



# postal bulletin

PB 21321—October 15, 1981—16 Pages

## 20-Cent John Hanson Commemorative Stamp

The 20-cent John Hanson commemorative stamp will be first placed on sale November 5, 1981, at Frederick, MD 21701. Hanson, an American revolutionary leader, was the first president of the Continental Congress to serve under the Articles of Confederation.

**Positively Do Not Sell Before November 6, 1981**



Copyright U.S. Postal Service 1981

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. Post offices with 950 or more revenue units requiring additional bulk quantities (item 408) 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 the stock should be depleted prior to January 5, 1982, at all post offices, except designated philatelic windows.—*Customer Services Dept. 10-15-81.*

## Requests for Prohibitory Orders

All Request for Prohibitory Orders (Form 2150) should be sent directly to the Mail Classification Centers servicing the area of the addressee. Please do not send requests for prohibitory order forms to headquarters in Washington. Mail Classification Centers are listed in the ZIP Code Directory and in the *DOMESTIC MAIL MANUAL*.—*Law Dept., 10-15-81.*

## Domestic Orders

False Representation. Enforced by Postmasters at cities listed.

State/city	Name
TN, Springfield 37172-----	R & A Distributors P.O. Box 493
PA, Milroy 17063-----	Cedar Hills Pharmacal RD 1, Box 128
NE, Omaha 68113-----	Sullivan Products P.O. Box 13132
FL, Miami 33169-----	Dawson Enterprises Box 4080
	Edison Associates Box 4814
	Globex Enterprises Box 4814
	Browns Associates Box 4080
FL, Miami 33164-----	Smith Associates Box 640402
	Bradfords Box 640402
	Reed Associates Box 640405
FL, Hollywood 33083-----	Reed Associates Box 4736
	Globex Enterprises Box 4736
FL, Hialeah 33014-----	National Mailers Box 33014

—*Judicial Officer, 10-15-81.*

## CONTENTS

	Page
20-Cent John Hanson Commemorative Stamp-----	1
Accountbooks, PFY 1982-----	8
Christmas Mail Early Kits-----	2
Consumer Service Card Processing-----	7
Contracting for Vehicle Hire Service-----	2
Domestic Orders-----	1
Foreign Order Notice 55-----	12
International Mail—Bolivia-----	12
International Mail—Finland-----	12
Local Payment of Utility Bills-----	8
Money Orders—Canadian Missing-----	15
Rate Change-----	7
Rate Change on Self Service Equipment and Lobby Scales-----	11
Requests for Prohibitory Orders-----	1
Rubber Line Stamps-----	14
Sack Labels-----	13
Special Cancellations-----	14
Stamp Poster 81-40-----	3
Stamps Precanceled by Bars-----	14
Unemployment Compensation Costs-----	13
Withholding Rural Route Information-----	7
Year-End Personnel Actions for Casuals-----	3

### CHRISTMAS MAIL EARLY KITS

The 1981 Christmas Mail Early kits are being mailed in 14" x 19" padded bags with the endorsement on the cover "Open Immediately—1981 Christmas Mail Early Campaign." Postmasters, station and branch managers should open the kit as soon as it is received and begin using the materials.

The kits are divided into three categories:

**Kit A (CAG A-J)**

All main offices will receive:

Item	Quantity
Cover letter from Mr. Bolger	1
Postmaster's News Media Kit	1
Retailers' & Postmasters' Guide	1
Christmas Posters:	
2 (24" x 36")	2
2A (17" x 22")	5
2B (8½" x 11")	15
Packaging Pointers/Poster 74 (17" x 22")	1
Packaging Pointers/Publication 227	5

**Kit B (CAG A-J)**

All classified stations and branches will receive:

Item	Quantity
Instructional Cover Letter	1
Christmas Posters:	
2 (24" x 36")	2
2A (17" x 22")	5
2B (8½" x 11")	15
Packaging Pointers/Poster 74 (17" x 22")	1
Packaging Pointers/Publication 227	5

**Kit C**

All other facilities will receive:

Item	Quantity
Poster 2B (8½" x 11")	1

This year, as part of the local promotion *Shop Early—Mail Early*, postmasters and supply centers have been given extra copies of Christmas Poster 2B (8½" x 11"). Distribute these posters to retail merchants in your area to help increase visibility of the mail early message.

Additional quantities of all three Christmas posters as well as Packaging Pointers posters and brochures will be stocked in the supply centers.

In addition to local post office promotional activities, a national public service advertising campaign will be conducted. This year's television and magazine advertising feature reindeer, "Rudy and Friends," urging people to "... mail early this year." The radio commercial will consist of the "We Wish You Would Mail Early" song. Release date for these advertisements is November 1, 1981.

The Christmas Mail Early Campaign has been a success for several years. The publicity generated by post

offices and national advertising has helped during past holiday seasons. Continued support from all offices will assure that the 1981 campaign will again encourage customers to mail early.—Customer Services Dept., 10-15-81.

