



postal bulletin

PB 21312—August 20, 1981—24 Pages

18-CENT JONES, ZAHARIAS COMMEMORATIVE STAMPS

The 18-Cent Bobby Jones and Babe Zaharias commemorative postage stamps, two single stamps on separate panes, will be placed on sale September 22, 1981, at Pinehurst, NC 28374. Bobby Jones was the only golfer to win all four of the British and U.S. amateur and open titles. Babe Zaharias was an Olympic track and field champion who went on to win virtually every women's title in amateur and professional golf.

Do Not Sell Before September 23, 1981



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Issued in Panes of 50. Collector information will be found on page 21.

Supply. All post offices under the automatic distribution system will receive a supply of both stamps.

All Installation Heads

EEO Resolution

Notice to All Employees

Page three of this POSTAL BULLETIN is a special notice containing a policy resolution of the Board of Governors of the United States Postal Service on equal employment opportunity.

This notice is to be detached and a copy displayed on every employee bulletin board in every postal facility.

WILLIAM F. BOLGER
Postmaster General.

However, some post offices will receive less than the normal distribution quantities automatically furnished on a 50-subject commemorative. Since the total quantities of both stamps are being distributed automatically, no supplemental bulk requisitions will be honored at the Bureau of Engraving and Printing for items 402 (18¢ Bobby Jones) and 403 (18¢ Babe Zaharias).

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., 8-20-81.*

Mail to Canada

Effective immediately, the embargo on mail to Canada is lifted. All mail addressed to Canada may again be accepted.

With this resumption of mail service, the suspension of the Private Express Statutes announced in POSTAL BULLETIN 21307 (7-16-81) has been rescinded. Letters intended for Canada, if sent outside the mails, must bear appropriate postage.

Mail items which were returned to the sender during the suspension of mail service to Canada may be re-entered without additional postage provided a postage refund was not made. The endorsement "Mail Service Temporarily Suspended" should be crossed out by the mailer prior to re-entering such pieces.—*Rates & Classification Dept., 8-20-81.*

Rural Money Orders

A revised Form 6387, May 1981, *Rural Money Order Transaction* having the new money order fees, is now available at area supply centers.

Destroy earlier editions of Form 6387 when the revised forms are on hand.—*Rates & Classification Dept., 8-20-81.*

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*All Personnel Processing Mail for Dispatch Abroad***Foreign Order Notice 51**

Keep all foreign order notices for use as reference.

Final Orders

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

CANADA**Vancouver, B.C.**

Empress Sales

Box 58070

1360 S.W. Marine Drive
and

Box 58070

1360 S.W. Marine Drive
Vancouver, B.C.

Philmo Ent. Ltd.

Box 69274

and

Credit Office

Box 69272

Vancouver, B.C.

Western Canadraw Services or
W.C.S.

and

Blake-Wilson Agencies

Box 6540

Vancouver, B.C.

Western Canadraw Services or
W.C.S.

and

Madison Fremont Services

Box 4950

Vancouver, B.C.

W. GERMANY

E. Gehle

Suddeutsche Klassenlotterie

Boppstr. 20-24

D-6500 Mainz

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 2029A. 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, 8-20-81.*

*POM Revision***State Sheet Scheme Maintenance**

POSTAL OPERATIONS MANUAL 416.511 will be changed to conform to the M-5 Handbook, *Schemes: Construction, Assignment, Training, and Proficiency*. Changes are as follows:

416.5 Distribution Schemes**.51 Manual Distribution****.511 State Sheet Schemes**

a. State sheet schemes are maintained by mail processing of the local office, with approval of the Regional General Manager, Logistics Division.

b. Schemes should be developed in accordance with Handbook M-5, *Schemes: Construction, Assignment, Training, and Proficiency*, from information shown in Publication 65A, *National ZIP Code and Post Office Directory*.

c. State sheet schemes may also be called General Schemes. Distribution performed according to state sheet schemes is called General Schemes distribution.

d. Schemes should be kept current using information as listed under Post Office Changes in the POSTAL BULLETIN.

Delete paragraph e.—*Mail Processing Dept., 8-20-81.*

*POM Revision***Bulk Third-Class Mailings by
U.S. Senate**

Bulk third-class mailings under the franking privilege by Members of the United States Senate began on August 10, 1981. These mailings will consist of newsletters and other third-class matter bearing the printed facsimile signature of a Member of the United States Senate and the "Blk RT" endorsement. Each piece will be addressed to the recipient by name and post office address. Pieces will be sorted and packaged in accordance with 667, DOMESTIC MAIL MANUAL. Packages will be enclosed in No. 3 sacks, outer cartons, and large flat-size envelopes. These containers will be prepared and handled in accordance with 453.123, POSTAL OPERATIONS MANUAL (POM).

This information will be included in 453 in a future issue of the POM.—*Rates & Classification Dept., 8-20-81.*

HEARING REQUIREMENTS FOR DRIVING POSITIONS

Hearing requirements for applicants operating motor vehicles have been changed in Handbook P-11, *Personnel Operations*, as follows:

333.5 Driving Requirements

.51 For positions requiring the driving of vehicles less than 10,000 pounds GVW,

There are no specific hearing requirements for applicants for these positions to be able to qualify for the SF-46, U.S. Government Motor Vehicle Operator's Identification Card.

.52 For positions requiring the driving of vehicles 10,000 pounds or larger,

Applicants must meet the hearing requirement prescribed in Qualification Standard 5700, Motor Vehicle Operator and Tractor-Trailer Operator.

All other requirements remain the same for driving positions as cited in the P-11 Handbook and Qualification Standard 2300h.—*Employee Relations Dept., 8-20-81.*

Resolution of the Board of Governors of the United States Postal Service on Equal Employment Opportunity



RESOLVED:

The United States Postal Service has a national role to play as a model in industrial democracy in the employment of women, minority, older and handicapped workers. Toward this end, the Board of Governors of the United States Postal Service hereby declares its commitment to equal employment opportunity in the Postal Service. We seek a Postal Service in which employees can pursue their work, and advance in their careers, free from discrimination and harassment, and from the fear of discrimination and harassment. For the Postal Service, which is becoming a major employer of women and is one of the Nation's largest employers of minorities, equal employment opportunity has a special significance.

The Affirmative Action Plans recently developed by the Postal Service must be implemented vigorously, and the Board fully expects that this will be done. The Board also directs that compliance and enforcement programs be strengthened, coupled with an unambiguous prohibition of reprisals or attempted intimidation against those who complain.

To assure management accountability in progress toward these objectives, the Board requests that the Postmaster General prepare and submit to it a Quarterly EEO Status Report by region.

The Board directs that this Resolution be brought to the attention of each employee of the Postal Service.

The foregoing Resolution was adopted by the Board of Governors on August 4, 1981.

Resolution of the Board of Governors of the United States Postal Service on Equal Employment Opportunity

RESOLVED, That the United States Postal Service has a national obligation to provide equal employment opportunities for all qualified persons without regard to race, color, sex, religion, national origin, or age, and to provide equal pay for equal work to all employees performing substantially equal work.

