



postal bulletin

PB 21320—October 8, 1981—24 Pages

JAMES HOBAN COMMEMORATIVE STAMPS

20-Cent

The 20-cent James Hoban commemorative stamp will be first placed on sale October 13, 1981, at Washington, DC 20013.

Do Not Sell Before October 14, 1981



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Issued in panes of 50. Collector information will be found on page 3.

Supply. All post offices under the automatic distribution will receive an initial supply of this stamp. Sufficient supplies will be available at post offices with philatelic centers on day after issue but other post offices will not receive this stamp until later. Distribution will be made as fast as production facilities permit. All offices may place the stamp on sale upon receipt on or after October 14, 1981.

Post offices with 950 or more revenue units requiring additional bulk quantities (item 409) should immediately submit a Form 3356, Stamp Requisition-Bulk Quantities, to the Bureau of Engraving and Printing.

All post offices requiring additional stamps in less-than-bulk quantities should immediately requisition them on a separate Form 17, Stamp Requisition, from their Stamp Distribution Office.

Before requisitioning additional stock, consider that all stamps should be sold by December 13, 1981, at all post offices, except designated philatelic windows.

18-Cent

In addition to the first day of the 20-cent Hoban, the 18-cent Hoban stamp announced in the *Postal Bulletin*, August 27, 1981, will also be first placed on sale October 13, 1981, at Washington, DC 20013.

This stamp will not be sold at regular stamp windows. The 18¢ Hoban Stamp (item 407) will be placed on sale October 14, 1981, only at authorized philatelic centers.

Supply. All stamp distribution offices and a few CAG A-G offices were shipped a supply of 18¢ Hoban stamps. As directed in Headquarters TWX dated September 24, 1981, all post offices should have returned

all 18-cent Hoban stamps to their designated Stamp Distribution Office (SDO). SDOs may distribute these stamps only to post offices with philatelic centers. This stamp will be sold only at philatelic centers. It will not be sold at regular windows at other post offices. Window clerks at these other locations should advise customers who inquire that the 18-cent Hoban stamps can be ordered by mail from the Philatelic Sales Division, Washington, DC 20265-9990. The usual mail service fee has been waived for this stamp. Stamp distribution offices will be notified at a later date on disposition of the 18-cent Hoban stamps and were not distributed to their philatelic centers.—*Customer Services Dept., 10-8-81.*

Travel Reimbursement of Real Estate Expenses

Current policy allows for approval of Form 4877, *Reimbursement of Real Estate Expenses—Change of Official Station*, to be approved by the Controller in Headquarters and/or Regional Directors of Finance.

Effective immediately, Form 4877 is to be approved by the General Manager, Accounting Division, Finance Department, Headquarters, and/or Regional General Manager, Accounting and Revenue Protection Division, as appropriate. This authority will not be delegated except for individuals acting in the absence of or during vacancy in office of the principal.

Form 4877 is being modified to reflect this change of policy, and the new edition will be available from supply centers after November 30, 1981. Parts 463.31 and 463.32 of Handbook M-9, *Travel*, will be included in a future revision.—*Finance Dept., 10-8-81.*

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DOMESTIC ORDERS

False Representation. Enforced by Postmasters at cities listed.

State/city	Name
GA, Atlanta 30305	Cosvetic Labs, or any variation thereof P.O. Boxes 11627 and 53098
GA, Atlanta 30347	Cosvetic Labs, or any variation thereof P.O. Boxes 95543, 95544 and 95545
GA, Atlanta 30319	Cosvetic Labs, or any variation thereof P.O. Boxes 10064 and 10101
GA, Atlanta 30325	Cosvetic Labs, or any variation thereof P.O. Boxes 20429, 20482, 20190 and 20499
GA, Atlanta 30324	Cosvetic Labs, or any variation thereof P.O. Box 14048
GA, Atlanta 30329	Cosvetic Labs, or any variation thereof P.O. Boxes 14092, 49024, 49425, 49087 and 49303
GA, Atlanta 30355	Cosvetic Labs, or any variation thereof P.O. Box 52977
GA, Atlanta 30366	Cosvetic Labs, or any variation thereof P.O. Box 81345
GA, Atlanta 30355	Guarana P.O. Box 52977
GA, Atlanta 30319	Peaks Labs, or any variation thereof P.O. Box 10064 and 470 E. Paces Ferry Rd.
GA, Atlanta 30319	Fat Off P.O. Box 9669
GA, Atlanta 30324	Quest Research, or any variation thereof P.O. Box 14009
GA, Atlanta 30329	Quest Research P.O. Boxes 49087, 49303 and 49024
GA, Atlanta 30319	Quest Research P.O. Box 10225
GA, Atlanta 30347	Formula-12 Creme P.O. Boxes 9669 and 10064 and at 470 E. Paces Ferry Rd.
GA, Atlanta 30319	American Health Products P.O. Box 9669
GA, Atlanta 30324	Head Start, Inc. P.O. Box 14052
GA, Atlanta 30355	Head Start, Inc. P.O. Box 53141
GA, Atlanta 30305	Head Start, Inc. 470 E. Paces Ferry Rd.
GA, Atlanta 30347	Braswell, Inc. P.O. Boxes 9554 and 95545
GA, Atlanta 30305	Braswell, Inc. 470 E. Paces Ferry Rd.
GA, Atlanta 30319	Braswell, Inc. P.O. Boxes 10101 and 10064

State/city	Name
GA, Atlanta 30366	Braswell, Inc. P.O. Box 81345
GA, Atlanta 30324	Braswell, Inc. P.O. Box 14092
GA, Atlanta 30305	Braswell, Inc. P.O. Box 11627
GA, Atlanta 30329	Willpower P.O. Boxes 49024, 49087 and 49303
FL, Deerfield Beach 33441	Cosvetic Labs, or any variation thereof P.O. Box 1097
OH, Cincinnati 45245	Professional Financial Services and P.F.S. 747 Rue Center Court
PA, Lansdale 19446	Reverend Benjamin and Good Neighbor Fund Raising Dept. P.O. Box 364
PA, Philadelphia 19126	National Psychic Cosmic Adviser c/o Reverend Benjamin and Financial Blessings Dept. P.O. Box 5258
PA, York 17401	Perry's Distributors 350 So. Richland Avenue and 25 North Beaver Street
TN, Knoxville 37912	R & K Sales P.O. Box 12589
MI, Detroit 48219	Any and All of Various Unknown Names 16800 Telegraph Road Apt. 250

—Judicial Officer, 10-8-81.

Consumer Service Card

It is important that all items be completed when filling out the green three-part Consumer Service Card 4314-P.

Recently a number of incomplete processing center copies (customer comment copies) have been received. Some cards arrive without the address and ZIP Code of the customer. Others fail to state the nature of the complaint in the essential facts section. This information is necessary for our national complaints analysis reporting system.

All items should be filled in as completely as possible in order to ensure not only prompt attention and response to customers' needs but also to expedite the proper coding and processing of the complaint cards.

Reminder

All processing center copies (customer comment copies) and the action copies of both the green card (4314-P) and yellow card (4314-C) should now be going to:

Consumer Service Card Unit
P.O. Box 14899
St. Louis, MO 63180-9998

—Customer Services Dept., 10-8-81.



Copyright U.S. Postal Service 1981

Issue Date: October 13, 1981
 First Day City: Washington, D.C.
 Designers: Ron Mercer
 Irish Postal Administration
 (portrait of Hoban)
 Walter D. Richards
 New Canaan, Connecticut
 (view of White House)

Modeler: Frank J. Waslick
 Press: Gravure
 Colors: Flesh, orange, brown, green, black tone and black line
 Image Area: .84 x 1.44 inches or 21.33 x 36.57 millimeters

Plate Numbers: One group
 Stamps Per Pane: 50
 Salvage: ©U.S. Postal Service
 ®Use Correct ZIP Code
 ®Mr. ZIP

James Hoban Commemorative Stamps

The 18- and 20-cent commemorative stamps honoring James Hoban, architect of the White House, will be issued October 13 in Washington, DC. A dedication ceremony for the Hoban issue was held at the White House on September 29.

The designs of the Hoban stamps are identical except for the denomination. The 20-cent stamp will be the first commemorative issued at the new First-Class rate effective November 1. It will be available at all post offices, at philatelic centers and by mail order from the Philatelic Sales Division. The 18-cent version will be available at Philatelic Centers and by mail order from the Philatelic Sales Division in Washington only. The usual handling fees for mail orders for both versions of the Hoban stamp will be waived.

