



## SPECIAL CANCELLATIONS

Postmasters having any of the special cancellation die hubs listed here are authorized to use them for the periods designated. At the end of the period, the die hubs should be withdrawn from use and stored. Postmasters who do not have these special die hubs must not request them without application by the sponsors.

### Easter Seals

March 1 to April 11, 1982.

### Red Cross

March 1 to March 31, 1982.—*Rates & Classification Dept., 2-18-82.*

## 10.9-Cent Hansom Cab Coil Stamp

The 10.9-cent Hansom Cab bulk rate stamp will be placed on sale March 26, 1982, in Chattanooga, TN. The 10.9-cent denomination meets the new basic rate for third-class bulk mailings which became effective January 10, 1982.

**Do Not Sell Before March 27, 1982**



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Issued in coils of 500 and 3,000. Collector information will be found on page 5.

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

**Precanceled Bulk Quantities.** Post offices with 950 or more revenue units requiring this stamp in precanceled 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 790*) 50, 100, 150, 200, 400 and multiples of 400 to maximum of 2,000; coils of 3,000 (*item 791*) 8, 16, 24, 32, 64 and multiples of 64 to maximum of 768. See Handbook F-1, *Financial Handbook for Post Offices*, 523.13d, for proper procedures in ordering precanceled stamps. The memorandum described in that section must accompany Form 3356.

**Precanceled Less-than-bulk Quantities.** Post offices with 950 or 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., 2-18-82.*

## Examination of Postage Meters

Postage meters that are not set or examined in a six-month period must be brought into the post office where they are regularly set for examination. Customers who do not bring in their meters after the notification required by *DOMESTIC MAIL MANUAL (DMM)* 144.62, should be approached again within 15 days, preferably by personal contact.

If no response is received within another 15 days, the postmaster should notify the meter license holder that the license is to be revoked, following the procedures for revocation in *DMM* 144.23. In no case will a Form 1603, *Meter Verification Card*, or similar form be used as a method of verification and examination.—*Rates & Classification Dept., 2-18-82.*

## International Mail—Insurance Service

International mail exchange offices continue to receive postal union mail articles (such as letter packages, regular printed matter, printed matter-books and small packets) which have been erroneously accepted as insured mail.

Employees are reminded that insurance service is available only for *parcel post* packages mailed to countries with which insurance agreements are in effect. To determine if insurance service is available to a particular country, refer to the individual country listing, *Special Services*, in the *Parcel Post* section of the *INTERNATIONAL MAIL MANUAL*.—*Rates & Classification Dept., 2-18-82.*

## CONTENTS

	Page
10.9-Cent Hansom Cab Coil Stamp	1
Annual Verifications of Controlled Circulation 2nd Cl. Publications	2
Bahamas Postal Money Order	4
Consumer Service Card	4
Domestic Order	3
Examination of Postage Meters	1
Foreign Order Notice 64	7
Freedom of Information	4
International First Flight Cachet	4
International Mail—Incidental First Class Attachments	1
International Mail—Insurance Service	7
Money Orders—Canadian Unrecovered	7
Northern Mariana Islands	2
Property Code Number Changes	2
Special Cancellations	1
Stamp Poster 82-6	5
Telecommunications—Telephone	3

## DMM Revision

## Annual Verifications of Controlled Circulation 2nd-Class Publications

As a result of the last general rate proceeding, controlled circulation publications were merged with second-class mail. As part of that merger, the Governors of the Postal Service adopted a provision that would require that controlled circulation publications be sent primarily to persons who requested them. No effective date was set for the requester provision, although it may not take effect prior to March 20, 1982. In formulating regulations to implement the rate decision, the Postal Service erroneously stated that the requester provision would take effect on March 20, 1982. Since the Board of Governors has not yet acted to set an effective date, DOMESTIC MAIL MANUAL (DMM) 422.6d is revised to conform to the provision adopted by the Governors. In addition, DMM 441.152, 447.2e, and 447.4 are revised to refer to section 422.6d.