The Board of Governors is committed to the principle that all employees should have an equal opportunity to advance in their careers. The Board is particularly concerned with the advancement of women and minorities in the Postal Service, and is committed to the elimination of all forms of discrimination in the workplace.

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FORGOTTEN: THE UNITED STATES POSTAL SERVICE
 JUN 4 1981

TRAVEL

325 Duration of Official Travel

325.1 Computing Per Diem Allowances. When computing per diem allowances, official travel begins when traveler leaves office, home, or other point. Official travel ends when traveler arrives at office, home, or other point.

325.2 Thirty-Minute Rule. If the time of departure is within 30 minutes prior to the end of a quarter day, or the return is within 30 minutes after the beginning of a quarter day, per diem for either such quarter day shall *not* be allowed unless justification is provided on the expense voucher.

325.3 Exception—Thirty-Minute Rule. When additional travel time is due to weather conditions or other circumstances beyond the traveler's control, per diem will be allowed for the additional time, provided

the employee includes a statement on the travel voucher to this effect.

The above change will be reflected in Transmittal Letter 23 to Handbook M-9, *Travel*. This policy is effective with the date of this **POSTAL BULLETIN**.—*Finance Dept., 8-20-81.*

Scholastic Magazine Mailings

During the 1981-82 school year, Scholastic Magazines, Inc., Dayton, Ohio 45439 will again be preparing their classroom publications as machinable bundles. Distribution personnel at all facilities are reminded that classroom bundles labeled with a red label "D" are to be opened at the five-digit ZIP Code destination and distributed to the school shown on the address label.—*Mail Processing Dept., 8-20-81.*

Special Cancellations

Postmasters having any of the special cancellation die hubs listed below are authorized to use them for the periods designated. At the end of the period the die hubs should be withdrawn from use and stored. Postmasters who do not have these special die hubs must not request them without application by the sponsors:

Cancellations	Period of use
Conquer Cystic Fibrosis_____	September 1 to September 30, 1981.
Employ the Handicapped_____	October 1 to October 31, 1981.
Give the United Way_____	September 15 to October 31, 1981.

—*Rates & Classification Dept., 8-20-81.*

DMM Revision

CHANGES IN 5-DIGIT PRESORT

Effective September 13, 1981, preparation requirements for bulk third-class 5-digit presort level rate mail will be changed.

Therefore, DOMESTIC MAIL MANUAL (DMM) 622.12a and 667.42 (PB 21290, 3-20-81) are revised as follows:

622.1 Eligibility

* * * * *

.12 Five-Digit Presort Level

a. *Minimum Quantity.* Each mailing must consist of at least 200 pieces or 50 pounds of mail presorted to 5-digit destinations. Each piece must be part of a package of 10 or more pieces to the same 5-digit ZIP Code and the package must be sacked to the same 5-digit ZIP Code. Each sack must contain a minimum of 50 pieces or 15 pounds of mail to the same 5-digit ZIP Code in order to be eligible for the 5-digit presort level rate. *Exception:* mailers may commingle different 5-digit packages of 10-50 pieces in sacks for unique 3-digit multi-ZIP Code cities listed in Exhibit 122.634 providing:

(1) Each sack contains at least 50 pieces or 15 pounds of mail, and

(2) No 3-digit city packages are included in the sack, and

(3) 50 pieces or 15 pounds of mail for a single 5-digit ZIP Code (within the unique 3-digit city) must be sacked separately.

* * * * *

667.4 Preparation Requirements for 5-Digit Presort Level Rate

* * * * *

.42 Sacking. All qualifying packages of 10 or more pieces must be placed in a sack. Each sack must contain at least 50 pieces or 15 pounds of mail. Sacks may be prepared in one of two ways, as follows:

DMM Revision

NONIDENTICAL WEIGHT PIECES

Postal regulations are revised to allow commingling of nonidentical weight pieces in carrier route third-class mailings and special fourth-class mailings. Therefore, effective immediately, DOMESTIC MAIL MANUAL (DMM) 622.11c, 724.22, and 724.24 are revised as follows:

622 Third-Class Bulk Mail

.11c Weight and Size. Pieces may be identical or nonidentical in size and weight, provided they are all within the same processing category as defined in 128. Pieces must not exceed 11½ inches in width, 13½ inches in length, or ¾ of an inch in thickness. Merchandise samples with detached labels may exceed these dimensions if the detached labels meet the requirements of 664.

724.2 Special Fourth-Class Presort Rates

Delete the phrase "of identical weight" from the first sentence of section 724.222a, and delete the phrase

(1) If there are 50 pieces or 15 pounds of mail to a single 5-digit ZIP Code destination, they must be placed in a 5-digit sack. Five-digit sacks containing less than 50 pieces or 15 pounds may not be made. The sack must be labeled in the following manner:

Line 1: City, State and 5-Digit ZIP Code Destination.

Line 2: Contents.

Line 3: Office of Mailing.

Sample:

ARLINGTON, VA 22202
3C LTRS
BOSTON, MA 021

(2) If a mailer has less than 50 pieces or 15 pounds to the same 5-digit ZIP Code, and if that 5-digit ZIP Code is included in a unique 3-digit multi-coded city listed in Exhibit 122.634, packages of that mail may be included in a sack containing other 5-digit packages within the unique 3-digit ZIP Code city. Each sack must contain at least 50 pieces or 15 pounds of 5-digit presorted mail. No 3-digit city packages may be included in the sack. The sack must be labeled in the following manner:

Line 1: City, State and unique 3-digit city ZIP Code.

Line 2: Contents—5-DIGIT PKGS.

Line 3: Office of Mailing.

Sample:

SPOKANE, WA 992
3C LTRS—5-DIGIT PKGS
BOSTON, MA 021

These changes will be included in a future issue of the DMM.—*Rates & Classification Dept., 8-20-81.*

"identical weight" from the first sentences of sections 724.222b, 724.223a, and 724.223b.

724.24 Nonidentical Pieces

a. **When postage is paid by permit imprint,** non-identical pieces, including those of different postage values, may be merged, presorted together, and presented as a single mailing if the mailer has demonstrated that adequate records are maintained to enable the Postal Service to accurately verify and audit such mailings, and the procedure has been specifically authorized by the Director, Office of Mail Classification, Rates and Classification Department, USPS Headquarters, in accordance with 145.8 or 145.9.

b. **When postage is paid by metered stamps or imprints** for nonidentical weight pieces, including those of different postage values, the pieces may be merged, presorted together, and presented as a single mailing only if the appropriate postage (per piece plus per pound) is affixed to each piece in the mailing.

These changes will be included in a future issue of the DMM.—*Rates & Classification Dept., 8-20-81.*

DMM Revision

Dry Ice

A shipper's certificate is no longer required for parcels eligible for air transportation which contain 5 pounds or less net weight of dry ice (carbon dioxide solid). All parcels containing dry ice must be marked *Carbon Dioxide, Solid or Dry Ice*, and all such parcels must be marked to specify the net weight of dry ice contained.

