00	
Facilities & Maintenance	71	8	7	1	12.50	7	1	12.50	8	7	1	12.50	7	1	12.50	
Total Supervisors		450	442	8	1.77	445	5	1.11	443	441	2	0.45	443	10	2.25	
Part-Time Regular Clerks																
Mail Processing-Direct/Mech	13	15	14	1	6.00	12	3	20.00	14	14	0	0.00	12	2	14.28	
Mail Processing-Direct/Man	14	23	20	3	13.04	21	2	8.69	23	19	4	17.39	21	2	8.69	
Mail Processing-Indirect	15	8	9	1-	12.50-	7	1	12.50	8	8	0	0.00	6	2	25.00	
Vehicle Maintenance	32	1	1	0	0.00	2	1-	*****	1	1	0	0.00	2	1-	*****	
Window Service	42	1	1	0	0.00	1	0	0.00	1	1	0	0.00	1	0	0.00	
Distribution	44	2	2	0	0.00	2	0	0.00	2	2	0	0.00	2	0	0.00	
Misc. Customer Services	48	0	1	1-	*****	1	1-	*****	0	1	1-	*****	1	1-	*****	
Mail Mark-Up	49	1	1	0	0.00	1	0	0.00	1	0	1	*****	1	0	0.00	
Total Part-Time Regular Clerks		51	49	2	3.92	47	4	7.84	50	46	4	8.00	46	4	8.00	
Total Full-Time		450	442	8	1.77	445	5	1.11	443	441	2	0.45	433	10	2.25	
Total Part-Time Regular		51	49	2	3.92	47	4	7.84	50	46	4	8.00	46	4	8.00	



**Figure 2**  
**Complement Control Lines with Valid D/A and CAG**

Description	Inclusive DES/ACT codes	CAG
PM/OIC/BMC MGR.....	08-0, 09-1, 88-0.....	A-L.
OIC (non-postal), temporary.....	58-9.....	H-L.
PM (replacements), temporary.....	58-0.....	K-L.
<b>Total PM/OIC/BMC MGR</b>		
Supervisors.....	05-X, 06-X, 09-0.....	A-J.
<b>Total supervisors</b>		
Clerks, full-time.....	11-0.....	A-K.
Clerks, part-time reg.....	31-0.....	A-K.
Clerks, part-time flex.....	41-0.....	A-K.
Clerks, casual.....	61-0.....	A-K.
Clerks, non-bargaining temp.....	51-9.....	A-G.
Clerks, Christmas casual.....	61-0 with 'C' emp. type.....	A-K.
<b>Total clerks</b>		
Mail handler, full-time.....	12-0.....	A-J.
Mail handler, part-time reg.....	32-0.....	A-J.
Mail handler, part-time flex.....	42-0.....	A-J.
Mail handler, casual.....	62-0.....	A-J.
Mail handler, Christmas casual.....	62-0 with 'C' emp. type.....	A-G.
<b>Total mail handlers</b>		
Delivery serv, full-time.....	13-4, 14-0.....	A-K and A-G.
Delivery serv, part-time reg.....	33-4, 34-0.....	A-K and A-G.
Delivery serv, part-time flex.....	43-4, 44-0.....	A-K and A-G.
Delivery serv, casual.....	63-4, 64-0.....	A-K and A-G.
Delivery serv, Christmas casual.....	63-4, 64-0.....	A-K and A-G.
<b>Total delivery services</b>		
Vehicle serv, full-time.....	13-5, 15-X.....	A-G.
Vehicle serv, part-time reg.....	33-5, 15-X.....	A-G.
Vehicle serv, part-time flex.....	43-5, 45-X.....	A-G.
Vehicle serv, casual.....	63-5, 65-X.....	A-G.
Vehicle serv, Christmas casual.....	63-5, 65-X with 'C' emp. type.....	A-G.
<b>Total vehicle services</b>		
Maintenance, full-time.....	16-X.....	A-J.
Maintenance, part-time reg.....	36-X.....	A-J.
Maintenance, part-time flex.....	46-X.....	A-J.
Maintenance, casual.....	66-X.....	A-J.
Maintenance, Christmas casual.....	66-X with 'C' emp. type.....	A-J.
<b>Total maintenance</b>		
Med. serv, full-time.....	19-0.....	A-D.
Med. serv, part-time reg.....	39-0.....	A-D.
Med. serv, part-time flex.....	49-0.....	A-D.
Med. serv, casual.....	69-0.....	A-D.
<b>Total medical services</b>		
Rural carrier, full-time.....	71-0.....	A-L.
Rural sub on vacant route.....	72-0.....	A-L.
Rural sub des 73.....	73-0.....	A-L.
Rural sub (non-postal) des 74.....	74-0.....	A-L.
Rural aux. des 77.....	77-0.....	A-L.
Rural aux. asst. des 78.....	78-0.....	A-L.
Rural Christmas asst. des 79.....	79-0.....	A-L.
<b>Total rural</b>		
Dist. office, full-time.....	11-9.....	} CAG N and not BA 19, 29, 39, 49, 59.
Dist. office, N-B temp.....	51-9.....	
<b>Total district office</b>		
Reg. office, full-time.....	11-9.....	} CAG N and BA 19, 29, 39, 49, 59.
Reg. office, N-B temp.....	51-9.....	
<b>Total regional office</b>		
<b>Total all regional units</b>		

