



# postal bulletin

PB 21342—March 11, 1982—12 Pages

## Directives Update

### New

Hb F-36, December 1981	Revenue, Pieces and Weight: mail identification examples
Hb PO-405T, October 1981	Operator Training for Sorting Machines
Nt 61, September 1981	Notice to Customers (Equipment)

### Revisions

DMM Issue 7, 11/1/81	DOMESTIC MAIL MANUAL, combined printing with: DOMESTIC MAIL MANUAL Revenue, Pieces and Weight: Sampler's Handbook
DMM Issue 8, 1/21/82	1982 National Five Digit ZIP Code and Post Office Directory. (Obsoletes 1981 Directory.)
Hb F-35A, December 1981	1982 National Five Digit ZIP Code and Post Office Directory. (For Official Use Only) (Obsoletes 1981 Directory.)
Pb 65, January 1982	1982 National Five Digit ZIP Code and Post Office Directory. (For Official Use Only) (Obsoletes 1981 Directory.)
Pb 65A, January 1982	Time-Sharing Option. (Obsoletes Dec. 1976 issue.)
Hb ADP-4, January 1982	Notice to Customers deleted from the SOA List.
Nt 40, January 1982	

### Obsolete

Pb 42, TLs 83-86	International Mail. Replaced by INTERNATIONAL MAIL MANUAL.
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—Office of Data Management, 3-11-82.

## 20-Cent State Birds and Flowers Commemorative Stamps

The 20-cent State Birds and Flowers commemorative stamps will be placed on sale April 14, 1982, nationwide at all post offices. The pane of 20-cent stamps depicts the official birds and flowers of individual states arranged in alphabetical order from top left corner to lower right corner.

**Do not sell before 11:00 AM local time  
April 14, 1982**

Issued in panes of 50. Collector information and picture will be found on pages 6 and 7.

*Supply.* All post offices under the automatic distribution will receive two separate equal shipments of a 50-subject commemorative, including four-position stock. Second shipment will be completed by April 21, 1982.

Post offices with 950 or more revenue units requiring additional bulk quantities (Item 412) 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.—Customer Services Dept., 3-11-82.

## PHYSICAL FITNESS—MOTOR VEHICLE OPERATORS

A notice regarding physical fitness of motor vehicle operators appeared in POSTAL BULLETIN 21341 (3-4-82). Make the following changes:

Under *The changes*, Item 4, second line, change *officers* to *offices*.

Replace the paragraph under *Policy, Exception*, with the following: Current or former employees who had a medical examination within the last year, using Form 2485, need not be reexamined if the physical require-

ments of the position the individual is being considered for are not more demanding than the position last held, and a review of the individual's application and/or 4582-B does not disclose any need for a new medical examination.

Under *Note*: Second paragraph, correct Form 2582-A to read 4582-A.—Employee Relations Dept., 3-11-82.

## Reassignment to Equivalent Grade

Effective immediately, a bargaining unit employee who is permanently assigned to a nonbargaining unit position of equivalent grade shall have his basic salary adjusted by an amount equal to the COLA applicable to the bargaining unit schedule to which the employee was assigned reduced by the amount of nonbargaining COLA. If the adjusted basic salary falls between two basic salary steps of the new grade, it is advanced to the next higher step. It may not be below the minimum or exceed the maximum of the new grade. The bargaining unit COLA is terminated and the employee will begin to receive the nonbargaining unit COLA. These revisions to EMPLOYEE & LABOR RELATIONS MANUAL 410 will be incorporated in a future ELM issue.—Employee Relations Dept., 3-11-82.

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## REGISTERED MAIL

Effective immediately, the following sections of DOMESTIC MAIL MANUAL (DMM) 911 are revised:

Section 911.12 is revised to emphasize that items mailed in business reply envelopes may not be registered.

Sections 911.254, 911.261 and 911.262 are deleted in accordance with new regulations prohibiting the registration of any mail other than official mail without prepayment of a registration fee.

New section 911.254 is added to provide instructions on handling articles presented for registration with underdeclared values.

New section 911.261 is added to clarify the conditions under which official mail may be registered without prepayment of a registration fee.

New section 911.262 is added to clarify indemnity provisions on registered mail sent by authorized government agencies.

New section 911.5 is added to provide instructions for filing inquiries regarding uninsured registered mail.

### 911 Registered Mail

#### 911.1 Description

**.12 What May Be Registered.** Only matter prepaid with postage at the First-Class rates may be registered. Stamps or meter stamps must be attached representing all postage and fee charges. Business reply mail may not be registered. Business reply envelopes may not be used for registered mail.