Therefore, the first sentence of DOMESTIC MAIL MANUAL (DMM) 124.382b is revised as follows:

b. Generally, all parcels containing more than 5 pounds of dry ice

In addition, DMM 124.392 is revised as follows:

.392 Dry Ice. All parcels containing dry ice (carbon dioxide solid) must be packed in containers which permit the release of carbon dioxide gas. Those eligible for air transportation which contain more than a net weight of 5 pounds of dry ice must have a shipper's certification attached in triplicate and must be marked on the package with an indication of the net weight of the dry ice and the words *Carbon Dioxide Solid or Dry Ice* above the designation *ORM-A*, except as specified in 124.382. Parcels eligible for air transportation which contain a net weight of 5 pounds or less dry ice must be marked to identify the contents being cooled, and may simply state that the net weight of dry ice contained is 5 pounds or less.

This change will be included in a future issue of the DMM. Publication 52, *Acceptance of Hazardous, Restricted or Perishable Matter*, section 392.2, will be amended accordingly.—*Rates & Classification Dept., 8-20-81.*

DMM Revision

New Meter Manufacturer

The Rockaway Corporation, doing business as Better Packages, Inc. (BPI), has been authorized to manufacture and distribute postage meters. Effective immediately, Section 144.13, DOMESTIC MAIL MANUAL (DMM), is revised to list this manufacturer:

Rockaway Corporation
(Better Packages, Inc.)
8 Brook Street
Shelton, CT 06484

Section 144.41, DMM, is revised to include the following example of their meter stamp design:



This will be incorporated in a future issue of the DMM.—*Rates & Classification Dept., 8-20-81.*

Domestic Orders

False Representation. Enforced by Postmasters at cities listed.

State/city	Names covered
KS, Atchison 66002-----	Fulk P.O. Box 245 & 328 Fulk Enterprises, Inc. P.O. Box 328 & 245 Fulk Enterprises P.O. Box 245 Fulk Enterprises, Inc. Rural Route 3, Box 242C National Home Business Services P.O. Box 328 National Home Business Services Rural Route 3, Box 242C
NY, Central Islip 11722-----	Cove Pharmacal Sales, Inc. 95M Hoffman Lane
NY, New York 10017-----	Robert J. Fitzgerald 521 Fifth Avenue—17th Floor
FL, Boca Raton 33431-----	Mercury Industrial Products Suite 103-1 3200 N. Federal Hwy.
MO, Bowling Green 63334---	H & A Industries P.O. Box 438

—*Judicial Officer, 8-20-81.*

Carrier Route Information System

CRIS users have been provided the official scheme information (tapes and printed copies) produced as a result of the July 15, 1981 update. Use of the new scheme information for carrier route presorted mail will be mandatory starting on October 1, 1981.

The official scheme information produced on February 15, 1981, is still valid, and thus mail prepared according to those schemes must be accepted by the Postal Service at the carrier route presort rate through September 30, 1981. Interim scheme changes published between February 15, 1981 and July 15, 1981 may be incorporated by the mailers but are not mandatory until October 1, 1981.

The sequence numbers in the new Official scheme have changed. This occurs annually when the schemes are re-numbered as a part of the July 15 update.

Change Only Information

Change Only information is not produced in July because this information cannot be applied against any file for updating purposes. Change Only information users will be provided Change Only information beginning with the August update. Beginning in August, change information should be applied to the July 15 official scheme information only. To remain current with the latest carrier route schemes, Change Only users must process all changes each month.—*Delivery Services Dept., 8-20-81.*

Dangerous Material

Mailing extremely dangerous materials, and potentially dangerous materials which are improperly prepared, is prohibited by law. You must insure that your mailings comply with the law. Ask about postal requirements before you deposit any questionable materials into the mails.

SPECIAL COUNT OF MAIL ON RURAL ROUTES

A special count of mail will be conducted on selected routes during the last twelve working days of September (9/17-30) 1981. Management Sectional Centers will be advised of those routes in the following categories to be counted:

a. All rural routes having a box density of 12 or more boxes per mile as a result of the last official mail count including special counts. These routes are now designated high density (L) routes.

b. All rural routes having experienced 240 minutes or more in substantial service changes (as of the end of PP 17, 8/7/81) since the route's last annual or special count.

NOTE: A national count of mail on all rural routes will be conducted during the last twelve working days of September 1982. National counts, if needed, may be scheduled by Headquarters during September of subsequent years. The term *Annual Count* is discontinued.

Local Conferences—Postmasters must hold joint conferences of supervisors and rural carriers to discuss mail count procedures and instructions no later than Wednesday, September 2, 1981.

A summary of significant changes in mail count instructions and procedures follows:

1. **L routes**—Those routes having a box density of 12 or more boxes per mile will be classified *high density* or L routes. All L routes (including mileage routes meeting the box density criteria and now classified as L routes) are to be counted by management on all days of the count.

2. **Centralized Boxes**—Those boxes where two or more mail receptacles may be served by opening only one door. Examples of centralized boxes are Neighborhood Delivery and Collection Units (NDCBUs), apartment receptacles, delivery centers, postal centers, mailrooms, etc. It is necessary that management identify and record separate counts of regular and centralized boxes in blocks 23-30 of revised Form 4241 dated August 1981. See Exhibit A.

3. **Dismount Deliveries**—A new standard based on a combination of time and distance has been developed for *authorized* dismount deliveries. It will be necessary for management to review and determine which dismounts being made by rural carriers are necessary, are made on a regular basis, and have been authorized by management. It is the responsibility of management to designate the approved parking locations for authorized dismounts and to record the total authorized distance (in feet) traveled by the carrier while serving authorized dismount deliveries.

4. **Purchasing Stamp Stock**—Provision has been made for a new, separate daily time allowance for purchasing of stamp stock by L route carriers.

5. **Firm Delivery Books**—Provision has been made for use of firm delivery books on L routes; new standard allowance for accountable items recorded in firm delivery books; and, a new standard allowance for Return Receipts on those items listed in firm delivery books.

6. **Parcels**—The revised definition of a parcel (Col. C, Form 4241) is *any rigid article which exceeds one of the following dimensions: Height—5", length—18", width (or thickness)—1 1/16"*.

7. **Boxholders**—Will be counted for only the 12 days of any scheduled special or national mail count.

8. **Mail Count Forms:**

(a) **Form 4241, Rural Delivery Statistics Report**—This form has been revised. See sample Exhibit A on page 10 of this BULLETIN. Only the August 1981 edition of Form 4241 is to be used for the September 17-30, 1981, Special Mail Count. The August 1981 edition of Form 4241 will not be available at Supply Centers, but will be sent to applicable MSCs from Headquarters during August. Do not use any Form 4241 with an edition date other than August 1981. Other editions will be returned by MSC or rejected by PDC. The August 1981 edition of Form 4241 is intended as an interim edition of Form 4241 pending further revision and redesign as a three-part form. No *Comments* section is provided on the front of this form. **IMPORTANT:** Entries in Column Q—Loading Time in excess of 15 minutes (daily) and all entries in Columns R and U must be explained/justified under a handwritten "Comments" heading on the reverse of this form.