Description	Inclusive		CAG
	DES/ACT codes		
Insp. clerks, full-time.....	11-9.....		S BA 61, 62, 63, 64, 65.
Insp. clerks, part-time flex.....	41-9.....		S BA 61, 62, 63, 64, 65.
Insp. security force.....	17-9.....		S BA 61, 62, 63, 64, 65.
Inspectors.....	08-9.....		S BA 61, 62, 63, 64, 65.
Total insp. serv. (FLD)			
HQTRS (FLD), full-time.....	11-9 outside HQTRS.....		M,U,W,Y,Z.
HQTRS (FLD), part-time reg.....	31-9 outside HQTRS.....		M,U,W,Y,Z.
HQTRS (FLD), part-time flex.....	41-9 outside HQTRS.....		M,U,W,Y,Z.
HQTRS (FLD), casual.....	61-9 outside HQTRS.....		M,U,W,Y,Z.
HQTRS (FLD), N-B temp.....	51-9 outside HQTRS.....		M,U,W,Y,Z.
Total HQTRS (FLD)			
Headquarters, full-time.....	11-9.....		M,U,W,Y,Z.
Headquarters, part-time reg.....	31-9.....		M,U,W,Y,Z.
Headquarters, part-time flex.....	41-9.....		M,U,W,Y,Z.
Headquarters, casual.....	61-9.....		M,U,W,Y,Z.
Headquarters, N-B temp.....	51-9.....		M,U,W,Y,Z.
Total headquarters			
Total HQTRS and related units			
Invalid D/A code.....			Any.

—Office of Management Services, 7-16-81.

## Safety Alert—Hammers

General Services Administration (GSA) has advised that a recent survey conducted by the Federal Supply Service and recent complaint investigations revealed that the heads and grips of fiberglass handled hammers may loosen or separate from the handles. Reported incidents of cracked or chipped heads have also been encountered on both wood and fiberglass handled hammers. The user can usually detect signs of loosening of the head or grip on the handle prior to complete separation. However, all of these undesirable defects may occur without warning under sustained usage.

All hammers should be examined for defects before use. Those found to be defective should be removed from service and disposed of immediately, using standard USPS disposal procedures. Disposal of hammers purchased from GSA should be reported, on a Standard Form 368 (obtainable from GSA), to the GSA Regional Office servicing your location for full credit. Cite GSA message number P021732Z, July 1981, as your authority for turn-in and on all correspondence to GSA on this subject.

The following hammers have been reported as exhibiting one or more of the listed defects:

- 4-oz. ball peen..... Loose heads and grips separate from handle.
- 8-oz. ball peen..... Handles splintered and cracked.
- 12-oz. ball peen..... Loose head.
- 13-oz. curved claw... Loose head, cracks in head.
- 16-oz. curved claw... Cracks in head, head and grip separated from handle.
- 16-oz. straight claw... Head separated from handle.
- 16-oz. ball peen..... Grips separated from handle, head loose, handles split and frayed.
- 20-oz. curved claw... Grip separated from handle.
- 20-oz. straight claw... Cracks in head, head separated from handle.
- 20-oz. ball peen..... Head separated from handle.
- 24-oz. ball peen..... Grip separated from handle.
- 2½-lb. double face... Cracks in head.
- 12-lb. double face... Grip separated from handle.

—Procurement & Supply Dept., 7-16-81.

All Personnel Processing Mail for Dispatch Abroad

## Foreign Order Notice 47

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

### CANADA

#### Vancouver, B.C.

Lloydmar Enterprises  
and  
Sales & Marketing  
Box 24787, Station C  
Majestic Sales  
Box 23437  
and  
P.O. Box 23437  
New Accounts Dept.  
Box 34030, 2405 Pine St.  
and  
P.O. Box 309, Station "A"  
Philmo Ent. Ltd.  
and  
Advertising Center  
Box 23498—AMF  
Western Canadraw Services  
or W.C.S.  
and  
Hyperion Enterprises  
P.O. Box 3097

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.

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, 7-16-81.

## DISTRICT AND MSC CONSOLIDATIONS

On July 13, 1981, the following changes were made:  
 ZIP Code area 226 for MSC Martinsburg, WV was combined with MSC Northern VA, VA (220-223).

Northern VA, VA..... 220-223, 226  
 ZIP Code area 254 for MSC Martinsburg, WV and ZIP Code area 261 from Huntington, WV were combined with MSC Clarksburg, WV (262-265, 267-268).

Clarksburg, WV..... 254, 261-265, 267-268  
 ZIP Code areas 255-257 for MSC Huntington, WV were combined with MSC Bluefield, WV (246-249).

Bluefield, WV..... 246-249, 255-257

A complete MSC list including the physical locations of these offices and corrections to POSTAL BULLETIN dated 6-18-81 appears on pages 11 through 13.—  
 Operations Group, 7-16-81.

## MANAGEMENT SECTIONAL CENTERS

This list includes independent POs and AMFs (marked\*)—which are not MSCs—reporting directly to the districts. The Chicago Post Office (marked\*\*) which is not an MSC—reports directly to the Central region.