To Contracting Officers and Fleet Managers

### Contracting for Vehicle Hire Service

Effective immediately, requirements for fuel economy certification are revised as follows:

#### Fuel Economy Certification

The fuel economy certification of Form 7475 requires the offeror to certify that the vehicles offered meet the fuel economy standards for the model year of its manufacture. In the solicitation, the contracting officer must include information on the mileage rating applicable to the type of vehicles solicited.

Model year	MPG	Model year	MPG
Passenger Vehicles			
1979	22.0	1983	30.0
1980	24.0	1984	31.0
1981	26.0	1985	31.5
1982	28.0		
Light Truck			
1979 <sup>1</sup>	17.2	1981 <sup>2</sup>	17.0
1980 <sup>2</sup>	16.0		

<sup>1</sup> Less than 6,000 GVW.

<sup>2</sup> Less than 8,500 GVW.

There is no fuel efficiency requirement for passenger vehicles or light trucks prior to 1979. The Office of Fleet Management will advise of any change in these ratings.

In order to implement the above, contracting officers soliciting offers for vehicle hire using Form 7475 must delete section 14.C and substitute the following:

#### 14.C. FUEL ECONOMY CERTIFICATION:

(Applicable to model year 1979 vehicles or newer) The combined city/highway mileage rating of all offered vehicles (as published by the Environmental Protection Agency) must meet or exceed the following figures:

Model Year	MPG
(Here the contracting officer will list the model years and MPG ratings for the type of vehicle being solicited. Model years not yet in production at the time of the solicitation will not be listed.)	

Management Instruction AS-710-80-7 and Form 7475 will be revised to reflect these changes.—Procurement & Supply Dept., 10-15-81.



Copyright U.S. Postal Service 1981

Issue Date: November 5, 1981  
 First Day City: Frederick, Maryland  
 Designer: Ron Adair  
 Dallas, Texas  
 Modeler: Clarence Holbert  
 Press: Gravure  
 Colors: Yellow, magenta, cyan, black tone and black line  
 Image Area: .84 x 1.44 inches or  
 21.33 x 36.57 millimeters  
 Plate Numbers: One group  
 Stamps Per Pane: 50  
 Selvage: ©U.S. Postal Service  
 ®Use Correct ZIP Code  
 ®Mr. ZIP

# John Hanson Commemorative Stamp

A 20-cent commemorative stamp honoring John Hanson, the American Revolutionary patriot from Maryland, will be issued November 5 in Frederick, Maryland.

John Hanson was the first president of the Continental Congress under the Articles of Confederation. He was elected on November 5, 1781, and thus is regarded by some as the "first president of the United States." However, the office of president of the United States was not officially created until the U.S. Constitution was adopted, so Hanson was only president of the Continental Congress and not the chief executive of the United States.

Hanson served one year as the "President of the United States in Congress Assembled." Under his administration, peace terms were initiated, treaties were negotiated and government departments were organized.

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, Frederick, MD 21701-9991" by November 19. There is no charge.

The Postal Service will affix stamps when requested to do so. Mail orders by November 19 to: "John Hanson Stamp, Postmaster, Frederick, MD 21701-9992." 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 81-40  
Remove after November 19, 1981



## YEAR END PERSONNEL ACTIONS FOR CASUALS

The following procedures govern the year end hiring, termination, reappointment, or conversion to career status of casual employees in CAG A-K post offices. Other than changes in certain action dates, these procedures are basically the same as last year. All personnel actions for casuals will be documented by Forms 50. However, special data processing programs processed at the Regional E&LR Information Centers (ELRIC) will minimize or eliminate the necessity for the preparation of Form 50 worksheets by the employing offices.

### I. Definition of Casual Appointments

Christmas casuals are all those whose accession action is processed or effective on November 28, 1981 or later. They may work for any 21-day consecutive period, and will automatically be terminated on December 31, 1981. They may be given a 90-day appointment on or after January 1, 1982. Procedures for Christmas casuals are described in Section II.

Casuals other than Christmas casuals (90-day casuals) are all those who were on the rolls as of November 27, 1981. All 90-day casuals will be processed in one of three ways:

1. Conversion to Career effective Pay Period 26-81, 27-81 or 01-82.
2. Termination effective December 31, 1981 or earlier.
3. Reappointment to a new 90-day term effective January 1, 1982.

Procedures for 90-day casuals are described in Section III.

### II. Procedures for Christmas Casuals

**A. Accessions.** All casual appointments processed or effective November 28, 1981, or later in December will be hired NTE 12/31/81 and automatically will be considered as being Christmas casuals for purposes of automatic termination and for manpower and statistical reporting. Those casuals hired on or after November 28 may only be utilized for a 21-day consecutive period as a Christmas casual and, therefore, may have a last workday earlier than December 31, 1981. All Christmas casuals will be hired as Casual, Occupation Code 5201-1001, EAS Level 7 at the rate of \$4.76 per hour.

A minimum amount of data will be necessary to effect the appointment of Christmas casuals. Only those items indicated by an "X" in the exhibit on page 6, Form 50-B, *Request for Personnel Action*, must be completed.