#### 911.2 Fees and Liability

**.253** Add "(see 911.26.)" at the end of the section.

**.254 Underdeclaration of Value.** If the accepting postal employee believes the mailer has not declared the full value of an article presented for registration, the Postal employee must take the following actions;

a. Ask the mailer the nature of the contents of the article.

b. If, after discussion with the mailer, it appears that the proper value has been declared on the article, accept it as registered mail.

c. If it appears that the value of the article has been underdeclared, explain to the mailer that the full value of the article must be declared on all registered articles (see 911.252).

d. If the mailer refuses to declare the article at its full value and pay the appropriate registration fee, inform the mailer that the article cannot be accepted as registered mail.

#### .26 Mail Registered Without Prepayment

**.261 Official Mail.** Official mail of authorized government departments and agencies, if prepared in accordance with the requirements for transmission of mail without prepayment of postage set forth in 137, may be sent by registered mail without prepayment of a registration fee.

**.262 Indemnity.** No indemnity will be paid for any matter registered without prepayment of postage and fees. If a government department or agency desires indemnity coverage, both the postage and appropriate

registration fee from column A, Exhibit 911.21 must be paid in full by stamps or meter stamps.

#### 911.5 Inquiries on Uninsured Articles

**.51 Who May File.** When customers purchase registered mail service, they have the option of purchasing postal insurance. If postal insurance is purchased, the procedures for claims in 149.4 must be followed. The procedures in 911.52 and 911.53 apply only to uninsured registered mail. Only the mailer may file an inquiry on uninsured registered mail.

**.52 How to File.** The mailer may not file an inquiry until 15 days after the date of mailing. Inquiries may be filed at any post office, classified station or branch. Inquiries may be accepted by telephone as long as the mailer can provide the necessary information from his original mailing receipt. The mailer's signature is not required when the inquiry is made by telephone. Form 565, *Registered Mail Application For Indemnity* (June 1980 edition or later) must be used in processing inquiries for uninsured registered mail.

#### .53 How to Complete Form 565.

**.531 Acceptance.** On Form 565 the postal employee must draw a line through the word "Indemnity" and print above it the word "Inquiry". The mailer must then complete items 2 through 6 and item 9 or 10 (signature and date block). The accepting postal employee will provide the mailer any aid necessary in completing these items.

**.532 Accepting Post Office Responsibilities.** The postal employee accepting the inquiry must complete items 13 and 16 from the information on the mailer's mailing receipt. The employee will then forward Form 565 to the Claims and Inquiry Section, if there is one, or to the employee designated to handle inquiries. The Claims and Inquiry personnel must:

a. Verify that the "Declaration of the Claimant" and "Postmaster Mailing Office" sections of the form have been completed properly, or obtain any missing information.

b. Enter post office and ZIP Code in item 22, sign item 23 and enter the date.

c. Forward the form to the Postmaster at the office of address, marked Attention: Claims and Inquiry Section. *Do not remove any parts of the form.*

**.533 Procedures at the Post Office of Address.** Upon receipt of Form 565, personnel at the post office of address must take the following actions:

a. Within five days, check delivery records to verify whether or not a record of delivery is on file and enter the results of the search in item 25 of the form.

b. If there is no record of delivery, contact the intended addressee to determine if the article was received. This contact may be made by telephone, and if it is, this should be noted in item 11 or 12 (signature and date block). Complete item 10 or 11 with the addressee's response.

c. If delivery records indicate delivery, or the addressee admits receipt of the article, return the form, with all parts attached, to the mailer.

d. If there is no record of delivery and the addressee denies receipt of the article, annotate these findings in item 25 of the form. Remove Forms 1510-B-1 and

1510-B-2 and send them to the local postal inspector-in-charge. Return the Form 565 to the mailer.

e. If the inquiry indicates a partial loss of contents has occurred, forward Forms 1510-B-1 and 1510-B-2 to the local postal inspector-in-charge. Return the

Form 565, annotated to show partial loss of contents, to the mailer.

These changes will be incorporated into a future issue of the DMM.—*Rates & Classification Dept., 3-11-82.*

*ASM Revision*

**POST OFFICE FUNCTIONS**

ADMINISTRATIVE SUPPORT MANUAL (ASM) 120 is incorrect because of the conversion to work service credits. It is therefore changed to read as follows:

**120 Post Office Functions**

**121 Responsibilities**

Postmasters are responsible for complying with the general and specific responsibilities prescribed in their standard position description in Handbook, P-4, *Standard Position Descriptions.*

**122 Hours of Duty**

**122.1 Offices at Grade EAS-11 and Above**

.11 FLSA-Exempt. FLSA-exempt postmasters of offices EAS-11 and above (including section center manager/postmasters) work not less than 8 hours a day, 5 days a week. However, these postmasters may, with the approval of their Regional Postmaster General, district manager or sectional center manager/postmaster, as appropriate, work not less than 4 hours on Saturday and be absent from duty 4 hours on one of the Monday through Friday workdays the following week.