(b) **Form 4239-A, Rural Route Count of Boxholder Mail.** This form has been discontinued.

(c) **Form 4239, Count of Mail (Rural Route)**—This form has not been revised; the April 1979 edition should be used. However, Form 4239 should be modified locally as shown in Exhibit B on page 11 of this POSTAL BULLETIN to provide space for appropriate entries for Stamp Stock, Return Receipt, Authorized Dismounts, and Dismount Distance, and other minor changes. Instructions on the reverse of Form 4239 are obsolete (pending revision) and should be ignored.

Revisions to M-37

Complete mail count instructions are contained in Parts 520 of both Handbook M-37, *Rural Delivery Carriers, Duties and Responsibilities*, and Handbook M-38, *Management of Rural Delivery Services*. Following are interim revisions to Handbook M-37 (Part 520) which will be included in the next transmittal letter. Changes are indicated by a vertical bar in the margin.

522.32a Delete, and change present .32b and .32c to .32a and .32b.

* * * * *

525.12 Worksheet for Counting

* * * * *

b. **Column B. Papers, Magazines, Catalogs, Flats, Other Size Mail.** DELETE, starting in *fifth* line: "odd sized articles which cannot be cased with the other mail for the route and".

c. **Column C. Parcels.** Replace with (1) through (6) below:

(1) A parcel is any rigid article that exceeds any one of the following dimensions:

(a) 5 inches in height.

(b) 18 inches in length.

(c) 1 1/16 inches in width.

(Example: A rigid article which measures 4 x 15 x 1 3/4 inches would be recorded as a parcel because the 1 3/4 inch thickness exceeds the 1 1/16 inch criteria. However, a rigid article which measured 5 x 18 x 1 1/16

U.S. POSTAL SERVICE COUNT OF MAIL (Rural Route) <i>(Read instructions on reverse before completing form)</i>				POST OFFICE		STATE AND ZIP CODE		ROUTE NO.	
COUNTED				PARCELS	BOXHOLDERS	BOXHOLDERS STRAPPED OUT	REGISTERED, CERTIFIED, SPECIAL DELIVERY EXPRESS MAIL AND INSURED PARCELS	C.O.D.'S, CUSTOMS DUE RECEIVED FOR DELIVERY	CHANGE OF ADDRESS (Form 3575)
LETTER SIZE A	NEWSPAPERS, MAGAZINES, PLATS, CATALOGS AND ROLLS B			C	D	E	F	G	H
				<div style="border: 2px solid black; padding: 5px; display: inline-block;"> Enter boxholders and boxholders strapped out on Form 4239-A </div>					
				MARKED UP J	FORMS 3575 AND 3588 COMPLETED K	MONEY ORDER APPLICATIONS L	LETTERS AND PLATS COLLECTED M	ORDINARY AND INSURED PARCELS COLLECTED N	
NOTE 1									
REGISTERED AND CERTIFIED COLLECTED O	POSTAGE DUES P	LOADING VEHICLE (Actual time up to 15 min. if more explain in detail) Q	OTHER SUITABLE ALLOWANCE (Must be completely explained) R	COUNTING TIME W	WAITING TIME X	INTERMEDIATE OFFICES SERVED DAILY Y	WEIGHT OF LOCKED POUCHES CARRIED DAILY Z		
NOTE 2									
COMMENTS				STAMP STOCK S	RETURN RECEIPT T	AUTHORIZED DISMOUNTS U	DISMOUNT DISTANCE V (FT)		
				TOTALS					
I certify that the above is correct.			DAY	DATE	SIGNATURE OF CARRIER OR SUPERVISOR				

inches would be recorded as a flat because *none* of the dimensions *exceed* the stated criteria.)

(2) In addition, any non-rigid article that will not fit in the letter or flat separations (where flat separations are used) with other mail, is considered a parcel.

(3) The carrier has the option of handling odd-size articles either with flat mail or separately regardless of how it is credited.

(4) Parcels with detached labels will not be entered in this column but will be counted as boxholders in Column D. Only specifically addressed samples too large to be cased will be included in the parcel count.

(5) Each direct bundle distributed and tied out at the mail distribution cases is counted as a parcel. Direct bundles tied out at the carrier's case are not counted as a parcel.

(6) Registered, certified, COD, numbered insured mail, Express Mail, and other accountable mail are not counted in this column.

NOTE: For special delivery articles see Column F.

d. Column D. Boxholders. Enter daily number of boxholders taken out for delivery on route. This includes all simplified address mail, including samples with simplified address (see DMM, section 122.4). When samples are received with detached address labels, enter the total number of samples. (See part 525.12a, Column A, for recording the label count.) The number of pieces of boxholder mail must not exceed the number of families on the route for each mailing. All boxholders, whether cased or not, are included in this column.

e. Column E. Boxholders Strapped Out. (This section is no longer in use.)

f. Column F. Registered, Certified, and Special Delivery Articles, Numbered Insured Parcels, and Express Mail.

(1) The number of articles received daily for delivery is entered in this column. Entries in this column preclude entries for same items in Columns A, B, C, or P.

NOTE: Where the carrier dismounts or leaves the line of travel to effect delivery or attempt delivery of special delivery mail, the number of special delivery articles will be entered in this column. Otherwise, they are entered in Columns A, B, or C as appropriate. Do not record any articles entered in Columns A, B, or C in Column F.

(2) On high density (L) routes only, where multiple accountable items are received for one address, the items are to be entered in a Firm Delivery Book, Form 3883. The route will receive credit for one accountable article per page or part page completed. For example, if a route received ten (10) accountable articles of which five (5) were for delivery to one address, the route would receive credit for six (6) accountable items; one item each for the five articles for delivery to individual addresses and one item total for the five items entered in the firm delivery book for delivery to the one address. Under no circumstances should a firm delivery book be used for delivery of only one accountable item.

NOTE: When firm delivery book is authorized for use on high density (L) routes, additional credit is al-

lowed for handling return receipts on items listed in the book; see Column T.

* * * * *

g. Column R. Other Suitable Allowance. Delete (4) and (6) and renumber (5), (7), (8), and (9).

r. Column S—Purchasing Stamp Stock. On high density (L) routes, the route receives credit for stamp stock purchases (at either the headout or an intermediate office) only on those days that the carrier actually purchases stamps. In addition, these purchases must amount to no less than 150 times the First Class postage rates. For example, if the First Class postage is 18¢ for the first ounce, the carrier would be required to purchase stamps in minimum lots of \$27 (i.e. $150 \times .18 = \$27.00$). If postage were 20¢ for the first ounce, then the minimum purchase would be \$30 (i.e. $150 \times .20 = \$30.00$). For each day an L route carrier purchases the minimum quantity of stamps, enter a 1 in Column S. On days stamps are not purchased, enter a 0.

