



postal bulletin

PB 21332—December 31, 1981—24 Pages

20-CENT ROOSEVELT COMMEMORATIVE STAMP

The Franklin D. Roosevelt commemorative stamp will be first placed on sale January 30, 1982, at Hyde Park, NY. The stamp design honors the 32nd President of the United States.

Do not sell before February 1, 1982



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Issued in panes of 48. Collector information is on page 21.

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 410*) should im-

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 At the end of the period the die hubs should be withdrawn from use and stored.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 shall not request them without application by the sponsors.

Heart Fund

February 1–February 28, 1982.

Save Your Vision Week

February 1–March 20, 1982.

Forest Fires

AL, AK, FL, GA, LA, MS, NC, OK, SC, TN, TX—February 1–April 30 and October 1–November 30, 1982.

CT, DE, DC, KY, ME, MD, MA, NH, NJ, NY, PA, VT, RI, VA, WV—March 1–May 31, and September 1–October 31, 1982.

CA—May 1–October 1, 1982.

AZ, CO, ID, KS, MT, NE, NV, NM, VT, ND, SD, WY—May 1–October 31, 1982.

OR, WA—February 1–March 31, and June 1–September 30, 1982.—*Rates & Classification Dept., 12-31-81.*

mediately submit a Form 3356, *Stamp Requisition-Bulk Quantities*, to the Bureau of Engraving and Printing. Orders must be submitted for the following quantities: 4,800; 9,600; 14,400; 19,200; 24,000; 48,000; 72,000; 96,000; 120,000; multiples of 120,000 to maximum of 4,800,000.

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

Before requisitioning additional stock, consider that the stock should be depleted before March 30, 1982, at all post office outlets except designated philatelic windows.—*Customer Services Dept., 12-31-81.*

Stamps Removed From Sale

The following items will be withdrawn from sale at the Philatelic Sales Division at the close of business January 31, 1982.

Item No.	Commemoratives
491	15¢ Everett Dirksen
492	15¢ Whitney Moore Young
529	15¢ Antique Toys (Christmas 1980)
530	15¢ Stained Glass Window (Christmas 1980)
	Souvenir Card
508	\$2 WIPA

Any stock of the above items on hand after January 31, 1982, must immediately be withdrawn from all philatelic outlets and handled in accordance with F-1, *Financial Handbook for Post Offices*, 553.

The Inspection Service will give attention in this area during audit review.—*Customer Services Dept., 12-31-81.*

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ZIP CODE DIRECTORIES

The U.S. Postal Service will continue a policy introduced in 1979 and print two editions of the *National ZIP Code and Post Office Directory* in 1982.

Publication 65

1. Description. Publication 65 is the full-color version of the *National ZIP Code and Post Office Directory*. Each Publication 65 will be individually packaged in a mailable carton for ease of handling. The individually-packaged cartons will be wrapped into bundles of eight directories. The directory will be sold over the counter in post offices from CAGs A through G. Post offices in CAGs H through L will use a Form 4326 (*USPS National ZIP Code Directory Order*), to order copies. The price of the 1982 Directory will be \$9 per copy.

2. Discount Sales.

a. Postal customers who turn in the cover from a previous year's *ZIP Code Directory* at the time of purchase will receive a discount of \$1 toward the purchase of the new edition. Only copies of Publication 26, *Directory of Post Offices* (last published in 1978), and Publication 65 are eligible for this discount. No trade-in will be allowed for directories published by private firms, or for copies of Publication 65-A, *National ZIP Code and Post Office Directory (for official use only)*. Only one trade-in may be used for each book purchased.

b. When 8 directories are ordered, the charge is for 7 directories (\$63). Customers may use a combination of the discounts.

Example: If a customer orders 16 directories and trades in four previous year's *ZIP Code Directory* covers, the total cost will be \$9 times 14 directories, minus \$4 for old covers, or \$122. A maximum of seven covers may be traded in for each bundle quantity purchased.

3. Mail order sales. The Postal Service ran an early order program for directory sales from October through November 20, described in POSTAL BULLETIN 21266 (10-8-81). However, in response to customers' inquiries, Management Sectional Centers (MSCs) are requested to accept at the discount rate all orders post-marked no later than December 15. There will be no further mail order sales of the *1982 ZIP Code Directory*.

4. Distribution.

a. Publication 65 will be shipped on pallets from the printing plant directly to MSCs during late December 1981 and January 1982. There will be no individual addressing of these directories for shipment to AOs. It is the responsibility of the Manager of Retail Sales and the Accountable Paper Unit at each MSC to provide for further distribution of Publication 65 to offices in CAGs A through G within the sectional center. Distribution quantities should be based on last year's Form 1079 sales reports from those offices. The remaining copies of Publication 65 will be retained by the MSG Accountable Paper Unit to fill orders from CAG H through L offices which will use Form 4326 to place customer orders. The decision not to distribute directories directly to offices in CAGs H through L was made to allow better control of Publication 65 inventory. MSCs may request exceptions to this policy by contacting their regional Retail Branch. The success of the

sales program depends on the management of this distribution.

b. *ZIP Code Directory Order* (Form 4326). The Accountable Paper Unit at each MSC will also receive a quantity of Form 4326 for distribution to offices in CAGs H through L. Form 4326 will be used by those offices to place customer orders for *ZIP Code directories*.

5. Sale of Publication 65.

a. CAG A through G offices, stations and branches. Offices and their stations and branches in CAGs A-G will provide for direct customer sale of the 1982 Publication 65. Inventory control will be maintained as provided in F-1, *Financial Handbook for Post Offices*, 724-726. Sectional Center Managers and postmasters must assure strict compliance with these and all other procedures in Handbook F-1, 720. Although Publication 65 is a postal product all sales must be accounted for, as required by existing instructions for retail products (F-1, 720) and guidelines issued by regional offices. Clerks will report revenue on the Form 1412, *Daily Financial Report*. Use Form 3317, *Retail Products Daily Sales Record*, to identify revenue 723, F-1.

Post offices, stations and branches in CAGs H through L. Customer sales of Publication 65 in these facilities will be handled by Form 4326, a *ZIP Code Directory order blank/ mailing label*. This form is completed by the customer. One order form/ mailing label is required for each single directory, and for each bundle (8 directories) order.

The clerk must endorse the order "Bundle quantity-8 directories". Customers should be instructed to complete the order and present it to the clerk with the appropriate payment and previous year's directory cover trade-in, if any. The customer is given the top copy of the order blank as a receipt. This top copy has a place for the unit's all-purpose stamp and the clerk's initials.

The clerk accounts for the directory sale on the Form 1412 in accordance with F-1 procedures (see 5a). At the close of business, the directory orders for that day are dispatched to the Accountable Paper Unit at the MSC. Upon receipt of these directory orders, the Accountable Paper Unit removes the MSC receipt copy of the order, places the mailing label on a pre-packaged single Publication 65 *ZIP Code Directory*, and enters it in the mailstream for delivery to the customer.

While most orders will be for single directories, check for orders marked "Bundle Quantity-8 directories." In that event, the label should be applied to a bundle of 8 directories. Advise the customer that the MSC will ship the directories to the mailing address on the label. If customers do not wish to order a directory in this manner, they should be directed to the nearest facility in CAG A through G where a directory can be purchased over the counter.

6. Requisitions.

a. Publication 65 will not be stocked in the supply centers this year. Offices which anticipate insufficient supplies of Publication 65 for customer demand must obtain additional supplies from the Accountable Paper Unit at the MSC. If the MSC anticipates that customer demand will exceed the available quantities for the entire MSC, it should contact the regional Retail

Branch. See the names and addresses listed at the end of this article.

b. If additional Forms 4326 are required, the Accountable Paper Unit may order them from the appropriate area supply center on Form 7380, *Supply Center Requisition*, during regular requisitioning cycles, in quantities not to exceed 500 per order.

Publication 65-A

1. **Description.** Publication 65-A, *The 1982 National ZIP Code and Post Office Directory*, used by Postal Service personnel and in postal lobbies by customers, will have a black and white cover. It will be plainly marked FOR OFFICIAL USE ONLY, and is not to be sold or distributed to the private sector. Federal Government departments, agencies, and military installations will also be expected to use Publication 65-A. Agencies may obtain copies through normal Government Printing Office supply channels.

2. **Distribution.** Publication 65-A will be shipped directly to MSCs in cartons with an addressed penalty label to each post office, station, branch, and community post office. Directories will also be shipped directly to BMCs, PDCs, TMOs, and other Postal Service offices. The quantity provided each postal unit is based on that unit's profile as determined from our computerized data files. The quantity shipped should be adequate for the needs of each unit or office.

3. **Requisitions.** A limited quantity of Publication 65-A is being stored in the supply centers. Offices requiring additional copies complete Form 1286, *Request for USPS Directives*, and forward it to the Directory Coordinator at the regional Retail Branch for review and approval (see addresses below). The requesting unit should identify the specific main office, station or branch to which the shipment is to be directed. Approved requisitions will then be forwarded to the supply centers.

Regional ZIP Code Coordinators

MSCs encountering problems with the distribution of Publication 65 or 65-A or requiring additional information may contact the regional ZIP Code Coordinators listed below. Associate Offices are not authorized to contact these coordinators but should direct inquiries to the MSC.

Robert Martone
Retail Branch
Northeast Region, USPS
New York, NY 10098
FTS-649-8207

Maurita Donlin
Retail Branch
Central Region, USPS
Chicago, IL 60699
FTS-886-3617

George Gakoumis
Retail Branch
Eastern Region, USPS
Philadelphia, PA 19197-0611
FTS-597-1714

Pope Johnsey
Retail Branch
Southern Region, USPS
Memphis, TN 38166
FTS-228-7653

Dean Bailey
Retail Branch
Western Region, USPS
San Bruno, CA 94099
FTS-470-9276

—Delivery Services Department.

PREPARATION—THIRD-CLASS 5-DIGIT ZIP CODE PRESORTED MAIL

Effective December 24, 1981, the sacking requirement for third-class 5-digit ZIP Code presorted mail will be changed from 50 pieces or 15 pounds per sack to 50 pieces or 10 pounds per sack.