.12 Non-FLSA Exempt. FLSA non-exempt postmasters (those who supervise less than the equivalent of two full-time employees) will be paid overtime for hours worked in excess of 40 in a service week.

**122.2 Offices at Grade EAS-A through EAS-E**

.21 Postmasters in EAS-A through EAS-E provide the required service over a six day period according to the hours of operations for the grade of the postmaster as follows:

EAS-A	2 hours per day
EAS-B	3 hours per day
EAS-C	4 hours per day
EAS-D	5 hours per day
EAS-E	6 hours per day

**123 Absence from Office**

**123.1 More Than 5 Days.** For periods of absence longer than five days, postmasters must obtain approval from their Regional Postmaster General, district manager or sectional center manager/postmaster, as appropriate, unless such approval authority has been delegated.

**123.2 Less Than 5 Days.** The RPMG may, on an individual basis, require postmasters to report an absence of 5 days or less to their district manager or sectional center manager/postmaster, as appropriate.

**123.3 Emergencies.** Emergency absences are governed by these provisions to the extent that conditions and time permit but, in all instances, postmasters

must advise the appropriate official of any emergency absence as soon as possible.

**123.4 Clerical Hours for Absences.** Additional clerical hours for postmaster absence as in 123.1, .2, or .3 are not authorized at post offices having a subordinate supervisor. At other post offices, postmaster replacement allowance may not exceed 4 hours a week. CAG-L offices in grade EAS-11 or higher are authorized sixth day relief.

These changes will be incorporated in a future issue of the ASM.—*Employee & Labor Relations Dept., 3-11-82.*

**Exemption From Federal Tax**

Current Internal Revenue Service regulations permit employees to claim total exemption from Federal Tax withholding where no Federal Tax liability is anticipated. This exemption is claimed on IRS Form W-4 and is in effect until changed, but not beyond April 30, 1982.

Employees who claimed this exemption from Federal Tax in 1981 must submit a new Form W-4 for the current year to renew the exempt status or to claim allowances consistent with the expected tax liability for the year. Instruction and information in this regard are furnished on the narrative portion of the Form W-4.

The new Form W-4 must be received at the servicing PDC no later than May 1, 1982. Where no Form W-4 is received, the exempt status will automatically be converted to a taxable status in Pay Period 10-82. Federal tax in these instances will be withheld at the rate applicable to a single marital status with no dependent allowances. A message reminding affected employees that a new Form W-4 is required will be printed on their earnings statement in Pay Periods 08 and 09 1982.

Forms received by May 1, 1982 will be processed in PP 10-82 beginning May 1, 1982. Forms W-4 received after May 1, 1982, will be processed in the pay period following the one in which received. No retroactive tax adjustments will be made because of late receipt of Forms W-4.—*Finance Dept., 3-11-82.*

**NDCBU Approved Manufacturers**

POSTAL BULLETINS 21333 (1-7-82) and 21336 (1-28-82) listed the names of five manufacturers who have been approved to sell Neighborhood Delivery Collection Box Units to the Postal Service. As of February 19, 1982, Sun-Lite Manufacturing Company, 575 Bellevue, Detroit, MI, 48207 is added to the list of approved sources.—*Procurement & Supply Dept., 3-11-82.*

## PAY CHANGES—BARGAINING UNIT (NPPN)

In accordance with the provisions of the 1980-83 USPS-National Postal Professional Nurses' Agreement, effective March 20, 1982 (PP-82), all nurses covered under the terms and conditions of that Agreement will receive a \$500 general increase in annual basic salary, applied to all steps of the NPPN Basic Salary Schedule.



### NATIONAL POSTAL PROFESSIONAL NURSES (NPPN) SCHEDULE FULL-TIME ANNUAL RATES EFFECTIVE MARCH 20, 1982 (PP7-82)

STEPS	1	2	3	4	5	6	7	8	9	10	11	12	US
BASIC SALARY	16,650	17,000	17,350	17,700	18,050	18,400	18,750	19,100	19,450	19,800	20,150	20,500	350
COLA	3,224	3,224	3,224	3,224	3,224	3,224	3,224	3,224	3,224	3,224	3,224	3,224	
BASE SALARY	19,874	20,224	20,574	20,924	21,274	21,624	21,974	22,324	22,674	23,024	23,374	23,724	

### FLEXIBLE EMPLOYEES—HOURLY RATES EFFECTIVE MARCH 20, 1982 (PP7-82)

STEPS	1	2	3	4	5	6	7	8	9	10	11	12
BASIC	8.29	8.47	8.64	8.81	8.99	9.16	9.34	9.51	9.69	9.86	10.03	10.21
COLA	1.55	1.55	1.55	1.55	1.55	1.55	1.55	1.55	1.55	1.55	1.55	1.55
BASE	9.84	10.02	10.19	10.36	10.54	10.71	10.89	11.06	11.24	11.41	11.58	11.76

—Office of Organizational Requirements, 3-11-82.

