



postal bulletin

PB 21336—January 28, 1982—24 Pages

5.9-Cent Nonprofit Coil Stamp

The 5.9-cent Bicycle nonprofit stamp will be placed on sale February 17, 1982, at Wheeling, WV. The 5.9-cent denomination meets the new basic rate for authorized nonprofit organization mailings which became effective January 10, 1982.

Do not sell before February 18, 1982



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Issued in coils of 500 and 3,000. Collector information will be found on page 17.

Supply. An automatic distribution of 50 nonpre-canceled coils of 500 will be made to each post office with an authorized philatelic center. The nonpre-canceled form of this stamp will only be sold at philatelic centers.

Pre-canceled Bulk Quantities. Post offices with 950 or more revenue units requiring this stamp in pre-canceled form should immediately submit Form 3356, Stamp Requisition-Bulk Quantities, to the Bureau of Engraving and Printing. Orders must be submitted in the following quantities: coils of 500 (*item 758*) 50, 100, 150, 200, 400, and multiples of 400 to maximum of 2,000; coils of 3,000 (*item 759*) 8, 16, 24, 32, 64, and multiples of 64 to maximum of 768. See Section 523.13d, Fiscal Handbook F-1, Financial Handbook for Post Offices, for proper procedures in ordering pre-canceled stamps. The memorandum described in that section must accompany Form 3356.

Pre-canceled Less-than-bulk Quantities. Post offices with 95 or 0 more revenue units and all other offices should immediately submit a separate Form 17, Stamp Requisition, to their designated Stamp Distribution Office.—Customer Services Dept., 1-28-82.

FLSA Reminder

I wish to remind all postmasters, supervisors, and other managerial employees, especially those recently promoted into managerial positions, of their obligations under the Fair Labor Standards Act (FLSA). The FLSA requires that "non-exempt" employees be compensated for all hours worked, including overtime hours actually worked. Accordingly, managerial employees are expected to control overtime costs within their area of responsibility by ensuring that nonexempt employees do not work overtime when it is not authorized. However, where employees are "suffered or permitted" to work; that is, where managerial employees know, or have reason to know, that overtime is worked, the time must be recorded and paid for under the provisions of the FLSA.

We have now had almost eight years of experience under FLSA. Therefore, I expect all postmasters, supervisors, and other managerial employees to be familiar with the requirements of this law and to take responsibility for ensuring that all nonexempt employees continue to be properly compensated.

WILLIAM F. BOLGER,
Postmaster General.

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Lobby Display Schedule for February

Displays in All Post Office Lobbies—All Classified Units

Posters, notices and signs mandatory for display in post office lobbies are listed in the POM 221.522. Other mandatory posters are listed below.

Title	Issued
Poster 74, Packaging Pointers.....	September 1978.
Poster 75, Your Federal Lawmakers.....	January 1981.
Selective Service Registration.....	August 1980.
Display Box 45 and/or Display Card 46.....	Do.
Change of Information Form 2.....	Do.
Information Brochure 10.....	Do.

Rotating Displays—All Classified Units (CAG A-G Offices)

The February schedule of lobby poster displays for post offices with 950 or more revenue units is listed by priority below:

A=first priority, following mandatory displays; B=second priority, etc.

Priority	Title	No.	Post	Remove
A	1981 Mint Set.....	466	Dec. 12.....	Contin- uous display.
A	Stamps & Stories 8th Edition.	66.....	do.....	
B	Space Achieve- ment Folder.	451.....	do.....	
B	Definitive Mint Set.	71.....	do.....	
A	Roosevelt.....	467..	Jan. 26.....	Feb. 17.

Specialized Program Displays

Using the same priority system, main post offices and classified stations and branches designated to offer specific service or participate in specialized programs will display the following items until notice is given to replace or remove them:

A	Clear plastic Screenline Displays: '79 Mint Set; '80 Mint Set; '80 Definitive; Americana Mint Set; Collecting Kits; Coral Reef Folder; Women's Mint Set; Stamps & Stories 8th Edition; ZIP Code Directory; "Convenient & Collectable"; Postage Stamp Affixer; Gift Giving; Love Stamp.
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—Delivery Services Dept., 1-28-82.

Gold Medallion Program

All postal facilities are reminded that they must continue to maintain supplies of 1981 gold medallion brochures and accept orders from customers until cancellation of the program is announced.

Offices which have run out of brochures should contact their MSC for supplies.—Delivery Services Dept., 1-28-82.

5.9-Cent Nonprofit Embossed Stamped Envelope

The 5.9-cent nonprofit embossed stamped envelope will be first placed on sale at Wheeling, WV on February 17, 1982. The 5.9 cent denomination meets the new basic rate for authorized nonprofit organization mailings which became effective January 10, 1982. This envelope will be available in sizes 6¾ and 10, regular and window.

Do not sell before February 18, 1982



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Collector information will be found on page 15.

Supply. There will be an automatic distribution made on both sizes of regular and window envelopes to post offices with philatelic centers. All post offices should order sufficient quantities of this envelope to meet anticipated local philatelic demand. Immediately submit Form 3205, Requisition for Plain Stamped Envelopes, to the U.S. Stamped Envelope Agency, Williamsburg, PA 16693. See Handbook F-1, 526 for ordering quantities. Item numbers are listed in the chart below. Orders will be filled as fast as manufacturing and distribution facilities permit.

Printed Stamped Envelopes. Postmasters may accept customers requests for this stamped envelope with printed return address. Orders must be for minimum lots of 500. Allow the usual four weeks for delivery. No orders will be dispatched before February 17, 1982.

Plain Stamped Envelopes

Style	Size	Denom- ination	Item No.	Prices	
				500	1,000
Regular.....	6¾	5.9¢	666	\$95.35	\$70.70
	10	5.9¢	166	36.35	72.70
Window.....	6¾	5.9¢	667	35.85	71.70
	10	5.9¢	167	36.85	73.70

Printed Stamped Envelopes

Style	Size	Denom- ination	Item No.	Prices	
				500	1,000
Regular.....	6¾	5.9¢	666	\$38.35	\$76.70
	10	5.9¢	166	99.35	78.70
Window.....	6¾	5.9¢	667	38.85	77.70
	10	5.9¢	167	39.85	79.70

—Customer Services Dept., 1-28-82.

OUTSTANDING HANDICAPPED POSTAL EMPLOYEES

A servicewide award is presented annually to the outstanding United States Postal Service handicapped employee. Appropriate awards are also presented to the outstanding handicapped employee at Postal Service Headquarters and in each region. The servicewide award is a walnut plaque bearing the USPS seal and the seal of the President's Committee on Employment of the Handicapped. The plaque also contains the signatures of the Postmaster General and the Chairman of the President's Committee. Finalists will receive a distinctive 10 x 12-inch certificate bearing the same inscription.

The awards will be presented by the Postmaster General in appreciation of the nominees' special achievements and contributions which have increased economy, productivity and efficiency. The presentations will be made in Washington, D.C., at a date and time to be announced. Travel costs and per diem for the finalists' attendance at the awards ceremony will be paid by the Regional Headquarters sponsoring the nominee. Travel costs and per diem will also be paid for the authorized official accompanying the finalist and any other escorts required to assist the finalist in travel.

Eligibility is extended to all severely physically or mentally handicapped postal employees who have held positions at least 2 years. Since the awards are intended to recognize excellence, nominees must have demonstrated outstanding achievement in their job performance that clearly exceeds requirements for their respective postal occupations.