DOMESTIC MAIL MANUAL (DMM) 622.12a and 667.42, are revised as follows (changes are indicated by a bar in the margin):

622.1 Eligibility.

.12 Five-Digit Presort Level

a. **Minimum Quantity.** Each mailing must consist of at least 200 pieces or 50 pounds of mail presorted to 5-digit destinations. Each piece must be part of a package of 10 or more pieces to the same 5-digit ZIP Code and the package must be sacked to the same 5-digit ZIP Code. Each sack must contain a minimum of 50 pieces or 10 pounds of mail to the same 5-digit ZIP Code in order to be eligible for the 5-digit presort level rate. Exception: Mailers may commingle different 5-digit packages of 10-49 pieces in sacks for the unique 3-digit multi-ZIP Code cities listed in Exhibit 122.633 providing:

(1) Each sack contains at least 50 pieces or 10 pounds of mail, and

(2) No 31-digit city packages are included in the sack, and

(3) 50 pieces or 10 pounds of mail for a single 5-digit ZIP Code (within the unique 3-digit city) must be sacked separately.

* * * * *

667.4 Preparation Requirements for 5-Digit Presort Level Rate.

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

- (1) If there are 50 pieces or 10 pounds of mail to a single 5-digit ZIP Code destination, they must be placed in a 5-digit sack. Five-digit sacks containing less than 50 pieces or 10 pounds may not be made. The sack must be labeled in the following manner:
Line 1. City, State and 5-Digit ZIP Code Destination.
Line 2: Contents.
Line 3. Office of Mailing.

Sample: ARLINGTON, VA 22202
3C LTRS
BOSTON, MA 021

(2) If a mailer has less than 50 pieces or 10 pounds to the same 5-digit ZIP Code, and if that 5-digit ZIP Code is included in a unique 3-digit multi-coded city listed in Exhibit 122.633, packages of that mail may be included in a sack containing other 5-digit packages within the unique 3-digit ZIP Code city. Each sack must contain at least 50 pieces or 10 pounds of 5-digit presorted mail. No 3-digit city packages may be in-

cluded in the sack. The sack must be labeled in the following manner:
Line 1: City, State and unique 3-digit city ZIP Code.
Line 2: Contents—5-digit PKGS.
Line 3: Office of Mailing.

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

* * * * *

These changes will be included in a future issue of the DMM.—*Rates & Classification Dept., 12-31-81.*

DMM Revision

Effective immediately, the following sections of the DOMESTIC MAIL MANUAL (DMM) are revised:

DMM 931.33 is revised to cover mailer printed forms used instead of Form 3877;

DMM 932.34 is revised to clarify the fee for return receipt when the original Form 3800 was not date-stamped;

DMM 933.45 and 933.46 are renumbered as 933.46 and 933.47; new section 933.45 is added to clarify restricted delivery procedures for mail addressed *In Care of Another*; 933.46 is revised to clarify language.

DMM 933.48, inadvertently omitted from Issue 1, is reinserted.

931 Certificates of Mailing

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931.3 Forms

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.33 Firm Mailing Books. Firm mailing books (Form 3877) or forms printed at the mailer's expense may be used for certificates for three or more pieces of mail of any class presented at one time. If mailer printed forms are used instead of Form 3877, *Firm Mailing Book*, these forms must contain, as a minimum, the same information as Form 3877.

* * * * *

932 Return Receipts

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932.3 Procedures at Mailing Office

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.34 Payment for return receipts shall be noted on the receipt given for purchase of the COD, Express Mail, registry, certified mail, or insurance service. Requests for duplicate return receipts for certified mail may be filed without additional charge only if the original Form 3800, *Receipt for Certified Mail*, was date-stamped by a post office at the time of mailing. If the original Form 3800 was not date-stamped, a fee of \$3.75 for a return receipt after mailing must be charged.

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933 Restricted Delivery

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SPECIAL SERVICES

933.4 At Office of Delivery

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.45 Mail Addressed In Care of Another. Either person may sign for mail addressed to one person in care of another.

.46 Proof of Identification. Proof of identification must be required of the addressee (or agent) if not known by the delivering employee when restricted delivery mail is delivered.

.47 Obsolete Endorsements. The endorsements *Deliver to Addressee Only* or *Deliver to Addressee or Order* are obsolete. Any mail bearing such endorsements will be handled in accordance with the procedures prescribed for *restricted delivery* mail.

.48 Refunds. Restricted delivery fees will be refunded only when failure to give restricted delivery was the fault of the Postal Service.

These changes will be incorporated into a future issue of the DMM.—*Rates & Classification Dept., 12-31-81.*

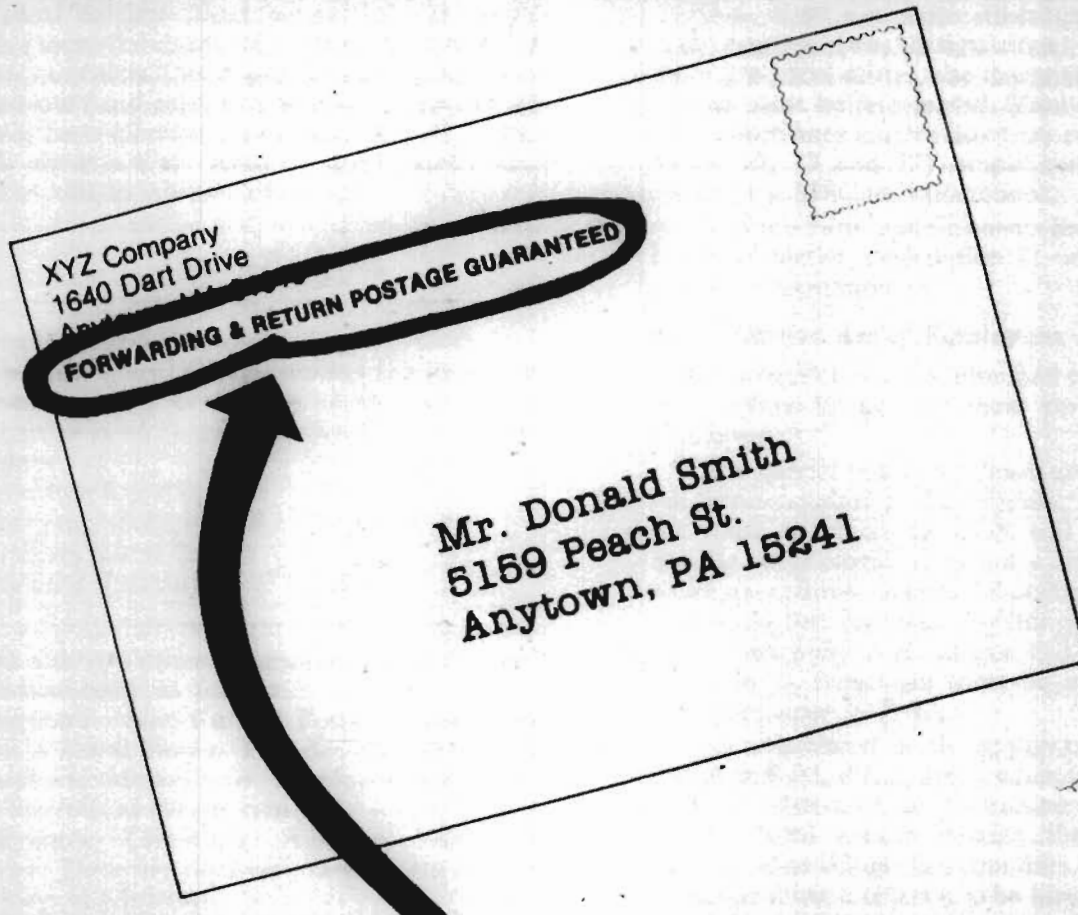
Acceptance of Precanceled Stamps

Precanceled 3.5-cent, 8.4-cent, and 9-cent stamps and 3.5-cent embossed envelopes may be used for third-class bulk mailings until further notice, provided additional postage is paid at the time of mailing.

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

A 9.3-cent precanceled stamp is available for the regular bulk third-class 5-digit rate, and a 17-cent precanceled stamp is available for presorted First-Class Mail.—*Rates & Classification Dept., 12-31-81.*

PROPER HANDLING= REDUCED COMPLAINTS



This endorsement by a mailer on third and fourth class mail requires that the article be:
--forwarded if new address is known, or
--returned to sender if new address is not known.

Forward all *obvious value* third class mail free for moves within the post office area (1 year limit).

Obvious Value for local forwarding:

- Merchandise, books, etc.
- Return postage guaranteed
- Forward & return postage guaranteed



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RURAL CARRIER SELECTION

The 1981-1984 National Agreement between the U.S. Postal Service and the National Rural Letter Carriers' Association necessitates numerous changes relative to substitute and auxiliary rural carriers, plus establishment of a new category of employee called rural carrier relief (RCR), Designation 75. Language was added which in effect "Grandfathers," or protects all substitute rural carriers hired before July 21, 1981, guaranteeing them the rights they were afforded under the previous contracts. No appointments to the position of substitute rural carrier or auxiliary rural carrier were to have been effected on or after July 21, 1981.

Currently there are six types of rural carrier employees on the rolls, identified as follows:

Des. Code	Type of Employee
71	Regular Rural Carrier
72	Substitute Rural Carrier serving full time on a vacant route or a route where the regular carrier is on extended leave in excess of 90 days
73	Substitute Rural Carrier
74	Emergency Substitute Rural Carrier
77	Auxiliary Rural Carrier
78	Auxiliary Assistant Rural Carrier

There are also two other designation codes (76 and 79) used occasionally as follows:

76 designates Non-Rural Postal Employees Working on a Rural Route. This designation is used for time and attendance only. Employees are never carried on the rolls as designation 76.

79 designates Christmas Auxiliary Assistant Rural Carrier. These are used very rarely for a limited number of days at Christmas.

With the exception of the special Designations 76 and 79 and the regular rural carrier designation 71, all other designations will be replaced as vacancies occur by the new position, rural carrier relief, designation 75.

In pay period 26-81 the PDC will issue specific guidelines for the identification and assignment to routes of all grandfathered substitute rural carriers, designations 72 and 73, plus all grandfathered auxiliary rural carriers, designation 77. Separate guidelines will simultaneously be issued outlining procedures for the conversion of designation 74 and 78 employees to RCR, designation 75, and their assignment to routes, or the automatic purging of those employees from the rolls if they are not assigned. Under no circumstances will more than one RCR or substitute rural carrier (of any designation) be assigned to any one route.

Designation 72, 73 and 77 rural carriers must be assigned routes before routes are assigned to Designation 74 and 78 employees. This will ensure that emergency substitute and auxiliary assistant rural carriers are not improperly converted to RCR to the detriment of designation 72, 73 and 77 employees.

When a substitute rural carrier (designation 73) is currently assigned as a substitute rural carrier (designation 72) serving full time on a vacant route where the regular carrier is on extended absence in excess of

90 days, the employee must be assured a position as a substitute on a regular rural route when this appointment is terminated.