Procedures for ordering first day cancellations are as follows:

Customers are urged to buy stamps and affix them to their own covers. All covers must be addressed on the right side of envelopes at least 5/8 of an inch up from the bottom. Insert a filler in each envelope and mail them to: "Customer

Affixed Envelopes, Postmaster, Washington, DC 20013-9991" by November 14. There is no charge.

The Postal Service will affix stamps when requested to do so. Mail orders by November 14 to: "Hoban Stamps, Postmaster, Washington, DC 20013-9992." Orders must specify exactly which stamps are to be affixed to envelopes, and must include the proper remittance for that number of stamps. 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.

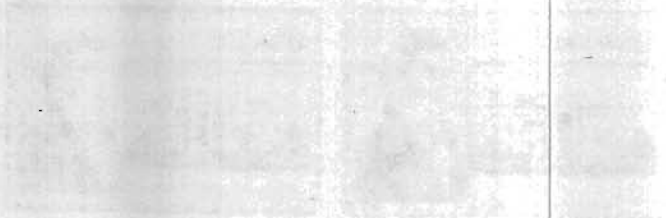
Covers bearing previously-canceled stamps and postmarks are acceptable for additional cancellations only when presented for hand-back service on the first day of issue in the first day of issue city. Mint stamps equal to the First-Class mailing rate must be affixed for each additional cancellation. Covers bearing additional cancellations may not be submitted or returned through the mail in outer envelopes. Covers bearing mint (uncanceled) stamps of both Ireland and the United States will be accepted for cancellation through November 14.



A stock list of stamps available at face value may be obtained by a request to the Philatelic Sales Division, Washington, DC 20265-9997.

Please Post on Bulletin Board

USPS Stamp Poster 81-39
 Remove after November 14



James Hoban
Commentary on the
Stamps

James Hoban Commentary on the Stamps

The first of the stamps is a portrait of James Hoban, the architect of the White House. It is a fine example of the work of the artist, and is well executed. The second stamp is a landscape, and is also well executed. The third stamp is a portrait of a woman, and is also well executed. The fourth stamp is a portrait of a man, and is also well executed. The fifth stamp is a portrait of a man, and is also well executed. The sixth stamp is a portrait of a man, and is also well executed. The seventh stamp is a portrait of a man, and is also well executed. The eighth stamp is a portrait of a man, and is also well executed. The ninth stamp is a portrait of a man, and is also well executed. The tenth stamp is a portrait of a man, and is also well executed.

A note at the bottom of the page states that the stamps are the property of the British Post Office, and that they are to be used for the purpose of postage.

FIRST FLIGHT CACHETS

Western Airlines has announced the following new round trip service routes beginning October 25, 1981:

Domestic

- San Francisco, CA—Albuquerque, NM
- Albuquerque, NM—Las Vegas, NV
- Albuquerque, NM—Houston, TX
- Tulsa, OK—Denver, CO
- Houston, TX—Las Vegas, NV

International

- Los Angeles, CA—Zihuatanejo, Mexico

Official cachet and philatelic treatment are authorized as outlined in 244.63 POSTAL OPERATIONS MANUAL.

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

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

<i>Cachets to be applied by</i>	<i>Send covers to</i>
Domestic	
San Francisco City Post Office-----	Rincon Annex Attention: Manager, Distribution P.O. Box 3000 San Francisco, CA 94119-9609
San Francisco Airport Mail Facility -----	Operations Manager Airport Mail Facility c/o Postmaster Main Post Office San Francisco, CA 94101-9998
Albuquerque City Post Office -----	Postmaster Main Post Office Albuquerque, NM 87101-9998
Albuquerque Airport Mail Facility -----	Operations Manager Airport Mail Facility Albuquerque, NM 87119-9998
Las Vegas City Post Office---	Postmaster Main Post Office Las Vegas, NV 89114-9998
Houston City Post Office----	Postmaster U.S. Post Office Houston, TX 77201-9998

<i>Cachets to be applied by</i>	<i>Send covers to</i>
Domestic—Continued	
Houston Airport Mail Facility -----	Operations Manager Airport Mail Facility Houston, TX 77205-9998
Tulsa City Post Office-----	Postmaster U.S. Post Office Tulsa, OK 74101-9998
Denver City Post Office-----	Postmaster U.S. Post Office Denver, CO 80202-9998
Denver Airport Mail Facility -----	Operations Manager Airport Mail Facility 3550 Roslyn Denver, CO 80207-9998
International	
Los Angeles City Post Office -----	Postmaster Attention: Manager, Terminal Annex U.S. Postal Service Los Angeles, CA 90052-9998
Worldway Postal Center----	Operations Manager Worldway Postal Center Los Angeles, CA 90009-9998

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

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

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

There will be a limit of 50 covers per customer per flight.—*Customer Services Dept., 10-8-81.*

Public Requests for Employee Listings

This restates Postal Service procedures for handling requests from the public for employee listings and for handling employees' personal mail addressed to their work location. See also POSTAL OPERATIONS MANUAL (POM) section 424.14 as referenced in POSTAL BULLETIN 21301 (6-4-81, p. 4).

All public requests (e.g., from insurance companies) received at postal facilities for a listing of employee names, duty station addresses, and other personnel data should be immediately forwarded for processing to the USPS Records Officer, 475 L'Enfant Plaza SW., Washington, DC 20260.

Any item of mail addressed to an employee at a postal facility's address, which is known or appears to be intended for the employee personally, may be refused, but must not be opened. (See POM 424.144 for exceptions.)

Direct any questions or complaints concerning this matter to the General Manager, Retail Operations Division, Delivery Services Department, or to the Records Office, at Headquarters.—*Records Office, 10-8-81.*

To all installations with LSMs

Disposal of Unmodified ADAPT Units

Postal installations must submit Form 969, *Disposal of Personal Property*, to the St. Louis Postal Data Center when shipping an unmodified ADAPT unit to the Maintenance Technical Support Center (MTSC), Norman, Oklahoma, as part of the ZMT Data Logger (ZDL) modification program—Phase II of which began in January 1981. Those installations which have shipped an unmodified ADAPT unit to the MTSC before this notice must prepare Form 969 to ensure that the St. Louis PDC can relieve them of accountability.

It is necessary to document the disposal of the ZMT-ADAPT wiring kit which was installed on every existing ZMT when the ADAPT units were acquired. Complete Form 969 as instructed on the form and include the following:

1. Property Code No. (PCN)—991105
2. Disposal (DISP) Code—8
3. Description of Property—"LSMZMT Data Collection Module and Wiring" or, if wiring only, "ZMT-ADAPT Wiring"
4. Type of Disposal—Specify on Line 8 (Other) "Shipped to MTSC for Salvage of Parts"

The St. Louis PDC will process the Form 969 to relieve the finance number cited on the form of accountability for the unit.

The ZDL modification program action and this notice supersede the normal Form 969 approval requirements described in Handbook AS-701, *Supply Management*, 770. Form 969 should be signed by the LSM Maintenance Supervisor and Installation Head. Mail the original Form 969 directly to St. Louis PDC, one copy to the Procurement Services Office, and local copies as required.—*Finance Dept., 10-8-81.*

Property Code Number Changes

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

Change action	Class	BIC	Property code No.	Commitment account No.	Service life	Description
Addition .	A	1NY	3069.90	86531	10	Bomb Containment Device
Addition .	A	1MG	8850.32	86531	10	Trainer Jet Spray Printer
Addition .	B	2DD	9940.01	86232	15	Optical Char Reader (OCR/CS)

—*Finance Dept., 10-8-81.*

1981 Christmas Stamps

Two 1981 Christmas postage stamps having a selling value of 20 cents each will be first placed on sale October 28, 1981, at Christmas Valley, OR 97638 for the Teddy Bear and Chicago, IL 60607, for the Art Masterpiece. Neither of the two stamps will bear a denomination. They are intended for Domestic Use Only.

Do Not Sell Before October 29, 1981



Copyright U.S. Postal Service 1981

Issued in panes of:
50—*Teddy Bear*; and 100—*Art Masterpiece*. Collectors information will be found on page 7.