## UNIFORM PROGRAM—LICENSED VENDORS

Each of the following uniform vendors has received a vendor's license since distribution of Publication 136, *Licensed Vendor Listing*. These lists must be posted where they are readily available for employees to read.

Regina S. Bowie	1420 Mohican Drive	Birmingham AL	35214	Skip's Uniforms	1212 U.S. Highway 19N	New Port Richey	FL	38552
Gama Cacioppo	728 Mulberry Street	Scranton PA	18510	The Cop Shop	4015 E. Mission	Spokane	WA	99202
Cyr Shoes	508 Main Street	Savannah TN	38872	The Country Store and Farm	Route 2, Box 804	Vashon	WA	98070
Dabar's Shoes	89 Swan Street	Methuen MA	01844	The Uniform Center	2881 East 58rd	Indianapolis	IN	46220
Dance-N-Things	1817 Englewood Drive	Slidell LA	70458	The Uniform Center	1129 N. Arlington	Indianapolis	IN	46219
J. E.'s Shoe Company	618 N.E. 90th Terrace	Kansas City MO	64155	Triad Sales, Inc.	10885 Spartan Drive	Cincinnati	OH	45215
M. J. Kern	6 Larkspur Road	Wayne NJ	07470	Warfel's Shoes	2912 Willow Street Pike	Willow Street	PA	17584
Red Wing Shoe Store	3701 West 95th Street	Evergreen IL	60642	Whit-Millers	122 North Main Street	Mooreville	NC	28115
R. J. Pope Traditional Menswear	5 South Main Street	Statesboro GA	30458					

—Labor Relations Dept., 3-11-82.

## REVISED SELECTIVE SERVICE REGISTRATION FORMS

All classified post offices, stations and branches will receive a direct shipment of a new Selective Service Registration Form, SSS Form 1 (Jan 82) beginning approximately March 12th. Each shipment will carry a distinctive address label indicating the contents of the container. All shipments should be delivered by March 29th. Any office which does not receive its shipment by March 29th should submit a single line requisition on Form 7380, Requisition for Supplies to its respective area supply center. Backup stocks of the new form are not available from any source other than the area Supply Centers.

The new form (printed in blue) is to be used as soon as received. All old (printed in green) unused

forms on hand at that time are to be destroyed. The old form is *NOT* to be used once the new form is received.

The new form is essentially the same as the old form. Handling procedures by USPS remain unchanged: entries on the form must be checked for completeness and readability; identification must be requested, and if provided, compared with the entries on the form before round date stamping and initialing. All offices are reminded that, even when identification is not presented, the registration form is to be accepted if the entries are readable and complete.

Selective Service Coordinators are available in each USPS Region. Any office requiring assistance concerning the registration program is to contact its coordinator.—Dept. Delivery Services, 3-11-82.





Copyright 1981, U.S. Postal Service

Issue Date: April 14, 1982  
 First Day City: Washington, DC  
 Designers: Arthur and Alan Singer  
 Jericho, New York  
 Modeler: Peter Cocci  
 Press: Gravure  
 Colors: Yellow, magenta, cyan, black tone and black line

Image Area: .84 x 1.44 inches or  
 21.33 x 36.57 millimeters  
 Plate Numbers: One group  
 Stamps Per Pane: 50  
 Selvage: © U.S. Postal Service  
 Use Correct ZIP Code ®  
 Mr. ZIP

# State Birds and Flowers Commemorative Stamps

## STATE BIRDS AND FLOWERS COMMEMORATIVE STAMPS

A pane of 50 20-cent commemorative stamps featuring the official birds and flowers of the 50 states in the United States will be issued April 14 in Washington, DC. The stamps also will be placed on sale nationwide the same day; however, the first day of issue cancellation will be available in Washington only. Handstamp pictorial cancellations will be made available in each state capital.

Postal clerks and Philatelic Sales Division clerks will not honor customer requests for purchase of specific Birds and Flowers stamps, either single specific stamps or quantities of specific stamps. Customers not desiring stamps removed from sheets at random will be required to purchase full panes. Normal window policies governing the sale of plate blocks will be in effect.

Customers will be required to buy stamps and affix them to envelopes for either the first day or state capital cancellations. Postal Service personnel will apply cancellations only.