NOTE: On all other routes (non L routes) make no entry in this column. The proper credit will be given automatically by the Postal Data Center on Form 4241-A when the route is evaluated.

s. Column T—Return Receipts. On high density (L) routes, the routes receive an additional credit for those return receipts for accountable items handled via a firm delivery book (see Column F). Enter in this column the number of return receipts attached to those accountable items entered in the firm delivery book. Do not enter any credit for return receipts on accountable items delivered by other than use of the firm book. For example, if a route received 10 accountable items and each had a return receipt attached, but only 4 of the items were listed in a firm delivery book, the route should receive credit for 4 return receipts in Column T.

t. Column U—Authorized Dismounts. The number of authorized dismounts are shown on a daily basis. (See Part 313 for those instances where dismount deliveries may be authorized.) For example, a carrier is authorized to dismount at a school because of extreme daily mail volume. The school office is closed on Saturdays. The route would be credited with a dismount from Monday through Friday but would not receive dismount credit on Saturday. Authorized dismounts must be explained in the comments section. When a carrier dismounts primarily to provide other services such as delivery or pick up of accountable mail, COD, Express Mail, etc., no dismount credit is authorized because existing time allowances include time for dismounting.

u. Column V—Authorized Dismount Distance (in feet). Enter the authorized dismount distance (in feet) traveled daily by the carrier. The distance entered could vary daily depending upon the number of dismounts authorized each day (see Column U). Before determining the authorized dismount distance, the manager must:

(a) For single delivery point dismounts (such as NDCBU, a school, mailroom, etc.) establish the authorized parking location at the closest practicable point.

(b) For multiple delivery point dismounts (such as multiple apartment buildings served from one park-

point, shopping centers, etc.) establish the parking location at the most advantageous point or points and lay out the authorized dismount line of travel between the delivery points in the most efficient travel pattern. To avoid unnecessary trips to the vehicle, the use of a carrier satchel should be authorized, if warranted. (See Handbook M-38, Section 365.2).

When determining the authorized dismount distance, the manager must measure the most direct and/or efficient distance from the point of dismount from the vehicle to the delivery point or points and return to the vehicle. Measurements must be recorded to the closest foot. All entries must be made on a daily basis.

* * * * *

Change following headings:

r. Column S to v. *Column W—Counting Time.*

s. Column T to w. *Column X—Waiting Time.*

t. Column X to x. *Column Y—Intermediate Offices Served Daily, Services Performed at Intermediate Offices.*

u. Column Y to y. *Column Z—Weight of Locked Pouches Carried Daily.*

* * * * *

525.2 Delete

* * * * *

525.32 Completion of Form 4241

.321 The totals of Columns A-Z on Form 4239 are transferred daily to the proper lines on Form 4241. This information may be made available to the carrier.

.323 Delete entire section and substitute:

.323 Type of Boxes

a. The number of *regular* mailboxes on the route as of the last day of the count are shown. 487 boxes would be shown as 0487.

b. The number of *centralized* mailboxes on the route as of the last day of the count are shown. **Centralized delivery is defined as any mail receiving unit where the carrier has access to more than one individual customer's receptacle by opening only one door, such as neighborhood delivery and collection box units (NDCBU), apartment receptacles, delivery centers, postal centers, mailrooms, etc.** Do not include boxes served through non-personnel rural units.

c. Temporarily vacant dwellings, apartments, and places of business with or without a box erected which have not been vacant more than 90 days are included. But abandoned boxes, permanently vacant buildings, dwellings, and apartments vacant more than 90 days, buildings under construction, or dwellings and businesses receiving delivery solely through general delivery or a post office box are not included. In resort areas, transient trailer parks, and transient mobile home parks only the boxes being served during the mail count period are counted.

* * * * *

Important Dates

a. *Local conferences* between supervisors and rural carriers to discuss mail count procedures and instructions must be held by *September 2, 1981.*

b. Forms 4241 must be completed and submitted by associate offices to MSCs no later than COB Monday, October 5, 1981.

c. MSCs must complete their review and submit all Forms 4241 for their MSC to the appropriate PDC by COB October 15, 1981.

d. The effective date of the September 17-30, 1981, Special Count of Mail on Rural Routes is Saturday, November 14, 1981.—*Delivery Services Dept., 8-20-81.*

ASM Revision

OFFICE AUTOMATION POLICY

During the past 15 years, the Postal Service has invested substantial resources in acquiring word processing equipment to accommodate a variety of user needs. Many of these devices are now archaic, incompatible, and not properly utilized. However, some have been upgraded to become small, programable, communicating computers with advanced ADP capabilities, enabling users to develop and maintain data bases in their offices without hiring specialized personnel or adding space or dedicated lines.

The increasing demand for these systems requires establishment of uniform acquisition, implementation, and management policies and procedures.

The following policy for office automation systems will be incorporated in a future revision to ADMINISTRATIVE SUPPORT MANUAL, Chapter 8.

Policy

1. USPS policy is to encourage the use, and support the management, of office automation systems, to improve the effectiveness of office personnel. Total integration of ADP, word processing, voice, and printing systems may not be attainable immediately. However, it is important to establish a logical, modular foundation, that will lead to this goal. This is to be accomplished within the constraints of existing office environments, and the framework of overall information resource plans.

2. If a proposed system or modification is over \$10,000, the proposal, a requirements study, and implementation plan must be submitted to the Office Automation Division, Information Resource Management (IRM) at Headquarters for review. For any new system or modification under \$10,000, forward a copy of the purchase orders to the Office Automation Division for its inventory.

3. All requests for office automation equipment or services with a first-year cost over \$100,000 must be submitted as specified by the Business Systems Acquisition Policy, to be published in the POSTAL BULLETIN in the near future.

4. Upon request, IRM will provide technical guidance and assistance to offices conducting office automation requirements studies and preparing system implementation plans. Formal guidelines will be included in an office automation handbook, which will make obsolete Handbook A-3, *Word Processing Systems*. The new handbook is expected to be issued in FY 1982.

5. New systems should be acquired on a lease basis, with credit accrued toward purchase if the user is satisfied with the vendor's support, product performance, and potential for modular expansion.

Coordination

Management of these systems must be integrated with overall IRM plans, if the Postal Service is to take full advantage of the significant benefits and cost savings that can result from effective implementation and management of office automation systems. The Office Automation Division is the USPS coordinator of all office automation activities and provides technical advice, guidance, and assistance to all USPS managers.