Supply: All post offices under the automatic distribution will receive a supply of the stamps. The quantity to be automatically supplied each post office will be approximately 8 times the amount (4 times for *Teddy Bear*, item 532, and 4 times for *Art Masterpiece*, item 533) that is being furnished on the automatic distribution of a 50-subject commemorative stamp, excluding 4-position stock.

To assure the availability of stock at all post offices by October 28, there will be an initial and subsequent shipment of both stamps, approximately two times the amount of a 50-subject commemorative on both shipments. The printouts, associated labels and invoices received by the SDO's for the subsequent shipment will be dated for November 6, 1981.

Post offices with 950 or more revenue units requiring additional bulk quantities of Christmas stamps should immediately requisition them on Form 3356, *Stamp Requisition—Bulk Quantities*, from the Bureau of Engraving and Printing. Any requisitions for Christmas stamps received after October 28, 1981, will be filled only if stock is available. Requisitions for *item 532* must be ordered in quantities of a 50-subject commemorative to a maximum of 5,000,000 stamps and *item 533* ordered in quantities of a 100-subject regular stamp to a maximum of 5,000,000 stamps.

The filling of requisitions for additional bulk quantities of Christmas stamps will be withheld until completion of the automatic distribution.

All post offices requiring additional stamps in less-than-bulk quantities should immediately requisition them on a separate Form 17, *Stamp Requisition*, from their Stamp Distribution Office.—*Customer Services Dept., 10-8-81.*

Traditional



Copyright U.S. Postal Service 1981

Issue Date: October 28, 1981
 First Day City: Chicago, Illinois
 Designer: Bradbury Thompson
 Riverside, Connecticut
 Modeler: Peter Cocci
 Press: Gravure
 Colors: Yellow, red tone, red line, cyan, black tone
 and black line
 Image Area: .75 x .87 inches or
 19.05 x 20.09 millimeters
 Plate Numbers: One group
 Stamps Per Pane: 100
 Selvage: © U.S. Postal Service
 ® Use Correct ZIP Code

Contemporary



Copyright U.S. Postal Service 1981

Issue Date: October 28, 1981
 First Day City: Christmas Valley, Oregon
 Designer: Naiad Einsel
 Westport, Connecticut
 Modeler: Peter Cocci
 Press: Gravure
 Colors: Yellow, tan, red, green and brown
 Image Area: .84 x 1.44 inches or
 21.33 x 36.57 millimeters
 Plate Numbers: One group
 Stamps Per Pane: 50
 Selvage: © U.S. Postal Service
 ® Use Correct ZIP Code
 ® Mr. ZIP

Christmas Stamps

The two 1981 Christmas stamps will be issued on October 28 at separate locations. Both stamps will be printed without denominations, as was the case in 1975, because it was necessary to begin 1981 production during a period of postage rate uncertainty. The stamps will be valued at 20-cents, the First-Class postage rate effective November 1 and will be intended for domestic use only.

The traditional stamp will be issued in Chicago and will feature a Madonna and Child painted in the 15th century by Sandro Botticelli, one of the foremost painters of the Florentine Renaissance. The painting hangs in the Art Institute of Chicago where the first day of issue ceremony will take place.

The contemporary stamp will feature a Teddy Bear seated on a sleigh. It will be issued in Christmas Valley, Oregon, because the name of the city will add a special seasonal identification to the first day of issue cancellation.

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, Chicago, IL 60607-9991" (or "Christmas Valley, OR 97638-9991" for the Teddy Bear stamp) by November 12. There is no charge for the cancellation.

The Postal Service will affix stamps when requested to do so. Mail orders by November 12 to: "Art Masterpiece Stamp, Postmaster, Chicago, IL 60607-9992," or Teddy Bear Stamp, Postmaster, Christmas Valley, OR 97638-9992." The cost is 20 cents per stamp to be affixed, and personal checks in the exact amount will be accepted for orders up to the limit of 50 covers. Postage stamps and cash are unacceptable as payment.



A stock list of stamps available at face value may be obtained by a request to the Philatelic Sales Division, Washington, DC 20265-9997.

Please Post on Bulletin Board

USPS Stamp Poster 81-36
 Remove after November 12

THE
UNITED STATES
POSTAL SERVICE
WASHINGTON, D.C. 20262

POSTAGE WILL BE PAID BY ADDRESSEE
FIRST CLASS PERMIT NO. 1000 WASHINGTON, D.C.

CHRISTMAS STAMPS
THE
UNITED STATES
POSTAL SERVICE
WASHINGTON, D.C. 20262

ORDERING PROCEDURES FOR SPECIAL-PRINT ENVELOPES

Postmasters who need the special-print penalty envelopes covered by this notice should forward their requirements, using Form 7381, *Requisition for Supplies, Services, or Equipment*, to the Procurement Services Office (PSO) servicing their installation. The PSO Contracting Officer will issue the delivery order (Form 7334, *Order-Invoice-Voucher*) to the contractor supplying the specific style required.

A. Corner Card (Return Address)

1. The corner card consists of 5 or 6 lines of Helvetica type—flush left as follows:
 - a. First line contains the words UNITED STATES POST OFFICE OF UNITED STATES POSTAL SERVICE as appropriate in 10 pt. caps.
 - b. The city, State, and ZIP Code in 8 pt. caps.
 - c. The wording OFFICIAL BUSINESS in 8 pt.
 - d. The envelope, style number (P-10, P-32, P-101, etc.) in 6 pt. caps.
 - e. All other printing is in 8 pt. Helvetica type.
2. The corner card on envelopes Style 101, 130, and 390, is placed $\frac{1}{2}$ " from the left side and $\frac{1}{2}$ " from the top. On all other envelopes, these dimensions are $\frac{3}{8}$ ".

3. Postmasters requisitioning special-print envelopes must specify return addresses according to the standard format. Other contracting officers will use the same style corner card, substituting their own organizational name for UNITED STATES POST OFFICE.

NOTE: Pre-addressed envelopes are those ordered with printing consisting of approximately three to four lines of type on the face of the envelope, in addition to the corner card and penalty indicia. This additional printing will be different wording on each order placed. The corner card on window envelopes will also differ on each order.

B. Penalty Indicia

1. The penalty indicia consists of the USPS EAGLE emblem and the penalty clause.
2. The penalty clause contains the wording: PENALTY FOR PRIVATE (1st line), USE TO AVOID PAYMENT (2nd line), and OF POSTAGE \$300 (3rd line). The clause is in 6 pt. Helvetica type and printed flush right $\frac{1}{8}$ " from the Eagle emblem.
3. On envelopes Style 101, 130, and 390, the Eagle emblem is placed $\frac{1}{2}$ " from the right side of the envelope and $\frac{1}{2}$ " from the top. On all other envelopes these dimensions are $\frac{3}{8}$ ".

C. Ink Color

Envelope Styles 101 and 390 will be in PMS 541 blue ink. All other envelopes will be printed in black ink with the penalty indicia *only* printed with black phosphor-tagged ink which has a minimum signal output of 30 units when read on a USPS Phosphor Comparator, Model 1, and compatibility of the tagged ink with the Mark II Facer Canceler machine.

D. Envelopes Available

Table 1 provides all necessary details for ordering envelopes under the contract awarded and administered by the Eastern Area Supply Center. Retain this

notice for use in placing orders directly with the contractors for each item as specifically indicated.

E. Ordering

Envelopes to be furnished under these contracts are ordered by the issuance of delivery orders.

Delivery orders may be issued from October 6, 1981 through October 1, 1982. All delivery orders issued are subject to the terms and conditions of the contract. The contract controls in the event of conflict with any delivery order.

F. Minimum Requirements

Do not place orders for less than 5000 envelopes under Style Nos. 10, 32, 101, 403, 404, 409, and 429 A & B, nor for less than 1000 envelopes under Style Nos. 130, 390, 396, and 402.

G. Maximum Orders

1. The contractor (see tables 1 and 2) is not obligated to honor:

- a. Any order for a single item in excess of 300,000 envelopes.
- b. Any order for a combination of items in excess of 600,000 envelopes.

2. However, the contractor must honor any order exceeding the maximum limits, unless such order is returned to the issuing office within 2 weeks from its date of issue, with a written notice of intent not to ship the items called for and giving reasons why. When this notice is received, the Postal Service may secure the supplies from another source.