For this issue only, as an exception to policy, customers may enclose stamped, self-addressed envelopes for return of the items under cover. This applies both to covers sent to Washington, DC, for the first day cancellation and to covers sent to state capitals for the state capital cancellation. In addition, the deadline for ordering both first day and state capital cancellations will be extended to 45 days.

As was the case with the 50 state flags issue of 1976, the Postal Service will make available full-pane first day of issue cancellations from the Philatelic Sales Division in Washington, DC. The panes will be affixed to large white envelopes. Each pane will bear 13 "bull's eye" cancellations and one first day of issue cancellation with killer bars. The cost of the pane will be \$10.00, the face value of the stamps, and the usual handling charge will be waived for this issue.

Orders for the Birds and Flowers pane should be addressed to: "Birds & Flowers First Day Cancellations, Philatelic Sales Division, Washington, DC 20265-9997." Remittance must be by check or money order, and neither cash nor postage stamps will be accepted as payment.

Orders for state capital cancellations should be addressed to: "Birds & Flowers," c/o postmaster, capital city, state and specific ZIP Code. These cancellations may be applied only on envelopes bearing the Birds and Flowers stamps, but other stamps placed adjacent to them on these envelopes may be canceled by the same stroke of this device. No remittance should be sent. However, customers should include self-addressed envelopes to which sufficient postage has been affixed for return to the sender. Unstamped covers will not be processed. Orders must be postmarked by May 29.

First day of issue cancellation orders also must be postmarked by May 29. These should be addressed to: "Birds & Flowers Stamps, Postmaster, Washington, DC 20066-9991." Customers should not mail covers until they have purchased stamps and have affixed them in their desired combination. As with the state capital cancellations, customers may enclose stamped self-addressed envelopes with sufficient postage attached return the order under cover. Fillers of postal card thickness should be inserted in each envelope to help assure clear cancellations and to prevent damage to envelopes. No remittance should be sent.

Use the following ZIP Codes in ordering state capital cancellations:

Montgomery, AL 36116-9991	Lincoln, NE 68501-9991
Juneau, AK 99801-9991	Carson City, NV 89701-9991
Phoenix, AZ 85026-9991	Concord, NH 03301-9991
Little Rock, AR 72201-9991	Trenton, NJ 08650-9991
Sacramento, CA 95818-9991	Santa Fe, NM 87501-9991
Denver, CO 80202-9991	Albany, NY 12212-9991
Hartford, CT 06101-9991	Raleigh, NC 27611-9991
Dover, DE 19901-9991	Bismarck, ND 58501-9991
Tallahassee, FL 32301-9991	Columbus, OH 43216-9991
Atlanta, GA 30304-9991	Oklahoma City, OK 73125-9991
Honolulu, HI 96820-9991	Salem, OR 97301-9991
Boise, ID 83708-9991	Harrisburg, PA 17105-9991
Springfield, IL 62708-9991	Providence, RI 02940-9991
Indianapolis, IN 46206-9991	Columbia, SC 29201-9991
Des Moines, IA 50318-9991	Pierre, SD 57501-9991
Topeka, KS 66602-9991	Nashville, TN 37202-9991
Frankfort, KY 40601-9991	Austin, TX 78710-9991
Baton Rouge, LA 70821-9991	Salt Lake City, UT 84119-9991
Augusta, ME 04330-9991	Montpellier, VT 05602-9991
Annapolis, MD 21401-9991	Richmond, VA 23232-9991
Boston, MA 02205-9991	Olympia, WA 98501-9991
Lansing, MI 48924-9991	Charleston, WV 25301-9991
St. Paul, MN 55101-9991	Madison, WI 53707-9991
Jackson, MS 39205-9991	Cheyenne, WY 82001-9991
Jefferson City, MO 65101-9991	
Helena, MT 59601-9991	



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 82-9  
Remove after May 29





## DMM Revision

## Express Mail Next Day Service Acceptance Times

On November 10, 1981, the Postal Service filed a request to change the classification for Express Mail Next Day Service acceptance times to allow the Postal Service to establish such times as are operationally necessary in place of the current 5 p.m. acceptance time. Since the Postal Rate Commission has not transmitted a recommended decision within 90 days after receipt of the request, the Board of Governors has determined that the proposed change in the classification should be implemented on a temporary basis at 12:01 a.m., March 14, 1982.

Under this change, postmasters will have the authority to develop and establish acceptance times for Express Mail Next Day Service. In doing this, postmasters should work with the Customer Services, Delivery Services, and Mail Processing managers at their MSC. Guidelines for developing and establishing acceptance times have been distributed to those managers.

The policy to be followed in developing and establishing acceptance times is that current Next Day Service networks, based on a 5 p.m. acceptance cutoff time, must be maintained. Next Day Service networks based on earlier than 5 p.m. acceptance of shipments may be established where more destinations can be reached than can now be reached by the 5 p.m. service network. Next Day Service networks based on later than 5 p.m. acceptance of shipments may be established if customers' needs require it and transportation is available.