Applicability

1. **Systems Affected.** This policy applies to all new office automation system requirements developed by a functional user, as well as changes to existing systems and applications. These office automation systems include the following equipment and related software and peripheral devices:

a. *Office Computer.* A 16-bit CPU accessed by intelligent and/or "dumb" terminals to perform a variety of office applications including word processing, budget planning, forecasting, tracking and monitoring, mass mailings, central inquiry, and remote job entry. These systems differ from general purpose and scientific minicomputers because they are compact and usually require no special environmental provisions. They are used in normal office environments. These units support BASIC and at least one other programming language and usually communicate in an asynchronous ASCII mode. The data bases and record sizes are relatively small and are retained on 5 or 10 megabyte expandable systems disks.

b. *Stand-Alone Systems.* Self-contained units featuring a keyboard, printer, and memory capacity. These units range from *blind* systems, such as electronic and magnetic card typewriters, to video display units which have 55 characters per second document printers and 64K to 96K internal memories. They are often referred to as *word processors*, but many of them offer programmability and sophisticated records management packages which provide for limited, but surprisingly effective, ADP capabilities. Some of them can communicate using a variety of protocols.

c. *Distributed Resources Systems.* Intelligent video display stand-alone systems connected to a controller with a systems disk mainly for the purpose of sharing files and accessing common local data bases. The intelligence and software are resident on the terminals, rather than on the CPU. These systems offer document and high-speed line printers. They are more expensive than shared logic systems but offer a great deal more flexibility and reliability.

d. *Shared Logic Systems.* Similar to distributed resources systems, except that the intelligence and software reside on the CPU, rather than at the work stations. The terminals are "dumb," and have no memory or storage capacity. The system is totally reliant on the CPU and system storage. The work stations cannot function independently. Turnaround time becomes slower when more stations are added and concurrent word processing and computational functions are not possible. On a *cost per station basis*, this configuration is usually the least expensive.

e. *OCR Devices.* Optical character readers used in office environments to replace input typing functions and provide for media conversion. These machines range from simple \$12,000 one-font scanners to \$50,000 units which will read a wide variety of type fonts.

f. *Intelligent Copiers/Laser Printers.* High-speed, high-quality, non-impact printers used in office environments and cabled to or communicating with office automation systems.

g. *Micrographics Systems.* Microfilm and microfiche equipment used as output devices in office automation configurations to store large volumes of relatively dormant records that are not frequently updated.

h. *Dictation Equipment.* Compact voice-input systems that produce recorded media that are reasonably compatible with different types of text-editing equipment.

i. *Protocomposition Systems.* Devices that receive coded data from text-editing equipment and use a combination of electronics and photography to produce camera-ready copy for offset printing. Requisitions for these systems must be reviewed by both the Office Automation Division and the Printing Division of the Procurement and Supply Department.

2. **Organizations Affected.** This policy applies to all USPS offices.

Systems Evaluations

User offices should review and evaluate their office automation systems annually, to determine if the system is still needed to satisfy valid user requirements and if the system is performing adequately. The Office Automation Division will provide guidance.

Funding

The user organization is responsible for funding new office automation systems and services and any modifications of existing systems.

Budgetary Considerations

The cost estimates developed jointly by IRM and user organizations will be submitted to the Finance Department for inclusion in the Headquarters planning, budget and capital budget process.—*Information Resource Management, 8-20-81.*

ANNUAL INSPECTION OF RURAL ROUTES

All rural routes must be inspected once each calendar year, regardless of whether the route is scheduled to be counted or not.

There have been some significant changes in methods which require specific attention by postmasters and managers of rural routes. It is critical that these areas be handled promptly and efficiently to insure proper credit to the route evaluation.

Count of Boxes

A. Count as a box all boxes currently being served and temporarily vacant dwellings, apartments, and places of business with or without a box erected which have not been vacant more than 90 days. But do not count abandoned boxes, permanently vacant buildings, dwellings, and apartments vacant more than 90 days, buildings under construction, or dwellings and businesses receiving delivery solely through general delivery or a post office box. In resort areas, transient trailer parks, and transient mobile home parks count only the boxes being served during the inspection.

B. Boxes will be classified as one of two types:

1. Regular—Any delivery where the carrier has access to only one receptacle per door, such as the normal rural mailbox.

2. Centralized—Any mail receiving unit where the carrier has access to more than one individual customer's receptacle by opening only one door, such as neighborhood delivery and collection box units (NDCBU), apartment receptacles, delivery centers, postal centers, mailroom, etc.

NOTE: Boxes served through non-personnel rural units are not counted or credited to the route total.

Dismount Deliveries. Another major area that will require specific attention is *authorized* dismount deliveries and the linear measurement thereof. Instructions for the authorization, recording, and measurement of these deliveries are as follows:

A. Review all instances where the carrier dismounts to insure that the dismount is in accordance with the provisions enumerated in Handbook M-38, *Management of Rural Delivery Services*, 365.1. Only those dismounts listed therein will be considered "authorized." When a carrier dismounts primarily to provide other services such as delivery or pick up of accountable mail,

COD, Express Mail, etc., no dismount credit is authorized because existing time allowances include time for dismounting.

B. When management determines that a dismount should be authorized, a manager must take the following steps to determine the authorized dismount distance.

1. The manager must first designate the closest and most practicable park point or points necessary to serve the dismount area. (For multiple dismount delivery areas such as multiple apartment buildings, shopping centers, etc., more than one park point may be necessary.) Where multiple deliveries are made from one park point the use of a carrier satchel should be authorized, if warranted, to avoid unnecessary trips to the vehicle (see M-38 365.2).

2. The manager must then measure the daily distance traveled from the vehicle park point to the point of delivery and return to the vehicle park point. In cases of multiple deliveries, the distance measured will be from the vehicle park point to the first point of delivery. Then measure from the first point of delivery to the second point of delivery and so on until all deliveries have been completed. Then measure the distance of the most direct line of travel to return to the vehicle park point. Total measurement must be made to the closest foot.

3. Managers must maintain a record of each authorized dismount showing the following:

- a. Location of dismount (park point).
- b. Approximate time of dismount (park point).
- c. Frequency (examples: Monday only, Monday through Friday, etc.).
- d. Number of delivery points.
- e. Number of boxes (deliveries):

Regular.

Centralized (NDCBU, Apartment, other).

- f. Dismount distance (in feet).

This information will be used to complete the Forms 4239 and 4241 and for use by employees delivering the route.

Postmasters must insure that any route scheduled to be counted this September is inspected before that count, using the above guidelines.

Handbook M-38, 510, will be amended accordingly.—*Delivery Services Dept., 8-20-81.*

NEW MULTI-CODED POST OFFICES

[Supplemental to the 1981 National ZIP Code and Post Office Directory (Publication 65)]

The following post offices became multi-coded on July 1, 1981. This will necessitate referring to the street address, etc., to determine the correct ZIP Code. These street listings will appear in the 1982 National ZIP (Code and Post Office Directory (5-Digit ZIP Code Directory), Publication 65 and Publication 65A, in January 1982.

Directory of Post Offices and ZIP-A-LIST magnetic tapes reflecting these new ZIP codes became available to mailers on August 7, 1981. To obtain these tape files, customers should contact their local postmasters or Customer Services Representatives. A list of addresses (street, post office box numbers, etc.) will be available in hard copy from the individual post office involved.