### 422 Types of Authorizations

\* \* \* \* \*

#### 422.6 Controlled Circulation Publications

\* \* \* \* \*

d. Delete "Effective March 20, 1982." After the last sentence, add "This subsection will not be effective prior to March 20, 1982."

\* \* \* \* \*

#### 441 Original Entry for Publishers and News Agents

\* \* \* \* \*

.152 **Supporting Documentation.** Delete "Effective March 20, 1982," and insert "In accordance with 422.6d," at the beginning of that sentence.

\* \* \* \* \*

#### 447.2 Information Requirements

\* \* \* \* \*

e. Delete "effective March 20, 1982." Add "in accordance with 422.6d." at the end of that sentence.

\* \* \* \* \*

447.4 **Verification Requirements.** Delete "(effective March 20, 1982)".

These changes will be included in a future issue of the DMM.

Verifications of circulation of second-class publications shall continue to be performed in accordance with Handbook DM-101, *Mail Classification*. Until further notice, no effort will be made to confirm that publications authorized second-class rates under the provisions of DMM 422.6 are circulated primarily to requesters.

Comments from the mailing public are currently being received regarding a proposal to eliminate the requester and paid subscriber requirements for second-class publications that are mailed at regular rates. After the comments are analyzed, the Board of Governors is expected either to set an effective date for the requester provision or authorize the Postal Service to file a request with the Postal Rate Commission to eliminate the paid subscriber and requester requirements for non-subsidized second-class publications.—*Law Dept., 2-18-82.*

## DMM Revision

## Northern Mariana Islands

Effective February 24, 1982, DOMESTIC MAIL MANUAL (DMM) 115.95 is added to authorize postal employees in the Northern Mariana Islands to permit customs officials to examine incoming mail under specified conditions:

### 115 Mail Security

#### .95 Customs Inspection in the Northern Mariana Islands

Postal employees in the Saipan post office and the Rota post office may permit designated Northern Mariana Islands customs officials, without a search warrant, to open, inspect, and read the contents of unsealed mail, and to examine the exterior (but not open or read the contents) of sealed mail which originates outside the Northern Mariana Islands and is addressed for delivery within the Northern Mariana Islands. Upon the request of Northern Mariana Islands customs officials, postal employees in the Saipan post office or the Rota post office may ask the addressee of sealed mail which Northern Mariana Islands customs reasonably suspects of containing dutiable or prohibited matter to authorize Northern Mariana Islands customs officials to open and inspect the contents of the sealed mail, or to appear at the post office to accept delivery of the sealed mail in the presence of a Northern Mariana Islands customs official.

This change will be included in a future issue of the DMM.—*Law Dept., 2-18-82.*

## 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	Description
Addition	A	3KJ	4539.20	86433	10	Mach Vend Stamp Model SI-906
Addition	A	2JE	4654.08	86432	10	Postage Meter Head
Addition	A	2JE	4654.09	86432	10	Postage Meter Base
Addition		4KK	5004.20	86334		Van Passenger

—*Finance Dept., 2-18-82.*



ASM revision

## TELECOMMUNICATIONS—TELEPHONE

The following revisions and additions to the ADMINISTRATIVE SUPPORT MANUAL (ASM) 360, Telecommunications, update policy and procedures. Change paragraph 362.211 to 362.221.

### 360 Telecommunications

#### 361 General

**361.1 Scope.** This subchapter covers policy and procedures for the technical management of all communications systems which transmit by electrical means. This shall include but is not limited to telephone, teletype, telegraph, radio, inter-office communication devices, paging systems, high speed data services and television.

\* \* \* \* \*

#### 362 Telephone Systems and Service

\* \* \* \* \*

#### 362.2 Installations and Service Changes

\* \* \* \* \*

.221 Types of Changes (Insert new paragraph c, below, and change old c through i to d through l.)

c. Installation or removal of a hybrid key system with hybrid being defined as an electronic key system with PBX characteristics.