All accession Forms 50-B for Christmas casuals must be batched separately and submitted to the appropriate E&LR Information Center not later than November 21, 1981.

Employing offices should explain to casuals that they may only be employed at one office. Forms 50-B for subsequent accessions will be returned by the ELRIC marked, "currently employed by another office".

**B. Changes.** Christmas casuals cannot be extended, reappointed or converted to career appointment. They

must be separated from their Christmas casual position by a Form 50 before any other personnel action can be processed.

**C. Terminations.** Except for separations for cause, all Christmas casuals will be terminated effective December 31, 1981, and a Form 50 will be automatically produced by the Regional E&LR Information Centers and distributed to the appropriate installations. If the employee's last day worked is earlier than December 31, 1981, the office should enter the last day worked in the Remarks section of the processed Form 50 before issuing to the employee and filing in the official personnel folder.

If it is necessary to separate a Christmas casual for cause, the action should be accomplished by the employing office utilizing normal Form 50 procedures.

**D. Employment After December 31, 1981.** An employee who serves as a Christmas casual in December 1981, may be appointed to a position on or after January 1, 1982, utilizing normal Form 50 procedures after the casual appointment termination Form 50 is received.

### III. Procedures for Other than Christmas Casuals

**A. Accessions.** All casual accessions (non-Christmas) effective prior to November 28 are to be processed by Form 50 worksheet through the appropriate ELRIC using normal processing procedures. All casual (non-Christmas) appointments must be received at ELRIC no later than November 13, 1981, to ensure processing during pay period 25-81.

**B. Changes and Terminations.** On or about December 10, 1981, the ELRIC will distribute to each MSC a listing by finance number of all casuals (non-Christmas) on the rolls as of November 27, 1981. This special year-end casual listing will replace any other Form 50 worksheet for these employees, except separation for cause actions. The listing will be identified in the heading as Special Year End Casual Listing.

These listings must be completed, signed and returned to the ELRIC not later than December 18, 1981. One of three types of personnel action must be requested under each casual employee record on the listing—reappointment as of January 1, 1982, Termination as of December 31, 1981, or Conversion to Career (effective November 28, December 12 or December 26, 1981) with necessary information to be supplied in the normal way on a Form 50 worksheet.

1. **Reappointment.** The employee may be reappointed as a casual, occupation code 5201-1001, EAS-7 at the rate of \$4.76 per hour effective January 1, 1982, to a new 90-day period of employment. In the space provided on the listing, enter the letter "R" for reappointment.

2. **Conversion to Career.** The employee's casual appointment may be converted to a career appointment effective November 28, December 12, or December 26, 1981 in accordance with 260 of Handbook P-11, Personnel Operations. In such cases, prepare a normal Form 50 worksheet and submit to the ELRIC for timely processing. On the Special Year End Casual List-

EFFECTIVE DATE 1 XX-XX-XX	SEQUENCE NO. 2
------------------------------	-------------------

### REQUEST FOR PERSONNEL ACTION

SOCIAL SECURITY NO. 3 XXX-XX-XXXX	EMPLOYEE CODE 4 X
--------------------------------------	----------------------

#### EMPLOYEE INFORMATION

TO BE COMPLETED BY REQUESTING OFFICE

LAST NAME			FIRST NAME			INIT.	DATE OF BIRTH			VEY PREF.	CITY	SECURITY CLEAR.	LIFE INS.	R-F								
X			X			X	XX-XX-XX			X												
LEAVE COMP.		SERVICE DATES ENTER ON DUTY		RET. COMP.		RETIREMENT ELIG PP.YR.		NEXT STEP PP.YR.		NOT TO EXCEED CODE PP.YR.		PROBATION EXPIR. CODE PP.YR.		EMPL STATUS								
LEAVE DATA CAT. CHARGE PP.YR. TYPE			RBC			LEVEL/STEP			SAVED PROTECTED DATA PP - YR			HOURS	MILES	EP CODE	INCRIT USPS	EMPL TYPE	SEX	MINOR- ITY	HAND- CAP			
																				X	X	X
SENIORITY DATES CRAFT			REQ NO.			ACADEMIC DATA CODE LEVEL YEAR DISCIPLINE			POSTAL LIFE		BADGE NO.		C.O.L.A.									
MAILING ADDRESS - STREET/BOX						CITY			ST.	ZIP	DUTY STATION NAME											
X						X					X											

#### POSITION INFORMATION

FINANCE NO.		EMPLOYING OFFICE NAME			LOC CODE	POST CENTER	PAY LOC.	POSITION CONTROL NUMBER							
XX-XXXX								XX							
DUTY STATION FINANCE NO.		LABOR DISTR.	DES/ACT	POS TYPE	LIMIT TOUR	RATE CODE	ALLOW DAYS	ORG COVER	ROUTE NO.	MIXED SVS.	PAY TYPE	TRF. WKLY.	FLSA	COMMIT	GUARANTEED SALARY
		XX	XX-X												