3. If it is urgent that any quantity of an item covered by the contract be delivered before the earliest date specified, and if the contractor will not accept an order for accelerated delivery, the Postal Service may procure the item from another source.

4. The Postal Service may issue orders which provide for delivery to or performance at multiple destinations.

H. Quantity Variation (July 1971)

The permissible variation under the clause of the General Provisions entitled *Variation in Quantity* is limited to:

Increase—10% or not in excess of 10,000 envelopes, whichever is smaller.

Decrease—10% or not less than 10,000 envelopes, whichever is smaller.

This increase or decrease applies to each item on each delivery order issued under this contract.

I. Delivery

1. *Printing Proofs.* Delivery orders will specify when proofs of printing are required. When proofs are specified, it is incumbent upon the contractor to submit a proof of printing within a reasonable time after receipt of the delivery order and to calculate this lapse of time in the production schedule so that complete shipment will be made within the specified delivery time. Requests from ordering offices for proofs, or the voluntary submission of proofs by the contractor, will in no way delay the delivery time.

2. *Shipments.* Delivery orders received by the contractor will be delivered in the sequence in which they are received. Delivery will be completed within 90 calendar days from date of delivery order. Accelerated deliveries will be accepted at no additional cost to the Postal Service.

Contractor will deliver shipments of less than 200 pounds to the Postal Service at the point of origin for shipment through the mails in the usual manner to the ordering offices or destinations. *Permit #10 labels are to be furnished by the ordering office.*

Where envelopes weighing 200 pounds or more are ordered FOB Point of Origin (see table 1), the envelopes will be shipped under Government Bills of Lading furnished with the delivery order.

J. Questions

Ordering offices having any questions concerning the above contracts should refer them to: Manager, Contract Branch, Eastern Area Supply Center, Somerville, NJ 08877 (FTS 340-9224).

K. This notice is effective through October 1, 1982.

Table 1. Envelopes Available Under Contract

Style No.	Description ¹	Contractor ¹
Style 10 For Requisitioning Accountable Paper.	White, 3 $\frac{3}{4}$ x 7 $\frac{1}{2}$ ", diagonal seam. Sub. 24, B.S. 24. <i>Black</i> ink, corner card, penalty indicia, pre-addressed. Flaps gfd.	Commercial Envelope Mfg. Co. FOB. Deer Park, NY. SW. 11 lbs. per M. \$9.07 per M.
Style 32 For Returning Dead Letters.	White, 5 x 7", open side, diagonal seam. Sub. 24, B.S. 24. <i>Black</i> ink, corner card, penalty indicia, preaddressed. Flaps gfd.	Boise Cascade Envelope Div. Cleveland, OH SW. 13 lbs. per M. \$11.50 per M.
Style 101 General Usage.	Light brown, 11 x 12 $\frac{1}{4}$ ", high cut, diagonal seam. Sub. 32, B.S. 50. <i>Blue</i> ink, corner card, penalty indicia, registry block, preaddressed <i>Postmaster</i> with additional maximum 8 lines of type. Flaps gfd.	Boise Cascade Envelope Div. Cleveland, OH 64 lbs. per M. \$39.50 per M.
Style 130 Timecards and Checks for Quantities in Excess of 100.	Light brown, 5 x 10", open side, center seam, safety fold. Sub. 32, B.S. 50. Plain or printed in in <i>black</i> ink, corner card, penalty indicia. Wallet-type sealing flap, about 3" long is heavily gummed with dextrin type gum and folded down. Safety fold about 1" on both flaps. Flaps overlap about 1" and are fully gummed.	Boise Cascade Envelope Div. FOB. Cleveland, OH. SW. 40 lbs. per M. Plain \$79.15 per M. Printed \$87.50 per M.
Style 390 Registered Jacket.	Light brown, 8 x 13 $\frac{1}{2}$ ", open side, center seam, 4 $\frac{1}{2}$ " square flap fully gummed, with 2" safety fold at sealing flap. Sealing flap and bottom flap overlap about 1". Sub. 28, B.S. 44. Printed on both sides in <i>blue</i> ink.	Garden City Envelope Co. FOB. Chicago, IL. SW. 80 lbs. per M. \$61.30 per M.
Style 396 International Registered Jacket.	Light brown, 9 x 15", open side, center seam 5" square cut wallet flap with 2" safety fold at sealing flap and bottom pocket. Sealing flap and bottom pocket overlap about 1". Sealing flap and safety fold are fully gummed. Sub. 32, B.S. 50. Printed with type and rules in <i>red</i> and <i>blue</i> ink on back of envelope and flap.	Garden City Envelope Co. FOB. Chicago, IL. SW. 106 lbs. per M. \$82.57 per M.
Style 402 Timecards and Checks in Quantities from 1-12 (Window).	Light brown, 3 $\frac{3}{4}$ x 8 $\frac{1}{2}$ ", window, open side, diagonal seam. Sub. 28, B.S. 44. Window size 1 $\frac{1}{8}$ x 4 $\frac{3}{8}$ " located 2 $\frac{1}{8}$ " from left edge and 1 $\frac{1}{8}$ " from top of envelope. <i>Black</i> ink, corner card, penalty indicia, and 1 line of type above window with words, <i>First Class Mail</i> . Flaps gfd. ²	Westvaco/US Envelope Div. Springfield, MA SW. 13 lbs. per M. \$10.79 per M.
Style 402B Timecards and Checks in Quantities from 1-12 (Window).	Same as 402 (above) with exception of <i>pistol window</i> , size 1 $\frac{1}{2}$ x 4 $\frac{3}{8}$ ", located 2 $\frac{1}{8}$ " from left edge and $\frac{1}{2}$ " from bottom of envelope.	Westvaco/US Envelope Div. Springfield, MA SW. 13 lbs. per M. \$10.79 per M.
Style 403 Savings Bonds (Window).	Light brown, 3 $\frac{3}{4}$ x 8", window, open side, diagonal seam, sealing flap not less than 1 $\frac{1}{2}$ " deep. Window size $\frac{7}{8}$ x 3 $\frac{1}{2}$ ", located 1 $\frac{1}{8}$ " from left and 1 $\frac{1}{8}$ " from top. <i>Black</i> ink, corner card, penalty indicia. Sub. 28, B.S. 44. Flaps gfd. ²	Commercial Envelope Mfg. Co., Inc. FOB. Deer Park, NY. SW. 13 lbs. per M. \$11.80 per M.

Table 1. Envelopes Available Under Contract—Continued

Style No.	Description ¹	Contractor ¹
Style 404 Timecards and Checks in Quantities from 13-100 (Window).	Light brown, window, 3½ x 8¼", open end, center seam, 2¼" long wallet flap fully gummed and folded down, 1" expansion on sides and open end, bag type bottom. Sub. 40, B.S. 60. Window size 1½ x 4", located 2" from left and 1½" from top. When fully expanded, envelope measures 3½ x 7½" x 1". Black ink, corner card, penalty indicia, and 1 line of type above window: <i>First Class Mail</i> . ²	Boise Cascade Envelope Div. Cleveland, OH SW. 29 lbs. per M. \$69.94 per M.
Style 408..... Letter Bill Window.	Light blue, 3½ x 8¼", window, open side, diagonal seam. Sub. 20, B.S. 20. Window size 1½ x 3½", located 1½" from right edge and 1½" from top. Black ink, corner card, penalty indicia, and 2 lines of type above window reading <i>Letter Bill</i> and (<i>Feuille d'avis</i>). Flaps gfd. ²	Commercial Envelope Mfg. Co. FOB. Deer Park, N.Y. SW. 10 lbs. per M. \$10.78 per M.
Style 409..... Letter Bill.	Light blue, 5½ x 11½", high cut, side seam. Sub. 20, B.S. 20. Black ink, corner card, penalty indicia, approximately 4 lines of type and special delivery express box. Flaps gfd.	Commercial Envelope Mfg. Co. FOB. Deer Park, N.Y. SW. 19 lbs. per M. \$16.86 per M.
Style 429..... A & B Window.	Light brown, 3½ x 6½", open side, high cut, diagonal seam. Sub. 28, B.S. 44. Black ink, corner card, penalty indicia. Flaps gfd. ² Style 429-A window size is 1½ x 3¼", located 1½" from left and ¾" from bottom. Style 429-B window size is 1½ x 3¼", located 1½" from right and 1¼" from top.	Boise Cascade Envelope Div. Cleveland, OH SW. 10 lbs. per M. \$19.36 per M.