\* \* \* \* \*

#### 362.3 Orders for Service

\* \* \* \* \*

.314 GSA Systems. In locations where local service is obtained from GSA the installation of new systems (362.312) or the major modification (362.313) of the present GSA system must first have Headquarters approval.

.32 Competitive Procurement.

.321 Methods.

a. New telephone systems or major system modifications for all Regional postal facilities are procured competitively by the Regional Contracts and Supply Management Branch in accordance with detailed specifications developed by the Headquarters Telecommunications staff.

b. New telephone systems or major system modifications for all Headquarters postal facilities are procured competitively by the Procurement and Supply Department, Headquarters, in accordance with telecommunications developed specifications.

.322 Exceptions to Competitive Procurement.

a. Requests for waivers to the competitive procurement process for new systems consisting of 15 or less main stations will be forwarded through channels to the MSC, district office, and Regional Procurement Division for review, evaluation, and approval-disapproval action. If the request is not approved by any office within the review channel, it is returned to the requesting office without referral. Requests should be accompanied by a complete justification for the waiver.

b. Requests for exceptions to the competitive procurement process for new systems of over 15 main stations must be forwarded through channels to the MSC, District, Regional Procurement Division and Telecom-

munications Division at Headquarters for review and evaluation. The Telecommunications Division forwards favorably considered requests to the APMG, Procurement and Supply, for final approval-disapproval. If the request is not approved by any office within the review channel, it will be returned to the requesting office without referral.

#### 362.4 Common Carrier Tariffs and Rates

\* \* \* \* \*

.42 Equipment Leases.

.421 Basic Recurring Rate Plan.

(Change "two methods of leasing" to "three methods of leasing")

\* \* \* \* \*

(Insert new paragraph 423, below, and change old paragraph 423 to 424)

.423 Variable Term Pricing (VTP). VTP establishes a fixed telephone equipment lease cost for a 48 month period. At the end of the 48 month period the lease will incur rate increases which have been put into effect during the previous 48 months. This new rate then applies for the next 48 months.

\* \* \* \* \*

#### 362.5 Directory Listings

.51 Requirements.

Where telephone service is authorized, the main telephone number will be listed in the official directory of the local telephone company. If a non-published number is authorized, it must be in addition to the published number. Where authorized by the telephone company, street addresses of the various offices, stations, and branches will be included in the directory. Where possible, listings should be only those numbers to which the general public needs access. Terminology used should be that which general public can relate to and understand. Avoid postal or technical language.

\* \* \* \* \*

These changes will be incorporated into a future issue of the ASM.—*Management Information Systems Dept., 2-18-82.*

### Domestic Order

False Representation. Enforced by Postmaster at city listed.

State/City	Names Covered
MS, Pascagoula 39567	Magnolia Lab & Magnolia Laboratory P.O. Box 1316  Magnolia Lab & Magnolia Laboratory 701 Beach Boulevard

—Judicial Officer, 2-18-82.

## INTERNATIONAL FIRST FLIGHT CACHET

Frontier Airlines will provide new service routes between Albuquerque, NM, and the following cities in Mexico:

March 15—to Manzanillo, COL  
March 16—to Puerto Vallarta, JAL

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

To prepare and send covers for official philatelic treatment for this service, observe the following 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
Albuquerque City Post Office	Postmaster Main Post Office Albuquerque, NM 87101—9998
Albuquerque Airport Mail Facility	Operations Manager Airport Mail Facility Albuquerque, NM 87119—9998

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

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

9. Aerogrammes and postal cards will not be accepted.

Covers bearing previous postmarks and those not properly prepared in accordance with these instructions will not receive cachets or cancellations.

There will be a limit of 50 covers per customer per flight.—*Customer Services Dept., 2-18-82.*

## Bahamas Postal Money Order

By agreement between the United States and the Bahamas, domestic Bahamian postal money orders addressed to payees in the United States are acceptable for redemption at any United States post office.