In order to implement this classification change, the following revision of the DOMESTIC MAIL MANUAL will be effective at 12:01 a.m., March 14, 1982:

### 224 Express Mail Next Day Service

#### 224.1 Availability of Service

*a. Facilities.* Next Day Service is available at designated retail postal facilities for overnight service to designated destination 3-digit ZIP Code delivery areas, facilities or offices.

*b. Acceptance Times.* Next Day Service mail must be tendered by the time or times authorized by the postmaster.

*c. Next Day Service Directories.* Each designated facility provided for in 224.1a must maintain an Express Mail Next Day Service directory showing, for the 3-digit ZIP Code area in which the facility is located, the following information:

- (1) the 3-digit ZIP Code areas to which next day delivery service is offered;
- (2) the Express Mail zone from the origin to each destination 3-digit ZIP Code area;
- (3) the retail facilities at which Next Day Service mail may be tendered;
- (4) the acceptance times for each such facility; and
- (5) a list of facilities at which Next Day Service mail may be claimed.

*d. Service Limitation.* Service to or from 3-digit ZIP Code areas, facilities or offices, or at times not listed in the Next Day Service directory for a designated facility provided for in 224.1a is prohibited.—*Customer Services Dept., 3-11-82.*

## Leave Buy-Back

This article reemphasizes the importance of following established leave buy-back procedures as published in POSTAL BULLETIN 21323, 10-29-81, page 15. These procedures insure that an employee does not buy back more annual leave than can be recredited because of the applicable annual leave carryover ceiling.

Personnel who are responsible for processing leave buy-back requests involving a traumatic injury should use the following procedures:

1. Determine the amount of leave used by the employee after the 45-day continuation of pay period.
2. Determine if any of the annual leave being bought back is from a previous leave year. If so, determine whether this annual leave, when added to the annual leave carried over by the employee during that previous leave year, if any, will exceed the employee's annual leave carryover ceiling.
3. If the amount of leave determined in 2 above exceeds the employee's annual leave carryover ceiling, the following action should be taken:
  - a. Determine the amount of annual leave that can be bought back without creating a forfeiture situation.
  - b. Caution the employee to buy back only the amount of annual leave that can be recredited and explain why.
  - c. Inform the employee of the maximum amount of annual leave that can be bought back while remaining within the carryover ceiling.
4. Explain to the employee that the period of absence being bought back will be changed to leave without pay (LWOP). As a result, some loss of leave may occur. For example, for every 80 hours bought back and changed to LWOP, both annual and sick leave are reduced by the amount earned in one pay period.—*Employee Relations Dept., 3-11-82.*

## Philatelic Sales and Inventory Report—Postal Quarter II

By the close of business April 2, 1982, a completed Form 1079, *Philatelic Product Physical Inventory Record*, is due to the Regions from every management sectional center. Postmasters must forward the completed Form 1079 promptly through proper channels to their MSC for consolidation. The MSC's then forward the original copy of consolidated Form 1079 to their Regional Director, Customer Services, Attn: Manager, Retail Branch.

The instructions for completing Form 1079 for PQ II are printed on the reverse of the form for ready reference. Copies of newly revised Form 1079 were sent to all MSC's earlier this week, with a cover letter pointing out changes in the form. Additional copies will be available in the area supply centers after March 16, 1982, and may be ordered on Form 7380, *Requisition for Supplies*, during regular requisitioning cycles.

All PQ II Philatelic Sales and Inventory reports should be on the February 1982 edition of Form 1079. For easy identification, these revised forms have been printed on yellow stock. All prior copies of Form 1079 should be destroyed.—*Customer Services Dept., 3-11-82.*

## DOMESTIC ORDERS

False Representation. Enforced by Postmasters at cities listed.

State/city	Names covered
GA, Atlanta 30347	Cosvetic Laboratories or any variation thereof, P.O. Boxes 95543, 95544 and 95545
GA, Atlanta 30329	Cosvetic Laboratories or any variation thereof, P.O. Boxes 14092, 49024, 49087, 49303 and 49425
GA, Atlanta 30305	Cosvetic Laboratories or any variation thereof, P.O. Boxes 11627 and 53098 and at 470 E. Paces Ferry Road
GA, Atlanta 30324	Cosvetic Laboratories or any variation thereof, P.O. Box 14048
GA, Atlanta 30319	Cosvetic Laboratories or any variation thereof, P.O. Box 10064
GA, Atlanta 30355	Cosvetic Laboratories or any variation thereof, P.O. Box 52977
GA, Atlanta 30325	Cosvetic Laboratories or any variation thereof, P.O. Boxes 20190, 20429 and 20482
FL, Deerfield Beach 33441	Cosvetic Laboratories or any variation thereof, P.O. Boxes 1044 and 1097
FL, Lighthouse 33064	Cosvetic Laboratories or any variation thereof, P.O. Box 50135
FL, Pompano Beach 33061	Cosvetic Laboratories or any variation thereof, P.O. Box 2481
GA, Atlanta 30355	Free Rein, P.O. Box 12427 Head Start Inc., P.O. Box 53141
GA, Atlanta 30366	Braswell, Inc., P.O. Box 81345
GA, Atlanta 30347	Braswell, Inc., P.O. Box 95544