¹ Abbreviations: B.S.—bursting strength. Flaps gfd—flaps gummed and folded down. FOB.—Freight on board. Sub.—substance. SW.—shipping weight.
² All window envelopes have windows with slightly rounded corners and covered with a transparent material.

Table 2. List of Contractors

Name and address	Contract number	Time of delivery	Terms
Boise Cascade Envelope Div., 4500 Tiedeman Road, Cleveland, Ohio 44144, ATTN: Mr. Fred Macron.	33710080-VZ756.....	90 days.....	Net.
Garden City Envelope Co., 30001 North Rockwell St., Chicago, Illinois 60618.	33710080-VZ757.....	do.....	Do.
Commercial Envelope Mfg Co., Inc., 900 Grand Boulevard, Deer Park, New York 11729.	33710080-VZ758.....	do.....	Do.
Westvaco/US Envelope Div., P.O. Box 1951; Springfield, MA 01101.	33710080-VZ759.....	do.....	Do.

—Procurement & Supply Dept., 10-8-81.

1981 Gold Medallion Displays

Effective October 1 all CAG A-E main offices, classified stations, and classified branches will remove the 1981 Gold Medallion counter card displays. *Postal Bulletin 21313* (8-27-81) directed CAG F-L facilities to remove the counter cards September 1.

All offices should retain a supply of Gold Medallion order forms behind the counter for handout to customers upon request.—*Delivery Services Dept., 10-8-81.*

Desert Plants Stamp Poster

The Desert Plants commemorative stamps will not be issued in October as announced in *POSTAL BULLETIN 21316* (9-17-81). Poster 458, which was shipped to post offices and scheduled to be posted October 12, should be destroyed. A replacement poster will be printed and shipped to post offices later this year to coincide with the new issue date.—*Customer Services Dept., 10-8-81.*

All Post Offices

Accountbooks PFY 1982

The Accountbooks, Forms 1551 -A thru F and 1552 -A thru F, will be distributed by the MSC to user offices during the week of October 12, 1981. Upon receipt, the postmaster or person responsible for completion of the forms must review the Accountbook to become familiar with the new format and to ascertain that quantities of each form are as stated in the Table of Contents. Also included are the Statements of Account in quantities, as follows: Form 1553 (CAG K&L)—20 copies, Form 1554 (CAG H&J)—20 copies, and Form 1555 (CAG A-G)—70 copies. Report irregularities to your MSC Director, Finance.

Offices specifically authorized to use alternative methods of recording their accounting transactions have been issued the necessary forms from the supply centers. Report discrepancies to your MSC Director, Finance.

Only the following forms are authorized for use by post offices or financial reporting units:

Form 1551 (April 1980), Accountbook—for use by those offices *specifically* authorized.

Form 1551 -A thru F (June 1981), Accountbook—all CAG A-J post offices except for those *specifically* authorized alternate forms or methods.

Form 1552 -A thru F (June 1981), Accountbook—all CAG K&L post offices.

Form 1553 (June 1981), Statement of Account—all CAG K&L post offices.

Form 1554 (June 1981), Statement of Account—all CAG H&J post offices.

Form 1555 (June 1981), Statement of Account—all CAG A-G post offices.

Form 1555-A (June 1981), Statement of Account Continuation Sheet—for use by those offices authorized to use Form 1558 when space on the Statement of Account is insufficient to record all transactions for the accounting period.

Forms 1558 -1 and 2 (April 1980), Daily Financial Statement—for use by those offices *specifically* authorized.

Below is an accounting period calendar for PFY 1982. Insert it in your Accountbook for future reference.—*Finance Dept., 10-8-81.*

1982 POSTAL FISCAL YEAR CALENDAR				
Postal Qtr.	Acts Period	From	Through	
I	1	Oct. 03, 1981	Oct. 30, 1981	
	2	Oct. 31, 1981	Nov. 27, 1981	
	3	Nov. 28, 1981	Dec. 25, 1981	
II	4	Dec. 26, 1981	Jan. 22, 1982	
	5	Jan. 23, 1982	Feb. 19, 1982	
	6	Feb. 20, 1982	Mar. 19, 1982	
III	7	Mar. 20, 1982	Apr. 16, 1982	
	8	Apr. 17, 1982	May 14, 1982	
	9	May 15, 1982	June 11, 1982	
IV	10	June 12, 1982	July 09, 1982	
	11	July 10, 1982	Aug. 06, 1982	
	12	Aug. 07, 1982	Sep. 03, 1982	
	13	Sep. 04, 1982	Oct. 01, 1982	

All Personnel Processing Mail for Dispatch Abroad

Foreign Order Notice 54

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

CANADA

Direct Marketing Organization
P.O. Box 1366, Station B
and
1055 Bloor Street East, Suite 202
Mississauga, Ontario

Registration Bureau
P.O. Box 24973, Station "C"
111 E. 10th Avenue
Vancouver, B.C.

Chinook Agencies
Box #328
and
P.O. Box 387
Port Coquitlam, B.C.

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

IRELAND

Rose Barrett
24 Newpark Road
Blackrock, Co. Dublin

Gloria Ward
77 St. Helens Road
Boosterstown, Co. Dublin

Mr. Paddy Dalton
P.O. Box No. 338
Whitehall District Office
Dublin

Do not dispatch any mail to the above. Place the mail pieces in a pouch which has been endorsed "Foreign Order Mail" and send it to the Postmaster of New York, NY 10001, Attention: Claims, Inquiry and Undeliverable Mail, G.P.O., Room 2029-A. 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, 10-8-81.*

All Personnel Processing Mail for Dispatch Abroad

Foreign Order Notice 52 (Correction)

In POSTAL BULLETIN 21317 (9-24-81), mail addressed to:

Market Research International
27 Chatham Road
Kowloon, Hong Kong

should be sent to the *Postmaster at Oakland, CA 94615* for appropriate handling.—*Judicial Officer, 10-8-81.*

ZIP CODE DIRECTORY 1982

This year, from October through November, customers are being offered the opportunity to place an early order for the 1982 ZIP Code Directory. Customers who place an order during this period will not only receive a discount of \$1.00 off the 1982 sale price (\$9.00), but will also receive direct shipment from the publisher in January. In addition, a \$1.00 trade-in discount per directory for old ZIP Code covers and a discount of one free directory per case will be provided. These discounts may be used in combination. The mail orders must be postmarked no later than November 20, 1981, to qualify. After that date customers will have to wait until directories go on sale in their post offices beginning in January.

NOTE: Last year's mail order customers ordinarily receive a direct mail offer to participate in this pro-

gram. However, due to a technical problem this will not occur.

Retail sales and services managers are therefore encouraged to make the early order program known to all prospective directory customers. The order form printed in this bulletin may be copied for this purpose.

Customers should be directed to submit a check or money order and trade-in covers (when appropriate) in an envelope addressed to:

St. Louis Postal Data Center
P.O. Box 14872
St. Louis, MO 63180-9174

Each customer *must* provide the firm's name, address, city, state, and ZIP Code. Checks should be made payable to the USPS. Again, orders must be postmarked by November 20, 1981.

ORDER FORM: NATIONAL ZIP CODE & POST OFFICE DIRECTORY

Please fill in the information requested below and enclose this form, your check or money order, and your trade-in (when appropriate) in an envelope and mail.

Make checks and money orders payable to U.S. Postal Service.

NOTE: ORDERS MUST BE POSTMARKED NO LATER THAN NOVEMBER 20, 1981.

Orders postmarked after that date will be returned.

FIRM NAME _____
ATTN: _____
ADDRESS: _____
CITY, STATE, ZIP _____

FOR USPS USE
NO.
REB.

Where will your directory(s) be used?

- a. Mailroom b. Office c. Library d. Other

How many employees are there in your firm?

- a. under 10 b. 10-20 c. 21-50 d. 51-100 e. over 100

Single copies _____ @ \$ 8.00 minus _____ trade-ins @ \$1.00 AMOUNT DUE \$ _____
Cases _____ @ \$56.00 minus _____ trade-ins @ \$1.00 AMOUNT DUE \$ _____

CONFIDENTIAL

[Faint text]	[Faint text]	[Faint text]
[Faint text]	[Faint text]	[Faint text]
[Faint text]	[Faint text]	[Faint text]
[Faint text]	[Faint text]	[Faint text]

2

Pay Dates, Organization Dues

The following chart lists the pay periods for 1982. Asterisks (*) indicate pay periods in which employee organization dues will be deducted and the pay date when the employee's check will reflect this deduction.

