



# postal bulletin

PB 21343—March 18, 1982—16 Pages

## 20-Cent Commemorative Stamps

Do not sell before April 21, 1982



Copyright U.S. Postal Service 1982

Issued in panes of 50. Item 413. Collector information will be found on page 11.

The 20-cent Netherlands commemorative postage stamp will be placed on sale April 20, 1982, in Washington, D.C. The design commemorates the 200th anniversary of diplomatic relations between the United States and the Netherlands.

Do not sell before April 22, 1982



Copyright U.S. Postal Service 1982

Issued in panes of 50. Item 415. Collector information will be found on page 13.

The 20-cent Library of Congress commemorative postage stamp will be placed on sale April 21, 1982, in Washington, D.C.

**Supply.** All post offices under the automatic distribution system will receive a supply of both stamps. However, some post offices will receive less than the normal distribution quantities automatically furnished on a 50-subject commemorative. Since the total quantity of this stamp is being distributed automatically, no supplemental requisitions will be honored at the Bureau of Engraving and Printing for Item 413 or 415.

Post offices requiring additional stamps in less-than-bulk quantities should immediately requisition on a separate Form 17, *Stamp Requisition*, from their Stamp Distribution Office.—*Customer Services Dept.*, 3-18-82.

## Interim Notice—Missing U.S. Money Order Forms

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

### Do Not Cash

273 568 4735 to 4799  
278 965 5300 to 5499

—*Inspection Service*, 3-18-82.

*Postmasters in Ohio, Pennsylvania, and Virginia*

## 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*, 3-18-82.

## CONTENTS

	Page
20-Cent Commemorative Stamps.....	1
20-Cent State Birds and Flowers (Correction).....	2
Delivery to Apartment Houses—Undeliverable Mail.....	10
Domestic Order.....	8
Express Mail Same Day Airport Service—New Pouch Label.....	15
FIM on Official Mail.....	7
Foreign Order Notice 65.....	2
Freedom of Information Act Request.....	1
International Mail—Phonograph Records.....	10
Lockbox/Caller Service.....	3
Memoranda of Understanding Between USPS and NRLCA.....	9
Meter Manufacturer.....	15
Money Orders, Canadian Missing or Stolen.....	15
Money Orders, U.S. Missing or Stolen.....	1
Notice 208.....	2
PASS Program Changes.....	6
Procurement Field Guide Issued.....	6
Records Retention—Second-Class Eligibility.....	10
Stamp Poster 82-10.....	11
Stamp Poster 82-11.....	13
Stamp Supplies.....	10
Temporary Suspension of Entrance Exam Announcements.....	5
Uniform Program—Licensed Vendors.....	10
Unofficial First Day Covers.....	6

## NOTICE 208

Notice 208, *Services Available From Your Rural Carrier*, advises customers served by rural routes of the retail postal services available from their rural carrier. A sample is exhibited below.



UNITED STATES POSTAL SERVICE  
475 L'Enfant Plaza, SW  
Washington, DC 20260

## USPS NOTICE

## Services Available from Your Rural Carrier

In this time of national fuel conservation consciousness, the Postal Service would like to take this opportunity to pass on to our rural customers another potential fuel conservation tip.

You can eliminate almost all trips to the post office, because doing business with the Postal Service is as close as your mailbox. Your rural carrier can provide virtually all postal services to you. Some of the most frequently used services are:

1. Purchasing stamps
2. Mailing parcels (with or without insurance)
3. Certifying mail
4. Registering mail
5. Purchasing money orders

Please contact your local Postmaster for complete details on all services available from your rural carrier.

U. S. Postal Service

Notice 208 is intended as a customer service. Receipt of this information, particularly by new rural route customers, should eliminate some special trips to post offices and save customers both time and fuel. It is to be distributed as a "boxholder" at least once a year to all customers served by rural routes. In addition, a supply of Notice 208 should be available in all post offices having rural routes for immediate distribution to all new customers moving onto rural routes in between the annual distributions.