State	Name of post office	County/parish	Name of station, branch, or unit	Type S/B	ZIP Code	Change action	Effective date	Explanation of change
AZ	Yuma	Yuma		MPO	85364	Change	7-1-81	Additional ZIP Code assigned to MPO.
AZ	do	do	MPO (New Delivery Area).	MPO	85365	Add	7-1-81	
AZ	do	do	Marine Corps Air Station.	Bx	85364	Delete	7-1-81	Bx ZIP Code changed.
AZ	do	do	do	Bx	85369	Add	7-1-81	
AR	Hot Springs National Park.	Garland		MPO	71901	Change	7-1-81	
AR	do	do	MPO (New Delivery Area)	MPO	71909	Add	7-1-81	Additional ZIP Codes assigned to MPO.
AR	do	do	MPO (New Delivery Area)	MPO	71912	Add	7-1-81	
AR	do	do	Hot Springs Village	Bx	71900	Add	7-1-81	Bx estab. New ZIP Code assigned.
AR	do	do	Albert Pike	Sx	71901	Delete	7-1-81	
AR	do	do	do	Sx	71912	Add	7-1-81	Sx ZIP Code changed.
AR	do	do	Lake Hamilton (Delivery Area).	Bx	71951	Change	7-1-81	
AR	do	do	Lake Hamilton (PO Boxes).	Bx	71913	Add	7-1-81	Bx ZIP Code changed.
AR	do	do	do	Bx	71951	Add	7-1-81	
AR	do	do	Rockwell	CPO	71901	Delete	7-1-81	CPO ZIP Code changed.
AR	do	do	do	CPO	71913	Add	7-1-81	
AR	do	do	Diamondhead	B	71901	Delete	7-1-81	B ZIP Code changed.
AR	do	do	do	B	71913	Add	7-1-81	
AR	do	do	Mid-America	B	71901	Delete	7-1-81	B ZIP Code changed.
AR	do	do	do	B	71913	Add	7-1-81	
AR	do	do	Central City	S	71901	Delete	7-1-81	S ZIP Code changed.
AR	do	do	do	S	71913	Add	7-1-81	
CA	Lancaster	Los Angeles		MPO	93534	Change	7-1-81	Additional ZIP Code assigned to MPO.
CA	do	do	MPO (PO Boxes)	MPO	93539	Add	7-1-81	
CA	do	do	MPO (New Delivery Area).	MPO	93535	Add	7-1-81	
CA	NAPA	NAPA		MPO	94558	Change	7-1-81	Do.
CA	do	do	MPO (New Delivery Area).	MPO	94559	Add	7-1-81	
CA	do	do	Franklin	Sx	94558	Delete	7-1-81	Sx ZIP Code changed.
CA	do	do	do	Sx	94559	Add	7-1-81	
CA	Oceanside	San Diego		MPO	92054	Change	7-1-81	Additional ZIP Code assigned to MPO.
CA	do	do	MPO (New Delivery Area).	MPO	92056	Add	7-1-81	
CA	Vallejo	Solano		MPO	94590	Change	7-1-81	Additional ZIP Code assigned to MPO.
CA	do	do	MPO (New Delivery Area).	MPO	94589	Add	7-1-81	
CA	do	do	Springtowne	Sx	94590	Delete	7-1-81	Sx ZIP Code changed.
CA	do	do	do	Sx	94591	Add	7-1-81	
CA	Visalia	Tulare		MPO	93277	Change	7-1-81	Additional ZIP Code assigned to MPO.
CA	do	do	MPO (New Delivery Area).	MPO	93291	Add	7-1-81	
CA	do	do	MPO (PO Boxes)	MPO	93278	Add	7-1-81	Sx ZIP Code changed. New ZIP Code assigned to PO boxes at Town Center Sx.
CA	do	do	Town Center	Sx	93277	Delete	7-1-81	
CA	do	do	do	Sx	93291	Add	7-1-81	Sx ZIP Code changed. New ZIP Code assigned to PO boxes at Town Center Sx.
CA	do	do	Town Center (PO Boxes).	Sx	93279	Add	7-1-81	
CO	Golden	Jefferson		MPO	80401	Change	7-1-81	Additional ZIP Codes assigned to MPO.
CO	do	do	MPO (New Delivery Area).	MPO	80403	Add	7-1-81	
CO	do	do	MPO (PO Boxes)	MPO	80402	Add	7-1-81	Additional ZIP Codes assigned to MPO.
CO	Greeley	Weld		MPO	80531	Change	7-1-81	
CO	do	do	MPO (New Delivery Area).	MPO	80534	Add	7-1-81	
CO	do	do	MPO (PO Boxes)	MPO	80532	Add	7-1-81	Sx and ZIP Codes estab.
CO	do	do	West	Sx	80534	Add	7-1-81	
CO	do	do	West (PO Boxes)	Sx	80533	Add	7-1-81	
GA	Gainesville	Hall		MPO	30501	Change	7-1-81	Additional ZIP Codes assigned to MPO.
GA	do	do	MPO (New Delivery Area).	MPO	30503	Add	7-1-81	
GA	do	do	MPO (PO Boxes)	MPO	30502	Add	7-1-81	Do.
ID	Idaho Falls	Bonneville		MPO	83401	Change	7-1-81	Additional ZIP Code assigned to MPO.
ID	do	do	MPO (New Delivery Area).	MPO	83402	Add	7-1-81	
ID	do	do	Eagle Rock	Sx	83401	Delete	7-1-81	Sx ZIP Code changed.
ID	do	do	do	Sx	83402	Add	7-1-81	
ID	Pocatello	Bannock		MPO	83201	Change	7-1-81	Additional ZIP Code assigned to MPO.
ID	do	do	MPO (New Delivery Area).	MPO	83202	Add	7-1-81	
ID	do	do	Bannock	Sx	83201	Delete	7-1-81	Sx ZIP Code changed.
ID	do	do	do	Sx	83204	Add	7-1-81	
ID	do	do	Chubbuck	CPO	83201	Delete	7-1-81	CPO ZIP Code changed.
ID	do	do	do	CPO	83202	Add	7-1-81	