For the convenience of timekeepers, the biweekly pay periods have been broken out by weeks, showing beginning and ending dates each week.

The leave year always begins with the first day of the first full pay period in the calendar year. The chart below indicates the 1982 leave year will begin Pay Period 2, January 9, 1982 and will extend for one year, or 26 full pay periods, ending January 7, 1983, Pay Period 1, 1983.

Dues deductions for employees who have authorized same, are made the first full pay period of each month.—*Finance Dept., 10-8-81.*

1982				
Pay Period Inclusive Dates				
Pay Period	Week One	Week Two	Pay Date	Holidays
1	12-26 to 01-01	01-02 to 01-08	01-15	01-01
*2	01-09 to 01-15	01-16 to 01-22	01-29	
3	01-23 to 01-29	01-30 to 02-05	02-12	
*4	02-06 to 02-12	02-13 to 02-19	02-26	02-15
5	02-20 to 02-26	02-27 to 03-05	03-12	
*6	03-06 to 03-12	03-13 to 03-19	03-26	
7	03-20 to 03-26	03-27 to 04-02	04-09	
*8	04-03 to 04-09	04-10 to 04-16	04-23	
9	04-17 to 04-23	04-24 to 04-30	05-07	
*10	05-01 to 05-07	05-08 to 05-14	05-21	
11	05-15 to 05-21	05-22 to 05-28	06-04	
12	05-29 to 06-04	06-05 to 06-11	06-18	05-31
*13	06-12 to 06-18	06-19 to 06-25	07-02	
14	06-26 to 07-02	07-03 to 07-09	07-16	07-05
*15	07-10 to 07-16	07-17 to 07-23	07-30	
16	07-24 to 07-30	07-31 to 08-06	08-13	
*17	08-07 to 08-13	08-14 to 08-20	08-27	
18	08-21 to 08-27	08-28 to 09-03	09-10	
*19	09-04 to 09-10	09-11 to 09-17	09-24	09-06
20	09-18 to 09-24	09-25 to 10-01	10-08	
*21	10-02 to 10-08	10-09 to 10-15	10-22	10-11
22	10-16 to 10-22	10-23 to 10-29	11-05	
23	10-30 to 11-05	11-06 to 11-12	11-19	11-11
*24	11-13 to 11-19	11-20 to 11-26	12-03	11-25
25	11-27 to 12-03	12-04 to 12-10	12-17	
*26	12-11 to 12-17	12-18 to 12-24	12-31	12-24
1983 Pay Periods Begin				
01	12-25 to 12-31	01-01 to 01-07	01-14	01-01

International Express Mail—People's Republic of China and The Netherlands

Effective immediately, items addressed to The Netherlands may be accepted at all Express Mail windows which offer Next Day domestic service to the designated international exchange offices. All 3-digit ZIP Code areas have been assigned a specific exchange office. All exchange offices are authorized to dispatch both Custom Designed and On Demand items to The Netherlands.

Listed below are the designated ZIP networks for each exchange office for outbound Express Mail shipments to The Netherlands.

Exchange office	Origin offices assigned
BOS-----	010-067, 120-123, 128-149
JFK-----	004-005, 068-079, 088-119, 124-127
PHL-----	080-087, 150-199, 250-253, 255-266
IAD-----	200-249, 254, 267-269
MIA-----	006-009, 270-399, 700-709
ORD-----	400-699, 800-831
LAX-----	840-892, 900-935
SFO-----	832-839, 893-899, 936-999
IAH-----	710-799

In addition, International Express Mail destined for the People's Republic of China may be dispatched from the following exchange offices.

JFK-----	004-999
SFO-----	500-999

Networks show all 3-digit ZIPs from 004-999, including the unassigned and military codes. TMOs are free to route Custom Designed agreements through the exchange office providing the best service connections for our customers.—*Mail Processing Dept., 10-8-81.*

Use of SSANs in Addressing Mail

On several occasions, it has been reported that employees' social security account numbers (SSANs) appear on envelope covers or labels addressed to employees and sent through the mail to their place of residence.

Use of SSANs in this manner infringes on the privacy of employees and is contrary to Postal Service policy.

Effective immediately, wherever such a practice exists, it must be terminated.—*Records Office, 10-8-81.*

MAIL TRANSPORT EQUIPMENT

Beginning the week of October 12, 1981, all CAG A-H post offices and their stations and branches will receive a quantity of Notice 61, *Notice to Customers*. This notice is designed to make customers aware of our critical shortage of mail transport equipment—especially sacks and pouches. It requests customer's cooperation in keeping inventories low, and in returning emptied equipment promptly.

Begin distribution of Notice 61 immediately upon receipt.

1. Customers who receive their mail in USPS equipment should receive a copy of Notice 61 along with that mail. Place the copy of Notice 61 in the sack, pouch, tray, etc. before dispatch or close-out.

2. Customers who obtain empty USPS equipment in which to prepare their mailings should receive Notice 61 at the same time they receive the equipment. Make this distribution at retail facilities, acceptance units, docks, and other places where customers pick up empty equipment.

3. Finally, MSC Managers and postmasters should review bulk mailing permits and customer service records to identify permit holders and large mailers. A copy of Notice 61 should be mailed directly to these permit holders and large mailers.

Distribution should continue until further notice. Additional quantities of Notice 61 may be ordered from area supply centers in the usual requisition cycle.—*Mail Processing Dept., 10-8-81.*

LOCAL PAYMENT OF UTILITY BILLS

CAG L Post Offices

Effective with the beginning of Fiscal Year 1982, CAG L offices will be authorized local payment of utilities. This authorization will be limited to those CAG L offices whose lease or rental agreements require the Postal Service to pay fuel and utilities.

Where CAG L offices occupy leased quarters, the postmaster will verify by reference to the lease that the Postal Service is required to pay for fuel and utilities before making payment. If the lease requires the Postal Service to pay utilities, the postmaster will make these payments locally, as instructed in Fiscal Handbook F-1, *Financial Handbook for Post Offices*, 436.

Change the first sentence in Section 436.1 to read:

436.1 What Postmasters Shall Pay

Postmasters shall pay all metered utility bills for services covering charges incurred by post offices, their stations and branches, and vehicle maintenance facilities.

436.273 All offices with non-metered fuel requirements estimated not to exceed 2,000 gallons annually may make local purchases, using local purchase authority. For heating fuel only, the dollar limitation is the total price for filling the tank (not to exceed 2,000 gallons annually). The Procurement Services Office will contract to supply quantities exceeding 2,000 gallons annually.

Delete the last sentence in Subsection 443.12.

CAGs A-J Post Offices

443.21 Postal Data Centers make payment for individual purchases or deliveries of non-metered fuel when the total annual contract or cost is over \$500 at CAGs A-J and \$100 at CAGs K and L post offices.

These changes will be effective with the beginning of FY 82 and will be included in future revisions of the F-1 Handbook, and the ASM.—*Finance Dept.*, 10-8-81.

UNIFORM PROGRAM—LICENSED VENDOR PROGRAM

Each of the following uniform vendors has received a vendor's license since distribution of Publication 136, *Licensed Vendor Listing*. These lists must be posted where they are readily available for employee's perusal.

Broward Police Supply	6512 39th Street	Davie	FL 33314	P. & S. Shoe Clinic, Inc.	1505-1507 Line Avenue	Shreveport	LA 71101
Cascade Shoe Repair	224 N.E. Lafayette	Bend	OR 97701	Prange's Village Shoes	1117 California Avenue	Reno	NV 89509
Jim's Shoes & Services	302 Jefferson Avenue	Moundsville	WV 26041	Sherlock's Shoes & Boots	1414 N. Main Street	Walnut Creek	CA 94596
Knapp Shoe Store	Route 9	Wappingers Falls	NY 12590	The Boot Factory, Inc.	456 W. Dickman Road	Battle Creek	MI 49015
Knapp Shoe Store	3910 Malzeland Road	Colorado Springs	CO 80909	Uniform World, Inc.	15th & "O" Streets	Lincoln	NE 68508
Mark Helf & Sons	825 West Main Street	Belleville	IL 62220	Water Tower Place Uniforms, Inc.	845 N. Michigan Avenue	Chicago	IL 60611

—*Labor Relations Dept.*, 10-8-81.