In order to expedite distribution, arrangements have been made to ship an initial supply of Notice 208 directly to each Management Sectional Center (MSC). MSCs should receive cartons of Notice 208 during the period March 22-April 6, 1982. The quantities being furnished to each MSC will provide for the initial distribution to each mailbox served by rural routes in each MSC.

MSCs must allocate and distribute Notice 208 to their associate offices immediately upon receipt. Dis-

tribution of the notice is to be completed within one week of receipt at associate offices. Upon completion of the initial distribution to MSCs, it will be stocked in both supply centers and may be requisitioned on Form 7380, *Requisition For Supplies*, during normal requisitioning cycles.—*Delivery Services Dept., 3-18-82.*

## All Personnel Processing Mail for Dispatch Abroad

## Foreign Order Notice 65

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

## CANADA

Galaxy Enterprises  
P.O. Box 1084  
1029 Ridgeway Avenue  
and

P.O. Box 1084  
1029 Ridgeway Avenue  
Coquitlam, B.C.

Claycloe Ent.  
Box 4318  
Regina, Sask.

Princess Sales  
Box 77050, 3366 Kingsway  
and  
Box 77050, 3366 Kingsway  
Vancouver, B.C.

## IRELAND

Irish International Sports Co., Ltd.  
94 Capel Street  
Dublin

Mary Coolen  
30 Dean Swift Green  
Wadelai  
Glasnevin North, 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 SCF's and designated International Exchange Offices.—*Judicial Officer, 3-18-82.*

## Correction

## 20-Cent State Birds and Flowers

Post offices are to place the 20-cent State Birds and Flowers on sale April 14, 1982, at the time the post offices open, not at 11 a.m. local time April 14, 1982, as announced in PB 21342, 3-11-82, page 1.—*Customer Services Dept., 3-18-82.*

## DMM Revision

## LOCKBOX/CALLER SERVICE

Sections 951.133 and 952.16 of the DOMESTIC MAIL MANUAL (DMM) were previously changed to permit immediate approval, in most cases, of applications for lockbox/caller service (see POSTAL BULLETIN 21303, 6-18-81). These regulations are further revised to modify the types of acceptable identification and to define more clearly the conditions under which a postmaster must verify the identification presented by the applicant.

Effective immediately, DMM 951 and 952 are also revised for the following purposes:

(1) Section 951.121 is revised to clarify the meaning of the term *boxholder*.

(2) Section 951.131 is revised to permit customers who desire lockbox service to submit an application to any post office, and to require all box sections to maintain a waiting list of lockbox applicants when a box of the desired size is not available.

(3) New section 951.133 is added to permit service for boxholders to be transferred between stations or branches of the same post office.

(4) Section 951.152b is revised to correct a typographical error and to clarify that Form 1532, *Semi-annual Check of Overflow Mail*, is only for boxes which have an overflow.

(5) Exhibit 951.152 is deleted.

(6) Section 951.272c is amended to delete references to Group 1 fees since these are not applicable to Option 2 in section 951.271b.

(7) Sections 951.4 and 951.5 are revised to clarify that all references to *customer* in these sections refer to the boxholder.

(8) Section 952.14 is revised to permit customers who desire caller service to submit an application to any postmaster. This provision is included in new section 952.151.

(9) Sections 952.15 and 952.16 are revised to permit immediate approval of an applicant for caller service, and are included in new section 952.152.

(10) New section 952.16 is added to permit caller customers to transfer their caller service between stations or branches of the same post office.

(11) Sections 951.132, 951.133 and 952.133 are renumbered.

Changes are indicated by a bar in the margin.

Note: Custodians of lockbox service waiting lists are reminded that the lists may not be released to the public except as provided for in section 352.44 of the ADMINISTRATIVE SUPPORT MANUAL (ASM).

## 950 Alternate Delivery Services

## 951 Post Office Lockbox Service

.121 Lockbox service is provided only through the use of post office lockboxes. The term *drawer* should not be used and all boxes previously referred to by that term are to be considered the same as lockboxes for all purposes, including fees. The terms *lockbox* and *box* are the same for purposes of these regulations. The term *boxholder* applies only to the following:

a. The person who signs the application as an individual, or;

b. The organization represented by the individual who signs the application on behalf of that organization.