This is to inform employees assigned to money order cashing duties that effective immediately the postal service of the Bahamas has increased the maximum value of its domestic money orders from \$100 to \$400. Money orders issued in the Bahamas for payment in the United States in amounts up to but not exceeding \$400 are to be accepted for redemption in accordance with established procedures.

The format of the Bahamas domestic postal money order is shown in Exhibit 1.

Exhibit 1

**Bahamas Postal (U.S.A.) Money Order**

US 199048

Pay to the order of \_\_\_\_\_

Amount to be written in figures \_\_\_\_\_

Name of payee \_\_\_\_\_ Dollars and \_\_\_\_\_ Cents

Name of sender \_\_\_\_\_

Sender's postal address \_\_\_\_\_

Postmark \_\_\_\_\_

Void if Altered

*Postmasters in the State of Texas*

## Freedom of Information

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, 2-18-82.*

## Consumer Service Card

The obsolete white two-part Consumer Service Card (4314) is still being submitted to the processing center in St. Louis. This card should not be used by employees or be available to customers since its use is in violation of the Privacy Act. Remaining stock of the white two-part card must be destroyed.

An ample supply of both the green three-part Consumer Service Card, Form 4314-P (for employee use), and the yellow four-part card, Form 4314-C (for customer use) is available in both supply centers.—*Customer Services Dept., 2-18-82.*





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Issue Date: March 26, 1982  
 First Day City: Chattanooga, Tennessee  
 Designer: David Stone  
 Port Washington, New York  
 Modeler: Clarence Holbert  
 Engravers: Thomas J. Bakos (lettering & numerals)  
 Edward P. Archer (vignette)  
 Press: Intaglio  
 Color: Purple  
 Image Area: .75 x .82 inches or  
 19.05 x 20.82 millimeters  
 Plate Numbers: One  
 Stamps to Coil: 500 and 3,000

# 10.9-Cent Bulk Rate Coil Regular Postage Stamp

A 10.9-cent regular postage stamp for use by bulk mailers holding precancel permits will be issued March 26 in Chattanooga, Tennessee. The 10.9-cent denomination reflects the increase in basic bulk mail postage rates effective January 10, 1982.

Designer David Stone based his drawing on a picture of a hansom cab which originally appeared in the August, 1892, edition of the magazine, "The Hub." The cab was built by Brewster and Company of New York City, and had a blue body with black moldings bearing light blue stripes. The wheels were 56 inches in diameter.

The Hansom Cab stamp is the sixth 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, the Mail Wagon, and the Highwheeler Bicycle. 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 need to purchase 30 stamps.

Procedures for ordering first day cancellations:

Customers are urged to buy stamps and affix them to their own covers. All covers must be addressed on the right side at least 5/8 of an inch up from the bottom. Customers are reminded they must add 10 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, Chattanooga, TN 37401-9991" by April 25. There is no charge.

The Postal Service will affix stamps when requested to do so. Mail orders by April 25 to: "Hansom Cab Stamp, Postmaster, Chattanooga, TN 37401-9992." The cost is 22 cents per cover and the Postal Service will affix two 10.9-cent Hansom Cab stamps to meet the minimum First-Class mailing rate.

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 82-6  
 Remove after April 25