**PREVENT
TNEFT**

**USE STOLEN MONEY ORDER LIST
KNOW ENDORSER**



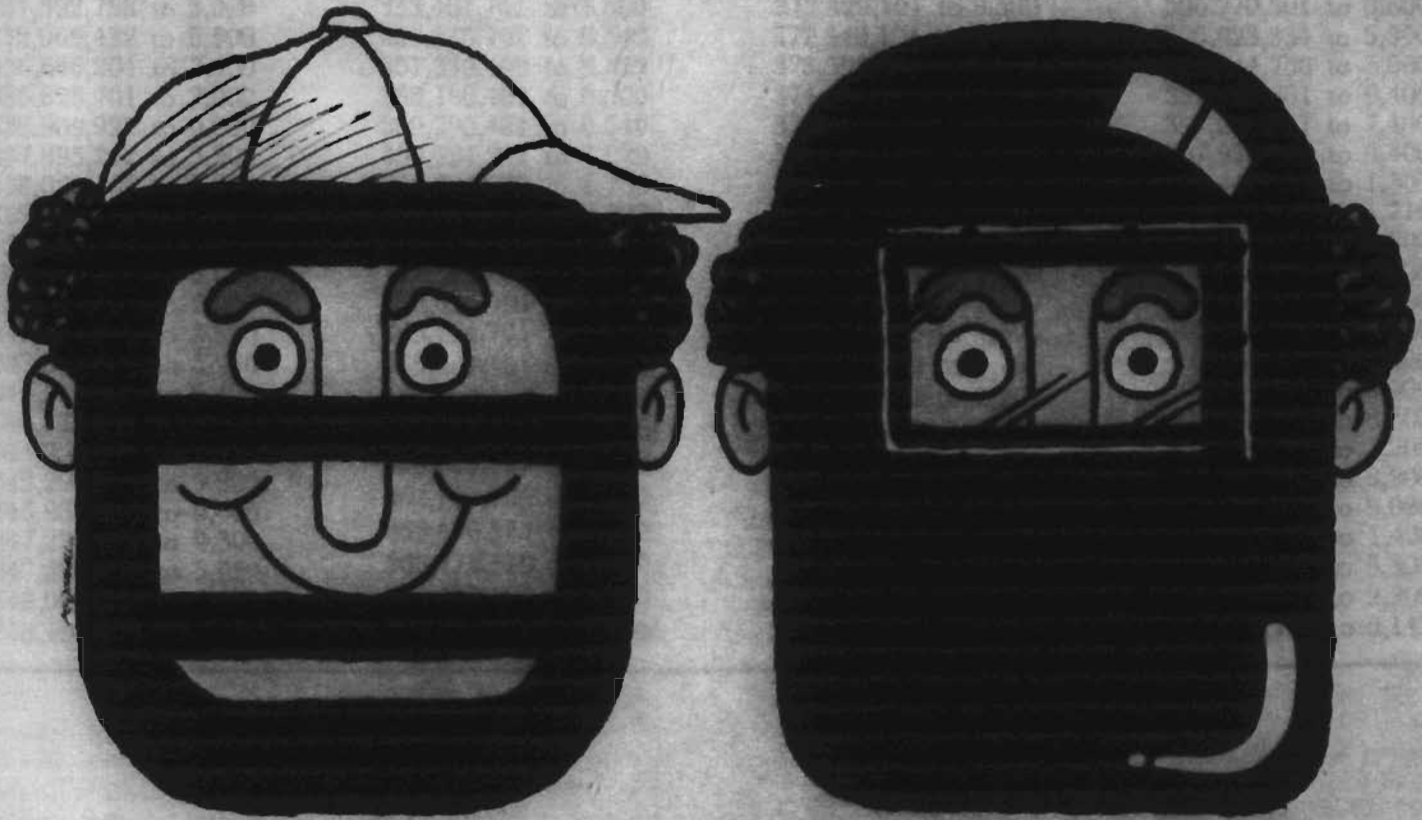
AVOID THE RUSH!

FIRST-CLASS POSTAGE

WILL BE

20-CENTS NOVEMBER 1.

**20-CENT "C" STAMPS,
1-CENT AND 2-CENT STAMPS
ARE AVAILABLE NOW**



Face Savers

**Use 'em at home
and on the job**



Warning Notice—Unrecovered Stolen Canadian Money Order Forms

(To be posted and used by window clerks. As directed destroy previous notices. Insert any interim notices in sequence.)

The following money orders are void and should not be cashed: (1) All card type orders. (2) New style orders 000,000,001—323,999,999. Advise holders to send them to Canada Post Office, Ottawa, Canada. KIA 0B1.

The new money order serial numbers consist of the first nine digits. The 10th digit is a check digit only. Destroy the PB 21318 article.

326,023,246 to 3,300	351,452,949 to 3,000	370,549,601 to 50,000	394,914,633 to 4,700
328,436,401 to 6,500	351,490,001 to 0,600	372,401,123 to 1,500	394,914,702 to 4,800
331,892,798 to 3,000	353,461,741 to 1,800	372,429,101 to 9,500	396,770,501 to 0,600
332,069,432 to 9,500	357,010,401 to 0,500	372,548,101 to 8,400	396,823,334 to 3,500
336,646,801 to 7,300	357,339,409 to 9,455	373,593,481 to 3,500	396,944,758 to 5,000
336,825,701 to 7,000	358,180,401 to 0,600	374,013,262 to 3,300	397,148,601 to 9,400
336,909,925 to 0,000	359,790,481 to 0,540	374,433,401 to 4,000	397,207,301 to 7,400
337,395,212 to 5,300	359,791,901 to 1,920	374,540,001 to 0,100	397,929,301 to 9,400
338,038,706 to 8,800	359,994,676 to 4,700	374,988,860 to 8,880	398,441,237 to 1,300
339,519,801 to 9,900	361,168,730 to 8,900	375,040,201 to 0,400	399,721,678 to 1,710
339,735,184 to 5,200	361,201,906 to 2,100	375,432,201 to 2,500	400,896,730 to 6,800
340,711,001 to 3,000	362,395,806 to 5,819	375,712,274 to 2,300	400,980,701 to 0,800
341,462,701 to 2,900	363,633,090 to 3,100	377,011,946 to 2,400	401,295,335 to 5,400
343,703,708 to 3,900	363,794,701 to 5,200	377,901,546 to 1,600	402,885,601 to 5,900
343,945,919 to 5,940	365,867,401 to 7,500	379,786,742 to 6,760	403,243,638 to 3,900
344,536,201 to 6,400	365,867,517 to 7,600	380,821,401 to 2,200	404,403,804 to 3,900
344,821,230 to 1,297	366,888,911 to 9,000	383,053,831 to 3,900	404,578,200 to 8,500
344,854,601 to 4,700	366,967,107 to 7,200	390,557,101 to 7,170	404,625,122 to 5,200
345,299,801 to 9,900	368,108,160 to 8,600	390,581,961 to 2,040	404,668,701 to 8,900
345,986,501 to 6,600	368,416,575 to 6,600	391,923,323 to 3,500	404,999,031 to 9,080
347,238,201 to 8,300	368,773,419 to 3,500	393,018,120 to 8,400	405,831,365 to 1,400
347,975,946 to 5,959	368,847,601 to 7,700	393,811,801 to 2,000	406,576,200 to 6,300
348,086,296 to 6,300	370,494,001 to 4,200	393,912,375 to 2,400	406,922,234 to 2,300
348,190,501 to 0,900			409,230,111 to 0,143

Working Notes - Discovery of Canadian Money - New Notes

Serial Number	Denomination	Notes
1000000000	1000	1000
1000000001	1000	1000
1000000002	1000	1000
1000000003	1000	1000
1000000004	1000	1000
1000000005	1000	1000
1000000006	1000	1000
1000000007	1000	1000
1000000008	1000	1000
1000000009	1000	1000
1000000010	1000	1000
1000000011	1000	1000
1000000012	1000	1000
1000000013	1000	1000
1000000014	1000	1000
1000000015	1000	1000
1000000016	1000	1000
1000000017	1000	1000
1000000018	1000	1000
1000000019	1000	1000
1000000020	1000	1000
1000000021	1000	1000
1000000022	1000	1000
1000000023	1000	1000
1000000024	1000	1000
1000000025	1000	1000
1000000026	1000	1000
1000000027	1000	1000
1000000028	1000	1000
1000000029	1000	1000
1000000030	1000	1000
1000000031	1000	1000
1000000032	1000	1000
1000000033	1000	1000
1000000034	1000	1000
1000000035	1000	1000
1000000036	1000	1000
1000000037	1000	1000
1000000038	1000	1000
1000000039	1000	1000
1000000040	1000	1000
1000000041	1000	1000
1000000042	1000	1000
1000000043	1000	1000
1000000044	1000	1000
1000000045	1000	1000
1000000046	1000	1000
1000000047	1000	1000
1000000048	1000	1000
1000000049	1000	1000
1000000050	1000	1000
1000000051	1000	1000
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1000000099	1000	1000
1000000100	1000	1000

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 21318 listing. B. Old Style. (Gray) C. Counterfeit. The listing from PB 21240 remains valid for both B. and C.