Recommendations may be submitted by any unit employing a physically or mentally handicapped person. Post offices or other independent installations within the Region may submit a recommendation to the Regional Director, Employee and Labor Relations, not later than March 26, 1982. Headquarters Groups and/or Departments and Administrative Support Facilities will submit recommendations to the General Manager, Headquarters Personnel Division, not later than March 26, 1982.

The Regional Postmaster General and the General Manager, Employee Relations (for Headquarters, the General Manager, Headquarters Personnel Division,

and the Headquarters Handicapped Coordinator), or their designees, will evaluate the recommendations, select a winner, and forward their nominations to the Manager, Selection Policies and Procedures Branch, Employee Relations Department, USPS, Washington, D.C. 20260, not later than April 9, 1982, for final selection of the servicewide award.

Recommendations will be based on individual effort only and must contain the following information:

1. A narrative justification covering job performance, and examples of courage and initiative which served as an inspiration to others. This should include a full description of the individual's handicap.

2. Personal data prepared in the following format:

- a. Name of post office, organizational unit, and location where employee works
- b. Name, grade (level and step), and job title of employee
- c. Home address
- d. Date of birth
- e. Social security number
- f. Veterans preference, if applicable
- g. Date entered on duty—Postal Service
- h. Total years Postal Service
- i. Total years of other Federal service
- j. Educational background
- k. Previous Postal Service recognition (awards, etc.) if not fully covered in narrative
- l. Community service, if not fully covered in narrative
- m. Community recognition (professional associations, organizations, etc.), if not fully covered in narrative
- n. Other biographical data, e.g., family, hobbies, military service, place of birth.

3. One 8 x 10-inch glossy print (black and white) of the nominee at work.

4. A signed release authorizing use of the picture for program promotion.—*Employee Relations Dept., 1-28-82.*

International Postal Money Orders

INTERNATIONAL MAIL MANUAL 493.412 requires customers who send a postal money order to a payee in a foreign country to complete Form 6701, *Application for International Money Order*.

Postmasters are to ensure that completed Forms 6701 with accompanying authorization documents are mailed *daily* to the Money Order Division, St. Louis Postal Data Center, using the mailing address indicated on the reverse side of Form 6701. The daily transmission of Forms 6701 is necessary to prevent delays in processing international money orders by the United States Postal Service.—*Rates & Classification Dept., 1-28-82.*

Rubber Line Stamps

Requisitions for rubber line stamps issued to Custom Printers Supply Inc., Springfield, MO, must not include 550, 550MOD, 552, 570, 577B, 579, 579A, 579B, 602, 602A, 603, 603B, 603C, 716, 718, 762, or any other item available through the supply centers.

Custom Printers Supply is only authorized to supply the following line stamps: 500, 502, 518, 574, 575A and 645. See POSTAL BULLETIN 21321, (10-15-81).

Label 41-V (Permit #10) must be properly completed, attached to Form 1567, *Requisition for Rubber and Steel Stamps Only*, and submitted in duplicate to Custom Printers Supply.—*Procurement & Supply Dept., 1-28-82.*

All personnel processing mail for dispatch abroad

FOREIGN ORDER NOTICE 63

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

CANADA

Winshare Club of Canada
661 Falconer Drive
Mississauga, Ontario
and
Member Services or
Subscription Services
P.O. Box 71
and
P.O. Box 71
Toronto

Financial Freedom
55 Wingold Avenue, Suite 7
Toronto, Ontario

FINAL ORDERS

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

CANADA

Galaxy Enterprises
P.O. Box 218, 549 Columbia St.
and
P.O. Box 218, 549 Columbia St.
New Westminster, B.C.
and
P.O. Box 57, 10688 King Geo. Hwy.
Surrey, B.C.

Document Control Bureau
Ste. 1614—675 W. Hastings St.
Vancouver, B.C.

Registration Bureau
P.O. Box 728, 266 Graham St.
and
P.O. Box 728, 266 Graham St.
Winnipeg, Manitoba

IRELAND

Cora Horner
16 Cherbury Garden
Boosterstown, Co. Dublin

MEXICO

Accounts Department
Calle 6a, 1912-3.
Tijuana, B.Cfa

Do not dispatch any mail to the above. Place the mail pieces in a pouch which has been endorsed "Foreign Order Mail" and send the mail for CANADA and IRELAND to the Postmaster of New York, NY 10001, Attention: Claims, Inquiry and Undeliverable Mail, G.P.O., Room 2029-A. Mail going to Mexico should be sent to the Postmaster of Oakland, CA 94615. Do not place any endorsement on the mail pieces themselves.

This notice may be posted at the outgoing primary and it must be posted on the Foreign Order Board at all SCFs and designated International Exchange Offices.—*Judicial Officer, 1-28-82.*

SECOND-CLASS PUBLICATION REQUIREMENTS

Effective immediately DOMESTIC MAIL MANUAL (DMM) 448.4 is revised to specify October 10 of each year as the date by which publishers must submit completed Forms 15, *Second-Class Publisher's Statement of Number of Copies*, and 15E, *Second-Class Publication, Foreign Destinations-Postage Affixed*, if applicable.

In addition, DMM 448.5 is amended to specify October 15 as the date by which postmasters must send notice of failure to submit required information or forms to the affected publishers.

Revised DMM 448.4 and 448.5 read as follows:

440 Authorizations and Permits

* * * * *

448 Statement of Ownership, Management, and Circulation

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448.4 Other Forms Required. Form 15, *Second-Class Publisher's Statement of Number of Copies*, and, if applicable, Form 15E, *Second-Class Publication, Foreign Destinations-Postage Affixed*, must also

be completed and filed by October 10 of each year for the mailings for which a Form 3526 was prepared, if the mailings are made at a post office designated in the Revenue/Cost Analysis System, whether the office is an original or additional entry office. Completion of Forms 15 and 15E is not required for publications whose application for second-class original entry is pending.

448.5 Failure To Submit Required Information or Forms. Any publisher authorized to mail publications at the second-class rates of postage, and who fails to comply with one or more of the reporting or filing requirements of 448.1 through 448.4, must be notified by certified mail of this failure by October 15 of each year. If the publisher fails to comply within 10 days from receipt of the certified notice, his eligibility to mail at the second-class rates will be suspended until he has compiled.

* * * * *

These changes will be incorporated into a future issue of the DMM.—*Rates & Classification Dept., 1-28-82.*

Domestic First Flight Cachet

American Airlines has announced a new service route beginning on February 28, 1982. The flight will provide round trip service between Kansas City, MO and Dallas/Fort Worth, TX.

Official cachet and philatelic treatment for first flight service are outlined in the *POSTAL OPERATIONS MANUAL* 244.63.

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

1. Address all covers.
2. Applicable rate of postage per cover is 20 cents for the first ounce, 17 cents for each additional ounce up to 12 ounces.
3. Allow a clear space, 2½ by 2½ inches, on the lower portion of the envelope and to the left of the address for the cachet.
4. Provide an additional clear space of 1½ inches to the left of the innermost stamp to permit a clear postmark.
5. Include in each envelope a uniform enclosure of the approximate thickness of a postal card to assure a good impression of the cancellation.
6. Enclose the prepared covers in another envelope and address as follows:

Cachets to be applied by	Send covers to
Kansas City, MO City Post Office	Postmaster Main Post Office Kansas City, MO 64108-9998
Kansas City Airport Mail Facility	Operations Manager Airport Mail Facility Kansas City International Airport 156 Paris Street Kansas City, MO 64195-9998
Dallas City Post Office	Postmaster Attn: Supervisor, Customer Service Representative General Post Office Dallas, TX 75260-9998
Fort Worth City Post Office	Postmaster Fort Worth, TX 76101-9998
Dallas/Fort Worth Airport Mail Facility	Operations Manager Airport Mail Facility Dallas/Fort Worth Regional Airport Dallas, TX 75261-9998

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

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

Covers bearing previous postmarks and those not prepared according to these instructions will not receive cachets or cancellations. There will be a limit of 50 covers per customer.—*Customer Services Dept., 1-28-82.*

PASS Workbooks

New workbooks for each of the four PASS families are now available at NTAC. These workbooks have been revised to eliminate some identified administrative problems and to reduce the amount of time necessary for completion by both the employee and the supervisor.