## 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 21338 article.

344,536,201 to 6,400	365,867,401 to 7,500	377,011,946 to 2,400	402,885,601 to 5,900
344,821,230 to 1,297	365,867,517 to 7,600	377,901,546 to 1,600	403,243,638 to 3,900
344,854,601 to 4,700	366,888,911 to 9,000	379,786,742 to 6,760	404,196,001 to 6,100
345,299,801 to 9,900	366,967,107 to 7,200	380,821,401 to 2,200	404,403,804 to 3,900
345,986,501 to 6,600	368,108,160 to 8,600	383,053,831 to 3,900	404,578,200 to 8,500
347,238,201 to 8,300	368,416,575 to 6,600	390,557,101 to 7,170	404,625,122 to 5,200
347,975,946 to 5,959	368,773,419 to 3,500	390,581,961 to 2,040	404,668,701 to 8,900
348,086,296 to 6,300	368,847,601 to 7,700	391,923,323 to 3,500	404,999,031 to 9,080
348,190,501 to 0,900	370,494,001 to 4,200	393,018,120 to 8,400	405,694,037 to 4,100
351,452,949 to 3,000	370,549,601 to 50,000	393,811,801 to 2,000	405,831,365 to 1,400
351,490,001 to 0,600	371,327,589 to 7,600	393,912,375 to 2,400	405,885,847 to 5,900
353,461,741 to 1,800	372,401,123 to 1,500	394,914,633 to 4,700	406,576,200 to 6,300
357,010,401 to 0,500	372,429,101 to 9,500	394,914,702 to 4,800	406,922,234 to 2,300
357,339,409 to 9,455	372,548,101 to 8,400	396,770,501 to 0,600	407,769,001 to 9,100
358,180,401 to 0,600	373,593,481 to 3,500	396,823,334 to 3,500	413,266,631 to 6,642
359,790,481 to 0,540	374,013,262 to 3,300	396,944,758 to 5,000	413,578,841 to 9,500
359,791,901 to 1,920	374,433,401 to 4,000	397,148,601 to 9,400	417,239,361 to 9,700
359,994,676 to 4,700	374,540,001 to 0,100	397,207,301 to 7,400	422,553,959 to 4,000
361,168,730 to 8,900	374,988,860 to 8,880	397,929,301 to 9,400	423,268,880 to 8,950
361,201,906 to 2,100	375,040,201 to 0,400	399,721,678 to 1,710	423,271,694 to 1,720
362,395,806 to 5,819	375,432,201 to 2,500	400,896,730 to 6,800	423,298,535 to 8,570
363,633,090 to 3,100	375,712,274 to 2,300	400,980,701 to 0,800	423,788,619 to 8,650
363,794,701 to 5,200	375,881,401 to 1,500	401,295,335 to 5,400	431,400,001 to 5,000

All personnel processing mail for dispatch abroad

### FOREIGN ORDER NOTICE 64

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

#### CANADA

Philmo Enterprises Ltd.  
and  
New Customers  
Box 24793  
Vancouver, B.C.

Mary Ross  
Box #196  
810 West Broadway  
Vancouver, B.C.

#### IRELAND

Judy Cullen  
2 Brookwood Rd.  
Artane, Dublin

#### IRELAND—Continued

May Davenport  
"Moirra Villa"  
Lucan Road  
Chapelizod, Dublin

Winifred Hale  
Needles Cottage  
Baily, Co. Dublin

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

This notice may be posted at the outgoing primary and it must be posted on the Foreign Order Board at all SCFs and designated International Exchange Offices.—*Judicial Officer, 2-18-82.*

### INTERNATIONAL MAIL—INCIDENTAL FIRST-CLASS ATTACHMENTS

POSTAL BULLETIN 21329 (12-10-81) contained an article titled "Incidental First-Class Matter" which provided that incidental First-Class matter may be enclosed in or attached to second-class publications, third-class merchandise (including books but excluding merchandise samples), and fourth-class matter.

The new provision mentioned above *does not* apply to international mail. International mail is governed by the Universal Postal Convention which prescribes that when Letter Class matter (First-Class mail) is com-

bined with a small packet or printed matter, the entire item must be mailed at the Letter Class rate of postage. Furthermore, our bilateral parcel post agreements generally prohibit communications of a personal nature in parcel post. Therefore, post office personnel must not accept international mail with incidental First-Class matter attached to or enclosed in the article unless the entire piece is prepaid at the Letter Class rate of postage.—*Rates & Classification Dept., 2-18-82.*



**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.

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**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.

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