



postal bulletin

PB 21337—February 4, 1982—12 Pages

Interim Notice—Unrecovered Canadian Money Orders

This notice is a supplement to the last published list, and should be posted and used by window clerks. The new money order serial numbers are comprised of the first nine digits only.

413,266,631 to 6,642 and 422,553,959 to 4,000

—*Inspection Service, 2-4-82.*

20-Cent George Washington Commemorative Stamp

The George Washington commemorative stamp will be first placed on sale February 22, 1982, at Mount Vernon, VA. The stamp commemorates Washington's 250th birth anniversary.

Do not sell before February 23, 1982



Copyright U.S. Postal Service 1981

Issued in panes of 50. Collector information will be found on page 9.

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 411) should immediately submit a Form 3356, *Stamp Requisition-Bulk Quantities*, to the Bureau of Engraving and Printing.

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

Before requisitioning additional stock, consider that the stock should be depleted before April 24, 1982, at all post office outlets except designated philatelic windows.—*Customer Services Dept., 2-4-82.*

Directives Update

New

INTERNATIONAL MAIL MANUAL

Issue 1, 11/13/81

- Hb EL-320, December 1981 PASS Instructions for Supervisors and Managers
- Hb EL-321, December 1981 PASS Workbook—Delivery and Collection, PASS Category No. 307
- Hb EL-322, December 1981 PASS Workbook—Mail Processing Operations, PASS Category No. 406
- Hb EL-323, December 1981 PASS Workbook—Stations/Branch/Associate Office Operations, PASS Category No. 408
- Hb EL-324, December 1981 PASS Workbook—Window Services, PASS Category No. 508
- Hb EL-503, January 1982 Health Benefits Coverage
- Nt 139, January 1982 Public Auction—Sale of Used Postal Vehicles
- Nt 140, January 1982 Sale!! U.S. Postal Vehicles
- Pb 259, January 1982 History of the Postal Inspection Service
- Pt 139, January 1982 For Sale—Surplus Postal Vehicles

Revisions

- Hb F-46, January 1982 In-Office Cost Sampling System—Mail Identification Examples (complete revision)
- Hb M-4, TL-8, 06/30/81 Vehicle Maintenance Program Guidelines
- Nt 100A, November 1981 Self-Service Postal Center, November 1, 1981 Rate Chart
- Pb 29, November 1981 Express Mail Zone Chart Directory—Custom Designed Service
- Pb 51, January 1982 International Postal Rates and Fees (complete revision)

Obsolete

- Pb 29, July 1978 Express Mail Zone Chart Directory, U.S. Postal Service
- Pb 163A Express Mail—Custom Designed Service, Self-Mail

—*Office of Data Management, 2-4-82.*

CONTENTS

	Page
20-Cent George Washington Commemorative Stamp	1
Cost of Living Annuity Increase	2
Directives Update	1
EAS Promotions	7
Freedom of Information Act Request	7
Holiday Closing	5
Love Stamp Poster (Correction)	7
Money Orders, Canadian Stolen	1
Money Orders, U.S. Missing	11
Open Oval Rubber Bands	7
Refusing or Terminating Box or Caller Service	3
Review Clerk	7
Stamp Poster 82-4	9
Unidentified Money Orders	2
Wanted Circular Canceled	7

COST-OF-LIVING ANNUITY INCREASE

Civil Service annuities are no longer adjusted every six months in March and September. The retirement law was amended last August to eliminate the September cost-of-living adjustment. Annuities are now adjusted only once a year, in March.

The Office of Personnel Management (OPM) has announced that civil service annuities will be increased by 8.7 percent effective March 1, 1982. Only those who have been on the retirement rolls from March 1981 or earlier will receive the full amount (8.7 percent). Those who retired since April 1981, or those who will go on the retirement rolls before March 1, 1982, will receive a prorated amount as described below. This increase is based on the full percentage change in the Consumer Price Index (CPI-W) from December 1980 through December 1981.

A. Proration of Initial Cost-of-Living Adjustment

The retirement law now provides that after an employee retires, his/her first cost-of-living annuity adjustment is prorated based on the number of months the retiree has been on the retirement rolls. Therefore, since annuities are now adjusted every twelve months, in March, the retired employee's initial annuity increase will be one-twelfth of the applicable cost-of-living increase for each month the employee is on the retirement rolls before the March 1 effective date of the increase (any portion of a month on the retirement rolls counts as a full month).