#### NATURE OF PERSONNEL ACTION

#### RURAL CARRIER DATA

NOA	NATURE OF ACTION DESCRIPTION				AUTHORITY			
70 XXX								
REMARKS	84 CODE	85 CODE	86 CODE	87 CODE				

#### SERVICE HISTORY INFORMATION

NOA	NOA DESCRIPTION	EFF DATE	OCCUPATION CODE	TITLE	RBC	LEVEL/STEP	SALARY
161							
0							
5							
4							
3							
2							
1							
CUR							
88	89	90	91	92	93	94	95

EMERGENCY PHONE NUMBER

AUTHORIZED SIGNATURE X
---------------------------

DATE XX-XX-XX
------------------

OFF FINANCE NO.

ing, enter the letter "C" to indicate that conversion is being processed by the normal Form 50 procedures. If a casual employee's career conversion date is to be effective January 9, 1982, or later, the employee must be reappointed to a new casual position via the Special Year End Casual Listing and the conversion to a career position processed through normal personnel action processing procedures.

3. *Termination.* All casuals not reappointed or converted to career must be terminated on or before December 31, 1981. On the Special Year End Casual Listing, enter the letter "T" under the name of those to be terminated. If the last day in pay status is other than December 31, 1981, enter the correct date in Month, Day, Year format in the space provided.

## Rate Change

Retail outlet managers must exert every effort to avoid long lines when the rate change goes into effect on November 1, 1981. The first workday after the change will be Monday, November 2. Therefore, it is important that sufficient clerks are scheduled to handle any anticipated rush to purchase stamps. Some actions can also be taken before the change to help alleviate the expected crowding in lobbies.

At least two weeks before the rate change, instruct window clerks to advise all customers purchasing large numbers of 18 cent stamps that the new rate goes into effect November 1, and suggest they may wish to divide their purchase between 18 and 20 cent stamps. The clerk should also recommend to the customers that they purchase a sufficient number of 20 cent stamps to carry them several days past the change date to avoid the rush during that period. Customers getting their meters set during this two week period should also be encouraged to purchase enough postage to allow for the rate change and carry them past the expected rush period.

Requisition additional 1¢, 2¢ and 20¢ stamps to assure that sufficient stock is available of these denominations. Posters with new rates should be posted in the lobby informing customers of new rates and vending machines should be serviced and in working order.

On or before November 2 managers of retail outlets should establish a stamp only window where traffic warrants.

Arrangements should be made to have meters set by a designated employee at a location that does not require using a window position.

A supervisor or clerk should be instructed to give In-Lobby-assistance to customers when lines begin to form. This In-Lobby-assistance consists of making sure that customers desiring to purchase stamps only are guided to the stamps only window. In many instances they can be guided to the lobby vending equipment, helped to fill out necessary forms prior to arriving at the window or advised of the service to request when they are served by the window clerk. This assistance, carried out in a cheerful and helpful manner, will also help reduce complaints from customers. At locations where unusually heavy traffic is anticipated, managers should set up sales locations for stamps only to help expedite service to the customers.—*Delivery Services Dept., 10-15-81.*

## C. Processing Special Year End Casual Listings.

The completed Special Year End Casual Listings are to be collected, verified, consolidated, authorized by the MSC manager, and sent to the appropriate ELRIC not later than December 18, 1981. Conversion, reappointment, and separation Forms 50 will be automatically produced at the ELRICs from the completed Special Year End Casual Listings and conversion worksheets (if any).

## IV. Appointment Authority

All appointment or reappointment actions covered by these procedures must have the prior approval of the appropriate authority.—*Employee Relations Dept., 10-15-81.*

## Consumer Service Card Processing

The following information was published in POSTAL BULLETIN 21316 (9-17-81) and is repeated for emphasis.

The Consumer Service Card coding and data processing functions will be transferred to the St. Louis Postal Data Center effective October 3, 1981.

Send the processing center copies (customer comment copies and the action copies) of both the Form 4314-P and the Form 4314-C to:

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

**Do not** send Consumer Service Cards or requests for photocopies to the Washington, DC address which appears on the card currently in use. Send them to the address shown above. Use current cards until supplies are exhausted. When the card is reprinted, it will contain the new correct address. Continue to direct any questions about the program to Headquarters:

Office of Consumer Affairs  
Consumer Service Card Program  
U.S. Postal Service Headquarters  
Washington, DC 20260-6322

—*Customer Services Dept., 10-15-81.*

## Withholding Rural Route Information

It is the Postal Service's position that rural carrier lines of travel is information which is potentially beneficial to persons or firms in economic competition with us, and that such information is **not** subject to mandatory public disclosure. See ADMINISTRATIVE SUPPORT MANUAL (ASM) 352.42.