## .13 Obtaining Service

## .131 Application

a. Form 1093, *Application For Post Office Box or Caller Number*, is used to obtain lockbox service. Blank applications may be obtained at any post office. An applicant must complete all spaces on the form which require customer provided information and submit the completed form to any postal facility which provides window service to the public. The facility at which the application is submitted need not be the same as that at which the lockbox service is desired. Furnishing false information on the application or refusal to furnish required information may be sufficient reason for denial of the application or discontinuance of service.

b. The employee who accepts an application must take the following actions:

(1) Perform the verification procedures in 951.132a or b.

(2) Date the application on the reverse side with an *All Purpose Dating Stamp*, Item 570.

(3) If lockbox service is desired at a postal facility other than that at which the application is submitted, forward the application to the postmaster for the facility where the service is desired.

c. The postmaster for the facility where box service will be provided takes the following actions:

(1) Approve or deny the application;

(2) Notify the applicant of the decision and the reason for any denial.

(3) If the application is approved, assign a box number upon receipt of the proper fee. Normally, if the address shown on the application is a local address, a box number will be assigned at the facility serving that address; or, if an out-of-town address is shown, a box number will be assigned at the main office station. Other arrangements may be made at the discretion of the postmaster.

d. A waiting list must be maintained of lockbox applicants when the size boxes desired are not available.

.132 *Verification*. An application for lockbox service may not be approved until the application has been verified.

a. *Known Applicant*. The application of a known applicant is considered to be verified upon submission of Form 1093.

b. *Unknown Applicant*

(1) An unknown applicant must present valid identification with the application. (Note: Social Security cards are not acceptable as identification.) The following are examples of identification that are acceptable:

(a) Driver's License;

(b) Military, Government, or an established corporate identification card;

(c) Passport;

(d) Other credential showing the applicant's signature and a serial number or other indicia which can be traced to the bearer.

(2) An application will be considered verified if there is no discrepancy between information on the application and on the identification presented. If the information on the application does not match that on the identification, verification procedures must be followed which will substantiate that the applicant resides or conducts business at the address shown. This verification should be completed within 3 working days.

*c. Assignment.* A box is assigned immediately upon approval of the application and payment of the box fee.

**.133 Changing Locations.** Lockbox service may be transferred without payment of an additional fee to a box of the same size and fee group at a different facility of the same post office. To obtain such a transfer, the boxholder must submit a new application, Form 1093, to either the location where service was originally provided or to the facility where lockbox service is desired. A boxholder may transfer no more than once in a semiannual payment period and must submit a Form 3575, *Change of Address Order*, at the time of transfer. Forms 1091—A, *Lockbox Rent Register*, must be endorsed at both the old and new locations to show that service and payment period have been transferred. Requests involving a change to a box of a different size, fee group, or for transfer to a different post office, or for more than one transfer in any semiannual payment period, must be handled as a new rental with the current service subject to the refund provisions of 951.31. The exchange of information required by this section between facilities should be made by telephone, if possible.

\* \* \* \* \*

**.152 Accumulation of Mail**

\* \* \* \* \*

*b. Overflow*

\* \* \* \* \*

(2) In addition to the checks resulting from the ongoing observations in 951.152b(1), a check will be scheduled for a 5-day period twice each year at every postal facility which offers lockbox service to the public. However, there is no need for all facilities to be checked in the same 5-day period. During each of these checks, all lockboxes in a facility must be observed for 5 consecutive days, exclusive of Saturdays, Sundays, and national public holidays. As far as practicable, these checks must be scheduled at different times in each year so that all the weeks in each six-month check period will eventually be sampled. Do not schedule a check in the same week nor in the week succeeding that of the previous year.

(3) Use Form 1532, *Semiannual Check of Overflow Mail*, as the record of all such volume checks. Complete a separate Form 1532 for only those boxes in which an overflow is observed. If none is observed, endorse a single blank Form 1532 to state that no overflows were observed for any box during the regularly scheduled check and place the form in the file. Record overflows on section 1 of Form 1532 and continue observations over a 5-day period. If, during this 5-day period, Form 1532 shows any box with an overflow for three or more days, complete the notice on section 3 of Form 1532 for each overflow and deliver it to the

boxholder. After section 3 has been issued, continue the observations and record them by completing section 1 and continuing through section 2 of Form 1532. Retain Form 1532 for one year.