The principal change is that the candidate and supervisor will now complete the same workbook, rather than separate, identical workbooks. Those portions of Subchapter 530 of Handbook P-11, *Personnel Operations*, that discuss separate workbooks should be understood as now referring to the new single workbook. There is also a five-page book of instructions for supervisors and managers. One of these books should be requisitioned for each supervisor or manager who will evaluate PASS candidates.

The element pages of the new workbooks no longer include the phrases "less than . . .", "equal to . . .", or "greater than the statement." Therefore the portions of the scannable answer sheets for supervisors and candidates (Forms 5937 and 5939) labeled "Checked Phrases" should *not* be completed. No marks of any kind should be made in these sections of the answer sheets.

Forms 991-A/B will replace Form 5940, *Biographical Data Summary*. For PASS positions, a facsimile of the 991-A/B is included in the new workbook. For Written Application positions, a separate 991-A/B is required. Blank Forms 5940 on hand should be discarded.

These changes will be incorporated into a future revision of the P-11. As a reminder, Section 533.325, P-11, requires higher level approval to reopen PASS.—*Employee Relations Dept., 1-28-82.*

Snow and Ice Removal

A particularly severe winter is being experienced in parts of the country. Managers should review, or where necessary establish, snow and ice removal plans as required by Handbook MS-1, *Operation and Maintenance of Real Property*.

Pay particular attention to areas where pedestrians may slip and fall or where vehicle maneuvering can be hazardous.

Give priority to snow removal operations and provide for reinspection and cleaning as necessary to handle drifting snow and refreezing.

Encourage employees to help provide safe walking and driving surfaces on postal premises by reporting icy or otherwise dangerous spots.—*Employee Relations Dept., 1-28-82.*

NDBCUs Approved Manufacturers

POSTAL BULLETIN 21333 (1-7-82) listed the names of four manufacturers who had been approved to sell NDBCUs to the Postal Service. As of January 15, 1982, Superior Steel Door & Trim Company, 15-32 127th Street, College Point, New York 11356, is added to the list of approved sources. This approval is for units fabricated from steel. Aluminum units are not approved.—*Procurement & Supply Dept., 1-28-82.*

POST OFFICE CHANGES NO. 2

(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, F=Postal facility discontinued, name retained for address purposes. Rec.=Reopened, 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	Ardmore	Limestone		I	38440	Add	1-1-82	ZIP Code and address estab. for customers in Ardmore, AL. (3)
AL	Cromwell	Choctaw		I	36906	Delete	2-1-82	PO conv. to CPO. Retain ZIP Code. (1)
AL	Lisman	do	Cromwell	CPO	36906	Add	2-1-82	
AK	Chatanika	Central		I	99731	Delete	2-19-82	PO disc. Change ZIP Code only. Continue address of Chatanika, AK. (3)
AK	Fairbanks	do	Chatanika	P	99701	Add	2-19-82	
AZ	Mesa	Maricopa	Buckhorn	S	85201	Delete	1-1-82	S ZIP Code changed.
AZ	do	do	do	S	85205	Add	1-1-82	
AZ	do	do	Twin Knolls	S	85207	Delete	1-1-82	B conv. to S. Retain ZIP Code.
AZ	do	do	do	B	85207	Add	1-1-82	
CA	Laguna Beach	Orange	Laguna Niguel	B	92677	Delete	1-5-82	B conv. to Bx. Retain ZIP Code.
CA	do	do	do	Bx	92677	Add	1-5-82	
CA	NAPA	NAPA	Steele Park	CPO	94558	Delete	7-10-81	PB 21822 amended to correct parent PO name.
CA	NAPA	NAPA	do	CPO	94558	Add	7-10-81	
CA	San Francisco	San Francisco	FPO 96084	B	96084	Add	12-29-81	FPO estab. MR=None.
CA	do	do	FPO 96087	B	96087	Add	12-29-81	
CA	do	do	FPO 96088	B	96088	Add	12-29-81	FPO estab. MR=None.
CA	do	do	FPO 96305	B	96305	Delete	12-29-81	
CA	do	do	APO 96333	B	96333	Delete	12-29-81	APO disc.
CA	do	do	APO 96370	B	96370	Delete	12-29-81	
CO	Crested Butte	Gunnison	Mount Crested Butte	CPO	81253	Add	1-1-82	CPO and ZIP Code estab. (2)
DE	Marydel	Kent		I	19964	Add	1-1-82	ZIP Code and address estab. for customers in Marydel, MD. (2)
FL	Daytona Beach	Volusia	Emery Riddle University	S	32014	Add	10-15-81	S estab. (3)
FL	Miami	Dade	APO 34080	B	34080	Add	12-29-81	Change MR to add C. FPO disc.
FL	do	do	APO 34087	B	34087	Delete	12-29-81	
FL	do	do	FPO 34079	B	34079	Add	12-29-81	FPO's estab. MR=None.
FL	do	do	FPO 34089	B	34089	Add	12-29-81	
FL	do	do	FPO 34098	B	34098	Add	12-29-81	
FL	do	do	FPO 34099	B	34099	Add	12-29-81	
GA	Macon	Bibb	University	S	31207	Delete	2-14-82	S name changed to correct NZCD.
GA	do	do	Mercer University	S	31207	Add	2-14-82	
GA	do	do	Wesleyan	S	31201	Delete	2-14-82	S name changed to correct NZCD.
GA	do	do	Wesleyan College	S	31201	Add	2-14-82	
GA	do	do	Shurington	S	31201	Delete	2-14-82	S ZIP Code changed to correct NZCD.
GA	do	do	do	S	31211	Add	2-14-82	
IL	La Cleta	Fayette		I	62437	Delete	2-12-82	PO disc. Change ZIP Code only. Continue address of La Cleta, IL. (3)
IL	Edgewood	Effingham	La Cleta	P	62436	Add	2-12-82	
IL	Pontoosne	Hancock		I	62268	Delete	2-20-82	PO disc. Change ZIP Code only. Continue address of Pontoosne, IL. (3)
IL	Dallas City	do	Pontoosne	P	62230	Add	2-20-82	
IL	Reseda	Cook	Station B	S	60195	Add	12-9-81	S estab. (2)
IN	Frankfort	Clinton	Scircleville (mail to Frankfort)	CPO	46068	Delete	2-30-81	CPO and ZIP disc. (1)
IN	Harrison	Dearborn		I	46041	Add	2-30-81	
IN	West Harrison	do		I	45080	Delete	1-1-82	PO name and ZIP Code changed.
IN	do	do		I	47060	Add	1-1-82	
KY	Butterfly	Parry		I	41724	Delete	3-5-82	PO disc. Change ZIP Code only. Continue address of Butterfly, KY. (3)
KY	Bennyman	do	Butterfly	P	41719	Add	3-5-82	
KY	Grace	Clay		I	40945	Delete	11-9-81	PO disc. Change ZIP Code only. Continue address of Grace, KY. (3)
KY	Manchester	do	Grace	P	40982	Add	11-9-81	
KY	Korea	Menifee		I	40840	Delete	2-5-82	PO disc. Change ZIP Code only. Continue address of Korea, KY. (3)
KY	Wellington	do	Korea	P	40887	Add	2-5-82	
KY	Peabody	Clay		I	40974	Delete	2-22-82	PO disc. Change ZIP Code only. Continue address of Peabody, KY. (3)
KY	Big Creek	do	Peabody	P	40914	Add	2-22-82	
KY	Walden	Whitley		I	40786	Delete	2-1-82	PO disc. Change ZIP Code only. Continue address of Walden, KY. (3)
KY	Corbin	do	Walden	P	40701	Add	2-2-82	
MD	Delmar	Wicomico		I	21875	Add	2-23-82	ZIP Code and address estab. for customers in Delmar, MD. (2)
MA	Attleboro	Bristol	Twin Village	Sx	02903	Delete	12-31-81	Sx disc. Retain ZIP Code. (1)
MO	Napton	Saline		I	65364	Delete	2-12-82	PO disc. Change ZIP Code only. Continue address of Napton, MO. (2)
MO	Marshall	do	Napton	P	65340	Add	2-12-82	
MO	Saint Louis	IC	Central	Sx	63101	Delete	10-24-81	SX name changed. Retain ZIP Code.
MO	do	IC	Henry Wheeler	Sx	63101	Add	10-24-81	
MT	Blackfoot	Glacier		I	59415	Delete	2-19-82	PO disc. Change ZIP Code only. Continue address of Blackfoot, MT. (3)
MT	Browning	do	Blackfoot	P	59417	Add	2-19-82	