The following would apply for an employee whose annuity commenced or will commence in the following months:

Month Annuity Commences	Prorated Amount	COLA (percent)
March 1981..	Full 3-1-82 COLA for Annuities....	8.7
April 1981...	11/12 of 3-1-82 COLA for Annuities..	8.0
May 1981...	10/12 of 3-1-82 COLA for Annuities..	7.3
June 1981...	9/12 of 3-1-82 COLA for Annuities..	6.5
July 1981....	8/12 of 3-1-82 COLA for Annuities..	5.8
August 1981..	7/12 of 3-1-82 COLA for Annuities..	5.1
Sept. 1981...	6/12 of 3-1-82 COLA for Annuities..	4.4
Oct. 1981....	5/12 of 3-1-82 COLA for Annuities..	3.6
Nov. 1981...	4/12 of 3-1-82 COLA for Annuities..	2.9
Dec. 1981...	3/12 of 3-1-82 COLA for Annuities..	2.2
Jan. 1982....	2/12 of 3-1-82 COLA for Annuities..	1.5
Feb. 1982....	1/12 of 3-1-82 COLA for Annuities..	0.7

B. Retirement Counseling

1. *Notice to Employees.* Installation heads should inform eligible employees contemplating retirement that in order to receive the one-twelfth (0.7%) prorated amount of the March 1, 1982 annuity COLA, the annuity must commence no later than February 28, 1982. This means the employee's separation date or last day in a pay status must be no later than February 27, 1982.

2. National Retirement Counseling System (NARECS)

a. NARECS provides, on a semiannual basis, computer generated *Annuity Estimates* for employees eligible for optional retirement. The semiannual *Annuity Estimate* printouts (Report No. AAF-240P1)

are automatically produced in August and February. The printouts for February 1982 are scheduled to be distributed in pay period 4 (February 6-February 19). See POSTAL BULLETIN 21259, 8/21/80, pages 5-7, for a complete description of the NARECS program.

b. The *Annuity Estimate* is an excellent tool to assist in retirement counseling. When the estimates are available, advise eligible employees of this fact by general announcements on bulletin boards or through general employee letters. Give the annuity estimate to the employee only if he or she asks for it. In no instance should we do anything that would be viewed as coercing an individual to retire. Optional retirement is a purely personal decision on the employee's part.

3. Federal Income Tax

a. A civil service annuitant does not pay Federal income tax on annuity until the annuity payments received exceed the amount contributed to the Civil Service Retirement Fund.

b. An annuitant may authorize the Office of Personnel Management (OPM) to make Federal income tax withholdings from annuity payments. Form W-4P, *Annuitant's Request for Voluntary Federal Income Tax Withholdings*, which may be obtained from OPM, may be used to authorize these withholdings.

c. Refer questions concerning Federal income tax to the District Director of Internal Revenue.

4. *Election of Post-Retirement Basic Life Insurance Coverage.* Retiring employees are to complete OPM Form 1452, *Election of Post-Retirement Basic Life Insurance Coverage*. This form permits the retiring employee to elect a lesser reduction (or no reduction) in the amount of basic (regular) life insurance coverage the retiree will carry after reaching age 65.—*Employee Relations Dept., 2-4-82.*

DMM Revision

Unidentified Money Orders

DOMESTIC MAIL MANUAL (DMM) 159.442 provides instructions to post offices for handling unidentified money orders found loose in the mail. This section refers to an instruction which is not generally available to post offices. Effective immediately, DMM 159.442 is revised and 159.443 is added to provide instructions for general use by postal employees as follows:

159.4 Disposition of Articles Found Loose in the Mail.

* * * * *

.442 Examine articles of value which cannot be matched with an addressed envelope or wrapper to try to identify the mailer or addressee. If identified, return or forward under a penalty envelope or label, with explanation. For postage charges, see 159.45a-d.

.443 Stamp unidentified postal money orders VOID (Location) and send them to the Money Order Division, St. Louis, Missouri 63182, accompanied by a memorandum explaining the circumstances.