**Total Districts: 44. Total MSCs: 264**

### NORTHEAST REGION

**Boston District**  
 P.O. Box 142  
 Lexington, MA 02173

4 East Central Street  
 Worcester, MA 01613..... 014-016

25 Dorchester Avenue  
 Boston, MA 02205..... 017, 020-022

**Middlesex-Essex**  
 462 Washington Street  
 Woburn, MA 01888..... 018-019

120 Commercial Street  
 Brockton, MA 02403..... 023-026

24 Corliss Street  
 Providence, RI 02904..... 027-029

**Caribbean District**  
 P.O. Box 3367, Main Post Office  
 San Juan, PR 00936

Main Post Office  
 San Juan, PR 00936..... 006-009

**Connecticut Valley District**  
 P.O. Box 1748  
 Hartford, CT 06101

1283 Main Street  
 Springfield, MA 01101..... 010-013

141 Weston Street  
 Hartford, CT 06101..... 060-061

27 Masonic Street  
 New London, CT 06320..... 062-063

50 Brewery Street  
 New Haven, CT 06511..... 064-066

135 Grand Street  
 Waterbury, CT 06701..... 067

421 Atlantic Street  
 Stamford, CT 06904..... 068-069

**Long Island District**  
 P.O. Box 200  
 Carle Place, NY 11514

**Queens**  
 41-65 Main Street  
 Flushing, NY 11351..... 110-111, 113-116

125 West John Street  
 Hicksville, NY 11802..... 117-118

21 West Second Street  
 Riverhead, NY 11901..... 119

**Kennedy AMF\***  
 AMF Bldg. 250  
 Kennedy Airport, NY 11430

**New York City District**  
 Main Post Office, Room 3016  
 New York, NY 10001

Main Post Office, Room 3215  
 New York, NY 10001... 100-102, 104, 090-098

271 Cadman Plaza East  
 Brooklyn, NY 11201..... 103, 112

**Northern New England District**  
 P.O. Box 5224  
 Manchester, NH 03108

955 Goffs Falls Road  
 Manchester, NH 03103..... 030-034

80 Daniel Street  
 Portsmouth, NH 03801..... 035, 038-039

Sykes Avenue  
 White River Junction, VT 05001... 036-037,  
 050-051, 053, 058-059

125 Forest Avenue  
 Portland, ME 04101..... 040-041, 045, 048

258 Rodman Road  
 Auburn, ME 04210..... 042-043, 049

202 Harlow Street  
 Bangor, ME 04401..... 044, 046-047

11 Elwood Avenue  
 Burlington, VT 05401..... 052, 054, 056-057

**Northern New Jersey District**  
 401 Hackensack Avenue, Suite 600  
 Hackensack, NJ 07601

U.S. Post Office Bldg.  
 Federal Square  
 Newark, NJ 07102..... 070-073

194 Ward Street  
 Paterson, NJ 07510..... 074-075, 078

76 Huyler Street  
 Hackensack, NJ 07606..... 076

171 Broad Street  
 Red Bank, NJ 07701..... 077

61 Maple Street  
 Summit, NJ 07901..... 079

86 Bayard Street  
 New Brunswick, NJ 08901..... 083-089

**Westchester District**  
 Suite L-2, Bldg. B  
 2 Corporate Park Drive  
 White Plains, NY 10604

**Westchester**  
 230 E. Sandford Blvd.  
 Mount Vernon, NY 10551..... 105-109

30 Old Karner Road  
 Albany, NY 12212..... 120-123

55 Mansion Street  
 Poughkeepsie, NY 12601..... 124-127

16 Hudson Avenue  
 Glens Falls, NY 12001..... 128-129

### EASTERN REGION

**Allegheny District**  
 P.O. Box 2308  
 Pittsburgh, PA 15220

USPO & Courthouse Bldg.  
 7th Avenue & Grant Street  
 Pittsburgh, PA 15219..... 150-154, 156, 260