POST OFFICE CHANGES NO. 2—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
NE	Racville	Boone		I	08056	Delete	3-13-82	PO disc. Change ZIP Code only. Continue address of Racville, NE. (3)
NE	Petersburg	do	Racville	P	08053	Add	3-13-82	
NM	Taos	Taos		I	87571	Add	2-20-82	C estab.
NY	New York	New York	APO 09309	B	09309	Delete	12-29-81	APO disc.
NY	do	do	APO 09314	B	09314	Delete	12-29-81	APO disc.
NY	do	do	APO 09480	B	09480	Delete	12-29-81	APO disc.
NY	do	do	APO 09556	B	09556	Delete	12-29-81	APO disc.
NY	do	do	APO 09558	B	09558	Delete	12-29-81	APO disc.
NY	do	do	APO 09593	B	09593	Delete	12-29-81	APO disc.
NY	do	do	FPO 09546	B	09546	Add	12-29-81	FPO's estab. MR=None.
NY	do	do	FPO 09559	B	09559	Add	12-29-81	
NY	do	do	FPO 09583	B	09583	Add	12-29-81	Change MR to F and N only.
NY	do	do	FPO 09590	B	09590	Add	12-29-81	
NY	do	do	FPO 09592	B	09592	Add	12-29-81	PO disc. Change ZIP Code only. Continue address of Hart Lot, NY. (3)
NY	do	do	APO 09284	B	09284	Change	10-17-81	
NY	Hart Lot	Onondaga		I	13075	Delete	1-22-82	Change MR to F and N only. PO disc. Change ZIP Code only. Continue address of Hart Lot, NY. (3)
NY	Elbridge	do	Hart Lot	P	13080	Add	1-22-82	
OH	Lyndon	Ross		I	45040	Delete	3-13-82	PO disc. Change ZIP Code only. Continue address of Lyndon, OH. (3)
OH	South Salem	do	Lyndon	P	45081	Add	3-13-82	
TX	Anthony	El Paso		I	89031	Delete	11-9-81	ZIP Code and address estab. for customers in Anthony, TX. (3)
TX	do	do		I	79621	Add	11-9-81	
TX	Houston	Harris	South Park	Sx	77083	Delete	1-15-82	Sx name changed. Retain ZIP Code.
TX	do	do	Martin Luther King	Sx	77083	Add	1-15-82	
TX	Kyle	Hays	Uhland	CPO	78640	Delete	11-6-81	CPO disc. Retain ZIP Code. (1) C estab.
TX	Nixon	Gonzales		I	78140	Add	1-22-82	
WI	Beloit	Rock	Shoppers Tiffany	B	53511	Add	1-14-81	B estab. (2)
WI	Saint Joseph	Saint Croix		I	54083	Add	1-1-82	ZIP Code and address estab. for customers in Saint Joseph, WI. (2)

—Delivery Services Dept., 1-28-82.

Domestic Orders

False Representation. Enforced by postmasters at cities listed.

State/city	Names covered
PA, Philadelphia 19114	International Brotherhood of Boilermakers, Iron Shipbuilders, Blacksmiths, Forgers & Helpers or Boilermakers, Local Lodge 19, 9152 Ellie Drive
NY, Williamsville 14221	Jim York and Yorks Christmas Tree Plantations, 770 Maple Road
NY, New York 10010	Swedish Extract, 175 Fifth Avenue
NY, New York 10017	R. Scott Fitzgerald, P.O. Box 2700, Grand Central Station
CA, Studio City 91604	Millco or Quinn Miller Enterprises, 12440 Moorpark Street
MO, St. Louis 63114	Millco or Quinn Miller Enterprises, 8753 Windom Avenue
IL, Chicago 60606	Millco or Quinn Miller Enterprises, 325 S. Franklin, Suite 804

—Judicial Officer, 1-28-82.

Property Code Number Changes

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

Change action	Class	BIC	Property code No.	Commitment acct. No.	Service life	Sequence
Addition	A	1MY	8850.33	86531	10	Rack storage gravity flow

—Finance Dept., 1-28-82.

Stamps by Mail

A revised Form 3227, *Stamps by Mail*, is available in the area supply centers and may be ordered on Form 7380, *Requisition for Supplies*. Old Forms 3227 (1978 edition) should be destroyed upon receipt of the revised edition.

Forward initial requisitions for revised Forms 3227 to your supporting MSC for consolidation and forwarding to the appropriate area supply center.—Delivery Services Dept., 1-28-82.

COLA ROLL-IN OPTION: ARBITRATION AWARD

The recent U.S. Postal Service/Mail Handlers Arbitration Award provides that certain employees represented by the National Post Office Mail Handlers, Watchmen, Messengers and Group Leaders Division of the Laborers' International Union of North America, AFL-CIO may be eligible to have the cost-of-living adjustment (COLA) accumulated during the 1978-1981 collective bargaining agreement become a part of their basic pay effective March 6, 1982. (Note: This Arbitration Award and these instructions do not cover employees jointly represented by the American Postal Workers Union and the Mail Handlers Union in the Mailbag Depositories, Repair Centers and Supply Centers and the Mail Equipment Shops.) Provisions of the Arbitration Award require that eligible employees must exercise their COLA roll-in option in writing no later than February 15, 1982.

This article provides information and procedures to implement the COLA roll-in option provisions set forth in the Arbitration Award.

Installation heads must ensure that the notice which appears on page 11 of this BULLETIN is posted on all bulletin boards.

I. Eligibility Requirements

A. COLA Roll-In. To qualify for the COLA roll-in option, employees must:

1. Have been on the Postal Service rolls as of January 18, 1982 (the date of the Arbitration Award);
2. Be covered by the Civil Service Retirement Program; and
3. Be currently eligible for optional retirement or become eligible for optional retirement by July 20, 1987.

B. Optional Retirement. The age and service requirements for optional retirement are:

1. Age 55 or over with 30 or more years' creditable service (including five years' service).
2. Age 60 or over with 20 or more years' creditable service (including five years' civilian service).
3. Age 62 or over with at least five years' creditable civilian service.