This change will be included in a future issue of the DMM.—*Rates & Classification Dept., 2-4-82.*

DMM Revision

REFUSING OR TERMINATING BOX OR CALLER SERVICE

Procedures for refusing or terminating box or caller service have been amended, effective January 17, 1982. The new procedures are designed to simplify and expedite the entire determinative process by increasing the authority of local postmasters, requiring notification of every unsuccessful applicant, providing alternative methods of notification, and establishing practical time limits for required action.

Postmasters who have doubts about the propriety of refusing or terminating service in particular cases, or who have any other questions concerning the new procedures, are encouraged to ask their Regional Counsel or the Consumer Protection Division of the Law Department at Headquarters (FTS 245-4385) for advice. Customers aggrieved by postmasters' Determinations under the new procedures may request review by the Postal Service Judicial Officer Department.

Therefore, DOMESTIC MAIL MANUAL (DMM) 951.35, 951.8 and 952.4 are revised, effective immediately.

951 Post Office Lockbox Service

* * * * *

.35 A box may be rented to another customer 15 days after it has been closed by a final decision of the Postal Service (see 951.8) or surrendered pursuant to 951.32*b*. A box may be rented to another customer immediately following its surrender pursuant to 951.32*a* or 951.32*c*.

* * * * *

951.8 Refusal To Provide Service; Termination of Service; Surrender of Service.

.81 Refusal To Provide Service. A postmaster may refuse to rent a post office box under any of the following circumstances:

a. The applicant has submitted a falsified application for box service.

b. Within the two years immediately preceding submission of the application, the applicant physically abused a box or violated a regulation or contractual provision relating to the care or use of a box.

c. There is substantial reason to believe that the box will be used for purposes which will violate 951.153.

.82 Termination of Service. A postmaster may close a post office box when the boxholder has:

a. Falsified the application for the box;

b. Physically abused the box; or

c. Violated any regulation or contractual term or condition relating to the care or use of the box.

.83 Postmaster's Determination

.831 Basis for Issuance. When a postmaster is satisfied that an application for commencement of service should be denied pursuant to 951.81, or that service to a boxholder should be terminated pursuant to 951.82, he will issue a written Determination.

.832 Content. The Determination must state the reasons for its issuance, and also must contain the following statement: "You may file a Petition opposing this Determination within twenty days (Sundays and holidays included) after the date you receive it.

Your Petition must be in writing and include a statement of your reasons for opposing the Determination. Your Petition, signed by you or your attorney, must be filed in triplicate at the Post Office address given above. This filing may be accomplished by certified mail, or by delivering the Petition to the above address. Obtain and keep a written receipt to show that your Petition was timely filed. Your Petition will be forwarded to the Recorder, Judicial Officer Department, U.S. Postal Service, Washington, D.C. 20260 for appropriate action as set forth in 39 C.F.R. 958. If you do not file a timely Petition, this Determination will become the final decision of the U.S. Postal Service in this matter."

.833 Delivery. The postmaster's Determination must be delivered to the applicant or boxholder via certified mail, or by any other method provided a signed receipt is obtained from the addressee. If such delivery cannot be effected within 15 days after issuance of the Determination, it must be delivered as ordinary mail and the postmaster must make a written record of the date of such delivery and the prior attempts made to deliver it.

.84 Petition by Applicant or Boxholder.**.841 Procedure.**

a. The applicant or boxholder may file a Petition opposing the postmaster's Determination within twenty days (Sundays and holidays included) after delivery, in accordance with the instructions in the postmaster's Determination and with 39 C.F.R. 958.

b. The filing of a Petition will prevent the postmaster's Determination from taking effect and will transfer the case to the Judicial Officer Department, U.S. Postal Service. Thereafter, if a final decision on the merits is rendered by the Judicial Officer Department pursuant to 39 C.F.R. 958, it will constitute the final decision of the U.S. Postal Service.

.842 Effect.

a. After delivery of the Determination, the postmaster will take no action to implement it for the twenty-day period allowed for filing a Petition, and an additional seven days. If he has not received a Petition by the twenty-seventh day, his Determination will take effect, becoming the final decision of the Postal Service. The postmaster should retain documentation establishing the date and method of delivery of the Determination for at least one year.

b. On receipt of any Petition, even if considered to be late or nonconforming, the postmaster will immediately forward two copies to the Recorder, Judicial Officer Department, U.S. Postal Service, Washington, D.C. 20260. He will also forward to the Assistant General Counsel, Consumer Protection Division, Law Department, U.S. Postal Service, Washington, D.C. 20260, a report which will include the evidence upon which the postmaster's Determination was based and the proof of delivery of the Determination to the customer.