NEW MULTI-CODED POST OFFICES—Continued

State	Name of post office	County/parish	Name of station, branch, or unit	Type S/B	ZIP Code	Change action	Effective date	Explanation of change
IL	Champaign	Champaign		MPO	61820	Change	7-1-81	Additional ZIP Code assigned to MPO.
IL	do	do	MPO (New Delivery Area).	MPO	61821	Add	7-1-81	
IL	do	do	Country Fair	Sx	61820	Delete	7-1-81	Sx ZIP Code changed.
IL	do	do	do	Sx	61821	Add	7-1-81	
IL	Waukegan	Lake		MPO	60085	Change	7-1-81	Additional ZIP Code assigned to MPO.
IL	do	do	MPO (New Delivery Area).	MPO	60087	Add	7-1-81	
IN	Kokomo	Howard		MPO	46901	Change	7-1-81	Additional ZIP Code assigned to MPO.
IN	do	do	MPO (New Delivery Area).	MPO	46902	Add	7-1-81	
IN	Mishawaka	Saint Joseph		MPO	46544	Change	7-1-81	Additional ZIP Code assigned to MPO.
IN	do	do	MPO (New Delivery Area).	MPO	46545	Add	7-1-81	
MD	Gaithersburg	Montgomery		MPO	20780	Delete	7-1-81	PO ZIP Code changed. Additional ZIP Codes assigned to MPO.
MD	do	do	MPO (New Delivery Area).	MPO	20677	Add	7-1-81	
MD	do	do	MPO (New Delivery Area).	MPO	20678	Add	7-1-81	CPO ZIP Code changed.
MD	do	do	Asbury Methodist Home.	CPO	20780	Delete	7-1-81	
MD	do	do	do	CPO	20677	Add	7-1-81	Bx ZIP Code changed.
MD	do	do	Diamond Farms	Bx	20780	Delete	7-1-81	
MD	do	do	do	Bx	20678	Add	7-1-81	CPO ZIP Code changed.
MD	do	do	Laytonsville	CPO	20780	Delete	7-1-81	
MD	do	do	do	CPO	20679	Add	7-1-81	Bx ZIP Code changed.
MD	do	do	Montgomery Village	Bx	20780	Delete	7-1-81	
MD	do	do	do	Bx	20679	Add	7-1-81	
MO	Columbia	Boone		MPO	65201	Change	7-1-81	Additional ZIP Codes assigned to MPO.
MO	do	do	MPO (New Delivery Area).	MPO	65202	Add	7-1-81	
MO	do	do	MPO (PO Boxes)	MPO	65205	Add	7-1-81	CPO ZIP Code changed.
MO	do	do	Midway	CPO	65201	Delete	7-1-81	
MO	do	do	do	CPO	65202	Add	7-1-81	
MT	Missoula	Missoula		MPO	59801	Change	7-1-81	Additional ZIP Codes assigned to MPO.
MT	do	do	MPO (New Delivery Area).	MPO	59802	Add	7-1-81	
MT	do	do	MPO (New Delivery Area).	MPO	59803	Add	7-1-81	Sx ZIP Code changed for PO Box addresses.
MT	do	do	Heligate (PO Boxes)	Sx	59801	Delete	7-1-81	
MT	do	do	do	Sx	59807	Add	7-1-81	
MT	do	do	Heligate (Delivery Area).	Sx	59801	No Change	7-1-81	
OR	Corvallis	Benton		MPO	97330	Change	7-1-81	Additional ZIP Codes assigned to MPO.
OR	do	do	MPO (New Delivery Area).	MPO	97333	Add	7-1-81	
OR	do	do	MPO (PO Boxes)	MPO	97330	Add	7-1-81	S ZIP Code changed.
OR	do	do	Campus Station	S	97330	Delete	7-1-81	
OR	do	do	do	S	97331	Add	7-1-81	Additional ZIP Codes assigned to MPO.
OR	Rend	Deschutes		MPO	97701	Change	7-1-81	
OR	do	do	MPO (New Delivery Area).	MPO	97702	Add	7-1-81	Sx ZIP Code changed for PO Box addresses.
OR	do	do	MPO (PO Boxes)	MPO	97708	Add	7-1-81	
OR	do	do	Downtown (PO Boxes).	Sx	97709	Add	7-1-81	CPO ZIP Code changed.
OR	do	do	Downtown (Delivery Area).	Sx	97701	No Change	7-1-81	
OR	do	do	Sunriver	CPO	97701	Delete	7-1-81	CPO ZIP Code changed.
OR	do	do	do	CPO	97702	Add	7-1-81	
UT	Provo	Utah		MPO	84601	Change	7-1-81	Additional ZIP Code assigned to MPO.
UT	do	do	MPO (New Delivery Area).	MPO	84604	Add	7-1-81	
VA	Manassas	IC	Manassas Park	Bx	22110	Delete	7-1-81	Bx ZIP Code changed.
VA	do	IC	do	Bx	22111	Add	7-1-81	
WA	Bellingham	Whatcom		MPO	98225	Change	7-1-81	Additional ZIP Codes assigned to MPO.
WA	do	do	MPO (New Delivery Area).	MPO	98226	Add	7-1-81	
WA	do	do	MPO (PO Boxes)	MPO	98227	Add	7-1-81	S ZIP Code changed.
WA	do	do	Geneva	S	98225	Delete	7-1-81	
WA	do	do	do	S	98226	Add	7-1-81	Sx ZIP Code changed.
WA	Bremerton	Kitsap	Wycoff	Sx	98310	Delete	7-1-81	
WA	do	do	do	Sx	98312	Add	7-1-81	Additional ZIP Code assigned to MPO.
WA	Puyallup	Pierce		MPO	98371	Change	7-1-81	
WA	do	do	MPO (New Delivery Area).	MPO	98373	Add	7-1-81	Additional ZIP Code assigned to MPO.
WA	Renton	King		MPO	98065	Change	7-1-81	
WA	do	do	MPO (PO Boxes)	MPO	98067	Add	7-1-81	Sx ZIP Code changed.
WA	do	do	Highlands	Sx	98065	Delete	7-1-81	
WA	do	do	do	Sx	98066	Add	7-1-81	
WY	Casper	Natrona		MPO	82601	Change	7-1-81	Additional ZIP Code assigned to MPO.
WY	do	do	MPO (PO Boxes)	MPO	82602	Add	7-1-81	
WY	do	do	CY	S	82601	Delete	7-1-81	S ZIP Code changed.
WY	do	do	do	S	82604	Add	7-1-81	
WY	do	do	Hilltop	S	82601	Delete	7-1-81	S ZIP Code changed.
WY	do	do	do	S	82609	Add	7-1-81	



Grime doesn't pay



**Clean windows, side and rear view mirrors,
and head and tail lights before you drive**

1



I don't
 know
 what
 you
 think
 of
 this
 drawing

Clean window, side and rear view mirror
 and head and tail lights before you drive



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 Joseph S. Creamer, Jr. (Bobby Jones—
 vignette)
 Albert Saavedra (lettering and numerals
 both stamps)

Press: Intaglio

Colors: Purple (Babe Zaharias)
 Green (Bobby Jones)

Image Area: .84 x 1.44 inches or
 21.3 x 36.5 millimeters

Plate Numbers: One

Stamps Per Pane: 50

Selvage: © U.S. Postal Service
 ® Use Correct ZIP Code
 ® Mr. ZIP

Zaharias and Jones Commemorative Stamps

Two separate commemorative stamps, one honoring Babe Zaharias and the other Bobby Jones, will be issued simultaneously at the World Golf Hall of Fame in Pinehurst, North Carolina, on September 22, 1981.

Mildred (Babe) Didrikson Zaharias, an accomplished woman athlete, won many honors in both golf, and track and field, including two world records at the 1932 Olympics. After the Olympics, she became a professional athlete and excelled in many sports. She began her championship record in golf in 1940 and won every available women's title at least once during the next decade. In 1950, she was chosen by an Associated Press poll as the outstanding woman of the first half of the 20th century.

Bobby Jones was the first golfer to win both the British and U.S. Open titles (1926). In 1930, he won the "Grand Slam of Golf"—the U.S. Open, the British Open, the U.S. Amateur, and the British Amateur. He retired soon

afterward, and is considered the greatest amateur who ever played the game.

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, Pinehurst, NC 28374" by October 7. There is no charge.

The Postal Service will affix stamps when requested to do so. Mail orders by October 7 to "Sports Stamps, Postmaster, Pinehurst, NC 28374." The cost is 18 cents per stamp to be affixed and orders must state which stamp is desired. 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 81-30
 Remove after October 7



**Famous Last Words: "I don't need
any help. I'm as strong as a horse..."**

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WASHINGTON, DC 20260-1871
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FIRST CLASS

Schedule

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