\* \* \* \* \*

**.272 Rent Paid In Advance**

\* \* \* \* \*

*c. Postmasters who adopt option 2 (see 951.271b) adjust payment periods as follows:*

(1) Group 2.

(a) For new service, charge one-sixth of the semiannual fee for each month remaining between the beginning of the new payment period (as determined under 951.276) and the next April 1 or October 1.

(b) For existing service, charge one-sixth of the semiannual fee for each month remaining between the end of all currently paid periods and the next April 1 or October 1.

(2) Group 3.

(a) For new service, charge one-twelfth of the annual lockbox fee for each month remaining between the beginning of the new payment period (as determined under 951.276) and the next October 1.

(b) For existing service, charge one-twelfth of the annual fee for each month remaining between the end of the current payment period and the next October 1.

(3) Round the total amount due, from adjustments made under this section, to the next higher 10¢.

(4) An adjustment made pursuant to option 2, may be accepted in addition to fees for the next one or two semiannual payment periods for Group 2, or for the next annual payment period for Group 3.

\* \* \* \* \*

**951.4 Keys**

**.41 Fee.** Keys for key-type lockboxes will be issued to boxholders upon receipt of payment of \$1.00 for each key. This applies to all keys, including those initially issued to new boxholders.

**.42 Issuance.** Provide boxholders of key-type lockboxes with as many keys as they need if proper payment is made for each key issued.

\* \* \* \* \*

**.44 New Keys.** Boxholders may obtain additional or replacement keys by submitting Form 1094, *Application for Additional Keys to Post Office Box*. The appropriate key charge must be paid at the time of application.

\* \* \* \* \*

**.49 Notice To Return Keys.** When a boxholder surrenders a box and fails to return all keys, send Form 1099, *Notice To Return Keys*, to the former boxholder's new address.

**951.5 Locks**

**.51 Broken Locks.** Do not use or issue boxes having broken locks. When the lock on an assigned box is broken, replace the lock and issue the same number of keys (at no charge to the boxholder) that were previously issued for the broken lock. Do not require boxholders to change boxes or box numbers due to the failure of postal equipment.

\* \* \* \* \*

**952 Caller Service**

\* \* \* \* \*  
 Renumber section 952.133, *Reservation of Caller Numbers*, as 952.14.  
 \* \* \* \* \*

**.15 Obtaining Service**

**.151 Filing the Application**

a. Form 1093, *Application For Post Office Box or Caller Number*, is used to obtain caller service. Blank applications may be obtained at any post office. An applicant must complete all spaces on the form which require customer provided information and submit the completed form to any postal facility which provides window service to the public. The facility at which the application is submitted need not be the same as that at which the caller service is desired. Furnishing false information on the application or refusal to furnish required information may be sufficient reason for denial of the application or discontinuance of service.

b. The employee who accepts an application takes the following actions:

- (1) Perform the verification procedures in 952.152 a or b.
- (2) Date the application on the reverse side with an *All Purpose Dating Stamp*, Item 570.
- (3) If caller service is desired at a postal facility other than that at which the application is submitted, forward the application to the postmaster for the facility where the service is desired.

c. The postmaster for the facility where caller service will be provided takes the following actions:

- (1) Approve or deny the application.
- (2) Notify the applicant of the decision and the reason for any denial.
- (3) If the application is approved, assign a caller number upon receipt of the proper fee. Normally, if the address shown on the application is a local address, a caller number will be assigned at the facility serving that address; or, if an out-of-town address is shown, a caller number will be assigned at the main office station. Other arrangements may be made at the discretion of the postmaster.

**.152 Verification.** An application for caller service may not be approved until the application has been verified.

a. *Known Applicant.* The application of a known applicant is considered to be verified upon submission of Form 1093.

b. *Unknown Applicant*

(1) An unknown applicant must present valid identification with the application. (*Note: Social Security cards are not acceptable as identification.*) The following are examples of identification that are acceptable:

- (a) Driver's License;
- (b) Military, Government, or an established corporate identification card;
- (c) Passport;
- (d) Other credential showing the applicant's signature and a serial number or other indicia which can be traced to the bearer.