Upon terminating the 72 position, process Form 50 with NOA code 908 (Change Leave Earning to Non-Leave Earning) and assign the substitute (des. 73) a route number using element 72 on Form 50-A.

When there are more substitute and/or auxiliary rural carriers (any designations) in an office than there are rural routes, the designation 74 and 78 employees must be terminated. Should there still remain more substitutes and/or auxiliary rural carriers (designation 72, 73 and 77) employees than rural routes, contact the MSC for instructions.

All future rural appointments are restricted to regular rural carrier, designation 71 or rural carrier relief (RCR) designation 75.

Rural Carrier Relief Employees

Authorization must be obtained from the MSC manager before hiring any rural carrier relief (RCR) employees.

Rural carrier relief employees are hired on the written recommendation of the regular rural carrier serving the route to which the RCR will be assigned. If the regular rural carrier does not wish to, or is unable to make a recommendation, the postmaster makes a selection using any entrance register or other recruitment source identified in Handbook P-11, *Personnel Operations*, 261.3. Selections must be made in accordance with provisions in P-11.

The restrictions on the appointment of relatives as stated in P-11, 312.3, apply when it is proposed to hire either a relative of the postmaster or a relative of the regular rural carrier making the recommendation. Among other things, this prohibits a rural carrier from recommending a relative to be hired as a RCR.

RCRs need not be on an entrance register, but must meet personal and medical suitability requirements before appointment by the postmaster.

Recommended applicants must obtain a pre-employment medical examination in accordance with Handbook P-11, 322. Prospective employees must also pass a road test and meet all other requirements for obtaining SF-46, *U.S. Government Motor Vehicle Operator's Identification Card*, before they are hired.

All newly appointed RCR employees are subject to the normal security clearance, as provided in P-11, 316.2.

The following forms must be completed for all RCR's:

- PS 61 — *Appointment Affidavit*
- PS 85 — *Non-Sensitive Security Clearance*
- PS 1216 — *Employee's Current Mailing Address*
- PS 2485 — *Certificate of Medical Examination*
- PS 2591 — *Application for Employment*
- W-4 — *Employees Withholding Allowance Certificate*
- *State tax withholding forms as appropriate*

Form 50, Request for Personnel Action

A Form 50 must be processed for the appointment of an RCR, and an OPF will be established. These

RCR appointments must contain the assigned route in element 72 on Form 50.

Effective January 9, 1982, Nature of Action Codes 190 and 191 will no longer be valid. NOA Code 170, Excepted Appointment, will be used to hire rural carrier relief (des 75). NOA 100 will continue to be used when hiring regular rural carriers (des 71).

Conversions of rural carrier relief (des 75) to regular rural carrier (des 71) will be processed with NOA 500, *Conversion to Career from Register*. NOA 580, *Conversion to Regular Rural Carrier*, will continue to be used for all grandfathered substitute rural carriers being converted to a regular rural carrier (des 71).

To implement these changes, Handbook P-11, *Personnel Operations* is amended as follows:

Section 612.7—Change note to read *Use Code 170 for appointments to rural carrier relief (des 75)*.

Exhibit 612.73—Replace with new Exhibit, shown on page 9 of this BULLETIN.

Section 612.73—Replace to read: Complete Form 50-B (See Exhibit 612.73) and complete the following elements:

Element	Entry
1	Effective date of action
3	Social Security Number
4	Suffix Code, 1=Primary position
5 to 9	Self-explanatory
12	A (A=Ineligible for life insurance)
13	2 (Code 2=FICA)
14	Employee is not eligible to earn leave (Leave Blank)
15	Effective date of this appointment or effective date of last USPS appointment which is continuous to this action
16	Employee not eligible for retirement (Leave Blank)
18	Next Step PP/YR, employee is not eligible to earn steps (00-00)
24	0 (0=No leave)
26	3 (3=No leave)
35	Sex code M or F
36	Minority Code
37	Handicap Code
43	Education Level (If education level is 13 or above, complete 44 and 45 also)
44	Last two digits of year in which highest formal education was completed
45	Academic discipline
46	N=Postal Life
51 to 54	Mailing Address data
56	Employing Office Finance Number
60	Pay Location. If none, enter 000
63	Duty Station Finance Number
64	Labor Distribution Code 25
65	Des/Act Code 75/0
66	Position Type 6 (6=Rural)
68	Rate Code H
69	Code E=Equipment Allowance P=Personal Vehicle G=Government Vehicle Used
72	Route No. (No more than one carrier per route)
76	FLSA Pay Type P
77	Commit/Code N
79	NOA Code 170
80	NOA description: "Excepted Appt."
84 to 87	500 Series standard remarks
88	Free form remarks
93	Occupation Code 232506XX
95	Rate Schedule Code B
96	5/01
97	Salary in 5 digits (00000)
98	Emergency telephone number, if supplied
99	Finance number where OPF is maintained

Section 612.8, Rural Carrier Accessions (Codes 190, 191), is deleted.

Exhibits deleted: 612.833, 612.843a, 612.843b, and 612.853.

Section 614.321 add—Note: Use Code 500 for conversion of rural carrier relief (des 75) to regular rural carrier (des 71). This action may only be taken when the RCR is *competitively* selected from a rural carrier register.

Exhibit 611.321 (p. 5), Element 72, replace *Element Entry Description* to: Enter numeric 2-digit route number for any rural carrier action. Do not enter route type; i.e., H,J,K.

Section 614.65 to .662 will remain in effect to be used only for those grandfathered in des 73 or des 77. These changes are effective immediately and will be included in a future revision to Chapter 6 of the Handbook P-11.

RCR Terms of Employment

RCR employees are subject to the following conditions of employment:

1. They have access to the grievance procedure only for working conditions and wages.

2. They will be paid on an evaluated basis while serving a regular rural route and on an hourly basis (actual hours) while serving an auxiliary route. It is important to record actual workhours on Form 1314 or 1314A when an RCR is serving a regular or auxiliary route, to determine if the employee is entitled to overtime payment.

a. When serving a regular rural route, the hourly rate is multiplied by the daily evaluated hours times the number of days per week on the route. NOTE: Record actual workhours on Form 1314.

b. Salary payment on an auxiliary route is the hourly rate times the actual hours worked.

c. Employees will be eligible for overtime only when total actual work hours exceed 40 per week.

To establish an hourly rate of compensation divide the basic annual salary for a 40-hour evaluated route by 2,080. To establish the daily rate, multiply the hourly rate times the evaluated hours of the route. Example: \$15,608 (the basic salary for a 40-hour route, Step 1), divided by 2,080 equals \$7.50 hourly. If providing relief on a route with daily evaluation of 7 hours, the daily rate would be \$7.50 x 7, or \$52.70.

3. They will earn no step increases, leave, or COLA.

4. They are not eligible for life insurance, health benefits, or Civil Service retirement.

5. They have no bidding rights to vacant routes.

6. They will have seniority only for purposes of assignment to an auxiliary route in the office.

7. Their selection will not be from a register, but upon the written recommendation of the regular rural carrier assigned to the route.

8. They are *not* eligible to have payroll deductions.

9. They cannot be appointed to multi-positions or as dual employees (i.e., 73/75 or 41/75).

When terminated, a written notice should be provided to the RCR stating that their services are no longer required or that they do not meet the minimum requirements for the position. Although extensive details are unnecessary, the written notice should set forth the reasons which caused the separation action to be initiated.

Exhibit 612.73

EFFECTIVE DATE 01-09-82	SERVICE NO.	REQUEST FOR PERSONNEL ACTION	SOCIAL SECURITY NO. 999-99-9999	
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TO BE COMPLETED BY REQUESTING OFFICE

EMPLOYEE INFORMATION		LAST NAME Johnson		FIRST NAME Peter		INIT. C		DATE OF BIRTH 03-28-47		VET. PREF.		CIC. SEN.		SECURITY STATUS		LIFE INS.		R-F 2					
LARGE COMP.		SERVICE DATE DATE ON DUTY 01-09-82		RET. COMP.		RETIREMENT PLAN PLAN PP-YR		NEXT STEP PP-YR 00-00		BUY TO BOND DATE		PROMOTION DATE		EMP. STATUS									
CLASS.		GRADE 3		SIC		LARGE COMP.		M - W		CODE		CLASS		P CODE		EMP. TYPE		SEX M		SERIAL E		HANDA CAP 04	
SECURITY DATE		CLASS		SIC		LARGE COMP.		M - W		CODE		CLASS		P CODE		EMP. TYPE		SEX		SERIAL		HANDA CAP	
MAILING ADDRESS - STREET/BOX 17 Sea Breeze Court				CITY Fort Knox				ST. Ky		ZIP 40121		DUTY STATION NAME											

POSITION INFORMATION																													
FINANCE NO. 20-2888				LOCATION CODE				CITY CENTER		PAY LOC.		POSITION CONTROL NUMBER																	
DUTY STATION FINANCE NO. 20-2888		LABOR DISTR. 25		DEBACT 75/0		JOB TYPE 5		LIMIT TOUR H		RATE CODE H		ALLOY		JOB OFFER		ROUTE NO. 01		MIXED SYS.		PAY TYPE		TR. WKLY.		FLSA		COMMIT		GUARANTEED SALARY	

NATURE OF PERSONNEL ACTION												RURAL CARRIER DATA					
NOA 170		NATURE OF ACTION DESCRIPTION Excepted Appt.										AUTHORITY					
REMARKS																	

SERVICE HISTORY INFORMATION																			
NOA	NOA DESCRIPTION										EFF DATE	OCCUPATION CODE	TITLE				SEC	LEVEL/STEP	SALARY
													2325-06XX Rural Carrier Relief				B	05-01	

EMERGENCY PHONE NUMBER 123/456-7890	AUTHORIZED SIGNATURE	DATE	OFF FINANCE NO. 20-2888
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Rural Route Postings

Pursuant to agreement between the United States Postal Service and the National Rural Letter Carriers' Association, a number of changes in the rural route posting procedures are to be implemented. When a vacant rural route in an installation is posted, the notice must advise all regular and substitute rural carriers seeking either the posted route or any route vacated as a result of an assignment made pursuant to the posting that they must submit a bid under the posting. Bids should be submitted on a Form 1717. Following the required 10 calendar day posting, the senior qualified regular rural carrier submitting a bid shall be offered the vacant route. Thereafter, the route vacated by the senior bidder shall be offered to the next senior qualified regular rural carrier submitting a bid pursuant to the posting. If that carrier accepts the route, it shall be so awarded and the resulting vacancy offered to the next senior qualified regular rural carrier submitting a bid. In the event a carrier offered a vacant route declines that route, that fact shall be noted on the Form 1717. The carrier shall initial the notation and the route shall be offered to the next senior qualified regular rural carrier submitting a bid. Any bidder may decline a route which becomes vacant as a result of the posting, but this declination does not affect the right of that bidder to be offered and to accept any route which subsequently becomes vacant as a result of the posting.