State/city	Names covered
GA, Atlanta 30319	Braswell, Inc., P.O. Box 10064
GA, Atlanta 30305	Braswell, Inc., Head Start Inc., 470 E. Paces Ferry Road
GA, Atlanta 30324	Head Start Club, P.O. Box 14018 Head Start, Inc., P.O. Box 53141
MD, Simpsonville 21150	Maryland Money Club and MMC, P.O. Box 333
FL, Ft. Lauderdale 33310	Standard Research Laboratories, P.O. Boxes 9667 and 95547
FL, Pompano Beach 33064	Standard Research Laboratories, P.O. Box 5009
FL, Pompano Beach 33061	Standard Research Laboratories, P.O. Box 852
WA, Blaine 98230	Essex House, Inc., 1060 Peace Portal Drive
FL, Bradenton 33506	Vangault Laboratories, P.O. Box 851

—Judicial Officer, 3-11-82.

## P-11 Revision

### New Nature of Action Code for PCES

A new Nature of Action (NOA) Code 927 has been established for PCES reassignments. NOA 927 is to be used *only* for employees moving into PCES jobs from non-PCES jobs and employees changing jobs within PCES. This change, which amends Section 614.7 and Exhibit 611.322 of Handbook P-11 is effective immediately.—Employee Relations Dept., 3-11-82.

**INDEMNITY CLAIMS FOR DAMAGE OR PARTIAL LOSS CAN BE FILED AT ANY POST OFFICE BY EITHER THE MAILER OR THE ADDRESSEE. CLAIMS FOR COMPLETE LOSS CAN ONLY BE FILED BY THE MAILER**

**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 21341 listing. B. Old Style. (Gray) C. Counterfeit. The listing from PB 21240 remains valid for both B. and C.