(2) An application will be considered verified if there is no discrepancy between information on the application and on the identification presented. If the

information on the application does not match that on the identification, verification procedures must be followed which will substantiate that the applicant resides or conducts business at the address shown. This verification should be completed within 3 working days.

c. *Assignment.* A caller service number is assigned immediately upon approval of the application and receipt of the caller service fee.

**.16 Changing Locations.** Caller service may be transferred without payment of an additional fee to a different facility of the same post office if caller service is available at the other facility. To obtain such a transfer, the caller must submit a new application, Form 1093, to either the location where service was originally provided or to the facility where service is desired. A caller may transfer no more than once in any semiannual payment period and must submit a Form 3575, *Change of Address Order*, at the time of transfer. Forms 1091-B, *Register For Caller Service Fees*, must be endorsed at both the old and new locations to show that service and payment period have been transferred. Requests involving a change in service (such as converting to a lockbox), transfer to a different post office, or for more than one transfer in any semiannual payment period, must be handled as new service with the current service subject to the refund provisions of 952.261. The exchange of information required by this section between facilities should be made by telephone, if possible.

\* \* \* \* \*  
 These changes will be included in a future issue of the DMM.—*Rates & Classification Dept.*, 3-18-82.

**Temporary Suspension of Entrance Exam Announcements**

The National Test Administration Center (NTAC) is in the process of relocating its warehouse to a new site. To allow time for NTAC to organize the new facility, installations may not request opening of any entrance examination until June 1, 1982.

Installations that received authorization from NTAC to open an entrance examination may proceed with the examination process during the suspension period *only* if publicity has already been circulated in the community and the opening and closing dates have been announced.

Installations that may have recruitment problems because of this action should report the facts through appropriate channels to their Regional Director, Employee and Labor Relations.

*Delayed and reopened* examinations for veterans should be conducted as usual. Inservice testing will also be handled normally.

Effective immediately, all **registered mail** containing used and unused examination material, including answer sheets for scoring, should be addressed to:

National Test Administration Center  
 Post Office Box 22020  
 Los Angeles, California 90022-0020

X-Labels with the new address will be supplied as soon as they are available.—*Employee Relations Dept.*, 3-18-82.

## P-11 Revision

## PASS PROGRAM CHANGES

The following initial-level supervisor (ILS) positions, formerly listed in the Profile Assessment System for Supervisors (PASS) families, are now Written Application positions:

<b>406—Mail Processing Operations</b>	<i>Level</i>
2315-6005 Tour Supervisor Mails (A)	15
2315-6049 Tour Supervisor Mails (B)	16
2315-6051 Supervisor Platform Operations	15
<b>408—Station/Branch/Associate Office Operations</b>	
2305-6055 Superintendent, Station or Branch Operations (B)	16
2305-7037 Manager, Station or Branch Operations (A)	16
2305-6054 Supervisor, Station or Branch Operations	13
2305-6032 Manager, Station or Branch Operations (AA)	14
2305-6034 Supervisor, Mails and Window Services	15
<b>508—Window Services</b>	
2320-6009 Superintendent, Window Services (B)	16
2320-6015 Supervisor, Window Services Units	16
2320-6016 Supervisor, Window Services	13
<b>307—Delivery and Collection</b>	
2310-6032 Supervisor, Delivery and Collection	15
<b>406—Mail Processing Operations</b>	
2315-6048 Supervisor, Mails	15
2315-6052 Supervisor, Mails (MPLSM)	16
<b>408—Station/Branch/Associate Office Operations</b>	
2305-6053 Superintendent, Station or Branch Operations (A)	15
2305-6048 Supervisor, Mails and Delivery	15
<b>508—Window Services</b>	
2320-6008 Superintendent, Window Services (A)	13

Effective immediately, do not use the PASS family candidate list for filling the above positions. The PASS family candidate list should still be used to fill the positions listed below, and P-11 Exhibit 530-A is amended accordingly:

Installations are to use Form 990, *U.S. Postal Service Vacancy Announcement*, to announce all Initial Level Supervisory vacancies for positions covered by Written Application Procedures (see Exhibit 530.B of the Handbook P-11, *Personnel Operations*, for a list of these positions.)