If a vacancy resulting from the posting is not filled, it shall be posted throughout the MSC. If this vacancy is filled by an employee from another associate office within the MSC, the vacancy within the office shall be posted and the process described herein shall be applicable.

Article 12, Section 3, of the 1981-1984 USPS-NRLCA National Agreement addresses retreat rights, excess carriers, residual vacancy filling by Substitute Rural Carriers, and absent employee notification of

bids. The Postmaster must consider these requirements when posting vacancies.

Hiring Regular Rural Carriers

Authorization must be obtained from the MSC Manager hiring a regular rural carrier.

When a position remains vacant following completion of the bidding procedures described above, a regular rural carrier will be selected from a rural carrier register established through standard competitive procedures. Selections will be made in accordance with P-11, especially 264 and 265.

All existing substitute rural carrier registers will be redesignated as rural carrier registers. Before any hiring action takes place from these redesignated registers, the examination must be opened and announced as a rural carrier examination. This will ensure that members of the community who are interested only in full-time employment, and thus did not apply for the substitute rural carrier examination, are given an opportunity to apply. Those eligibles already on the substitute rural carrier register must be notified of the change in employment opportunity and asked to respond if they are interested in retaining their eligibility. If they do not respond, their name will be removed from the register. Those who respond positively will be granted a new period of eligibility to coincide with the register established under the new announcement.

Residual regular rural carrier vacancies may be filed *only* by selection from a register of eligibles. **No one, including current Postal employees in other crafts, will be allowed to take the rural carrier examination non-competitively or be non-competitively appointed to a regular rural carrier position.**

Sample Forms 1716, *Notice of Vacancy in Assignments*, will be published in POSTAL BULLETIN 21333 (1-7-82). They will provide guidelines for posting vacant rural carrier assignments at either the *Installation* level or the MSC level.—*Labor Relations Dept., 12-31-81.*

PROOF OF LOSS

The Postal Data Center in St. Louis is receiving Form 3812, *Request For Payment of Domestic Postal Insurance*, with Form 1510, *Mail Nondelivery Report*, attached as proof of loss. Form 1510 may be used only for ordinary and certified mail, insured parcels from Canada, and registered mail exchanged with Canada. Under no circumstances may Form 1510 be used

for insured mail, nor may it be used to establish proof of loss for submission with Form 3812. DOMESTIC MAIL MANUAL 149.312 (Issue 6) specifies what may be submitted as acceptable proof of loss. Clerks should advise customers of their options in establishing proof of loss.—*Rates & Classification Dept., 12-31-81.*

**PREVENT
THEFT**

**LOCK DOORS AND WINDOWS
AT NIGHT**

POSTAGE RATE INCREASES FOR SUBSIDIZED CATEGORIES OF MAIL

As a result of recent legislation which was passed by Congress and signed by the President, the amount of money authorized to subsidize the mailings of certain subclasses of mail has been reduced. As a result of the reduced appropriation, mailers must pay a fuller share of the costs of processing and delivering their mail. Therefore, the rates for all subsidized rate categories must be increased. The new rates for these subclasses of mail will be effective at 12:01 a.m. on January 10, 1982.

Postmasters must be sure that all bulk mail acceptance personnel and window clerks are familiar with these new rates before the effective date in order to prevent a possible loss of revenue.

Mailing Statements

A revised edition of Form 3541, *Statement of Mailing—2nd-Class Pubs Except Controlled Circulation Publications*, is to be mailed as soon as possible to all post offices which are authorized to accept mailings of copies of second-class publications. The correct applicable postage rates must be written on the October 1981 edition of that Form until the revised Form 3541 is distributed.

These rate schedules are numbered and arranged as they will appear in the DOMESTIC MAIL MANUAL (DMM).

CHAPTER 4.—SECOND-CLASS MAIL

410 Rates, Fees, and Charges

411 Rates

* * * * *

411.3 Preferred Rates

.31 General

There are six preferred rates. They are:

- a. In-County
- b. Special Nonprofit
- c. Classroom
- d. Science-of-Agriculture
- e. Limited Circulation
- f. Limited Circulation Science-of-Agriculture

.32 In-County Rates

.321 General Application. In-county rates apply to copies of second-class publications (except commingled nonsubscriber in excess of the 10% allowance, and controlled-circulation) which are to be delivered to addressees within the county of publication if such copies are:

- a. Mailed at the office of original entry; or
- b. Mailed at an office of additional entry within the county of publication.

Note: If the postmaster of an office of entry directs a publisher to deposit copies of the publication at a postal facility serving that office, these copies will be considered as mailed at the office of entry. Copies are subject to in-county rates if they are addressed to destinations within the county and are entered at a post office which serves those addresses, but is located outside the county.

.322 Rates. In-County rates are:

	Cents
Per Pound.....	3.9

Per Piece:

Level J—Not Presorted to Carrier Route	2.4
Level K—Presorted to Carrier Route—Packages of six or more addressed pieces for carrier route or finer sort destinations.....	1.9

.33 Special Nonprofit Rate

.331 Per Pound Rates. Rates per pound or fraction of a pound:

	Cents
Nonadvertising portion.....	8.8
Advertising portion:	
Zones 1 and 2.....	11.7
Zone 3.....	12.4
Zone 4.....	13.6
Zone 5.....	15.5
Zone 6.....	17.4
Zone 7.....	19.8
Zone 8.....	21.8

Note: The advertising zone rates are applicable to issues in which the advertising portion exceeds 10 percent. Issues containing 10 percent or less advertising will be computed at the nonadvertising rate.

.332 Per Piece Rates. The three per piece rates reflect the level of presort. The sortations that must be accomplished to qualify for these rates are prescribed in 467.

	Cents
Level G—Basic—Pieces not qualifying for Level H—5-Digit or Level I—Carrier (SCF, states, mixed states).....	7.1
Level H—5-Digit—Packages of six or more addressed pieces for 5-digit or multi-ZIP Coded City destinations.....	5.5
Level I—Carrier—Packages of six or more addressed pieces for carrier route or finer sort destinations.....	4.5

Note: Copies of second-class publications that do not qualify for Level H—5-Digit or Level I—Carrier must be sorted to the finest extent possible as required by 467.

.34 Classroom

.341 Per Pound Rates. Rates per pound or fraction of a pound:

	Cents
Nonadvertising portion.....	4.9
Advertising portion:	
Zones 1 and 2.....	6.5
Zone 3.....	7.2
Zone 4.....	8.5
Zone 5.....	10.4
Zone 6.....	12.5
Zone 7.....	14.9
Zone 8.....	17.0

.342 Per Piece Rate. The per piece rate is 3.0 cents.

.35 Science of Agriculture

.351 General. These rates apply to copies of publications which will be delivered to addressees outside the county where published and entered, and on copies mailed at an office of additional entry located outside the county where published and entered, when the total number of copies furnished during any 12-month

period to subscribers residing in rural areas consists of at least 70% of the total number of copies distributed by any means for any purpose.

.352 Per Pound. Rates per pound or fraction of a pound:

	<i>Cents</i>
Nonadvertising portion.....	12.8
Advertising portion:	
Zones 1 and 2.....	11.7
Zone 3.....	18.4
Zone 4.....	20.8
Zone 5.....	24.6
Zone 6.....	29.1
Zone 7.....	33.4
Zone 8.....	38.3

.353 Per Piece Rates. The three per piece rates reflect the level of presort for mailings of 5,000 or more copies per issue. The sortations that must be accomplished to qualify for these rates are prescribed in 467.

	<i>Cents</i>
Level A—Basic—Pieces not qualifying for Level B—5-Digit or Level C—Carrier (SCF, states, mixed states).....	7.0
Level B—5-Digit—Packages of six or more addressed pieces for 5-digit or multi-ZIP Coded City destinations.....	5.4
Level C—Carrier—Packages of six or more addressed pieces for carrier route or finer sort destinations.....	4.4

Note: Copies of second-class publications that do not qualify for Level B—5-Digit or Level C—Carrier must be sorted to the finest extent possible as provided in 467.

.36 Limited Circulation

.361 General. These rates apply to copies of publications (except commingled nonrequester/non-subscriber in excess of the 10% allowance (see 411.38), controlled-circulation, special nonprofit, classroom, and limited circulation science of agriculture) which will be delivered to addressees outside the county where published and entered, and on copies mailed at an office of additional entry located outside the county where published and entered, when the total number of out-of-county copies is less than 5,000.

.362 Per Pound Rates. Rates per pound or fraction of a pound:

	<i>Cents</i>
Nonadvertising portion.....	12.8
Advertising portion:	
Zones 1 and 2.....	17.1
Zone 3.....	18.4
Zone 4.....	20.8
Zone 5.....	24.6
Zone 6.....	29.1
Zone 7.....	33.4
Zone 8.....	38.3

.363 Per Piece Rates. The three per piece rates reflect the level of presort (see 467) for mailings of less than 5,000 out-of-county copies per issue:

	<i>Cents</i>
Level D—Basic—Pieces not qualifying for Level E—5-Digit or Level F—Carrier (SCF, states, mixed states).....	6.0
Level E—5-Digit—Packages of six or more addressed pieces for 5-digit or multi-ZIP Coded City destinations.....	4.4

Level F—Carrier—Packages of six or more addressed pieces for carrier route or finer sort destinations..... 3.9

Note: Copies of second-class publications that do not qualify for Level E—5-Digit or Level F—Carrier must be sorted to the finest extent possible as required by 467.

.37 Limited Circulation Science of Agriculture

.371 General. These rates apply to copies of science of agriculture publications which will be delivered to addressees outside the county where published and entered, and on copies mailed at an office of additional entry located outside the county where published and entered, when the total number of out-of-county copies is less than 5,000, and when the total number of copies furnished during any 12-month period to subscribers residing in rural areas consists of at least 70% of the total number of copies distributed by any means for any purpose.

.372 Per Pound Rates. Rates per pound or fraction of a pound:

	<i>Cents</i>
Nonadvertising portion.....	12.8
Advertising portion:	
Zones 1 and 2.....	11.7
Zone 3.....	18.4
Zone 4.....	20.8
Zone 5.....	24.6
Zone 6.....	29.1
Zone 7.....	33.4
Zone 8.....	38.3

.373 Per Piece Rates. The three per piece rates reflect the level of presort (see 467) for mailings of less than 5,000 out-of-county copies per issue.