111 Franklin Street  
 Johnstown, PA 15901... 155, 157, 159, 166, 168

Griswold Plaza  
 Erie, PA 16501..... 158, 160-165, 167

813 Market Street  
 Harrisburg, PA 17105..... 169-172, 177-178

1400 Harrisburg Pike  
 Lancaster, PA 17604... 173-176, 179, 195-196

**Delaware Valley District**  
 P.O. Box 1000  
 Collingswood, NJ 08108

South Jersey  
 Haag Ave. & Benigno Blvd.  
 Bellmawr, NJ 08031..... 080-084

680 Highway 130 at Klockner Rd.  
 Trenton, NJ 08650..... 085-087

1000 Postal Road  
 Lehigh Valley, PA 18001..... 180-188

**Southeastern**  
 1000 W. Valley Road  
 Valley Forge, PA 19499..... 189, 193-194

30th & Market Streets  
 Philadelphia, PA 19104..... 190-191

Wilmington  
 147 Quigley Blvd.  
 New Castle, DE 19720..... 197-199, 216, 218

**Empire District**  
 P.O. Box 568  
 Rochester, NY 14602

5640 E. Taft Road  
 Syracuse, NY 13220..... 130-132, 136

100 Pitcher Street  
 Utica, NY 13504..... 133-135

115 Henry Street  
 Binghamton, NY 13902... 137-139, 148-149

1200 William Street  
 Buffalo, NY 14240..... 140-143, 147

1335 Jefferson Road  
 Rochester, NY 14632..... 144-146

**Maryland-DC District**  
 P.O. Box 1009  
 Columbia, MD 21045

2 Massachusetts Avenue, NE\*  
 Washington, DC 20013... 200, 202-205

Prince Georges  
 6511 Baltimore Avenue  
 Riverdale, MD 20690..... 206-209

900 E. Fayette Street  
 Baltimore, MD 21233..... 210-212,  
 214-215, 217, 219

**Northern Virginia**  
 8409 Lee Highway  
 Merrifield, VA 22081..... 220-223, 226

**Mountaineer District**  
 P.O. Box 2111  
 Charleston, WV 25328

301 North Street  
 Bluefield, WV 24701..... 246-249, 255-257

Lee & Dickinson Streets  
 Charleston, WV 25301 250-253, 258-259, 266

500 West Pike Street  
 Clarksburg, WV 26301..... 254,  
 261-265, 262-265, 267-268

**Virginia District**  
 P.O. Box 27965  
 Richmond, VA 23261

1801 Brook Road  
 Richmond, VA 23232..... 224-225,  
 230-232, 238-239

1155 Seminole Trail  
 Charlottesville, VA 22906..... 227-229, 244

600 Granby Street  
 Norfolk, VA 23501..... 233-237

419 Rutherford Avenue, NE  
 Roanoke, VA 24022..... 240-243, 245

### SOUTHERN REGION

**Atlanta District**  
 380 Interstate North, Suite 610  
 Atlanta, GA 30339

525 8th Street  
 Augusta, GA 30901..... 298, 304, 308-309

2 North Falm Street  
 Savannah, GA 31401..... 299, 313-315

3900 Crown Road, SW  
 Atlanta, GA 30304..... 300-303, 305-306

451 College Street  
 Macon, GA 31213..... 310, 312, 318-319

1501 S. Slappy Blvd.  
 Albany, GA 31705..... 316-317

351 North 24th Street  
 Birmingham, AL 35203..... 350-352,  
 354-355, 362

3408 Wall Triana Highway  
 Huntsville, AL 35806..... 356-359

2256 E. South Boulevard  
 Montgomery, AL 36116..... 360-361, 367-368

250 St. Joseph Street  
 Mobile, AL 36601..... 363-366

**Carolina District**  
 P.O. Box 28228  
 Charlotte, NC 28228

900 E. Market Street  
 Greensboro, NC 27420..... 270-274

310 New Bern Avenue  
 Raleigh, NC 27611..... 275-277, 285

201 S. George Street  
 Rocky Mount, NC 27801..... 278-279

2901 So. I-85  
 Charlotte, NC 28228..... 280-282, 286, 287

MANAGEMENT SECTIONAL CENTERS—Continued

301 Green Street Fayetteville, NC 28302.....	283-284	401 Dallas/Ft. Worth Turnpike Dallas, TX 75260.....	750-753	117 5th Avenue, SW Minot, ND 58701.....	583, 587-588	1420 Gardiner Lane Louisville, KY 40231.....	400-402, 471
591 Brevard Road Asheville, NC 28810.....	287-289	221 W. Ferguson Street Tyler, TX 75702.....	756-759	220 E. Rosser Avenue Bismarck, ND 58501.....	584-586	1088 Nandino Blvd. Lexington, KY 40511.....	403-406, 413-414