213 578 4229 to 4399	254 107 8590 to 8599	262 963 4912 to 4999	270 233 5700 to 5799
217 210 7100 to 7299	254 107 8913 to 8999	263 129 6984 to 6999	270 500 0040 to 0099
217 288 7000 to 7024	254 254 4490 to 4499	263 146 1837 to 1849	270 894 5717 to 5799
217 667 3400 to 3599	254 259 8867 to 8899	263 323 0768 to 0799	271 104 2220 to 2295
219 726 9924 to 9999	254 259 8951 to 9099	263 407 7000 to 7099	271 152 7058 to 7069
229 350 0600 to 0699	254 740 8408 to 8445	264 132 9200 to 9299	271 152 7076 to 7091
238 169 7587 to 7599	255 125 8500 to 8599	264 205 4017 to 4099	271 171 3205 to 3299
240 901 5900 to 5999	255 176 5373 to 5399	264 223 9121 to 9199	271 186 6354 to 6499
241 081 9274 to 9299	255 276 0949 to 0999	264 366 7033 to 9499	271 319 5039 to 5099
241 685 5124 to 5199	255 281 2647 to 2699	264 405 9660 to 9699	271 325 5500 to 5599
241 908 2486 to 2499	255 440 4800 to 4899	264 406 1201 to 1299	271 505 9478 to 9499
243 112 4109 to 4120	255 440 4900 to 4999	264 496 5357 to 5399	271 519 3200 to 3299
243 766 6730 to 6799	255 857 4749 to 4799	264 499 2331 to 2349	271 735 3760 to 3899
245 103 9400 to 9499	256 140 5400 to 5499	264 642 5304 to 5399	272 021 1770 to 1799
245 118 6754 to 6768	256 193 5100 to 5159	264 786 2900 to 2999	272 046 9552 to 9599
245 279 1420 to 1499	256 695 0525 to 0599	265 151 4134 to 4199	272 059 8000 to 8199
245 279 1510 to 1599	256 754 0030 to 0099	265 330 0400 to 0599	272 060 0800 to 0999
245 591 1626 to 1799	257 157 2164 to 2499	265 338 9048 to 9099	272 067 9254 to 9299
245 973 2677 to 2699	257 405 2600 to 2899	265 370 8800 to 8999	272 068 6009 to 6099
246 155 4048 to 4099	257 474 8312 to 8399	265 387 1531 to 1599	272 075 3700 to 3899
246 155 5000 to 5499	258 444 7185 to 7199	265 394 0669 to 0691	272 133 0400 to 0599
246 402 6511 to 6599	258 450 6755 to 6799	265 506 2000 to 2099	272 277 4600 to 5299
246 973 1372 to 1399	258 480 2600 to 2899	265 541 8254 to 8299	273 109 8710 to 8799
247 012 0500 to 0599	258 618 0254 to 0299	265 719 5370 to 5399	273 142 4076 to 4099
247 066 9300 to 9399	258 643 2765 to 2774	265 956 3900 to 3999	273 304 8587 to 8599
247 086 4200 to 4299	258 950 5217 to 5299	266 369 4447 to 4499	273 312 4926 to 5199
247 113 5635 to 5699	258 950 5433 to 5499	266 399 5845 to 5899	273 312 7600 to 7799
247 490 1960 to 1999	259 084 1386 to 1399	266 442 2360 to 2399	273 391 2300 to 2399
247 490 2086 to 2099	259 227 0000 to 1499	266 547 6565 to 6599	274 034 4655 to 4699
247 544 0200 to 0214	259 340 0828 to 0999	266 775 2669 to 2699	274 034 4752 to 4799
247 983 1511 to 1899	259 373 3861 to 3899	266 805 8372 to 8399	274 034 4900 to 4999
248 102 6984 to 6999	259 628 0936 to 0999	266 942 9343 to 9399	274 047 3000 to 3999
248 120 4322 to 4399	259 745 1300 to 1499	266 942 9754 to 9799	274 229 8903 to 8914
248 244 7246 to 7299	259 783 7821 to 7899	266 942 9900 to 9999	274 372 3943 to 3999
248 423 4864 to 4899	259 825 5819 to 5899	267 841 9022 to 9099	274 507 3213 to 3299
248 440 7916 to 7971	259 950 3053 to 3099	267 917 1874 to 1999	274 609 4285 to 4299
249 945 6900 to 6999	259 950 3300 to 3499	268 202 3665 to 3699	274 999 9031 to 9199
249 996 6000 to 6099	260 144 7415 to 7499	268 224 1500 to 1699	275 130 1326 to 1355
249 996 6300 to 6499	260 198 2856 to 2898	268 243 7679 to 7699	275 313 4737 to 5199
250 565 7029 to 7040	260 229 5638 to 5699	268 246 8600 to 8699	275 541 0100 to 0299
250 919 5218 to 5299	260 324 9000 to 9099	268 299 0000 to 4999	275 962 6800 to 6999
250 951 4340 to 4363	260 479 3500 to 3599	268 329 6466 to 6499	276 083 1600 to 1999
250 991 9778 to 9799	260 743 5000 to 5099	268 653 8300 to 8399	276 073 5200 to 5699
251 518 6281 to 6399	260 894 8061 to 8099	268 657 2928 to 2999	276 540 8653 to 8699
251 964 6056 to 6199	261 002 6451 to 6499	268 834 6500 to 7999	277 121 1000 to 2999
251 997 2913 to 2999	261 052 5271 to 5299	268 881 7700 to 7799	277 589 5461 to 5471
252 171 2041 to 2056	261 175 6200 to 6299	269 414 2084 to 2099	278 965 4400 to 4999
252 235 4400 to 4499	261 459 5800 to 5899	269 416 3526 to 3599	278 965 5300 to 5599
252 235 4581 to 4899	261 459 6722 to 6799	269 527 9532 to 9599	279 795 6200 to 6399
252 238 2299 to 2399	261 506 0686 to 0699	269 553 1200 to 1299	280 561 6200 thru
252 432 6988 to 6999	261 533 2067 to 2299	269 821 1147 to 1199	280 661 6199
252 891 1159 to 1199	261 935 6500 to 6599	269 878 5666 to 5699	801 579 6056 to 6098
253 175 2670 to 2699	261 954 6334 to 6399	269 911 1140 to 1199	801 629 1900 to 1999
253 192 7311 to 7399	261 965 4168 to 4199	269 911 1262 to 1299	802 029 5199 to 8999
253 293 5931 to 5940	262 240 6607 to 6665	269 942 9900 to 3,0099	802 265 0575 to 1999
253 446 4033 to 4099	262 240 6677 to 6696	269 960 4957 to 4999	802 678 2605 to 2699
253 547 6013 to 6049	262 604 1515 to 1599	270 130 0028 to 0074	802 751 1128 to 1299
253 547 6054 to 6099	262 931 7066 to 7076	270 130 0089 to 0199	802 980 6945 to 6955
253 747 6924 to 6999	262 949 9200 to 9299		

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