	<i>Cents</i>
Level D—Basic—Pieces not qualifying for Level E—5-Digit or Level F—Carrier (SCF, states, mixed states).....	6.0
Level E—5-Digit—Packages of six or more addressed pieces for 5-Digit or multi-ZIP Coded City destinations.....	4.4
Level F—Carrier—Packages of six or more addressed pieces for carrier route or finer sort destinations.....	3.9

Note: Copies of second-class publications that do not qualify for Level E—5-Digit or Level F—Carrier must be sorted to the finest extent possible as required by 467.

.38 Nonsubscriber Copies Sent at a Preferred Rate

Nonsubscriber copies mailed at any time during the calendar year up to 10 percent of the total weight of copies mailed to subscribers during the calendar year are preferred mail and subject to the preferred mail rates, provided that the nonsubscriber copies would have been preferred mail if mailed to subscribers.

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CHAPTER 6.—THIRD-CLASS MAIL

610 Rates and Fees

611 Rates

* * * * *

611.2 Bulk Rates (See Exhibit 611.2 a and b)

	Regular Rates		Special rates for authorized nonprofit organizations only (see 623)	
	Per pound or fraction	Minimum rate per piece	Per pound or fraction	Minimum rate per piece
Presort level:				
Basic	45¢	10.9¢	27.0 ¢	5.9 ¢
5-digit	45¢ minus 1.6¢ per piece	9.3¢	27.0 ¢ minus 0.9¢ per piece	5.0 ¢
Carrier route	45¢ minus 3¢ per piece	7.9¢	27.0 ¢ minus 1.9¢ per piece	4.0 ¢

Exception: When the postage computed at the bulk third-class rate is higher than a fourth-class rate—for which the matter and the mailing could qualify *except* for weight—the fourth-class rate may be paid without the necessity of adding needless additional weight.

For example: A piece which weighs less than 1 pound and which meets all prescribed requirements, other than weight, for fourth-class bound printed matter may be mailed at the fourth-class bound printed matter rate. All other requirements of bulk third-class remain applicable.

Exhibit 611.2a

Regular rates:		Per pound or fraction of a pound:			
Presort level:					
		Minimum rate per piece	Ounces	Pounds	Grams
Basic		10.9¢	3.8755	0.24222	109.869
5-digit		9.3¢	3.8755	0.24222	109.869
Carrier route		7.9¢	3.8755	0.24222	109.869

PIECES WHICH ARE EQUAL TO OR WEIGH LESS THAN THE WEIGHTS SHOWN BELOW MUST BE PAID AT PRESCRIBED MINIMUM PER PIECE RATE FOR EACH PRESORT LEVEL

SPECIAL RATES FOR AUTHORIZED NONPROFIT ORGANIZATIONS ONLY (SEE 623)		Per pound or fraction of a pound:			
Presort level:					
		Minimum rate per piece	Ounces	Pounds	Grams
Basic		5.9 ¢	3.4962	0.21851	99.117
5-digit		5.0 ¢	3.4962	0.21851	99.117
Carrier route		4.0 ¢	3.4962	0.21851	99.117

PIECES WHICH ARE EQUAL TO OR WEIGH LESS THAN THE WEIGHTS SHOWN BELOW MUST BE PAID AT PRESCRIBED MINIMUM PER PIECE RATE FOR EACH PRESORT LEVEL

Exception: When the postage computed at the bulk third-class rate is higher than a fourth-class rate—for which the matter and the mailing could qualify *except* for weight—the fourth-class rate may be paid without the necessity of adding needless additional weight.

For example: A piece which weighs less than 1 pound and which meets all prescribed requirements, other than weight, for fourth-class bound printed matter may be mailed at the fourth-class bound printed matter rate. All other requirements of bulk third-class remain applicable.

Exhibit 611.2b

CHAPTER 7.—FOURTH-CLASS MAIL

710 Rates and Fees

711 Rates

Kind of mail	Rate (Without regard to zone)		
	First pound or fraction of a pound	Each additional pound or fraction through 7 pounds	Each additional pound or fraction over 7 pounds
Books; printed music; bound volumes of academic theses; sound recordings; periodicals; other library materials; museum and herbarium materials; 16-millimeter or narrower width films, filmstrips, transparencies, slides, microfilms, scientific or mathematical kits, instruments, or other devices; also, catalogs, guides or scripts for some of these materials. See 725.....	32c	11c	7c

Exhibit 711.4.—Library Rates

These changes will be incorporated in a future revision to the DMM. —Rates & Classification Dept., 12-24-81.

DISTRICT AND MSC CONSOLIDATIONS

On October 3, 1981, the following changes were made:

ZIP Code areas 042-043 for MSC Auburn, ME were combined with MSC Portland, ME (040-041, 045, 048).

ZIP Code area 049 for MSC Auburn, ME was combined with MSC Bangor, ME (044, 046-047).

Portland, ME..... 040-043, 045, 048
Bangor, ME..... 044, 046-047, 049

ZIP Code area 376 for Johnson City, TN was combined with MSC Knoxville, TN (377-379).

Knoxville, TN..... 376-379

ZIP Code area 955 for Eureka, CA was combined with MSC Redding, CA (960)

Redding, CA..... 955, 960

ZIP Code area 922 for Palm Springs, CA was combined with MSC San Bernardino, CA (923-925).

San Bernardino, CA..... 922-925

On November 28, 1981, the following changes were made:

ZIP Code areas 564 Brainerd, MN; 566 Bemidji, MN; and 563 St. Cloud, MN were combined with Duluth, MN (556-558).

ZIP Code area 546 for La Crosse, WI will be combined with MSC Eau Claire, WI (547-548).

ZIP Code area 559 for Rochester, MN will be combined with MSC St. Paul, MN (540, 550-551).

ZIP Code areas 562 Willmar, MN; 561 Windom, MN; and 560 Mankato, MN were combined with MSC Minneapolis, MN (553-554).

ZIP Code areas 583, 587-588 for Minot, ND were combined with MSC Bismarck, ND (584-586).

Duluth, MN..... 556-558, 563-564, 566

Eau Claire, WI..... 546-548

St. Paul, MN..... 540, 550-551, 559

Minneapolis, MN..... 553-554, 560-562

Bismarck, ND..... 583-588

ZIP Code areas 448-449 Mansfield, OH was combined with MSC Cleveland, OH (440-441).

ZIP Code areas 446-447 for Canton, OH were combined with MSC Akron, OH (442-443).

ZIP Code area 439 Steubenville, OH was combined with MSC Youngstown, OH (444-445).

ZIP Code area 458 for Lima, OH was consolidated with MSC Dayton, OH (453-455).

ZIP Code area 456 for Chillicothe, OH was combined with MSC Akron, OH (442-443).

Cleveland, OH..... 440-441, 448-449

Akron, OH..... 442-443, 446-447

Steubenville, OH..... 439, 444-445

Dayton, OH..... 453-455, 458

Columbus, OH..... 430-433, 456

The North Star District has been renamed the "North Central District."

The entire Dakotas District was combined with the new North Central District.

A complete MSC list including the physical locations of these offices and corrections to POSTAL BULLETIN dated 7-16-81 appears on pages 15 through 17.—Operations Group, 12-31-81.

MANAGEMENT SECTIONAL CENTERS

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

Total Districts: 43. Total MSCs: 246

NORTHEAST REGION

Boston District
P.O. Box 142
Larlington, MA 02173

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

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

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

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

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

Caribbean District
P.O. Box 5957, Main Post Office
San Juan, PR 00938

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

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

1883 Main Street
Springfield, MA 01101..... 010-013

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

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

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

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

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

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

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

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

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

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

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

Main Post Office, Room 3215
New York, NY 10001... 100-102, 104, 080-098

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

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

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

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

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

125 Forest Avenue
Portland, ME 04101..... 040-043, 045, 048

202 Harlow Street
Bangor, ME 04401..... 044, 046-047, 049

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

Northern New Jersey District
481 Hackensack Avenue, Suite 600
Hackensack, NJ 07601