1601 Assembly Street Columbia, SC 29201.....	290-292	251 W. Lancaster Avenue Fort Worth, TX 76101.....	760-764	<b>Gateway District</b> P.O. Box 14647 Saint Louis, MO 63178		301 E. Center Street Corbin, KY 40701.....	407-409, 425-426
600 W. Washington Street Greenville, SC 29602.....	293, 296	800 Franklin Avenue Waco, TX 76701.....	765-767	950 Missouri Avenue East St. Louis, IL 62201.....	620, 622, 624	1645 Winchester Avenue Ashland, KY 41101.....	411-412
82 Broad Street Charleston, SC 29401.....	294	100 E. Wall Street Midland, TX 79701.....	768-769, 795-797	3535 Katherine Road Quincy, IL 62301.....	623, 634	601 Main Street Hazard, KY 41701.....	415-418
1901 W. Evans Street Florence, SC 29501.....	295	5300 E. Palsano Drive El Paso, TX 79910.....	798-799	1301 E. Main Street Carbondale, IL 62901.....	628-629	800 Sycamore Street Evansville, IN 47708.....	420, 423-424, 476-477
<b>Delta District</b> P.O. Box 2050 Jackson, MS 39205		<b>Oklahoma District</b> Cavaller Bldg., Suite 520 5350 South Western Oklahoma City, OK 73109		1720 Market Street St. Louis, MO 63155.....	630-631, 633	311 E. Eleventh Street Bowling Green, KY 42101.....	421-422, 427
2100 9th Street Meridian, MS 39301.....	369, 393-394, 397	320 S.W. Fifth Street Oklahoma City, OK 73125.....	730-731, 737, 748	302 Stewart Drive Flat River, MO 63601.....	636-637	<b>Michigan District</b> U.S. Postal Service Detroit, MI 48299	
245 E. Capitol Street Jackson, MS 39205.....	387, 390-392, 396	501 S. Fifth Street Lawton, OK 73501.....	734-736, 738	430 Poplar Street Poplar Bluff, MO 63901.....	638-639	200 W. Second Street Royal Oak, MI 48067.....	480
12220 Highway 49 North Gulfport, MS 39503.....	395	2300 Ross Street Amarillo, TX 79120.....	739, 790-791	870 Boonville Springfield, MO 65801.....	648, 656-658	1401 W. Fort Street Detroit, MI 48233.....	481-482
701 Loyola Avenue New Orleans, LA 70113.....	700-701, 703-704	333 West 4th Street Tulsa, OK 74101.....	740-741, 743, 746	511 E. Walnut Street Columbia, MO 65201.....	635, 650-652	250 East Boulevard Drive Flint, MI 48502.....	484-485
1105 Moss Street Lafayette, LA 70501.....	705-706	525 W. Okmulgee Muskogee, OK 74401.....	744-745, 747, 749	501 W. 8th Street Rolla, MO 65401.....	654-655	1233 S. Washington Avenue Saginaw, MI 48605.....	486-487, 497
750 Florida Street, Room 112 Baton Rouge, LA 70821.....	707-708	1515 Avenue G Lubbock, TX 79408.....	792-794	<b>Greater Wisconsin District</b> 788 N. Jefferson Street Milwaukee, WI 53299		4800 Collins Road Lansing, MI 48924.....	488-489
2400 Texas Avenue Shreveport, LA 71102.....	710-712	<b>South Texas District</b> P.O. Box 33910 San Antonio, TX 78233		325 E. Walnut Street Green Bay, WI 54301.....	498-499, 541-543	1121 Miller Road Kalamazoo, MI 49001.....	490-491
1715 Odom Street Alexandria, LA 71301.....	713-714	401 Franklin Avenue Houston, TX 77201.....	770-772, 774-775	345 W. St. Paul Avenue Milwaukee, WI 53203.....	530-532, 534	200 S. Otsago Avenue Jackson, MI 49201.....	492
<b>Florida District</b> P.O. Box 22605 Tampa, FL 33622		300 Willow Street Beaumont, TX 77704.....	773, 776-778	3902 Milwaukee Street Madison, WI 53714.....	535, 537-539	225 Michigan Street, NW Grand Rapids, MI 49501.....	493-496
1100 Kings Road Jacksonville, FL 32203.....	320, 322, 325	809 Nueces Bay Blvd. Corpus Christi, TX 78408.....	779, 783-785	235 Forest Street Wausau, WI 54401.....	544-545	<b>Mid-America District</b> P.O. Box 2902 Shawnee Mission, KS 66201	
1400 W. Jordan Street Pensacola, FL 32501.....	323-325	10410 Perrin Belted Road San Antonio, TX 78284.....	780-782, 788	1025 W. 20th Avenue Oshkosh, WI 54901.....	549	315 W. Parshing Road Kansas City, MO 64108.....	640-641, 660-662