Therefore, information concerning lines of travel of rural carriers from Official Rural Route Description (Forms 4003 and 4003-A), *may not be given to or copied by publishers, salesmen, postal customers, or anyone outside the Postal Service.* Exception: Information from, as opposed to copy of, Forms 4003 and 4003-A may be given to members of law enforcement or public health and safety organizations who request the information in conjunction with their official duties. There is no restriction against releasing general information pertaining to a rural route, i.e., direction from the post office, the number of boxes on a route, etc., to the general public.—*Records Office, 10-15-81.*

*All Post Offices*

The two articles on this page, printed last week, are repeated for minor corrections—a misleading heading in the article giving F-1 revisions, and a larger reproduction of the 1982 Postal Fiscal Year Calendar for insertion in Accountbooks.

**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.

Included in this bulletin is an accounting period calendar for PFY 1982 is shown below. Insert it in your Accountbook for future reference.—*Finance Dept., 10-15-81.*

**LOCAL PAYMENT OF UTILITY BILLS****CAG L Post Offices**

Effective with the beginning of Fiscal Year 1982, CAG 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 by Part 436 of the Fiscal Handbook F-1, Financial Handbook for Post Offices.

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.

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 CAG A-J and \$100 at CAG 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., 10-15-81.*



## 1982 POSTAL FISCAL YEAR CALENDAR

This calendar should be removed from this Postal Bulletin, holepunched and inserted in the front of the Accountbook.

1982 POSTAL FISCAL YEAR CALENDAR					
Postal Quarter	Accounting Period	From	Through	Accounting Period	Postal Quarter
I	1	October 3, 1981	October 30, 1981	1	I
	2	October 31, 1981	November 27, 1981	2	
	3	November 28, 1981	December 25, 1981	3	
II	4	December 26, 1981	January 22, 1982	4	II
	5	January 23, 1982	February 19, 1982	5	
	6	February 20, 1982	March 19, 1982	6	
III	7	March 20, 1982	April 16, 1982	7	III
	8	April 17, 1982	May 14, 1982	8	
	9	May 15, 1982	June 11, 1982	9	
IV	10	June 12, 1982	July 9, 1982	10	IV
	11	July 10, 1982	August 6, 1982	11	
	12	August 7, 1982	September 3, 1982	12	
	13	September 4, 1982	October 1, 1982	13	



## RATE CHANGE ON SELF-SERVICE EQUIPMENT AND LOBBY SCALES

### I. Scheduling and Overtime

Implementation of the November 1, 1981, rate change on self-service equipment must be done as soon as possible. These instructions pertain to Self-Service Postal Centers (SSPCs), Individual Postal Commodity Machines (PCMs), Individual Stamp Booklet Machines (SBMs), two- and three-value stamp vending machines (SVMs). Lobby scales must be changed as soon as possible after the effective date of the rate change.

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

### II. Self-Service Postal Center Instructions

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

1. Replace postal rates and fees information panel located on left parcel post scale well wall.
2. Replace parcel post scale chart in SSPC 70-pound parcel post scale.
3. Reprogram and change commodity displays in Models 21-CE, NRI-17, MMI-3200, GSM-76 and PCM-21 postal commodity machines.
4. Perform wiring changes in Model SI-90/95 stamp vending machines and reprogram Models PS-86, MMI-3400 and SI-906.

It is estimated that one person can complete the changes, including travel to and from or between SSPCs in 1.5 hours for each SSPC.

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

1. The new Notice 100-A, Postal Rates and Fees Panel will be mailed directly to the SSPC post offices after November 25. Postmasters should be sure that the material is distributed promptly to the SSPC technician.

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

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

3. Modification Instructions and Decals for SSPC Stamp Vending Machines: A Modification Work Order to modify the internal wiring of the SI 90/95 stamp vending machine has been distributed by the Maintenance Technical Support Center. MMI-3400, SI-906 and PS-86 machines shall be reprogrammed to suit local customer needs. Reprogramming instructions in

the form of a Maintenance Bulletin have been distributed from Maintenance Technical Support Center (MTSC) for the SI-906 only. No instructions will be provided for Models 3400 and PS-86.

Stamp and price decal sets to change the front display panels on SSPC stamp vending machines will be shipped by early November 1981. Because of the recent PS-86 deployment and resulting equipment transfers, post offices may receive the incorrect decal sets. If so, return to WASC, Repair Parts Center, and order correct decal sets.

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

Shipment of decal sets (item II-B-3) will be announced in the POSTAL BULLETIN as shipment is completed. Any office which has not received the necessary decal sets should follow the ordering instructions in the notice.

### D. Accountable Paper Supplies

1. Stamp booklets, stamped envelopes, and postal cards will be available as announced in the POSTAL BULLETIN.
2. Stamp coils for SSPC SVMs: Stamp coils should be obtained through established channels as described in the SPECIAL POSTAL BULLETIN 21319 (10-6-81).

### III. Postal Commodity Machine/Stamp Booklet Machine Instructions

a. No rate change instructions will be provided for these machines. Reprogram and change commodity displays in the Model 21-CE, GSM-76 and PCM-21, PCM's. Until new stamp booklets are available, package C stamps in small envelopes for sale in the Model 21-CE or PCM-21 PCM's.

b. Reprogram and change stamp booklet display in the Model PBM-1 (Opal) stamp booklet machines. Until new stamp booklets are available, package C stamps in small envelopes for sale in the PBM-1 machines.