.85 Surrender of Service. A post office box will be deemed to have been surrendered when the boxholder:

- a. Submits a permanent change of address order;
- b. Fails or refuses to pay the pertinent rent due; or
- c. Submits a written notice to discontinue the service.

.86 Mail addressed to a Closed Box. When a post office box is closed by a final decision of the Postal Service, the postmaster must give written notice to the boxholder that mail addressed to him at the box number will thereafter be forwarded pursuant to a valid change of address order, if one has been submitted, or transferred to General Delivery where it will be held the current time limit for forwarding. At the end of the applicable period, all mail so addressed will be handled as undeliverable. However, this procedure will not preclude compliance with the sender's request for a specific retention period in accordance with 122.32.

952 Caller Service

* * * * *

952.4 Refusal To Provide Service; Termination of Service; Surrender of Service

.41 Refusal To Provide Service. A postmaster may deny an application for caller service under any of the following circumstances:

- a. The applicant has submitted a falsified application for the service.
- b. Within the two years immediately preceding submission of the application, the applicant violated a regulation or contractual provision relating to use of the service.
- c. There is substantial reason to believe that the service will be used for purposes which will violate 952.191.

.42 Termination of Service. A postmaster may terminate caller service when the caller has:

- a. Falsified the application for the service; or
- b. Violated any regulation or contractual term or condition relating to use of the service.

.43 Postmaster's Determination

.431 Basis for Issuance. When a postmaster is satisfied that an application for commencement of caller service should be denied pursuant to 952.41, or that service to a caller should be terminated pursuant to 952.42, he will issue a written Determination.

.432 Content. The Determination must state the reasons for its issuance, and also must contain the following statement: "You may file a Petition opposing this Determination within twenty days (Sundays and holidays included) after the date you receive it. Your Petition must be in writing and include a statement of your reasons for opposing the Determination. Your Petition, signed by you or your attorney, must be filed in triplicate at the Post Office address given above. This filing may be accomplished by certified mail, or by delivering the Petition to the above address. Obtain and keep a written receipt to show that your Petition was timely filed. Your Petition will be forwarded to the Recorder, Judicial Officer Department, U.S. Postal Service, Washington, D.C. 20260 for appropriate action as set forth in 39 C.F.R. 958. If you do not file a timely Petition, this Determination will become the final decision of the U.S. Postal Service in this matter."

.433 Delivery. The postmaster's Determination must be delivered to the applicant or caller via certified mail, or by any other method provided a signed receipt is obtained from the addressee. If such delivery cannot be effected within 15 days after issuance of the Determination, it must be delivered as ordinary mail and the postmaster must make a written record of the date of such delivery and the prior attempts made to deliver it.

.44 Petition by Applicant or Caller

.441 Procedure.

a. The applicant or caller may file a Petition opposing the postmaster's Determination within 20 days (Sundays and holidays included) after delivery, in accordance with the instructions in the postmaster's Determination and with 39 C.F.R. 958.

b. The filing of a Petition will prevent the postmaster's Determination from taking effect and will transfer the case to the Judicial Officer Department, U.S. Postal Service. Thereafter, if a final decision on the merits is rendered by the Judicial Officer Department pursuant to 39 C.F.R. 958, it will constitute the final decision of the U.S. Postal Service.

.442 Effect.

a. After delivery of the Determination, the postmaster will take no action to implement it for the twenty-day period allowed for filing a Petition, and an additional seven days. If he has not received a Petition by the twenty-seventh day, his Determination will take effect, becoming the final decision of the Postal Service. The postmaster should retain documentation establishing the date and method of delivery of the Determination for at least one year.

b. On receipt of any Petition, even if considered to be late or nonconforming, the postmaster will immediately forward two copies to the Recorder, Judicial Officer Department, U.S. Postal Service, Washington, D.C. 20260. He will also forward to the Assistant General Counsel, Consumer Protection Division, Law Department, U.S. Postal Service, Washington, D.C. 20260, a report which will include the evidence upon which the postmaster's Determination was based and the proof of delivery of the Determination to the customer.