Based on the age/service requirements for optional retirement, an employee's date of birth (DOB) and retirement computation date (RCD) must be within the ranges indicated below to qualify for the COLA roll-in option.

Date of Birth	Retirement Computation Date*
07-21-32 or earlier	07-21-57 or earlier
07-21-27 or earlier	07-21-67 or earlier
07-21-25 or earlier	01-18-82 or earlier

*Must include five years of creditable civilian service.

II. COLA Roll-In Election Period

Eligible mail handler craft employees will have until February 15, 1982 to make their COLA roll-in election. This will be the only opportunity eligible employees will have to exercise their COLA roll-in option.

III. Control Lists

A. Preparation. The Headquarters Information Systems Branch has produced computer printout control lists identifying mail handler craft employees who are eligible for the COLA roll-in option, according to official USPS records. The control lists have the title: "Mail Handler Craft Employees Eligible for COLA Roll-in Option" and are in the following format:

SSN—Name, Desig—RSC—RCD—DOB—Fin. #—Pay
Loc—Option/Yes—No

B. Distribution. The control lists will be sent to the General Manager, Compensation Division, of each region for further distribution to each employing office through the MSCs or to BMCs and other facilities as appropriate.

C. Use. The control list is to be used as follows:

1. A source document to prepare election statements for eligible employees of the mail handler craft to make their election on whether to have the COLA accumulated during the 1978-1981 Agreement become a part of basic pay.
2. A check-off and follow-up system to ensure that all election statements are completed and returned by eligible employees no later than February 15, 1982.
3. A source document for the postal data centers to produce Forms 50 confirming the employee's COLA roll-in elections.

IV. Election Statements

A. Preparation. Each employing office must prepare an election statement facsimile (see Exhibit 1 on page 13 of this BULLETIN) for each eligible employee from the information on the control lists. Exhibit 1 should be reproduced locally as needed.

B. Distribution. The employing office must make every effort to see that all eligible employees (including those on leave of absence for any reason) receive their election statement as soon as they are produced.

V. Responsibilities

A. Employing Installation Responsibilities. 1. Each installation will designate a person(s) to be responsible for preparation, distribution, receipt, and control of the election statements and control lists. Each eligible employee must complete, date, sign and return the election statement to his or her supervisor no later than February 15, 1982. The election statement must be completed and returned even though the employee does not elect the COLA roll-in. Supervisors will return completed statements on a daily basis, to the person(s) designated to receive them. When the completed statements are received, enter the employee's Yes or No election on the control list.

2. If an employee does not return a statement to the supervisor within the prescribed period, a facsimile of the statement must be submitted for the employee marked: *No statement returned by employee*, and signed by the employee's supervisor. This is considered a no election. The control listing should be so annotated.

3. Draw a line through the entry on the control list if the employee is not eligible to elect the COLA roll-in or the employee is separated and annotate the list *Not Eligible*, or *Separated*, as appropriate.

4. The completed control list annotated with all eligible employees' elections must be sent to the MSC, ATTN: COLA Roll-In Coordinator, as soon as possible after the election period ends (February 15, 1982).

5. After the control list has been completed, file the election statement on the left side of the employee's official personnel folder.

B. MSC Responsibilities. The MSCs will receive the control lists from associate offices and use the master control list to verify that all statements have been returned and properly completed by eligible employees. All other facilities will be responsible for the same procedures for employees under their jurisdiction. Control lists must be mailed so they will reach the PDC no later than February 26, 1982.

C. PDC Responsibilities. The PDCs will produce Forms 50 from the control lists confirming the employees' COLA roll-in elections. The Nature of Action (NOA) code for this action is 990-COLA Roll-in Option. The message in Remarks will be either:

YES=This confirms your election to have COLA become part of your basic pay as per the 01-18-82 USPS/Mail Handler Arbitration Award.

or

NO=This confirms your election to not have COLA become part of your basic pay as per the 01-18-82 USPS/Mail Handler Arbitration Award.

VI. Correcting Records

A. General. There may be some employees who meet the requirements for the COLA roll-in option but their names do not appear on the control lists. Conversely, there may be some employees who are shown on the control lists who do not meet the eligibility requirements. In such cases, the employing office is responsible for verifying eligibility and taking corrective action to amend the employee's records, if necessary.

B. Procedures.

1. Eligibility Established—Name not on Control List

a. If a review of appropriate records indicates that an employee's eligibility is established and there are no errors in the records, the employing installation will:

(1) Enter the employee's name and identifying data on the bottom of the control list and attach additional pages (properly identified) if necessary.

(2) Prepare a COLA Roll-in Election statement and have the employee make his or her written election in the proper manner, i.e., sign and date it (see Exhibit 1, which may be reproduced for this purpose).

(3) Enter the data from the employee's election on the control list, as indicated in the following example:

SSN	Name	Finance #	Option Yes/No
000-00-000	B.A. Worker	10-7930	X

(4) Send the completed control lists to the MSCs with any attachments properly secured, for transmittal to the PDCs.

(5) File the election statement on the left side of the employee's official personnel folder.

b. If a review of appropriate records indicates that there are errors in the records which can be corrected immediately (e.g., a typographical error of the date of birth) follow the steps in VI-B-I. Prepare a Form 50 worksheet to correct the error using the appropriate Nature of Action (NOA) Code and forward through channels to the ELRIC.

c. When it is necessary to request official records to verify additional service claimed to establish eligibility and it is evident that the official documents will not be received by February 15, 1982, tentatively assume the employee meets the roll-in eligibility requirements pending receipt of the evidence and:

(1) Follow the procedures in VI-B-I. When the evidence is received, prepare a Form 50 worksheet to correct the error using the appropriate NOA Code (for example, NOA 882 to change retirement computation date) NOA 002 to correct date of birth, and forward through channels to ELRIC.

(2) If the evidence shows the employee is not eligible, and the PDC has issued a Form 50 with the employee's COLA Roll-In Election, prepare a Form 50 worksheet to cancel the COLA Roll-In using NOA 001. Include the following statement in the Remarks section: This cancels the COLA Roll-In Form 50 effective March 6, 1982. It has been determined that this employee was not eligible to elect roll-in of COLA. The PDC will make all necessary adjustments.

2. Name on Control List—Employee Not Eligible.

a. Prepare Form 50 worksheet to correct the error in the records and send it to ELRIC for processing.

b. Return the control list marked ineligible. The records will be removed from control files at the PDC so no Form 50 will be produced.

3. Information for Employees. Many eligible employees will be seeking information to assist them in making a decision on whether to elect the COLA roll-in option. Installations are to make every effort to provide information and assistance to employees. If the information requested is not readily available at the installation level, it should be requested through management channels from the Regional Compensation Managers. However, in all cases whether or not the information requested is received, the election statement must be received by February 15, 1982. The following general information may be useful in discussions with employees:

a. Those eligible employees who elect to have the COLA become part of basic pay will be subject to the following changes, effective March 6, 1982:

(1) The COLA amount will become subject to 7 percent retirement deductions which will be withheld from pay for the retirement fund.

(2) The basic life insurance amount will be increased. (The Postal Service pays the full cost of basic insurance.)

(3) The amount of Option B—Additional insurance will also be increased for those who elected this coverage. The increase in the amount of Option B—Addi-

tional insurance will result in an increase in the bi-weekly withholding for this coverage based on age. SF 2817B, the pamphlet on the Federal Employees Group Life Insurance Program, provides complete information to use in calculating insurance amounts and withholdings.

(4) For those eligible employees electing to roll-in the COLA on March 6, 1982, the full impact on their high-3 of having COLA in their basic salary will be realized on March 5, 1985. The high-3 of such an employee retiring before that date will include some time during which the basic salary did not include the rolled-in COLA. For example, in computing the high-3 of an employee who retires on March 5, 1983, only one of the high-3 years will have the rolled-in COLA.