10401 Florida Road Orlando, FL 32802.....	327-329	300 E. 9th Street Austin, TX 78710.....	786-787, 789	<b>Indiana District</b> P.O. Box 22859 Indianapolis, IN 46222		8th & Edmond Streets St. Joseph, MO 64501.....	644-647, 653
2200 N.W. 72nd Avenue Miami, FL 33152.....	330-331, 333, 340	<b>CENTRAL REGION</b>		125 W. South Street Indianapolis, IN 46206.....	460-462, 472	424 S. Kansas Avenue Topeka, KS 66603.....	664-666, 668
801 Chametia Street West Palm Beach, FL 33401.....	334, 339	433 W. Van Buren Street** Main Post Office Chicago, IL 60607.....	606	424 S. Michigan Street South Bend, IN 46624.....	465-466	116 E. Laurel Street Independence, KS 67301.....	667, 673
5201 Spruce Street Tampa, FL 33607.....	335-338	<b>Beckeye District</b> P.O. Box 29177 Columbus, OH 43229		1501 S. Clinton Street Fort Wayne, IN 46802.....	467-468	211 W. Iron Avenue Salina, KS 67401.....	669, 674
<b>Mid-South District</b> P.O. Box 3583 Memphis, TN 38103		1591 Dalton Street Cincinnati, OH 45234.....	410, 450-452, 470	2719 S. Webster Street Kokomo, IN 46901.....	469	7117 W. Harry Street Wichita, KS 67276.....	670-672, 675
6050 Shallowford Road Chattanooga, TN 37401.....	307, 373-374	850 Twin Rivers Drive Columbus, OH 43216.....	430-433	501 W. Memorial Drive Muncie, IN 47302.....	473	8th & Fort Street Hays, KS 67601.....	676-679
901 Broadway Street Nashville, TN 37202.....	370-372, 384-385	435 S. St. Clair Street Toledo, OH 43601.....	434-436	30 N. Seventh Street Terre Haute, IN 47808.....	474-475, 478	<b>Nebraska District</b> 888 W. Dodge Road Lakin Bldg., Suite 229 Omaha, NE 68199	
530 E. Main Street Johnson City, TN 37601.....	376	900 McIntire Avenue Zanesville, OH 43701.....	437-438, 457	3450 State Road 26 East Lafayette, IN 47901.....	479	1124 Pacific Street Omaha, NE 68108.....	515-516, 680-681
501 Main Avenue, SW Knoxville, TN 37901.....	377-379	200 N. Diamond Street Mansfield, OH 44901.....	448-449	<b>Iowa District</b> 4000 N.W. 109th Street Des Moines, IA 50399		700 R Street Lincoln, NE 68501.....	683-685
555 South Third Street Memphis, TN 38101.....	380-383, 723	1111 E. 5th Street Dayton, OH 45401.....	453-455	1165 2nd Avenue Des Moines, IA 50318.....	500-503, 508	401 N. Fourth Street Norfolk, NE 68701.....	686-687
500 W. Main Street Tupelo, MS 38801.....	386, 388-389	40 S. Walnut Street Chillicothe, OH 45601.....	456	205 S. 8th Street Fort Dodge, IA 50501.....	504-505	204 W. South Front Street Grand Island, NE 68801.....	688-689
600 W. Capitol Avenue Little Rock, AR 72201.....	716-717, 719-722	350 W. High Street Lima, OH 45802.....	458	300 Sycamore Street Waterloo, IA 50701.....	506-507, 520-521	300 E. Third Street North Platte, NE 69101.....	690-693
310 East Street Jonesboro, AR 72401.....	724-725	<b>Dakotas District</b> P.O. Box 390 Fargo, ND 58199		320 6th Street Sioux City, IA 51101.....	510-514	<b>Northeastern Ohio District</b> C/O Main Post Office, Cleveland, OH 44101	
So. 6th & Rogers Streets Fort Smith, AR 72901.....	726-729	657 2nd Avenue N. Fargo, ND 58102.....	565, 567, 580-582	615 6th Avenue, SE Cedar Rapids, IA 52401.....	522-526	200 N. Fourth Street Stuebenville, OH 49352.....	439
<b>North Texas District</b> P.O. Box 3 Dallas, TX 75221		320 S. Second Avenue Sioux Falls, SD 57101.....	570-574	211 19th Street Rock Island, IL 61201.....	527-528, 612	301 W. Prospect Avenue Cleveland, OH 44101.....	440-441
2211 N. Robinson Road Texarkana, TX-AR 75501.....	718, 754-755	500 E. Boulevard Rapid City, SD 57701.....	575-577	<b>Kentuckiana District</b> P.O. Box 3001 Louisville, KY 40266		675 Wolf Ledges Parkway Akron, OH 44309.....	442-443