.45 Surrender of Service. Caller service will be deemed to have been surrendered when the caller:

- a. Submits a permanent change of address order;
- b. Fails or refuses to pay the pertinent fee due; or
- c. Submits a written notice to discontinue the service.

.46 Disposition of Mail. When caller service is terminated by a final decision of the Postal Service, the postmaster must give written notice to the caller that mail addressed to him at the caller number will thereafter be forwarded pursuant to a valid change of address order, if one has been submitted, or transferred to General Delivery where it will be held the current time limit for forwarding. At the end of the applicable period, all mail so addressed will be handled as undeliverable. However, this procedure will not preclude compliance with the sender's request for a specific retention period in accordance with 122.32.

These changes will be incorporated into a future issue of the DMM.—*Law Dept.*, 2-4-82.



**THIS OFFICE
WILL BE CLOSED
MONDAY
FEBRUARY 15, 1982**



Postmasters in Massachusetts, Ohio, Missouri, Georgia, and Alabama

FREEDOM OF INFORMATION ACT REQUEST

A request for a list with information about employees in your state has been reviewed and responded to by Headquarters. Each list includes a line for each employee's name, with P.O. Box USPS, city, state, ZIP Code of post office, occupation title, and grade. As a result, it is possible that personal mail may be addressed to your employees and you may wish to take certain precautions in anticipation of such an event. Your attention is directed to *Handling of Mail* in POSTAL

BULLETIN 21301 (6-4-81) (which will be included as a new section 424.14 in a future revision to the POSTAL OPERATIONS MANUAL). The requester has already been advised of this policy.

Any questions, problems, or complaints in connection with this matter should be directed to the General Manager, Retail Operations Division, Delivery Services Department at Headquarters.—*Employee & Labor Relations Group, 2-4-82.*

OPEN OVAL RUBBER BANDS

General Services Administration (GSA) has discontinued support of open oval rubber bands, effective October 1, 1981. However, orders were authorized until the stocks were exhausted.

GSA's stock of the rubber bands are nearing depletion and there will be no replenishment. They have requested that requisitioning of this commodity be discontinued immediately. GSA will fill requisitions for open oval rubber bands in process to the extent possible. Any residual orders will be cancelled.

The GSA-supplied open oval rubber band has been replaced for Postal Service use by the commercially available Number 64 rubber band, effective October 1, 1981. On that date procurement responsibility for Number 64 rubber bands was transferred from GSA to the Regional General Managers, Procurement Division. All postal facilities having need of Number 64 rubber bands should contact their Procurement Services Office for specific ordering information.—*Procurement & Supply Dept., 2-4-82.*

Correction:

Love Stamp Poster

The ZIP Code listed for Boston on USPS Stamp Poster 82-1 (POSTAL BULLETIN 21335, p. 9) should be corrected to read **02109-9991** for customer affixed envelopes and **02109-9992** for Postal Service affixing stamps when ordering first day of issue cancellations.—*Customer Services Dept., 2-4-82.*

Wanted Circular Canceled

Destroy the Wanted Circular issued July 8, 1981, for **Raul C. Valente**.—*Inspection Service, 2-4-82.*

EAS Promotions

EMPLOYEE AND LABOR RELATIONS MANUAL (ELM) 413 details procedures on how to calculate promotional increases within the EAS Salary Schedule. To assist appointing officials and personnel offices in making these calculations, a Promotional Increase Worksheet, found on page 8, has been developed for general usage. It may be reproduced locally in quantities to satisfy the needs of each installation. It should be attached to Form 50, *Notification of Personnel Action*, worksheet which is submitted to the regional Compensation Division for review and data entry.—*Employee Relations Dept., 2-4-82.*

REVIEW CLERK

Effective Pay Period 4, fiscal year 1982, employees classified as Special Distribution Clerk, SP2-41, and Distribution Review Clerk, SP2-384, will be reclassified as Review Clerk, SP2-26. Incumbents of these two positions will receive a Form 50 advising of the

change in their title. This is merely an administrative action to change position title. There is no change in pay level nor is this action intended to affect any incumbent's individual duty assignment.—*Labor Relations Dept., 2-4-82.*