Qualification Standards for these positions are found in Handbook EL-302, *Qualification Standards—Non-Bargaining Unit Positions*, (or may be ob-

tained through normal management channels). They must be used as the basis for writing the qualifications portion of the vacancy announcement.

NTAC will no longer provide announcements for Written Application positions but will continue to provide announcements for PASS family openings. Procedures for ordering materials from NTAC are found in Handbook P-11, 530.

Candidates for Written Application vacancies must submit Forms 5942, *Estimate of Potential for Initial Level Supervisor Position*, 991-A, *Application for Promotion or Assignment*, and 991-B, *Supplement to Application for Promotion or Assignment*, to their immediate supervisor. The supervisor must fill out Form 5942, assessing the candidate, and complete the appropriate portion of Form 991-B. The next higher level manager must complete the appropriate portion of Forms 5942 and 991-B. All forms must be submitted by the next higher level manager to the designated person responsible for the selection procedure prior to the closing date of the announcement.

For PASS family applications, all pages of the workbooks must be completed. Additional Forms 5942 and 991-A/991-B should not be submitted.—*Employee Relations Dept., 3-18-82.*

### Unofficial First Day Covers

Reports continue to be received that post offices are refusing to provide the cancellation service authorized by *POSTAL OPERATIONS MANUAL (POM) 244.54*. The collecting of unofficial first day covers is a growing segment of the hobby of stamp collecting, and it is important that the authorized service be provided to customers.

POM 244.54 is reprinted below:

**244.54 Unofficial First Day Covers.** Stamps acquired at the first day post office may be canceled at any post office. Envelopes containing new stamps canceled on the first day of sale at a post office other than the issuing office are known as "unofficial first day covers."—*Consumer Services Dept., 3-18-82.*

### Procurement Field Guide Issued

A new handbook, AS-703, *Field Guide to Purchasing and Requisitioning (TL 1, 1-22-82)*, was distributed on March 7. This handbook consolidates information the field needs to obtain supplies and services. It demonstrates how to fill out the forms, and explains procedures. Handbook AS-703 is indexed for easy reference and can be used to locate information in other procurement directives.

Sample 8 in the handbook has already been superseded by Management Instruction AS-510-82-2 (3-3-82), "Building Repair and Alteration Projects." Write "Superseded by MI AS-510-82-2" at the top of the first page of sample 8.—*Procurement & Supply Dept., 3-18-82.*

DMM Revision

FIM ON OFFICIAL MAIL

In order to improve the processing of official mail of the executive and judicial branches of the Government, the Postal Service will begin phasing in a policy requiring machine processed official mail of authorized departments and agencies to bear a Facing Identification Mark (FIM). A FIM must be printed on all letter-size official postage and fees paid mailing pieces procured after April 1, 1982. Addition of FIM will also necessitate the modification of the official mail imprint.

State Employment Security agencies mailing under the U.S. Department of Labor indicia must also comply with the FIM requirement. Official metered mail and official permit imprint mail will not require the FIM. Official business reply mail regulations in DOMESTIC MAIL MANUAL (DMM) 137.252, include the FIM requirement.

In order to implement this change, DMM 137.24 is revised, 137.242j is added, and 137.4 is deleted, effective April 1, 1982.

137 Official Mail

\* \* \* \* \*

.24 Indicia

.241 *Types of Indicia.* There are four general types of official penalty mail indicia: a) standard penalty indicium, b) official metered indicium, c) official permit imprint indicium, and d) official business reply indicium. Each type must conform to an authorized format, as described in 137.242-137.245.