**MANAGEMENT SECTIONAL CENTERS—Continued**

99 S. Walnut Street Youngstown, OH 44501.....	444-445	909 N. Second Street St. Cloud, MN 56301.....	563	709 W. 9th Street Jamez, AK 99601.....	998-999	2000 Vassar Street Reno, NV 89510.....	894-895, 897, 961
2650 Cleveland Avenue, NW Canton, OH 44711.....	446-447	5th & Laurel Street Brainerd, MN 56401.....	564	Pacific District P.O. Box 30888 Honolulu, HI 96828		1900 E. Street Fresno, CA 93706.....	836-838
Northern Illinois District 1211 W. 22nd Street Room 539 Oak Brook, IL 60520		522 Minnesota Avenue Bemidji, MN 56601.....	566	3600 Adole Street Honolulu, HI 96819.....	967-969	1750 Meridian Avenue San Jose, CA 95101.....	939, 950-951
		<b>WESTERN REGION</b>				4245 West Lane, North Stockton, CA 95208.....	952-953
1499 Martin Luther King Dr. Gary, IN 46401.....	463-464	Angeleno District P.O. Box 8123 Los Angeles, CA 90781		Rocky Mountain District P.O. Box 6889 Denver, CO 80286		730 Second Street Santa Rosa, CA 95402.....	954
North Suburban 8999 W. Palmer Street River Grove, IL 60199.....	600-603	601 W. 5th Street* Los Angeles, CA 90052.....	900-901	1823 Stout Street, Room 413 Denver, CO 80202.....	800-807	337 W. Clark Street Eureka, CA 95501.....	955
7401 South Kostner Street South Suburban, IL 60489	604-605	Inglewood 13831 W. Jefferson Blvd. Marina del Rey, CA 90311.....	902-905	201 E. Pike Peak Avenue Colorado Springs, CO 80901.....	808-809	2000 Royal Oaks Drive Sacramento, CA 95815.....	956-958
475 E. Court Street Kankakee, IL 60901.....	609, 617	300 Long Beach Blvd. Long Beach, CA 90801.....	906-908	5th & Main Streets Pueblo, CO 81003.....	810-813	407 C Street Marysville, CA 95901.....	959
5225 Harrison Avenue Rockford, IL 61125.....	610-611, 613	Golden Gate District P.O. Box 3794 San Francisco, CA 94118		241 N. 4th Street Grand Junction, CO 81501.....	814-816	1647 Yukon Street Redding, CA 96001.....	960
95 State Street Peoria, IL 61601.....	614-616	7th & Mission Streets Room 128 San Francisco, CA 94101.....	940-941, 943-944, 952-956	2120 Capitol Avenue Cheyenne, WY 82001.....	820, 822-823, 825-826, 829-831	Sumland District P.O. Box 29988 Phoenix, AZ 85088	
600 N. Neil Street Champaign, IL 61820.....	618-619	1675 7th Street, Room 431 Oakland, CA 94615.....	945-948	101 East Loucks Street Sheridan, WY 82001.....	821, 824, 827-828	1441 E. Beckaya Road Phoenix, AZ 85026.....	850, 852-853
2105 E. Cook Street Springfield, IL 62703.....	625-627	40 Bellam Blvd. San Rafael, CA 94901.....	949	300 N. Auburn Farmington, NM 87401.....	865, 873-874	1501 S. Cherrybell Avenue Tucson, AZ 85725.....	855-857
O'Hare AMF* O'Hare Airport, IL 60666		Northwestern District P.O. Box 98298 Seattle, WA 98188		1135 Broadway Street, NE Albuquerque, NM 87101.....	870-871, 875, 878-880	104 N. Agassiz Street Flagstaff, AZ 86001.....	858-859, 863-864
North Star District P.O. Box 38188 St. Paul, MN 55175		715 Northwest Hoyt Street Portland, OR 97208.....	970-972, 986	415 N. Pennsylvania Avenue Roswell, NM 88201.....	877, 881-884	1081 Circus Circus Drive Las Vegas, NV 89114.....	890-891
180 East Kellogg Blvd. St. Paul, MN 55101.....	540, 550-551	1050 25th Street, SW Salem, OR 97301.....	973, 977	Sequela District P.O. Box 7777 Oranga, CA 92667		2535 Highway Drive San Diego, CA 92198.....	920-921
425 State Street La Crosse, WI 54601.....	546	520 Willamette Street Eugene, OR 97401.....	974-976	281 E. Colorado Boulevard Pasadena, CA 91109.....	910-912	333 E. Amado Road Palm Springs, CA 92262.....	922
126 N. Barlow Street Eau Claire, WI 54701.....	547-548	104 SW. Dorion Avenue Pendleton, OR 97701.....	978	15701 Sherman Way Van Nuys, CA 91409.....	913-916	1331 South E. Street San Bernardino, CA 92403.....	923-925
100 S. First Street Minneapolis, MN 55401.....	553-554	415 First Avenue North Seattle, WA 98109.....	980-982, 987	Alhambra 14730 Don Julian Road City of Industry, CA 91744.....	917-918	Western Slopes District P.O. Box 27117 Salt Lake City, UT 84127	
2900 W. Michigan Street Duluth, MN 55806.....	556-558	4001 S. Pine Street Tacoma, WA 98413.....	983-985, 988-989	2201 N. Grand Avenue Santa Ana, CA 92711.....	926-928	841 S. 26th Street Billings, MT 59101.....	590-595
1445 Valley High Drive, NW Rochester, MN 55901.....	559	904 W. Riverside Avenue Spokane, WA 99220.....	935, 938, 990-994	836 Anacapa Street Santa Barbara, CA 93102.....	930-931, 934	1100 W. Kent Street Missoula, MT 59801.....	596-599
401 S. Second Street Mankato, MN 56001.....	560	4141 Postmark Drive Anchorage, AK 99502.....	995-996	424 California Avenue Bakersfield, CA 93302.....	932-933, 935	730 E. Clark Street Pocatello, ID 83201.....	832, 834
445 Ninth Street Winona, MN 56101.....	561	1257 Mall Trail Fairbanks, AK 99701.....	997	Sierra District 455 Capital Mall Suite 215 Sacramento, CA 95814		770 S. 13th Street Boise, ID 83708.....	833, 836-837, 979
401 W. Trott Avenue Wilmar, MN 56201.....	562					1760 W. 2100 South Salt Lake City, UT 84119.....	840-847, 883, 888