### IV. Two- and Three-Value Stamp Vending Machine Instructions

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

**V. Lobby Scale Instructions**

**A. Scale Charts.** The only scales required to have new rate charts installed to implement the November 1, 1981, rate change are as follows:

USPS Scale Chart No.	Description of scales
0-804	4 lb. Fan; Triner 804.
0-859 AA	20 oz. Fan; Triner.
0-859 BB	20 oz. Fan; Pitney-Bowes S-120.
0-859 CC	20 oz. Fan; Toledo.
0-859 E	20 oz. Fan; Pennsylvania.
0-869 SS	70 lb. Drum for SSPC's; Pitney-Bowes 3700 and 3703, Pennsylvania 7501-P.

These charts will be shipped directly to MSC's from the chart manufacturer. Distribution will be based on data obtained from the 1981 scale inventory as described in *Postal Bulletin* 21318 (10-1-81) page 7. MSC's that have ordered additional charts listed above in accordance with that Bulletin will receive the new overlay decals for the 20 oz. charts 0-859 AA, BB, CC and E and new charts for the 0-804 and 0-869 SS. Do not reorder from your area supply center.

**All Personnel Processing Mail for Dispatch Abroad****Foreign Order Notice 55**

Keep all foreign order notices for use as reference. The tentative *Lottery Orders* against the following have become final:

**CANADA****Vancouver, B.C.**

New Accounts Dept.  
Box 34030, 2405 Pine St.  
and  
P.O. Box 309, Station "A"

Majestic Sales  
Box 23437  
and  
P.O. Box 23437

Philmo Ent. Ltd.  
and  
Advertising Center  
Box 23498—AMF

Western Canadraw Services  
or W.G.S.  
and

Hyperion Enterprises  
P.O. Box 3007

Lloydmar Enterprises  
and  
Sales & Marketing  
Box 24787, Station C

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 SCF's and designated International Exchange Offices.—*Judicial Officer, 10-15-81.*

**B. Responsibilities**

1. Area Maintenance Offices (AMO). Area maintenance personnel have primary responsibility for the installation of new charts in lobby scales located in post offices where no equipment maintenance capability exists. Area maintenance personnel should identify the workload and provide their supervisor with an estimate of the assistance they will require to accomplish the rate change. The senior maintenance official at the maintenance capable office will provide necessary assistance to AMO personnel in the form of equipment mechanics and technicians to assure that all lobby scales in the area served by the AMO are modified. If personnel unfamiliar with lobby scales install the charts, they should be provided with an orientation on scale chart installation by area maintenance personnel.

2. Maintenance Capable Post Office. The senior maintenance official will insure that new charts are installed in lobby scales located within the jurisdiction of the post office (including branches and stations).

If existing staff resources are inadequate, the regional Maintenance Management Division should be notified through proper channels. Enlistment and training of additional personnel should be accomplished in accordance with the procedure used by AMO's.—*Delivery Services Dept., 10-15-81.*

**International Mail—Bolivia**

The postal service of Bolivia has announced that effective immediately parcels containing used clothing must be accompanied by a certificate of disinfection issued by a competent authority (for example, local Board of Health) or by a firm with facilities for disinfecting the articles involved. Senders should endorse the wrappers of parcels containing used clothing to show that the certificate of disinfection is enclosed.

In Publication 42, *International Mail*, make a write-in addition in Appendix B, Country Information for Bolivia, Parcel Post—Prohibitions and Restrictions, to reflect this restriction.—*Rates & Classification Dept., 10-15-81.*

**International Mail—Finland**

The postal administration of Finland has advised that effective immediately, parcels to Finland must be accompanied by both a Dispatch Note (Form 2972) and a tie-on Customs Declaration (Form 2966) in addition to the adhesive Parcel Post Customs Declaration (Form 2966-A). One copy of each form is required.

In Publication 42, *International Mail*, Appendix B, country information for Finland under Parcel Post—Forms Required, make a write-in entry adding Form 2966 and Form 2972.—*Rates & Classification Dept., 10-15-80.*

**Submit bulk stamp requisitions  
on time with correct item  
number and proper quantity.**

## UNEMPLOYMENT COMPENSATION

The state and regional summaries below show a comparison of the USPS's unemployment compensation liability for Quarter 1, FY 1981, to the same period last year (SPLY). This liability represents actual state billings received from the state employment security agencies through the U.S. Department of Labor. Our nationwide unemployment liability during Quarter 1, FY 1981, has reached \$3,710,567, with cost data for eleven states not available at this time.