.242 *Standard Penalty Indicium.* All official mail using the standard penalty indicium must comply with the following described specifications.

a. *Letter-Size Mail.* The indicium for letter-size mail must be printed and must consist of the postal emblem (see Exhibit 137.242a) located  $\frac{3}{8}$  of an inch from the top edge of the mail piece; and immediately below the postal emblem, the words *Postage and Fees Paid*, the name of the department or agency and the agency sampling number, if one has been assigned.

b. *Facing Identification Mark.* Except for second-class and bulk third-class mail (see 137.273 b and c), the Facing Identification Mark (FIM), a vertical bar

code pattern which functions as an orientation mark for automatic facing and canceling equipment, is required as follows:

(1) An area of 3 inches by  $1\frac{3}{4}$  inches in the upper right corner of the address side of each mail piece must be reserved for the indicium and the FIM. The entire indicium, including the postal emblem, must be within  $1\frac{3}{4}$  inches from the right and within  $1\frac{3}{4}$  inches from the top edge of cards, mailing pieces, letter-size envelopes and self mailers, (see 128) but is not required on labels or envelopes larger than letter-size.

(2) The FIM must be positioned in such a manner that the distance from the right edge of the nearest FIM bar is 2 inches plus or minus  $\frac{1}{8}$  of an inch, and the top of the FIM pattern is within  $\frac{1}{8}$  of an inch from the top edge of the mail piece. It is permissible for the pattern to touch the top edge of the mail piece. The bars must be at least  $\frac{1}{2}$  inch long. A clear area free of any other printing must be maintained around the FIM. This clear area begins  $1\frac{3}{4}$  inches from the right edge of the mail piece and extends  $1\frac{1}{4}$  inches to the left. The height of the clear area is  $\frac{5}{8}$  of an inch down from the top edge (see Exhibit 137.242a). Additional specifications for printing the FIM are contained in Pub. 12, *United States Postal Service Instructions—Facing Identification Marks*. Because the spacing between the vertical bars requires control, the Postal Service provides negatives for printing the FIM pattern. In all cases, Postal Service specifications and negatives must be used. The specifications and negatives for FIM are available from local post offices or from the Manager, Government Revenue and Examination Branch, Finance Department, U.S. Postal Service Headquarters, Washington, DC 20260.

(3) A FIM must appear on all letter-size mailing pieces procured after April 1, 1982. Stocks of cards, envelopes and self-mailers procured prior to April 1, 1982, which do not bear a FIM may be used until exhausted.

c. *Large Envelopes.* The FIM pattern and use of the postal emblem as part of the indicium is optional on larger than letter-size mail.

d. *Self-Mailers.* The postal emblem and FIM pattern may be omitted on self-mailers completely printed by computer with no provision for printing designs other than letters and numbers, provided the items are faced, sorted and tied in bundles by ZIP Code.

e. *Endorsement.* Any endorsement for a special service or class of mail must be placed approximately  $\frac{1}{4}$  inch below the indicium.

f. *Penalty Statement.* The complete return address and the words *Official Business, Penalty for Private Use, \$300* must appear in the upper left corner of the mail piece (see Exhibit 137.242f). The penalty statement may not be handwritten or typewritten.

g. *Agricultural Extensions.* Official mail of a designated State extension director must bear in the upper left corner the name of the agricultural college and the name of the post office at which the mail is to be accepted without prepayment of postage, followed by the name and title of the designated officer and the words *Cooperative Agricultural Extension Work-Acts of*