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

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

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

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

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

86 Bayard Street
New Brunswick, NJ 08901..... 088-089

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

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

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

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

16 Hudson Avenue
Gloes Falls, NY 12801..... 128-129

EASTERN REGION

Allegheny District
P.O. Box 2988
Pittsburgh, PA 15230

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

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

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

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

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

Delaware Valley District
P.O. Box 1008
Collingswood, NJ 08108

South Jersey
Heag Ave. & Banimo Blvd.
Baltimore, NJ 08031..... 080-084

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

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

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

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

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

Empire District
P.O. Box 568
Rochester, NY 14682

6640 E. Taft Road
Syracuse, NY 13220..... 130-132, 136

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

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

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

1335 Jefferson Road
Rochester, NY 14682..... 144-146

Maryland-DC District
P.O. Box 1880
Columbia, MD 21045

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

Prince Georges
6511 Baltimore Avenue
Riverdale, MD 20880..... 206-209

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

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

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

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

Lee & Dickinson Streets
Charleston, WV 25301.250-253, 258-259, 266

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

Virginia District
P.O. Box 27488
Richmond, VA 23281

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

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

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

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

SOUTHERN REGION

Atlanta District
388 Interchange North, Suite 610
Atlanta, GA 30339

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

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

3800 Crown Road, SW
Atlanta, GA 30304..... 300-303, 305-306

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

1501 S. Slappey Blvd.
Albany, GA 31706..... 316-317

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

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

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

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

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

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

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

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

2801 So. I-85
Charlotte, NC 28228..... 280-282, 286, 297

301 Green Street
Fayetteville, NC 28302..... 283-294

581 Broadway Road
Asheville, NC 28810..... 287-289

1601 Assembly Street
Columbia, SC 29201..... 290-292

600 W. Washington Street
Greenville, SC 29602..... 293, 296

82 Broad Street
Charleston, SC 29401..... 294

1901 W. Evans Street
Florence, SC 29501..... 295

Delta District
P.O. Box 2858
Jackson, MS 39285

2100 9th Street
Meridian, MS 39301..... 369, 393-394, 397

245 E. Capital Street
Jackson, MS 39205..... 387, 390-392, 396

12220 Highway 49 North
Gulfport, MS 39503..... 395

701 Loyola Avenue
New Orleans, LA 70113... 700-701, 703-704

1105 Miss Street
Lafayette, LA 70501..... 705-706

750 Florida Street, Room 112
Baton Rouge, LA 70821..... 707-708

2400 Texas Avenue
Shreveport, LA 71102..... 710-712

1715 Odum Street
Alexandria, LA 71301..... 713-714

Florida District
P.O. Box 22605
Tampa, FL 33622

1100 Kings Road
Jacksonville, FL 32203..... 320, 322, 326

1400 W. Jordan Street
Pensacola, FL 32501..... 323-325

10401 Florida Road
Orlando, FL 32802..... 327-329

2200 N.W. 72nd Avenue
Miami, FL 33152..... 330-331, 333, 340

801 Clematis Street
West Palm Beach, FL 33401..... 334, 338

5201 Spruce Street
Tampa, FL 33607..... 335-338

Mid-South District
P.O. Box 8588
Memphis, TN 38109

6050 Shallowford Road
Chattanooga, TN 37401..... 307, 373-374

901 Broadway Street
Nashville, TN 37202..... 370-372, 384-385

501 Main Avenue, SW
Knoxville, TN 37901..... 376-379

555 South Third Street
Memphis, TN 38101..... 380-383, 723

500 W. Main Street
Tupelo, MS 38801..... 386, 388-389

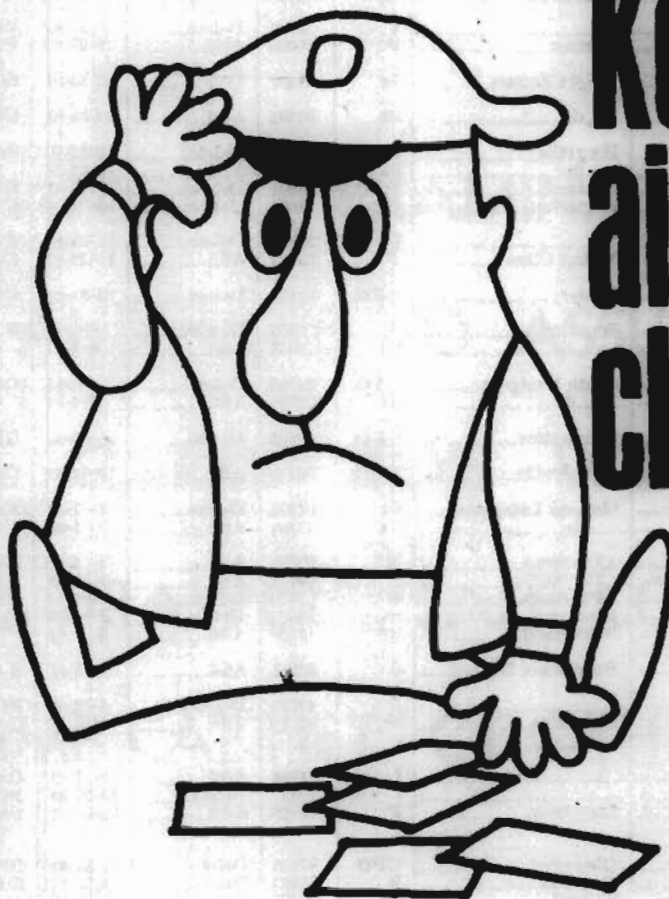
MANAGEMENT SECTIONAL CENTERS—Continued

600 W. Capitol Avenue Little Rock, AR 72201.....	716-717, 719-722	3535 Katherine Road Quincy IL 62301.....	623, 634	800 Sycamore Street Evansville, IN 47708..	420, 423-424, 476-477	Northeastern Ohio District C70 Main Post Office, Cleveland, OH 44101	
310 East Street Jonesboro, AR 72401.....	724-725	1301 E. Main Street Carbondale IL 62901.....	628-629	311 E. Eleventh Street Bowling Green, KY 42101.....	421-422, 427	301 W. Prospect Avenue Cleveland, OH 44101.....	440-441, 448-449
So. 6th & Rogers Streets Fort Smith, AR 72901.....	726-729	1720 Market Street St. Louis, MO 63155.....	630-631, 633	Michigan District U.S. Postal Service Detroit, MI 48299		675 Wolf Ledges Parkway Akron, OH 44309.....	442-443, 446-447
North Texas District P.O. Box 3 Dallas, TX 75221		302 Stewart Drive Flat River, MO 63601.....	636-637	200 W. Second Street Royal Oak, MI 48067.....	480	99 S. Walnut Street Youngstown, OH 44501.....	439, 444-445
Z211 N. Robinson Road Texarkana, TX-AR 75501.....	718, 754-755	430 Poplar Street Poplar Bluff, MO 63901.....	638-639	1401 W. Fort Street Detroit, MI 48233.....	481-482	Northern Illinois District 1211 W. 22nd Street Room 333 Oak Brook, IL 60588	
401 Dallas/Ft. Worth Turnpike Dallas, TX 75260.....	750-753	870 Boonville Springfield, MO 65801.....	648, 656-658	250 East Boulevard Drive Flint, MI 48502.....	484-485	1499 Martin Luther King Dr. Gary, IN 46401.....	463-464
221 W. Ferguson Street Tyler, TX 75702.....	756-759	511 E. Walnut Street Columbia, MO 65201.....	635, 650-652	1233 S. Washington Avenue Saginaw, MI 48503.....	486-487, 497	7401 South Kostner Street South Suburban, IL 60499.....	604-605
251 W. Lancaster Avenue Fort Worth, TX 76101.....	760-764	501 W. 8th Street Rolla, MO 65401.....	654-655	4800 Collins Road Lansing, MI 48924.....	488-489	475 E. Court Street Kankakee, IL 60901.....	609, 617
800 Franklin Avenue Waco, TX 76701.....	765-767	Greater Wisconsin District 788 N. Jefferson Street Milwaukee, WI 53299		1121 Miller Road Kalamazoo, MI 49001.....	490-491	5225 Harrison Avenue Rockford, IL 61125.....	610-611, 613
100 E. Wall Street Midland, TX 79701.....	768-769, 785-797	325 E. Walnut Street Green Bay, WI 54301.....	498-499, 541-543	200 S. Otsego Avenue Jackson, MI 49201.....	492	95 State Street Peoria, IL 61601.....	614-616
5300 E. Paisano Drive El Paso, TX 79910.....	798-799	345 W. St. Paul Avenue Milwaukee, WI 53203.....	530-532, 534	225 Michigan Street, NW Grand Rapids, MI 49501.....	493-496	600 N. Neil Street Champaign, IL 61820.....	618-619
Oklahoma District Cavalier Bldg., Suite 520 5350 South Western Oklahoma City, OK 73109		3902 Milwaukee Street Madison, WI 53714.....	535, 537-539	Mid-America District P.O. Box 2902 Shawnee Mission, KS 66201		2105 E. Cook Street Springfield, IL 62703.....	625-627
320 S.W. Fifth Street Oklahoma City, OK 73125..	730-731, 737, 748	235 Forest Street Wausau, WI 54401.....	544-545	315 W. Pershing Road Kansas City, MO 64108.....	640-641, 660-662	O'Hare AMF* O'Hare Airport, IL 60666	
501 S. Fifth Street Lawton, OK 73501.....	734-736, 738	1025 W. 20th Avenue Oshkosh, WI 54901.....	549	8th & Edmond Streets St. Joseph, MO 64501.....	644-647, 653	WESTERN REGION	
2300 Ross Street Amarillo, TX 79120.....	739, 790-791	Indiana District P.O. Box 22259 Indianapolis, IN 46222		424 S. Kansas Avenue Topeka, KS 66603.....	664-666, 668	Angelenos District P.O. Box 8123 Artesia, CA 90701	
333 West 4th Street Tulsa, OK 74101.....	740-741, 743, 746	125 W. South Street Indianapolis, IN 46206.....	460-462, 472	116 E. Laurel Street Independence, KS 67301.....	667, 673	601 W. 5th Street* Los Angeles, CA 90052.....	900-901
525 W. Okmulgee Muskogee, OK 74401.....	744-745, 747, 749	424 S. Michigan Street South Bend, IN 46624.....	465-466	211 W. Iron Avenue Salina, KS 67401.....	669, 674	Inglewood 13031 W. Jefferson Blvd. Marina del Rey, CA 90311.....	902-905
1515 Avenue G Lubbock, TX 79408.....	792-794	1501 S. Clinton Street Fort Wayne, IN 46802.....	467-468	7117 W. Harry Street Wichita, KS 67276.....	670-672, 675	300 Long Beach Blvd. Long Beach, CA 90801.....	906-908
South Texas District P.O. Box 33010 San Antonio, TX 78233		2719 S. Webster Street Kokomo, IN 46901.....	469	8th & Fort Street Hays, KS 67601.....	676-679	Golden Gate District P.O. Box 3734 San Francisco, CA 94119	
401 Franklin Avenue Houston, TX 77201.....	770-772, 774-775	501 W. Memorial Drive Muncie, IN 47302.....	473	Nebraska District 2930 W. Dodge Road Lakin Bldg., Suite 229 Omaha, NE 68199		7th & Mission Streets Room 128 San Francisco, CA 94101.....	940-941, 943-944, 962-966
300 Willow Street Beaumont, TX 77704.....	773, 776-778	30 N. Seventh Street Terre Haute, IN 47808.....	474-475, 478	1124 Pacific Street Omaha, NE 68108.....	515-516, 680-681	1675 7th Street, Room 431 Oakland, CA 94615.....	945-948
809 Nueces Bay Blvd. Corpus Christi, TX 78408.....	779, 783-785	3450 State Road 26 East Lafayette, IN 47901.....	479	700 R Street Lincoln, NE 68501.....	683-685	40 Bellam Blvd. San Rafael, CA 94901.....	949
10410 Perrin Beitel Road San Antonio, TX 78284.....	780-782, 788	Iowa District 4000 N.W. 109th Street Des Moines, IA 50399		401 N. Fourth Street Norfolk, NE 68701.....	686-687	Northwestern District P.O. Box 58290 Seattle, WA 98188	
300 E. 9th Street Austin, TX 78710.....	786-787, 789	1165 2nd Avenue Des Moines, IA 50318.....	500-503, 508	204 W. South Front Street Grand Island, NE 68801.....	688-689	715 Northwest Hoyt Street Portland, OR 97208.....	970-972, 986
CENTRAL REGION		205 S. 8th Street Fort Dodge, IA 50501.....	504-505	300 E. Third Street North Platte, NE 69101.....	690-693	1050 25th Street, SW Salem, OR 97301.....	973, 977
433 W. Van Buren Street** Main Post Office Chicago, IL 60607.....	606	300 Sycamore Street Waterloo, IA 50701.....	506-507, 520-521	North Central District P.O. Box 30100 St. Paul, MN 55175		520 Williamath Street Eugene, OR 97401.....	974-976
Buckeye District P.O. Box 29177 Columbus, OH 43229		320 6th Street Sioux City, IA 51101.....	510-514	180 East Kellogg Blvd. St. Paul, MN 55101.....	540, 550-551, 559	104 SW. Dorion Avenue Pendleton, OR 97801.....	978
1591 Dalton Street Cincinnati, OH 45234.....	410, 450-452, 470	615 6th Avenue, SE Cedar Rapids, IA 52401.....	522-526	126 N. Barnow Street Eau Claire, WI 54701.....	546-548	415 First Avenue North Seattle, WA 98109.....	980-982, 987
850 Twin Rivers Drive Columbus, OH 43216.....	430-433, 456	211 19th Street Rock Island, IL 61201.....	527-528, 612	100 S. First Street Minneapolis, MN 55401.....	553-554, 560-562	4001 S. Pine Street Tacoma, WA 98413.....	983-985, 988-989
435 S. St. Clair Street Toledo, OH 43601.....	434-436	Kentucky District P.O. Box 3001 Louisville, KY 40266		2800 W. Michigan Street Duluth, MN 55806.....	556-558, 563-564, 566	904 W. Riverside Avenue Spokane, WA 99220.....	835, 838, 990-994
900 McIntire Avenue Zanesville, OH 43701.....	437-438, 457	1420 Gardiner Lane Louisville, KY 40231.....	400-402, 471	657 2nd Avenue N. Fargo, ND 58102.....	565, 567, 580-582		
1111 E. 5th Street Dayton, OH 45401.....	453-455, 458	1088 Nandino Blvd. Lexington, KY 40511.....	403-406, 413-414	320 S. Second Avenue Sioux Falls, SD 57101.....	570-574		
Gateway District P.O. Box 14647 Saint Louis, MO 63178		301 E. Center Street Corbin, KY 40701.....	407-409, 425-426	500 E. Boulevard Rapid City, SD 57701.....	575-577		
950 Missouri Avenue East St. Louis, IL 62201.....	620, 622, 624	1645 Winchester Avenue Ashland, KY 41101.....	411-412	220 E. Rosser Avenue Bismarck, ND 58501.....	583-588		