**PREVENT
THEFT**

TEST YOUR BURGLAR ALARM

EAS SALARY SCHEDULE
PROMOTIONAL INCREASE WORKSHEET
 (BASIC Salary = Salary without COLA, BASE Salary = Salary with COLA)

Employee Name	Social Security Number	Old Employing Office	New Employing Office
Effective Date of Promotion	PP/YR	Current EAS Grade & Step (Immediately Prior to Promotion)	EAS Grade to Which Promoted

USE EITHER COLUMN A OR COLUMN B

COLUMN A - USE FOR PROMOTION WHEN NO FUTURE MERIT INCREASE IS SCHEDULED

COLUMN B - USE FOR PROMOTION THAT IS EFFECTIVE BEFORE OR ON THE SAME DATE AS SCHEDULED MERIT INCREASE

1. Current BASIC Salary (Immediately prior to promotion) \$ _____
2. BASIC Salary 52 weeks (26 PP) before Eff. Date of Promotion \$ _____
3. 15% of Line 1 \$ _____
4. Increases in prior 52 week period:
 - Merit Increases \$ _____
 - Promotions \$ _____
 - Total of Line 4 \$ _____
5. Maximum Available for Promotion (Line 3 - Total of Line 4) \$ _____
6. Line 5 is what percent of Current BASIC Salary (Line 5 ÷ Line 1 X 100) _____ %

1. Current BASIC Salary (Immediately prior to promotion) \$ _____
2. 15% of Line 1 \$ _____
3. Merit Increase
 - a Original Effective Date(s) _____
 - b Total Dollar Amount of Scheduled Merits \$ _____
4. Adjusted Current BASIC Salary (Line 1 + Line 3.b) \$ _____
5. Maximum Available for Promotion (Line 2 - Line 3b) \$ _____
6. Line 5 is what percent of Adjusted Current BASIC Salary (Line 5 ÷ Line 4 X 100) _____ %

PROMOTIONAL INCREASE: Up to 10% for one grade; up to 15% for two or more grades, but not to exceed maximum of the new grade or amount on Line 5.

7. Percentage Increase* (of Line 1) and Dollar Increase** given _____ % \$ _____
- 8.a New BASIC Salary (Line 1 + Line 7) \$ _____
- b Slot to next higher step, if appropriate (Step _____) \$ _____
9. New COLA \$ _____
10. New BASE Salary \$ _____

7. Percentage Increase* (of Line 4) and Dollar Increase** given _____ % \$ _____
- 8.a New BASIC Salary (Line 4 + Line 7) \$ _____
- b Slot to next higher step, if appropriate (Step _____) \$ _____
9. New COLA \$ _____
10. New BASE Salary \$ _____

*If % increase IS LESS THAN 8% & not going to maximum of new grade, OR
 **If \$ increase IS GREATER THAN Line 5 & not going to minimum of new grade.
 IS APPROVED WAIVER ON FILE? (See ELM 413.2)

YES NO

Prepared By _____ Date _____
 Office _____ FTS No. _____



Copyright U.S. Postal Service 1982

George Washington Commemorative Stamp

A 20-cent commemorative stamp honoring the 250th anniversary of George Washington's birth will be issued February 22 at Mount Vernon, Virginia. The first day of issue ceremony will be held in the Mount Vernon Inn at Washington's Mount Vernon estate.

Artist Mark English based his design on a stylistic portrait depicting the distinctive Washington profile. English worked from a copy of a Washington "life mask" in preparing the portrait. In the background, English depicted the American flag of Washington's era which had 13 stripes and a circular pattern of 13 stars.

George Washington has been featured on more U.S. postage stamps than any other individual. One of the first two stamps issued in the United States featured him. It was a 10-cent stamp issued July 1, 1847; the other issued the same day was a five-cent stamp depicting Benjamin Franklin. George Washington was

Issue Date: February 22, 1982
 First Day City: Mount Vernon, Virginia
 Designer: Mark English
 Kansas City, Missouri
 Modeler: Esther Porter
 Press: Gravure
 Colors: Yellow, magenta, cyan, gold type, black and blue type
 Image Area: .84 x 1.44 inches or
 21.33 x 36.57 millimeters
 Plate Numbers: One group
 Stamps Per Pane: 50
 Salvage: ©U.S. Postal Service
 Use Correct ZIP Code®
 Mr. ZIP®

last featured on two 1977 stamps—the Washington at Princeton stamp, and the contemporary Christmas stamp showing him kneeling in prayer at Valley Forge.