—Operations Group, 7-16-81.

**WORK CLOTHES AND CONTRACT  
UNIFORMS**

Based on a request from the postal unions, a decision has been made concerning the Work Clothes and Contract Uniform programs to withhold issuance of all Forms 1498, *Uniform Allowance Payment Record*, with an anniversary date of July 21, 1981 and thereafter, until agreement is reached on a new contract.—*Labor Relations Dept., 7-16-81.*

SCHOOLS OUT,  
CAUTION'S IN,  
DRIVE WITH  
EXTRA CARE

---



**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 21305 listing. B. Old Style. (Gray). C. Counterfeit. The listing from PB 21240 remains valid for both B. and C.

213 578 4229 to 4399	244 678 2333 to 2499	253 747 6924 to 6999	262 949 9200 to 9299
217 210 7100 to 7299	244 743 7100 to 7399	254 107 8590 to 8599	262 963 4912 to 4999
217 288 7000 to 0024	244 895 5575 to 5599	254 107 8913 to 8999	263 129 6984 to 6999
217 667 3400 to 3599	245 103 9300 to 9399	254 254 4490 to 4499	263 146 1837 to 1849
219 726 9924 to 9999	245 103 9400 to 9499	254 259 8867 to 8899	263 323 0768 to 0799
229 350 0600 to 0699	245 118 6754 to 6768	254 259 8951 to 9099	263 407 7000 to 7099
229 434 3500 to 3599	245 279 1420 to 1448	254 740 8408 to 8445	264 132 9200 to 9299
229 531 9700 to 9899	245 279 1510 to 1599	255 125 8500 to 8599	264 205 4017 to 4099
229 576 1800 to 1899	245 591 1626 to 1799	255 176 5373 to 5399	264 223 9121 to 9199
232 295 7249 to 7599	245 695 0346 to 0399	255 276 0949 to 0999	264 366 7033 to 9499
232 665 0292 to 0399	245 973 2677 to 2699	255 281 2647 to 2699	264 405 9660 to 9699
233 262 7907 to 7999	246 076 7300 to 7399	255 440 4800 to 4899	264 406 1201 to 1299
233 516 6100 to 6199	246 155 4048 to 4099	255 440 4900 to 4999	264 496 5357 to 5399
234 031 6456 to 6999	246 155 5000 to 5499	255 857 4749 to 4799	264 499 2331 to 2349
234 261 4500 to 4599	246 402 6511 to 6599	256 140 5400 to 5499	264 642 5304 to 5399
234 659 4000 to 4199	246 608 6300 to 6399	256 193 5100 to 5159	264 786 2900 to 2999
234 659 8700 to 8999	246 609 9545 to 9799	256 695 0525 to 0599	265 151 4134 to 4199
234 802 1060 to 1199	246 816 2600 to 2699	256 754 0030 to 0099	265 330 0400 to 0599
234 997 1000 to 1599	246 973 1372 to 1399	257 157 2164 to 2499	265 338 9048 to 9099
236 937 5803 to 5999	247 012 0500 to 0599	257 405 2600 to 2899	265 370 8800 to 8999
236 941 5400 to 5499	247 066 9300 to 9399	257 474 8312 to 8999	265 387 1531 to 1599
237 413 7500 to 7599	247 086 4200 to 4299	258 444 7185 to 7199	265 394 0669 to 0691
237 423 4111 to 4199	247 113 5635 to 5699	258 450 6755 to 6799	265 541 8254 to 8299
237 457 5600 to 5699	247 490 1960 to 1999	258 480 2600 to 2899	265 956 3900 to 3999
237 457 5800 to 5899	247 490 2086 to 2099	258 618 0254 to 0299	266 369 4447 to 4499
238 165 7700 to 7799	247 497 4000 to 4099	258 643 2765 to 2774	266 399 5845 to 5899
238 169 7587 to 7599	247 544 0200 to 0214	258 950 5217 to 5299	266 442 2360 to 2399
238 377 4508 to 4599	247 575 4400 to 4499	258 950 5433 to 5499	266 775 2669 to 2699
238 586 3100 to 3299	247 983 1511 to 1899	259 084 1386 to 1399	266 805 8372 to 8399
239 481 4728 to 4799	248 120 4322 to 4399	259 227 0000 to 1499	266 942 9754 to 9799
239 596 4800 to 4999	248 244 7246 to 7299	259 340 0828 to 0999	266 942 9343 to 9399
239 985 7000 to 7499	248 317 7624 to 7699	259 628 0936 to 0999	266 942 9900 to 9999
240 108 6501 to 6599	248 397 2163 to 2199	259 745 1300 to 1499	267 917 1874 to 1999
240 252 6400 to 6899	248 423 4864 to 4899	259 783 7821 to 7899	268 202 3665 to 3699
240 256 2900 to 3199	248 440 7916 to 7971	259 825 5819 to 5899	268 224 1500 to 1699
240 639 3561 to 3599	248 718 7317 to 7399	259 950 3053 to 3099	268 299 0000 to 4999
240 855 7000 to 7099	249 680 4872 to 4899	259 950 3300 to 3499	268 329 6466 to 6499
240 901 5900 to 5999	249 945 6900 to 6999	260 039 2699 to 2999	268 657 2928 to 2999
241 081 9274 to 9299	249 996 6000 to 6099	260 144 7415 to 7499	268 834 6500 to 7999
241 224 7209 to 7299	249 996 6300 to 6499	260 198 2856 to 2898	269 414 2084 to 2099
241 685 5124 to 5199	250 565 7029 to 7040	260 229 5638 to 5699	269 416 3526 to 3599
241 902 2600 to 2799	250 919 5218 to 5299	260 324 9000 to 9099	269 553 1200 to 1299
242 021 2262 to 2499	250 951 4340 to 4363	260 479 3500 to 3599	269 821 1147 to 1199
242 591 4500 to 4699	250 991 9778 to 9799	260 743 5000 to 5099	269 878 5666 to 5699
242 605 0000 to 0999	251 518 6281 to 6399	260 894 8061 to 8099	269 942 9300 to 3,0099
242 621 8314 to 8399	251 964 6056 to 6199	261 002 6451 to 6499	269 960 4957 to 4999
242 816 1337 to 1399	251 997 2913 to 2999	261 052 5271 to 5299	270 233 5700 to 5799
243 112 4109 to 4120	252 171 2041 to 2056	261 175 6200 to 6299	270 500 0040 to 0099
243 228 7200 to 7499	252 235 4400 to 4499	261 459 5800 to 5899	270 894 5717 to 5799
243 766 6730 to 6799	252 235 4581 to 4899	261 459 6722 to 6799	271 735 3760 to 3899
243 805 0000 to 0299	252 238 2299 to 2399	261 506 0686 to 0699	272 059 8000 to 8199
243 906 7800 to 8199	252 432 6988 to 6999	261 533 2067 to 2299	272 060 0800 to 0999
244 299 2000 to 2199	252 891 1159 to 1199	261 935 6500 to 6599	272 277 4600 to 5299
244 366 8800 to 8899	253 175 2670 to 2699	261 954 6334 to 6399	801 579 6056 to 6098
244 381 3024 to 3099	253 192 7311 to 7399	261 965 4168 to 4199	801 629 1900 to 1999
244 525 0719 to 0799	253 293 5931 to 5940	262 240 6607 to 6665	802 029 5199 to 8999
244 657 7700 to 7899	253 446 4033 to 4099	262 240 6677 to 6696	802 265 0575 to 1999
	253 547 6013 to 6049	262 604 1515 to 1599	802 751 1128 to 1299
	253 547 6054 to 6099	262 931 7066 to 7076	

**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