(5) The National Retirement Counseling System (NARECS) annuity estimate printouts may be used to give employees an estimate of annuity without the COLA roll-in. At this time, manual calculations would have to be made to project annuity estimates with the COLA roll-in.

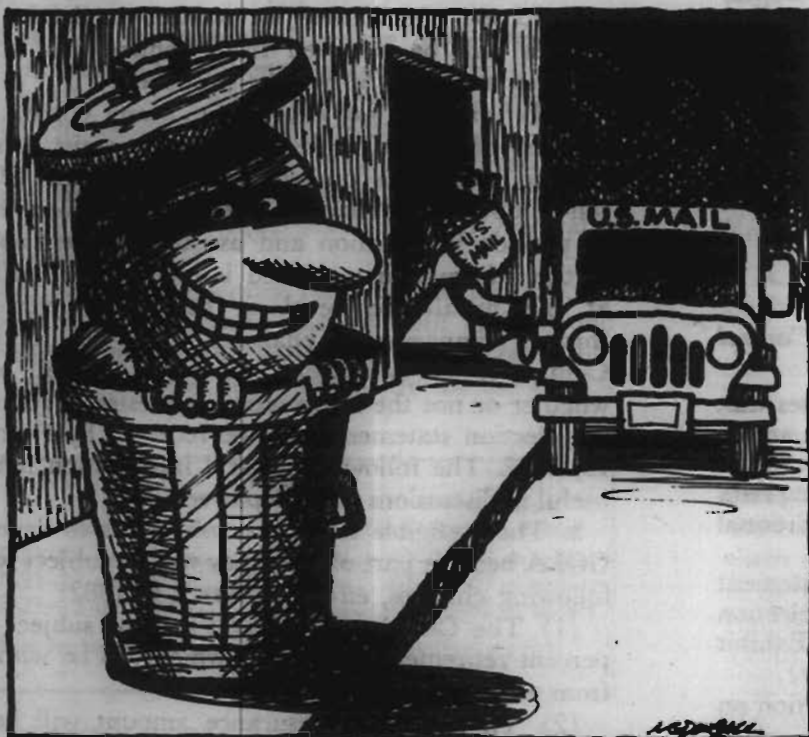
b. Those employees who are eligible and do not elect to have COLA become a part of basic pay will not have another opportunity to elect to roll in COLA. However, the Arbitration Award provides that all covered employees will automatically have the appropriate COLA amount that accrued during the 1978-1981 National Agreement made a part of basic pay effective October 13, 1984.—*Employee Relations Dept., 1-28-82.*

INTERNATIONAL MAIL—PUBLICATION 15 AND POSTER 51

Revised editions of Publication 51 and Poster 51, both titled *International Postal Rates and Fees*, are being printed. They will be automatically distributed to post offices. Both of these issuances reflect the new international rate changes that were announced in POSTAL BULLETIN 21319 (10-6-81) and the new Canadian rates announced in POSTAL BULLETINS 21327 (11-26-81) and 21330 (12-17-81).

If additional copies of Publication 51 or Poster 51 are needed, they should be ordered from the supply centers on Form 7380, *Requisition for Supplies*, during regular requisitioning cycles. Destroy all earlier editions of Publication 51 and Poster 51.—*Rates & Classification Dept., 1-28-82.*

IS IT LOCKED?



It only takes a
second for both
of you

Don't take the
chance

**LOCK YOUR
VEHICLE!**

**Notice to Certain Bargaining Unit Personnel
Represented by
The National Post Office Mail Handlers, Watchmen,
Messengers and Group Leaders Division
of the
Laborers' International Union of North America, AFL/CIO**



**COLA Roll-In Option
—Arbitration Award—**

Based on the provisions of the recent U.S. Postal Service/Mail Handlers Arbitration Award, you may be eligible to have the cost-of-living adjustment accumulated under your 1978-1981 collective bargaining agreement rolled into your basic pay effective March 6, 1982.

Eligibility requirements are that you must (1) have been on the Postal Service rolls as of January 18, 1982, (2) be covered by the Civil Service Retirement Program, and (3) be currently eligible for optional retirement or become eligible for optional retirement by July 20, 1987. This means that based on the age and service requirements for optional retirement, your date of birth and your retirement computation date (which includes creditable service for Civil Service Retirement purposes) must be within the ranges indicated below to qualify for this option:

Date of Birth	Retirement Computation Date
07-21-32 or earlier.....	07-21-57 or earlier
07-21-27 or earlier.....	07-21-67 or earlier
07-21-25 or earlier.....	01-18-82 or earlier

It is necessary that each individual who meets the eligibility requirements for the COLA roll-in option indicate no later than February 15, 1982, whether or not he or she desires to have the COLA become a part of basic pay effective March 6, 1982. Therefore, if you believe you meet the requirements for the COLA roll-in option, contact your personnel office or postmaster immediately.

All eligible employees should clearly recognize that the election of the COLA roll-in option does not imply in any way that they are obligated to retire by July 1987.—
Employee Relations Department

(Note: Employees jointly represented by the American Postal Workers Union and the Mail Handlers Union in the Mailbag Depositories, Repair Centers and Supply Centers and the Mail Equipment Shops are not covered by this notice.)



ELECTION STATEMENT

**U. S. Postal Service/Mail Handlers
Arbitration Award of January 18, 1982
COLA Roll-In Election**

Postal Service records indicate you are or will be eligible for optional retirement in the period January 18, 1982 thru July 20, 1987. Therefore, under the provisions of the USPS/Mail Handlers Arbitration Award of January 18, 1982, you are eligible to elect to roll into basic pay, effective March 6, 1982, the amount of COLA that accumulated under the 1978-81 Agreement (\$1.74 an hour).

This is the only opportunity you will have during the life of the Award to elect this roll-in option. The election must be made by marking the appropriate box below over your signature and returning the election to your supervisor no later than February 15, 1982.

Yes. I elect to have COLA rolled into basic pay effective March 6, 1982.

No. I do not elect to have COLA rolled into basic pay.

Signature

SSN

Date

Reproduce locally. Record employee's election on Mail Handler Craft Employee's Control List. File form on left side of OPF.



DECLARATION STATEMENT

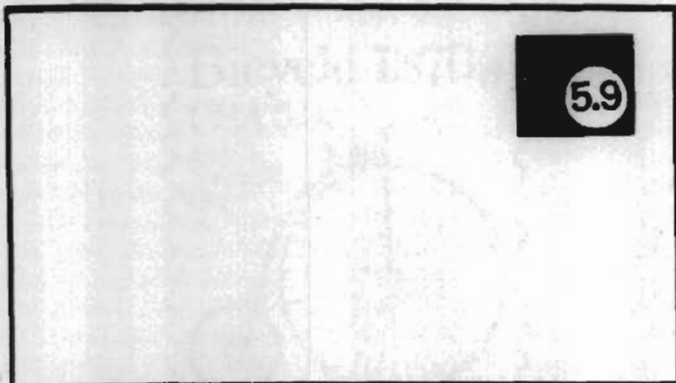
U. S. Postal Service Mail Handlers
Award of January 15, 1982
COLA Roll-In Election

Postal Service records indicate you are or will be a
optional retirement in the period January 15, 1982
1982. Therefore, under the provisions of the
handler election award of January 15, 1982, you
eligible to elect to roll into basic pay effective
1982. The amount of COLA that was calculated under the
agreement 11.7% of basic pay.