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 to: *Customer Affixed Envelopes, Postmaster, Mount Vernon, VA 22121-9991* by March 24. There is no charge.

The Postal Service will affix stamps when requested to do so. Mail orders by March 24 to: *George Washington Stamp, Postmaster, Mount Vernon, VA 22121-9992*. 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 82-4
 Remove after March 24



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 21336 listing. B. Old Style. (Gray) C. Counterfeit. The listing from PB 21240 remains valid for both B. and C.

213 578 4229 to 4399	252 891 1159 to 1199	261 935 6500 to 6599	269 821 1147 to 1199
217 210 7100 to 7299	253 175 2670 to 2699	261 954 6334 to 6399	269 878 5666 to 5699
217 288 7000 to 7024	253 192 7311 to 7399	261 965 4168 to 4199	269 911 1140 to 1199
217 667 3400 to 3599	253 293 5931 to 5940	262 240 6607 to 6665	269 911 1262 to 1299
219 726 9924 to 9999	253 446 4033 to 4099	262 240 6677 to 6696	269 942 9300 to 3,0099
229 350 0600 to 0699	253 547 6013 to 6049	262 604 1515 to 1599	269 960 4957 to 4999
238 169 7587 to 7599	253 547 6054 to 6099	262 931 7066 to 7076	270 130 0028 to 0074
240 901 5900 to 5999	253 747 6924 to 6999	262 949 9200 to 9299	270 130 0089 to 0199
241 081 9274 to 9299	254 107 8590 to 8599	262 963 4912 to 4999	270 233 5700 to 5799
241 685 5124 to 5199	254 107 8913 to 8999	263 129 6984 to 6999	270 500 0040 to 0099
241 908 2486 to 2499	254 254 4490 to 4499	263 146 1837 to 1849	270 894 5717 to 5799
242 021 2262 to 2499	254 259 8867 to 8899	263 323 0768 to 0799	271 152 7058 to 7069
242 816 1337 to 1399	254 259 8951 to 9099	263 407 7000 to 7099	271 152 7076 to 7091
243 112 4109 to 4120	254 740 8408 to 8445	264 132 9200 to 9299	271 171 3205 to 3299
243 766 6730 to 6799	255 125 8500 to 8599	264 205 4017 to 4099	271 186 6354 to 6499
244 678 2333 to 2499	255 176 5373 to 5399	264 223 9121 to 9199	271 319 5039 to 5099
245 103 9400 to 9499	255 276 0949 to 0999	264 366 7033 to 9499	271 325 5500 to 5599
245 118 6754 to 6768	255 281 2647 to 2699	264 405 9660 to 9699	271 505 9478 to 9499
245 279 1420 to 1499	255 440 4800 to 4899	264 406 1201 to 1299	271 519 3200 to 3299
245 279 1510 to 1599	255 440 4900 to 4999	264 496 5357 to 5399	271 735 3760 to 3899
245 591 1626 to 1799	255 857 4749 to 4799	264 499 2331 to 2349	272 046 9552 to 9599
245 973 2677 to 2699	256 140 5400 to 5499	264 642 5304 to 5399	272 059 8000 to 8199
246 076 7300 to 7399	256 193 5100 to 5159	264 786 2900 to 2999	272 060 0800 to 0999
246 155 4048 to 4099	256 695 0525 to 0599	265 151 4134 to 4199	272 067 9254 to 9299
246 155 5000 to 5499	256 754 0030 to 0099	265 330 0400 to 0599	272 068 6009 to 6099
246 402 6511 to 6599	257 157 2164 to 2499	265 338 9048 to 9099	272 075 3700 to 3899
246 608 6300 to 6399	257 405 2600 to 2899	265 370 8800 to 8999	272 133 0400 to 0599
246 609 9545 to 9799	257 474 8312 to 8399	265 387 1531 to 1599	272 277 4600 to 5299
246 973 1372 to 1399	258 444 7185 to 7199	265 394 0669 to 0691	273 109 8710 to 8799
247 012 0500 to 0599	258 450 6755 to 6799	265 506 2000 to 2099	273 142 4076 to 4099
247 066 9300 to 9399	258 480 2600 to 2899	265 541 8254 to 8299	273 304 8587 to 8599
247 086 4200 to 4299	258 618 0254 to 0299	265 719 5370 to 5399	273 312 4926 to 5199