213 578 4229 to 4399	247 066 9300 to 9399	257 474 8312 to 8399	265 394 0669 to 0691
217 210 7100 to 7299	247 086 4200 to 4299	258 444 7185 to 7199	265 506 2000 to 2099
217 288 7000 to 7024	247 113 5635 to 5699	258 450 6755 to 6799	265 541 8254 to 8299
217 667 3400 to 3599	247 490 1960 to 1999	258 480 2600 to 2899	265 956 3900 to 3999
219 726 9924 to 9999	247 490 2086 to 2099	258 618 0254 to 0299	266 369 4447 to 4499
229 350 0600 to 0699	247 497 4000 to 4099	258 643 2765 to 2774	266 399 5845 to 5899
229 531 9800 to 9899	247 544 0200 to 0214	258 950 5217 to 5299	266 442 2360 to 2399
229 576 1800 to 1899	247 575 4400 to 4499	258 950 5433 to 5499	266 547 6565 to 6599
232 295 7249 to 7599	247 983 1511 to 1899	259 084 1386 to 1399	266 775 2669 to 2699
232 665 0292 to 0399	248 120 4322 to 4399	259 227 0000 to 1499	266 805 8372 to 8399
233 262 7907 to 7999	248 244 7246 to 7299	259 340 0828 to 0999	266 942 9343 to 9399
233 516 6100 to 6199	248 317 7624 to 7699	259 628 0936 to 0999	266 942 9754 to 9799
234 031 6456 to 6999	248 397 2163 to 2199	259 745 1300 to 1499	266 942 9900 to 9999
234 261 4500 to 4599	248 423 4864 to 4899	259 783 7821 to 7899	267 917 1874 to 1999
234 659 4000 to 4199	248 440 7916 to 7971	259 825 5819 to 5899	268 202 3665 to 3699
237 457 5600 to 5699	248 718 7317 to 7399	259 950 3053 to 3099	268 224 1500 to 1699
237 457 5800 to 5899	249 680 4872 to 4899	259 950 3300 to 3499	268 243 7679 to 7699
238 165 7700 to 7799	249 945 6900 to 6999	260 144 7415 to 7499	268 246 8600 to 8699
238 169 7587 to 7599	249 996 6000 to 6099	260 198 2856 to 2898	268 299 0000 to 4999
238 377 4508 to 4599	249 996 6300 to 6499	260 229 5638 to 5699	268 329 6466 to 6499
238 586 3100 to 3299	250 565 7029 to 7040	260 324 9000 to 9099	268 653 8300 to 8399
239 596 4800 to 4999	250 919 5218 to 5299	260 479 3500 to 3599	268 657 2928 to 2999
239 985 7000 to 7499	250 951 4340 to 4363	260 743 5000 to 5099	268 834 6500 to 7999
240 256 2900 to 3199	250 991 9778 to 9799	260 894 8061 to 8099	269 414 2084 to 2099
240 639 3561 to 3599	251 518 6281 to 6399	261 002 6451 to 6499	269 416 3526 to 3599
240 901 5900 to 5999	251 964 6056 to 6199	261 052 5271 to 5299	269 527 9532 to 9599
241 081 9274 to 9299	251 997 2913 to 2999	261 175 6200 to 6299	269 553 1200 to 1299
241 224 7209 to 7299	252 171 2041 to 2056	261 459 5800 to 5899	269 821 1147 to 1199
241 685 5124 to 5199	252 235 4400 to 4499	261 459 6722 to 6799	269 878 5666 to 5699
241 902 2600 to 2799	252 235 4581 to 4899	261 506 0686 to 0699	269 911 1140 to 1199
242 021 2262 to 2499	252 238 2299 to 2399	261 533 2067 to 2299	269 911 1262 to 1299
242 816 1337 to 1399	252 432 6988 to 6999	261 935 6500 to 6599	269 942 9300 to 3,0099
243 112 4109 to 4120	252 891 1159 to 1199	261 954 6334 to 6399	269 960 4957 to 4999
243 228 7200 to 7499	253 175 2670 to 2699	261 965 4168 to 4199	270 130 0027 to 0074
243 766 6730 to 6799	253 192 7311 to 7399	262 240 6607 to 6665	270 233 5700 to 5799
243 805 0000 to 0299	253 293 5931 to 5940	262 240 6677 to 6696	270 500 0040 to 0099
243 906 7800 to 8199	253 446 4033 to 4099	262 604 1515 to 1599	270 894 5717 to 5799
244 299 2000 to 2199	253 547 6013 to 6049	262 931 7066 to 7076	271 171 3205 to 3299
244 678 2333 to 2499	253 547 6054 to 6099	262 949 9200 to 9299	271 186 6354 to 6499
245 103 9400 to 9499	253 747 6924 to 6999	262 963 4912 to 4999	271 325 5500 to 5599
245 118 6754 to 6768	254 107 8590 to 8599	263 129 6984 to 6999	271 505 9478 to 9499
245 279 1420 to 1499	254 107 8913 to 8999	263 146 1837 to 1849	271 735 3760 to 3899
245 279 1510 to 1599	254 254 4490 to 4499	263 323 0768 to 0799	272 046 9552 to 9599
245 591 1626 to 1799	254 259 8867 to 8899	263 407 7000 to 7099	272 059 8000 to 8199
245 695 0346 to 0399	254 259 8951 to 9099	264 132 9200 to 9299	272 060 0800 to 0999
245 973 2677 to 2699	254 740 8408 to 8445	264 205 4017 to 4099	272 067 9254 to 9299
246 076 7300 to 7399	255 125 8500 to 8599	264 223 9121 to 9199	272 068 6009 to 6099
246 155 4048 to 4099	255 176 5373 to 5399	264 366 7033 to 9499	272 075 3700 to 3899
246 155 5000 to 5499	255 276 0949 to 0999	264 405 9660 to 9699	272 133 0400 to 0599
246 402 6511 to 6599	255 281 2647 to 2699	264 406 1201 to 1299	272 277 4600 to 5299
246 608 6300 to 6399	255 440 4800 to 4899	264 496 5357 to 5399	273 312 7600 to 7799
246 609 9545 to 9799	255 440 4900 to 4999	264 499 2331 to 2349	273 391 2300 to 2399
246 816 2600 to 2699	255 857 4749 to 4799	264 642 5304 to 5399	274 229 8903 to 8914
246 973 1372 to 1399	256 140 5400 to 5499	264 786 2900 to 2999	801 579 6056 to 6098
247 012 0500 to 0599	256 193 5100 to 5159	265 151 4134 to 4199	801 629 1900 to 1999
	256 695 0525 to 0599	265 330 0400 to 0599	802 029 5199 to 8999
	256 754 0030 to 0099	265 338 9048 to 9099	802 265 0575 to 1999
	257 157 2164 to 2499	265 370 8800 to 8999	802 751 1128 to 1299
	257 405 2600 to 2899	265 387 1531 to 1599	

UNITED STATES POSTAL SERVICE

WASHINGTON, DC 20260-1571

OFFICIAL BUSINESS

PENALTY FOR PRIVATE
USE TO AVOID PAYMENT
OF POSTAGE, \$300



FIRST CLASS

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