This is the only opportunity you will have during the life of
the Award to elect this roll-in option. The election must be
and by entering the appropriate box below over your signature
and returning the election to your supervisor no later than
February 15, 1982.

- Yes, I elect to have COLA rolled into basic pay effective
March 1, 1982.
- No, I do not elect to have COLA rolled into basic pay.

Signature _____
 Date _____
 (Signature must be handwritten on this form and returned to the
 appropriate supervisor.)



Copyright U.S. Postal Service 1982

Issue Date: February 17, 1982
 First Day City: Wheeling, West Virginia
 Designer: Johan Severtson
 New Haven, Connecticut
 Press: VH
 Color: Brown

5.9-Cent Authorized Nonprofit Organization Embossed Envelope

A new 5.9-cent embossed stamped envelope intended for use in bulk mailings by nonprofit organizations will be placed on sale February 17 in Wheeling, West Virginia. A 5.9-cent regular postage stamp also will be placed on sale the same day. Both the envelope and stamp meet the new third-class minimum per-piece rate for nonprofit organizations which became effective January 10, 1982.

The envelope will be available in sizes 6¾ and 10, both regular and window.

Procedures for ordering first day cancellations are as follows:

Customers desiring first day cancellations should address orders to: "Nonprofit Envelope, Postmaster, Wheeling, WV 26003-9992"

by March 19. The cost is 25 cents per envelope (5.9 cents, plus 15 cents in order to meet the First-Class rate, plus 4 cents for the envelope). The 6¾ regular envelope will be supplied unless the Number 10 envelope or window envelope is specifically requested. Personal checks in the exact amount will be accepted as payment for orders up to the limit of 50 covers. Postage stamps and cash are unacceptable as payment.

To eliminate the requirement for Postal Service personnel to apply return addresses and to expedite processing of orders, customers are requested to send self-addressed envelopes of an appropriate size or return address labels with their orders.



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 82-3
 Remove after March 19



Copyright U.S. Postal Service 1982

Issue Date: February 17, 1982
 First Day City: Wheeling, West Virginia
 Designer: David Stone
 Port Washington, New York
 Modeler: Clarence Hofbert
 Engravers: Gary M. Chaconas (vignette)
 Thomas J. Bakos (lettering & numerals)
 Press: Intaglio
 Color: Blue
 Image Area: .75 x .82 inches or
 19.05x20.82 millimeters
 Plate Numbers: One
 Stamps to Coil: 500 and 3,000

5.9-Cent Nonprofit Regular Postage Stamp

A 5.9-cent regular postage stamp featuring an antique Bicycle in the design will be placed on sale in Wheeling, West Virginia, on February 17. The stamp meets the third-class minimum per-piece rate for bulk mailings by nonprofit organizations effective January 10, 1982. A 5.9-cent nonprofit embossed stamped envelope will be placed on sale at the same time.

Artist David Stone based his design on a highwheeler, or "ordinary," bicycle as it was often called. The ordinary was first introduced into the United States at the Centennial Exposition in Philadelphia in 1876.

The Bicycle stamp is the fifth issue in the new Transportation Series which was initiated in 1981 and features early modes of transportation. Other stamps in the series include the Surrey With the Fringe on Top, the Electric Auto, the Fire Pumper and the Mail Wagon.

The stamps in the series are issued in coil form only.

For bulk mail users, the stamp will be available in precanceled form. It will be available in unprecanceled form to meet philatelic requirements at philatelic centers and by mail

order from the Philatelic Sales Division in Washington. The unprecanceled version will be sold in increments of 10 only and, to obtain line pairs, collectors will have to purchase 30 stamps.

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. Customers are reminded they must add 15 cents additional postage to their envelopes to meet the First-Class rate. Insert a filler in each envelope and mail them to: "Customer Affixed Envelopes, Postmaster, Wheeling, WV 26003-9991" by March 19. There is no charge.

The Postal Service will affix stamps when requested to do so. Mail orders by March 19 to: "5.9¢ Stamp, Postmaster, Wheeling, WV 26003-9992." The cost is 21 cents per stamp to be affixed (5.9 cents plus 15 cents in order to meet the First-Class rate) 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 82-2
 Remove after March 19

Notice to all Employees



Health Benefits Program—1982 Rates

Installation heads must post the following notice on all bulletin boards:

Changes in Headquarters and field employees' biweekly withholdings for 1982 health benefits coverage will be reflected in pay checks dated January 28 and 29, respectively. Since the majority of the health plans increased their rates, most employees will experience a larger deduction and a decrease in net pay.

Postal Bulletin Notice 21334, 1/14/82, pages 11-14 contains a listing of the 1982 rates. The rates in Handbook EL-503, *Health Benefits Coverage*, should also be available in all personnel offices and on all bulletin boards.

At this time, no regular open season has been scheduled, and no open season changes in enrollment may be made. However, enrollments for new hires and changes in enrollment permitted for events other than open season may be processed in the usual manner (see ELM 524.5).—Employee Relations Department, 1-28-82.



MISSING U.S. MONEY ORDER FORMS—DO NOT CASH

To be posted and used by window clerks. As directed, destroy previous notices. Any interim notices, including Inspection Service Forms 577, should be destroyed when the numbers listed appear in the POSTAL BULLETIN. The actual serial numbers consist only of the first 10 digits on the money orders. A. New Style. (Listed below). Destroy PB 21335 listing. B. Old Style. (Gray) C. Counterfeit. The listing from PB 21240 remains valid for both B. and C.