247 113 5635 to 5699	258 643 2765 to 2774	265 956 3900 to 3999	273 312 7600 to 7799
247 490 1960 to 1999	258 950 5217 to 5299	266 369 4447 to 4499	273 391 2300 to 2399
247 490 2086 to 2099	258 950 5433 to 5499	266 399 5845 to 5899	274 034 4655 to 4699
247 497 4000 to 4099	259 084 1386 to 1399	266 442 2360 to 2399	274 034 4752 to 4799
247 544 0200 to 0214	259 227 0700 to 1499	266 547 6565 to 6599	274 034 4900 to 4999
247 983 1511 to 1899	259 340 0828 to 0999	266 775 2669 to 2699	274 047 3000 to 3999
248 102 6984 to 6999	259 373 3861 to 3899	266 805 8372 to 8399	274 229 8903 to 8914
248 120 4322 to 4399	259 628 0936 to 0999	266 942 9343 to 9399	274 372 3943 to 3999
248 244 7246 to 7299	259 745 1300 to 1499	266 942 9754 to 9799	274 507 3213 to 3299
248 423 4864 to 4899	259 783 7821 to 7899	266 942 9900 to 9999	274 609 4285 to 4299
248 440 7916 to 7971	259 825 5819 to 5899	267 841 9022 to 9099	274 999 9031 to 9199
248 718 7317 to 7399	259 950 3053 to 3099	267 917 1874 to 1999	275 313 4737 to 5199
249 945 6900 to 6999	259 950 3300 to 3499	268 202 3665 to 3699	275 541 0100 to 0299
249 996 6000 to 6099	260 144 7415 to 7499	268 224 1500 to 1699	276 083 1600 to 1999
249 996 6300 to 6499	260 198 2856 to 2898	268 243 7679 to 7699	276 073 5200 to 5699
250 565 7029 to 7040	260 229 5638 to 5699	268 246 8600 to 8699	276 540 8653 to 8699
250 919 5218 to 5299	260 324 9000 to 9099	268 299 0000 to 4999	277 121 1000 to 2999
250 951 4340 to 4363	260 479 3500 to 3599	268 329 6466 to 6499	279 793 4700 to 4799
250 991 9778 to 9799	260 743 5000 to 5099	268 653 8300 to 8399	280 561 6200 thru
251 518 6281 to 6399	260 894 8061 to 8099	268 657 2928 to 2999	280 661 6199
251 964 6056 to 6199	261 002 6451 to 6499	268 834 6500 to 7999	801 579 6056 to 6098
251 997 2913 to 2999	261 052 5271 to 5299	268 881 7700 to 7799	801 629 1900 to 1999
252 171 2041 to 2056	261 175 6200 to 6299	269 414 2084 to 2099	802 029 5199 to 8999
252 235 4400 to 4499	261 459 5800 to 5899	269 416 3526 to 3599	802 265 0575 to 1999
252 235 4581 to 4899	261 459 6722 to 6799	269 527 9532 to 9599	802 678 2605 to 2699
252 238 2299 to 2399	261 506 0686 to 0699	269 553 1200 to 1299	802 751 1128 to 1299
252 432 6988 to 6999	261 533 2067 to 2299		802 980 6945 to 6955

UNITED STATES POSTAL SERVICE

WASHINGTON, DC 20260-1571

OFFICIAL BUSINESS

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



FIRST CLASS

Schedule

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

Distribution

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

Effective Period

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

Index

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

USPS Requisitions

One-time copies:

Send Form 7380 to the Eastern Area Supply Center.

Quantity Changes:

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

Address Changes:

Send Form 1286 to your Regional Administration Branch.

Public Sale

Superintendent of Documents
U.S. Government Printing
Office

Washington, DC 20402

Single copy: \$2.00; \$2.50 foreign

Annual Subscription: \$65.00;
\$81.25 for foreign mailing

Address Changes for Public:

Superintendent of Documents
U.S. Government Printing
Office

Washington, DC 20402