	Quarter I fiscal year 1981	SPLY
<b>Central Region</b>		
Illinois.....	\$747,906	\$792,869
Indiana.....	40,311	28,434
Iowa.....	56,366	36,251
Kansas.....	8,110	54,275
Kentucky.....	66,480	57,599
Michigan.....	299,920	615,513
Minnesota.....	76,292	76,292
Missouri.....	129,636	92,525
Nebraska.....	40,880	36,414
North Dakota.....	11,544	1,089
Ohio.....	143,325	143,325
South Dakota.....	1,557	1,727
Wisconsin.....	84,262	95,680
<b>Region.....</b>	<b>1,630,297</b>	<b>1,888,668</b>
<b>Eastern Region</b>		
Delaware.....	28,137	28,137
District of Columbia.....	225,229	225,229
Maryland.....	63,180	42,195
New Jersey <sup>1</sup> .....	27,968	35,035
New York <sup>2</sup> .....	145,396	107,127
Pennsylvania.....	110,016	110,016
Virginia.....	30,612	0
West Virginia.....	39,517	15,650
<b>Region.....</b>	<b>306,673</b>	<b>563,389</b>
<b>Northeast Region</b>		
Connecticut.....	89,662	99,914
Maine.....	24,417	24,417
Massachusetts.....	180,302	221,257
New Hampshire.....	12,232	10,266
New Jersey <sup>1</sup> .....	105,215	131,800
New York <sup>2</sup> .....	619,848	456,697
Puerto Rico.....	312	5,578
Rhode Island.....	18,976	133,018
Vermont.....	13,695	25,271
Virgin Islands.....	830	830
<b>Region.....</b>	<b>1,040,242</b>	<b>1,109,048</b>
<b>Southern Region</b>		
Alabama.....	23,724	34,844
Arkansas.....	13,071	9,584
Florida.....	124,002	124,002
Georgia.....	40,488	40,782

	Quarter I fiscal year 1981	SPLY
<b>Southern Region—Con.</b>		
Louisiana.....	\$54,076	\$85,047
Mississippi.....	10,291	6,681
North Carolina.....	25,492	24,541
Oklahoma.....	12,553	12,553
South Carolina.....	16,412	10,766
Tennessee.....	36,055	39,430
Texas.....	115,337	85,637
<b>Region.....</b>	<b>334,946</b>	<b>473,867</b>
<b>Western Region</b>		
Alaska.....	89,289	65,369
Arizona.....	16,107	11,723
California.....	715,047	715,047
Colorado.....	39,889	27,131
Hawaii.....	27,152	25,954
Idaho.....	8,676	4,550
Montana.....	14,955	13,575
Nevada.....	9,290	3,138
New Mexico.....	9,204	9,204
Oregon.....	93,346	44,114
Utah.....	17,870	19,274
Washington.....	81,895	45,112
Wyoming.....	2,051	2,051
<b>Region.....</b>	<b>398,409</b>	<b>986,242</b>
<b>National.....</b>	<b>3,710,567</b>	<b>5,021,214</b>

<sup>1</sup> Costs divided 21 percent to Eastern and 79 percent to Northeast Regions. Percentages represent labor composition as taken from prior U/C analyses.  
<sup>2</sup> Costs divided 19 percent to Eastern and 81 percent to Northeast Regions. Percentages represent labor composition as taken from prior U/C analyses.

—Employee Relations Dept., 10-15-81.

### Sack Labels

Large quantities of sacks containing mail are being received at postal facilities without labels. This causes delay to the mail and additional costs. Field observations indicate many sack labels are undersized, and fall from the label holders (locking cord fasteners).

Mailers and/or postal facilities making their own sack labels should note that the proper size for sack labels is:

- width— $1\frac{5}{16}$  of an inch
- length— $3\frac{1}{16}$  inches

—Mail Processing Dept., 10-15-81.

**Prevent bulk stamp shipment  
delays—Verify that item number  
and quantity entered on bulk  
stamp requisitions are correct.**

DMM Revision

Rubber Line Stamps

**Stamps Precanceled by Bars**

Section 143.421a of the DOMESTIC MAIL MANUAL (DMM) is amended to eliminate the requirement to show the city, state and ZIP Code where the mailing is made, when stamps precanceled by bars only are used.

**143 Precanceled Stamps**

\* \* \* \* \*

**.421 Stamps Precanceled by Bars Only**

*a. Endorsement.* Stamps requisitioned with a precancel imprint will have only two highly visible lines across the face of each stamp. The precancel imprint will not show the post office of mailing or its two-letter state abbreviation. Mailing pieces bearing this precancel imprint must include a return address. If the return address is not within the delivery area of the post office of mailing, the mailer must either place a cancellation endorsement to the left of the postage showing city, two-letter state abbreviation, and ZIP Code where mailed, or submit, at the time of mailing, a duplicate of the mailing statement and a sample mailing piece, both in an envelope stamped and addressed to the postmaster at the post office shown in the return address. This change will be incorporated into a future issue of the DMM.—*Rates & Classification Dept., 10-15-81.*

Effective immediately, rubber line stamps, Items 500, 502, 518, 574, and 575A, and rubber type Item 645, will be requisitioned directly from the new contractor: Custom Printers Supply Inc., 1906 E Meadowmere, Springfield, MO 65804. Form 1567, Requisition for Rubber and Steel Stamps Only, submitted in *duplicate*, is the only form used for this purpose. Preaddressed Label 41-V (Permit #10) must accompany each requisition. One label per 100 stamps will suffice. NOTE: Do not send requisitions to Headquarters or to the supply centers. Do not use Form 1567 dated earlier than March 1977; destroy forms with earlier edition dates. New York Postal Data Center and Eastern Area Supply Center will handle billings and payments for these items.