213 578 4229 to 4399	252 432 6988 to 6999	261 533 2067 to 2299	269 553 1200 to 1299
217 210 7100 to 7299	252 891 1159 to 1199	261 935 6500 to 6599	269 821 1147 to 1199
217 288 7000 to 7024	253 175 2670 to 2699	261 954 6334 to 6399	269 878 5666 to 5699
217 667 3400 to 3599	253 192 7311 to 7399	261 965 4168 to 4199	269 911 1140 to 1199
219 726 9924 to 9999	253 293 5931 to 5940	262 240 6607 to 6665	269 911 1262 to 1299
229 350 0600 to 0699	253 446 4033 to 4099	262 240 6677 to 6696	269 942 9300 to 3,0099
238 169 7587 to 7599	253 547 6013 to 6049	262 604 1515 to 1599	269 960 4957 to 4999
240 901 5900 to 5999	253 547 6054 to 6099	262 931 7066 to 7076	270 130 0028 to 0074
241 081 9274 to 9299	253 747 6924 to 6999	262 949 9200 to 9299	270 130 0089 to 0199
241 685 5124 to 5199	254 107 8590 to 8599	262 963 4912 to 4999	270 233 5700 to 5799
241 908 2486 to 2499	254 107 8913 to 8999	263 129 6984 to 6999	270 500 0040 to 0099
242 021 2262 to 2499	254 254 4490 to 4499	263 146 1837 to 1849	270 894 5717 to 5799
242 816 1337 to 1399	254 259 8867 to 8899	263 323 0768 to 0799	271 152 7058 to 7069
243 112 4109 to 4120	254 259 8951 to 9099	263 407 7000 to 7099	271 152 7076 to 7091
243 766 6730 to 6799	254 740 8408 to 8445	264 132 9200 to 9299	271 171 3205 to 3299
244 678 2333 to 2499	255 125 8500 to 8599	264 205 4017 to 4099	271 186 6354 to 6499
245 103 9400 to 9499	255 176 5373 to 5399	264 223 9121 to 9199	271 319 5039 to 5099
245 118 6754 to 6768	255 276 0949 to 0999	264 366 7033 to 9499	271 325 5500 to 5599
245 279 1420 to 1499	255 281 2647 to 2699	264 405 9660 to 9699	271 505 9478 to 9499
245 279 1510 to 1599	255 440 4800 to 4899	264 406 1201 to 1299	271 519 3200 to 3299
245 591 1626 to 1799	255 440 4900 to 4999	264 496 5357 to 5399	271 735 3760 to 3899
245 973 2677 to 2699	255 857 4749 to 4799	264 499 2331 to 2349	272 046 9552 to 9599
246 076 7300 to 7399	256 140 5400 to 5499	264 642 5304 to 5399	272 059 8000 to 8199
246 155 4048 to 4099	256 193 5100 to 5159	264 786 2900 to 2999	272 060 0800 to 0999
246 155 5000 to 5499	256 695 0525 to 0599	265 151 4134 to 4199	272 067 9254 to 9299
246 402 6511 to 6599	256 754 0030 to 0099	265 330 0400 to 0599	272 068 6009 to 6099
246 608 6300 to 6399	257 157 2164 to 2499	265 338 9048 to 9099	272 075 3700 to 3899
246 609 9545 to 9799	257 405 2600 to 2899	265 370 8800 to 8999	272 133 0400 to 0599
246 973 1372 to 1399	257 474 8312 to 8399	265 387 1531 to 1599	272 277 4600 to 5299
247 012 0500 to 0599	258 444 7185 to 7199	265 394 0669 to 0691	273 109 8710 to 8799
247 066 9300 to 9399	258 450 6755 to 6799	265 506 2000 to 2099	273 142 4076 to 4099
247 086 4200 to 4299	258 480 2600 to 2899	265 541 8254 to 8299	273 304 8587 to 8599
247 113 5635 to 5699	258 618 0254 to 0299	265 719 5370 to 5399	273 312 4926 to 5199
247 490 1960 to 1999	258 643 2765 to 2774	265 956 3900 to 3999	273 312 7600 to 7799
247 490 2086 to 2099	258 950 5217 to 5299	266 369 4447 to 4499	273 391 2300 to 2399
247 497 4000 to 4099	258 950 5433 to 5499	266 399 5845 to 5899	274 034 4655 to 4699
247 544 0200 to 0214	259 084 1386 to 1399	266 442 2360 to 2399	274 034 4752 to 4799
247 983 1511 to 1899	259 227 0000 to 1499	266 547 6565 to 6599	274 034 4900 to 4999
248 102 6984 to 6999	259 340 0828 to 0999	266 775 2669 to 2699	274 047 3000 to 3999
248 120 4322 to 4399	259 628 0936 to 0999	266 805 8372 to 8399	274 229 8903 to 8914
248 244 7246 to 7299	259 745 1300 to 1499	266 942 9343 to 9399	274 372 3943 to 3999
248 423 4864 to 4899	259 783 7821 to 7899	266 942 9754 to 9799	274 507 3213 to 3299
248 440 7916 to 7971	259 825 5819 to 5899	266 942 9900 to 9999	274 609 4285 to 4299
248 718 7317 to 7399	259 825 5819 to 5899	267 841 9022 to 9099	274 999 9031 to 9199
249 945 6900 to 6999	259 950 3053 to 3099	267 917 1874 to 1999	275 313 4737 to 5199
249 996 6000 to 6099	259 950 3300 to 3499	268 202 3665 to 3699	275 541 0100 to 0299
249 996 6300 to 6499	260 144 7415 to 7499	268 224 1500 to 1699	276 083 1600 to 1999
250 565 7029 to 7040	260 198 2856 to 2898	268 243 7679 to 7699	276 073 5200 to 5699
250 919 5218 to 5299	260 229 5638 to 5699	268 246 8600 to 8699	276 540 8653 to 8699
250 951 4340 to 4363	260 324 9000 to 9099	268 299 0000 to 4999	277 121 1000 to 2999
250 991 9778 to 9799	260 479 3500 to 3599	268 329 6466 to 6499	280 561 6200 to
251 518 6281 to 6399	260 743 5000 to 5099	268 653 8300 to 8399	280 661 to 6199
251 964 6056 to 6199	260 894 8061 to 8099	268 657 2928 to 2999	801 579 6056 to 6098
251 997 2913 to 2999	261 002 6451 to 6499	268 657 2928 to 2999	801 629 1900 to 1999
252 171 2041 to 2056	261 052 5271 to 5299	268 834 6500 to 7999	802 029 5199 to 8999
252 235 4400 to 4499	261 175 6200 to 6299	268 881 7700 to 7799	802 265 0575 to 1999
252 235 4581 to 4899	261 459 5800 to 5899	269 414 2084 to 2099	802 678 2605 to 2699
252 238 2299 to 2399	261 459 6722 to 6799	269 416 3526 to 3599	802 751 1128 to 1299
	261 506 0686 to 0699	269 527 9532 to 9599	802 980 6945 to 6955

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 21332 article.

344,536,201 to 6,400	363,794,701 to 5,200	375,712,274 to 2,300	400,896,730 to 6,800
344,821,230 to 1,297	365,867,401 to 7,500	375,881,401 to 1,500	400,980,701 to 0,800
344,854,601 to 4,700	365,867,517 to 7,600	377,011,946 to 2,400	401,295,335 to 5,400
345,299,801 to 9,900	366,888,911 to 9,000	377,901,546 to 1,600	402,885,601 to 5,900
345,986,501 to 6,600	366,967,107 to 7,200	379,786,742 to 6,760	403,243,638 to 3,900
347,238,201 to 8,300	368,108,160 to 8,600	380,821,401 to 2,200	404,196,001 to 6,100
347,975,946 to 5,959	368,416,575 to 6,600	383,053,831 to 3,900	404,403,804 to 3,900
348,086,296 to 6,300	368,773,419 to 3,500	390,557,101 to 7,170	404,578,200 to 8,500
348,190,501 to 0,900	368,847,601 to 7,700	390,581,961 to 2,040	404,625,122 to 5,200
351,452,949 to 3,000	370,494,001 to 4,200	391,923,323 to 3,500	404,668,701 to 8,900
351,490,001 to 0,600	370,549,601 to 50,000	393,018,120 to 8,400	404,999,031 to 9,080
353,461,741 to 1,800	371,327,589 to 7,600	393,811,801 to 2,000	405,694,037 to 4,100
357,010,401 to 0,500	372,401,123 to 1,500	393,912,375 to 2,400	405,831,365 to 1,400
357,339,409 to 9,455	372,429,101 to 9,500	394,914,633 to 4,700	405,885,847 to 5,900
358,180,401 to 0,600	372,548,101 to 8,400	394,914,702 to 4,800	406,576,200 to 6,300
359,790,481 to 0,540	373,593,481 to 3,500	396,770,501 to 0,600	406,922,234 to 2,300
359,791,901 to 1,920	374,013,262 to 3,300	396,823,334 to 3,500	407,769,001 to 9,100
359,994,676 to 4,700	374,433,401 to 4,000	396,944,758 to 5,000	413,578,841 to 9,500
361,168,730 to 8,900	374,540,001 to 0,100	397,148,601 to 9,400	423,268,880 to 8,950
361,201,906 to 2,100	374,988,860 to 8,880	397,207,301 to 7,400	423,271,694 to 1,720
362,395,806 to 5,819	375,040,201 to 0,400	397,929,301 to 9,400	423,298,535 to 8,570
363,633,090 to 3,100	375,432,201 to 2,500	399,721,678 to 1,710	423,788,619 to 8,650

UNITED STATES POSTAL SERVICE

WASHINGTON, DC 20260-1571

OFFICIAL BUSINESS

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FIRST CLASS

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