MANAGEMENT SECTIONAL CENTERS—Continued

4141 Postmark Drive Anchorage, AK 99502.....	995-996	101 East Loucks Street Sheridan, WY 82001.....	821, 824, 827-828	Sierra District 455 Capitol Mall Suite 215 Sacramento, CA 95814	1501 S. Cherrybell Avenue Tucson, AZ 85726.....	855-857
1257 Mail Trail Fairbanks, AK 99701.....	997	300 N. Auburn Farmington, NM 87401.....	865, 873-874	2000 Vassar Street Reno, NV 89510.....	104 N. Agassiz Street Flagstaff, AZ 86001.....	859-860, 863-864
709 W. 9th Street Juneau, AK 99801.....	998-999	1135 Broadway Street, NE Albuquerque, NM 87101.....	870-871, 875, 878-880	1900 E. Street Fresno, CA 93706.....	1001 Circus Circus Drive Las Vegas, NV 89114.....	890-891
Pacific District P.O. Box 30888 Honolulu, HI 96820		415 N. Pennsylvania Avenue Roswell, NM 88201.....	877, 881-884	1750 Meridian Avenue San Jose, CA 95101.....	2535 Midway Drive San Diego, CA 92199.....	920-921
3600 Aolele Street Honolulu, HI 96819.....	967-969	Sequoia District P.O. Box 7777 Orange, CA 92667		4245 West Lane, North Stockton, CA 95208.....	1331 South E. Street San Bernardino, CA 92403.....	922-925
Rocky Mountain District P.O. Box 6000 Denver, CO 80206		281 E. Colorado Boulevard Pasadena, CA 91109.....	910-912	730 Second Street Santa Rosa, CA 95402.....	Western Slopes District P.O. Box 27117 Salt Lake City, UT 84127	
1823 Stout Street, Room 413 Denver, CO 80202.....	800-807	15701 Sherman Way Van Nuys, CA 91409.....	913-916	2000 Royal Oaks Drive Sacramento, CA 95815.....	841 S. 26th Street Billings, MT 59101.....	590-595
201 E. Pikes Peak Avenue Colorado Springs, CO 80901.....	808-809	Alhambra 14730 Don Julian Road City of Industry, CA 91744.....	917-918	407 C Street Marysville, CA 95901.....	1100 W. Kent Street Missoula, MT 59801.....	596-599
5th & Main Streets Pueblo, CO 81003.....	810-813	2201 N. Grand Avenue Santa Ana, CA 92711.....	926-928	1647 Yuba Street Redding, CA 96001.....	730 E. Clark Street Pocatello, ID 83201.....	832, 834
241 N. 4th Street Grand Junction, CO 81501.....	814-816	836 Anacapa Street Santa Barbara, CA 93102.....	930-931, 934	Sanland District P.O. Box 23280 Phoenix, AZ 85038	770 S. 13th Street Boise, ID 83708.....	833, 836-837, 979
2120 Capitol Avenue Cheyenne, WY 82001.....	820, 822-823, 825-826, 829-831	424 California Avenue Bakersfield, CA 93302.....	832-833, 935	1441 E. Buckeye Road Phoenix, AZ 85026.....	1760 W. 2100 South Salt Lake City, UT 84119.....	840-847, 893, 898

—Operations Group, 12-31-81.



**Keep
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clear**

POST OFFICE CHANGES NO. 1

(Supplemental to 1982 National Five Digit ZIP Code and Post Office Directory.)

Abbreviations: B=Branch, C=City Delivery, Conv.=Converted, CPO=Community Post Office, Disc.=Discontinued, Estab.=Established, F=Finance, Fac.=Facility, I=Independent Post Office, IC=Independent City, MOU=Money Order Unit, MPO=Main Post Office, MR=Mailing Restrictions (from Part 125 DMM) apply, NP=Nonpersonnel, NZCD=National ZIP Code and Post Office Directory, P=Postal facility discontinued, name retained for address purposes. Res.=Rescinded, S=Station, x=Classified. (Contract stations and branches do not have the symbol "x" following the symbol of type of installation.) Symbols: (1)=Officially closed on date shown. Notice is for administrative record purposes. (2)=Officially established on date shown. Notice is for administrative record purposes. (3)=All services previously terminated. Date shown is official discontinued date for administrative purposes.

State	Name of post office	County/parish	Name of station, branch, or unit	Type S/B	ZIP Code	Change action	Effective date	Explanation of change
AL	Montgomery	Montgomery	Maxwell AFB	Sx	36112	Delete	10-13-81	Sx ZIP Code changed. Retain 36112 for Official Military mail only. B ZIP Code changed. Retain 36114 for Official Military mail only. Bx Parent PO changed. Retain ZIP Code.
AL	do	do	do	Sx	36113	Add	10-18-81	
AL	do	do	Gunter AFB	B	36114	Delete	10-13-81	
AL	do	do	do	B	36115	Add	10-13-81	
AL	Ozark	Dale	Fort Rucker	Bx	36362	Delete	11-1-81	
AL	Daleville	do	do	Bx	36362	Add	11-1-81	
AZ	Phoenix	Maricopa	Metro Center	S	85021	Add	12-30-79	S estab. (2) Amend PB 21314 to correct ZIP Code.
AZ	Payson	Gila	do	I	85541	Add	7-1-81	
AR	Eagle Mills	Quachita	do	I	71729	Delete	1-8-82	PO disc. Change ZIP Code only. Continue address of Eagle Mills AB (3)
AR	do	do	Eagle Mills	P	71720	Add	1-8-82	
AR	Grand Glaize	Jackson	do	I	72056	Delete	1-8-82	PO disc. Change ZIP Code only. Continue address of Grand Glaize, AR. (3)
AR	do	do	Grand Glaize	P	72020	Add	1-8-82	
CA	NAPA	NAPA	Steele Park	CPO	94558	Delete	7-10-81	CPO disc. Retain ZIP Code. (1) Amend PB 21311. Sx disc. S estab. to correct NZCD. (2)
CA	Oakland	Alameda	Downtown	Sx	94668	Delete	6-13-81	
CA	Palos Verdes Peninsula	Los Angeles	Rancho Palos Verdes	S	90274	Add	1-3-80	
CO	Fruita	Mesa	do	I	81521	Add	3-6-82	C estab.
FL	Bradenton	Manatee	Bayshore Gardens	B	33507	Delete	6-30-81	B disc. Retain ZIP Code. (1) B estab. (2)
FL	Fort Lauderdale	Broward	Cooper City	B	33328	Add	9-14-81	
FL	Key West	Monroe	Naval Research Medical Clinic	Sx	33040	Delete	8-3-81	Amend PB 21308 to correct name only.
FL	do	do	Naval Regional Medical Clinic	Sx	33040	Add	8-31-81	
FL	Miami	Dade	Biscayne	B	33181	Add	9-14-81	B estab. (2) B disc. Retain ZIP Code. (1) Sx estab. (3) B disc. Retain ZIP Code. (1)
FL	Pompano Beach	Broward	Beacon Light	B	33064	Delete	9-14-81	
FL	Panama City	Bay	Northside	Sx	32405	Add	10-3-81	
FL	Ruskin	Hillsborough	Sun City Center	B	33570	Delete	5-1-81	
GA	Carters	Murray	do	I	30704	Delete	1-23-82	PO disc. Change ZIP Code only. Continue address of Carters, GA. (3)
GA	Chatsworth	do	Carters	P	30605	Add	1-23-82	
GA	Savannah	Chatham	Wright Square	Sx	31402	Delete	10-13-81	Sx ZIP Code changed to correct NZCD. Changed to correct NZCD.
GA	do	do	do	Sx	31401	Add	10-13-81	
GA	do	do	Bingville	Sx	31408	Delete	10-13-81	Sx ZIP Code changed to correct NZCD. CPO disc. Retain ZIP Code. (1) CPO disc. Retain ZIP Code. (1),
GA	do	do	do	Sx	31405	Add	10-13-81	
GA	Valdosta	Lowndes	Dasher	CPO	31601	Delete	9-13-81	
GA	do	do	Remerton	CPO	31601	Delete	10-3-81	
IL	Mount Clare	Macoupin	do	I	62068	Delete	11-23-81	PO disc. Change ZIP Code only. Continue address of Mount Clare, IL. (3)
IL	Gillespie	do	Mount Clare	P	62083	Add	11-23-81	
IA	Auburn	Calhoun	Yetter	CPO	51433	Delete	10-31-81	CPO disc. Retain ZIP Code. (1)
LA	Lafayette	Lafayette	Southside	S	70503	Delete	8-1-81	S converted to Sx. Retain ZIP Code.
LA	do	do	do	Sx	70503	Add	8-1-81	
MA	Westport	Bristol	South Westport	CPO	02790	Delete	5-4-81	CPO conv. to Sx. Retain ZIP Code.
MA	do	do	do	Sx	02790	Add	5-4-81	
MN	Baudette	Lake of the Woods	Clementson	CPO	56623	Delete	8-23-81	CPO disc. Retain ZIP Code. (1)
MS	Shubuta	Wayne	Matherville	CPO	38980	Add	9-14-81	CPO estab. to correct NZCD. (2)
NJ	Jersey City	Hudson	General Lafayette	Sx	07309	Delete	7-1-81	Amend PB 21308 to estab. ZIP Code 07309 for PO boxes only.
NJ	do	do	do	Sx	07304	Add	7-1-81	
NY	New York	New York	APO 09063	B	09063	Add	1-1-82	APO estab. MR = B* and C apply. APO estab. MR = U. APO estab. MR = U. Sx name and ZIP Code changed.
NY	do	do	APO 09677	B	09677	Add	9-25-81	
NY	do	do	APO 09679	B	09679	Add	9-25-81	
NY	Utica	Oneida	Durham	Sx	13502	Delete	3-1-81	
NY	do	do	Butterfield	Sx	13503	Add	3-1-81	
NC	Charlotte	Mecklenburg	Providence Square	S	28211	Add	10-5-81	S estab. (2)
OH	Randville	Perry	do	I	43775	Delete	1-23-82	PO disc. Change ZIP Code only. Continue address of Randville, OH. (1)
OH	Corning	do	Randville	P	43730	Add	1-23-82	
OK	Prague	Lincoln	do	I	74964	Add	10-3-81	C estab. PO disc. Change ZIP Code only. Continue address of Rubottom, OK. (3)
OK	Rubottom	Love	do	I	74457	Delete	12-31-81	
OK	Wilson	Carter	Rubottom	P	74463	Add	12-31-81	
OR	Forest Grove	Washington	Glenwood	CPO	97120	Delete	4-30-81	CPO and ZIP Code disc. (1) B disc. Retain ZIP Code. (1) Sx name changed. Sx name changed.
OR	Portland	Multnomah	Gateway	B	97220	Delete	3-31-81	
OR	do	do	Federal	Sx	97206	Delete	9-13-81	
OR	do	do	University	Sx	97206	Add	9-13-81	
PA	Bridgeville	Allegheny	Great Southern	B	15017	Delete	8-31-81	B disc. Retain ZIP Code. (1)