Orders received after October 1, 1981 by the former contractor, Ace Rubber Stamp Works, will be sent to the Eastern Area Supply Center for forwarding to the new contractor. Orders received by Ace Rubber Stamp Works after November 30, 1981, will not be processed or returned. Requisitioning offices may call Eastern Area Supply Center (Walter Lasin, FTS 340-9224) if there is a question regarding the date of receipt of order.

To eliminate duplicate effort and avoid unnecessary ordering delays, strict adherence to these instructions is required.—*Procurement & Supply Dept., 10-15-81.*

**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 may not request them without application by the sponsors.

Cancellations	Period of use
Goodwill Industries.....	Nov. 1 to Dec. 31, 1981.
TB and Lung.....	Nov. 12 to Dec. 31, 1981.
Retarded Children.....	Nov. 1 to Nov. 30, 1981.

—*Rates & Classification Dept., 10-15-81.*

## 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 21320 article.

326,023,246 to 3,300	351,452,949 to 3,000	370,549,601 to 50,000	394,914,702 to 4,800
328,436,401 to 6,500	351,490,001 to 0,600	372,401,123 to 1,500	396,770,501 to 0,600
331,892,798 to 3,000	353,461,741 to 1,800	372,429,101 to 9,500	396,823,334 to 3,500
332,069,432 to 9,500	357,010,401 to 0,500	372,548,101 to 8,400	396,944,758 to 5,000
336,646,801 to 7,300	357,339,409 to 9,455	373,593,481 to 3,500	397,148,601 to 9,400
336,825,701 to 7,000	358,180,401 to 0,600	374,013,262 to 3,300	397,207,301 to 7,400
336,909,925 to 0,000	359,790,481 to 0,540	374,433,401 to 4,000	397,929,301 to 9,400
337,395,212 to 5,300	359,791,901 to 1,920	374,540,001 to 0,100	398,441,237 to 1,300
338,038,706 to 8,800	359,994,676 to 4,700	374,988,860 to 8,880	399,721,678 to 1,710
339,519,801 to 9,900	361,168,730 to 8,900	375,040,201 to 0,400	400,896,790 to 6,800
339,735,184 to 5,200	361,201,906 to 2,100	375,432,201 to 2,500	400,980,701 to 0,800
340,711,001 to 3,000	362,395,806 to 5,819	375,712,274 to 2,300	401,295,335 to 5,400
341,462,701 to 2,900	363,633,090 to 3,100	377,011,946 to 2,400	402,885,601 to 5,900
343,703,708 to 3,900	363,794,701 to 5,200	377,901,546 to 1,600	403,243,638 to 3,900
343,945,919 to 5,940	365,867,401 to 7,500	379,786,742 to 6,760	404,403,804 to 3,900
344,536,201 to 6,400	365,867,517 to 7,600	380,821,401 to 2,200	404,578,200 to 8,500
344,821,230 to 1,297	366,888,911 to 9,000	383,053,831 to 3,900	404,625,122 to 5,200
344,854,601 to 4,700	366,967,107 to 7,200	390,557,101 to 7,170	404,668,701 to 8,900
345,299,801 to 9,900	368,108,160 to 8,600	390,581,961 to 2,040	404,999,031 to 9,080
345,986,501 to 6,600	368,416,575 to 6,600	391,923,323 to 3,500	405,694,037 to 4,100
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		394,914,633 to 4,700	409,230,111 to 0,143

**UNITED STATES POSTAL SERVICE**

WASHINGTON, DC 20260-1571

OFFICIAL BUSINESS

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



**FIRST CLASS**

**Schedule**

The **POSTAL BULLETIN** is published every Thursday by the Document Control Division, Information Resource Management, USPS, Washington, DC 20260-1571.

**Distribution**

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

**Effective Period**

**POSTAL BULLETIN** articles are effective for six months unless otherwise specified.

**Index**

A quarterly index of **BULLETIN** articles appears early in the months of January, April, July, and October.

**USPS Requisitions**

**One-time copies:**

Send Form 7380 to the Eastern Area Supply Center.

**Quantity Changes:**

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

**Address Changes:**

Send Form 1286 to your Regional Administration Branch.

**Public Sale**

Superintendent of Documents  
U.S. Government Printing  
Office

Washington, DC 20402

Single copy: \$1.75; \$2.20 foreign

Annual Subscription: \$60.00;  
\$75.00 for foreign mailing

**Address Changes for Public:**

Superintendent of Documents  
U.S. Government Printing  
Office

Washington, DC 20402