POST OFFICE CHANGES NO. 1—Continued

State	Name of post office	County/parish	Name of station, branch, or unit	Type S/B	ZIP Code	Change action	Effective date	Explanation of change
PA	Boswell	Somerset	Jenners	CPO	15546	Delete	4-5-81	CPO and ZIP Code disc. (1)
PA	Clairton	Allegheny	Wilson	S	15025	Delete	8-31-81	S disc. Retain ZIP Code. (1)
PA	Erie	Erie	Pine Avenue	Sx	16504	Delete	4-11-81	Sx disc. Retain ZIP Code. (1)
PR	Arecibo	Arecibo	Cotto	Sx	00612	Add	5-2-81	Sx estab. (2)
RI	Pawtucket	Providence	Darlington	Sx	02860	Delete	5-4-81	} Sx ZIP Code changed to correct NZCD.
RI	do	do	do	Sx	02861	Add	5-4-81	
RI	Warwick	Kent	Wildes Corner	S	02886	Delete	5-4-81	} S ZIP Code changed to correct NZCD.
RI	do	do	do	S	02886	Add	5-4-81	
SC	Oswego	Sumter		I	29121	Delete	12-31-81	} PO disc. Change ZIP Code only. Continue address of Oswego, SC. (1)
SC	Sumter	do	Oswego	P	29150	Add	12-31-81	
SD	Gregory	Gregory	Dallas	Bx	57529	Delete	7-1-81	} Bx conv. to CPO. Retain ZIP Code.
SD	do	do	do	CPO	57529	Add	7-1-81	
TX	Dallas	Dallas	Medical Center	Sx	75219	Delete	10-15-81	} Sx name changed. Retain ZIP Code.
TX	do	do	Oak Lawn	Sx	75219	Add	10-15-81	
TX	Houston	Harris	Beechnut	Sx	77072	Add	10-17-81	Sx estab. (2)
TX	do	do	De Moss	Sx	77074	Add	10-3-81	Sx estab. (2)
TX	do	do	Houston Heights	Sx	77008	Delete	9-15-81	} Sx name changed. Retain ZIP Code.
TX	do	do	Heights	Sx	77008	Add	9-15-81	
TX	Waco	McLennan	Baylor University	Sx	76706	Delete	8-20-81	} Amend PB 21317 to correct name of Sx.
TX	do	do	B U	Sx	76706	Add	8-20-81	
VA	Coeburn	Wise	Banner (mail to Coeburn)	CPO I	24231 24230	Delete Add	10-31-81 10-31-81	} CPO & ZIP Code disc. (1)
WA	Seattle	King	White Center	Bx	98146	Delete	1-16-81	Bx disc. (1)
WA	do	do	Westwood Village	Sx	98126	Add	1-16-81	Sx estab. (2)

—Delivery Services Dept., 12-31-81.

MAKE ANNUAL EXAMINATIONS OF ALL LOCKS AND KEYS TO ASSURE THAT INDIVIDUAL CLERKS' KEYS WILL NOT OPEN LOCKED DRAWERS, SAFE COMPARTMENTS, OR STAMP CABINETS OF OTHER EMPLOYEES.

Issue Date: January 30, 1982
 First Day City: Hyde Park, New York
 Designer: Clarence Holbert
 Bureau of Engraving and Printing
 Modeler: Clarence Holbert
 Engravers: Thomas R. Hipschen (vignette)
 Thomas J. Bakos (lettering & numerals)
 Press: Intaglio
 Color: Blue
 Image Area: 1.075 x 1.075 inches or
 27.30 x 27.30 millimeters
 Plate Numbers: One
 Stamps Per Pane: 48
 Salvage: ©U.S. Postal Service 1981
 ®Use Correct ZIP Code
 ®Mr. ZIP

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Franklin D. Roosevelt Commemorative Stamp

A 20-cent commemorative stamp honoring Franklin Delano Roosevelt will be issued on the 100th anniversary of his birth, January 30, at Hyde Park, New York, his birthplace. The first day of issue ceremony will be held at the Roosevelt estate where he was born and where he and his wife, Eleanor, are buried.

Franklin Delano Roosevelt was the 32d president of the United States, taking office in March, 1933, during the Great Depression and serving during the New Deal era and World War II. He was the only U.S. president to be elected four times, and died while in office in 1945, less than a month before the end of World War II.

The Roosevelt stamp was based on a UPI photograph of the late president in his touring car taking reporters to see tree plantings at Hyde Park on July 4, 1937.

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 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, Hyde Park, NY 12539-9991" by February 14.

The Postal Service will affix stamps when requested to do so. Mail orders by February 14 to: "Roosevelt Stamp, Postmaster, Hyde Park, NY 12539-9992." 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 81-50
Remove after February 14

Franklin D. Roosevelt Commemorative Stamp

The Roosevelt Memorial is a large, modern building in Washington, D.C. It is dedicated to the life and achievements of Franklin D. Roosevelt, the 32nd President of the United States. The memorial is a masterpiece of modern architecture, designed by architect John S. Russell. It features a large, open-air plaza with a central fountain and a large, circular auditorium. The building is surrounded by a lush garden and a walkway that leads to the memorial's entrance. The memorial is a fitting tribute to one of the most important figures in American history.

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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 21330 article.

344,536,201 to 6,400	365,867,401 to 7,500	375,881,401 to 1,500	400,896,730 to 6,800
344,821,230 to 1,297	365,867,517 to 7,600	377,011,946 to 2,400	400,980,701 to 0,800
344,854,601 to 4,700	366,888,911 to 9,000	377,901,546 to 1,600	401,295,335 to 5,400
345,299,801 to 9,900	366,967,107 to 7,200	379,786,742 to 6,760	402,885,601 to 5,900
345,986,501 to 6,600	368,108,160 to 8,600	380,821,401 to 2,200	403,243,638 to 3,900
347,238,201 to 8,300	368,416,575 to 6,600	383,053,831 to 3,900	404,403,804 to 3,900
347,975,946 to 5,959	368,773,419 to 3,500	390,557,101 to 7,170	404,578,200 to 8,500
348,086,296 to 6,300	368,847,601 to 7,700	390,581,961 to 2,040	404,625,122 to 5,200
348,190,501 to 0,900	370,494,001 to 4,200	391,923,323 to 3,500	404,668,701 to 8,900
351,452,949 to 3,000	370,549,601 to 50,000	393,018,120 to 8,400	404,999,031 to 9,080
351,490,001 to 0,600	371,327,589 to 7,600	393,811,801 to 2,000	405,694,037 to 4,100
353,461,741 to 1,800	372,401,123 to 1,500	393,912,375 to 2,400	405,831,365 to 1,400
357,010,401 to 0,500	372,429,101 to 9,500	394,914,633 to 4,700	406,576,200 to 6,300
357,339,409 to 9,455	372,548,101 to 8,400	394,914,702 to 4,800	406,922,234 to 2,300
358,180,401 to 0,600	373,593,481 to 3,500	396,770,501 to 0,600	409,230,111 to 0,143
359,790,481 to 0,540	374,013,262 to 3,300	396,823,334 to 3,500	423,271,694 to 1,720
359,791,901 to 1,920	374,433,401 to 4,000	396,944,758 to 5,000	423,298,535 to 8,570
359,994,676 to 4,700	374,540,001 to 0,100	397,148,601 to 9,400	404,196,001 to 6,100
361,168,730 to 8,900	374,988,860 to 8,880	397,207,301 to 7,400	405,885,847 to 5,900
361,201,906 to 2,100	375,040,201 to 0,400	397,929,301 to 9,400	407,769,001 to 9,100
362,395,806 to 5,819	375,432,201 to 2,500	398,441,237 to 1,300	423,268,880 to 8,950
363,633,090 to 3,100	375,712,274 to 2,300	399,721,678 to 1,710	423,788,619 to 8,650
363,794,701 to 5,200			

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