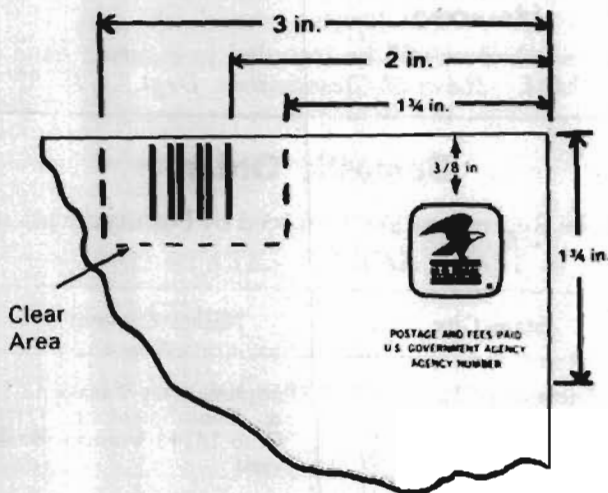


Exhibit 137.242a

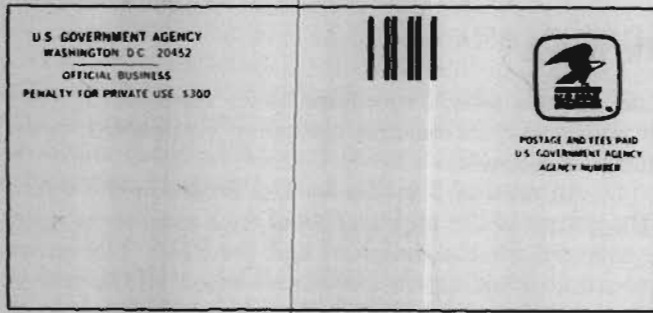


Exhibit 137.242f

*May 8 and June 30, 1914.* The words *Postage and Fees Paid U.S. Department of Agriculture*, and the agency sampling number must appear in the upper right corner of the address side immediately below the postal emblem. The FIM pattern must be used as described in 137.242b.

*h. Experiment Stations.* Official mailings by agricultural experiment stations must bear in the upper left corner of the address side the name of the station, the name of the post office at which the matter is to be accepted, and the name and title of the officer in charge of the station, followed by the word *Publication*. The title of the bulletin or report may be used. The words *Postage Paid U.S. Department of Agriculture*, and the agency number must appear in the upper right corner of the address side immediately below the postal emblem. The FIM pattern must be used as described in 137.242b.

*i. Cooperative Extension Agents.* Official mailings made by cooperative extension agents described in 137.22c must be prepared in accordance with the provisions of 137.242a through h.

*j. State Employment Security Agencies.* Official mailings made by State employment security agencies cooperating with the Department of Labor must bear in the upper left corner the name and complete return address of the state agency and the words *Official Business, Penalty for Private Use, \$300*. The words *Postage and Fees Paid, Employment Security Mail, LAB-449* must appear in the upper right corner of the address side immediately below the postal emblem. The FIM pattern must be used as described in 137.242b.

**.243 Official Metered Indicum.** Penalty mail may be sent under official postage meter procedures when an agency has obtained a license for each meter in accordance with 137.273a. Mail sent from agency locations licensed to use meters must bear in the upper right corner a meter stamp or tape with the official meter format illustrated in 144.416 and a complete return address in the upper left corner. The FIM pattern and other indicia described in 137.242b must not be used on official metered mail.

**.244 Official Permit Imprint Indicum.** Permit imprints may be used by government agencies to facilitate postage accountability for larger mailings. Unless a meter is used, permit imprints are required for all First-Class, single piece third-class, and fourth-class mailings made by contractors, and for all presort First-Class and fourth-class bulk rate mailings made either by a government agency or its contractors. Depart-

ments and agencies wishing to mail under permit imprint procedures must obtain prior authorization and follow the appropriate procedures in 137.273d and 145. The format for official permit imprint mail is as follows:

*a.* The official permit imprint indicium must appear in a rectangular box in the upper right corner of the mail piece. It consists of the statement of mail class, the words *Postage and Fees Paid*, the agency name and a permit number preceded by the letter, *G*. The city of mailing and date may be included but are not required. Illustrations of the official mail permit imprint indicium are provided in 145.5 e and f.

*b.* The FIM pattern and the postal emblem must not be included on official permit imprint mail.

*c.* The complete return address and the words, *Official Business, Penalty for Private Use, \$300* must appear in the upper left corner as illustrated in 137.242f.

**.245 Official Business Reply Indicum.** The format described in 137.252 must be used for cards, envelopes and labels furnished by government agencies for reply purposes.

**.246 Official Penalty Mail Markings.** The markings required in 137.242 through 137.245:

- a.* May be used only to transmit official mail, and
- b.* Must not be used on items carried outside the U.S. Mail except under the following circumstances:
  - (1) When official items are carried by employees of the originating agency;
  - (2) When official items are carried by contractors for subsequent entry into the U.S. Mail under the provisions of 137.253 and 137.254; or
  - (3) When agencies reach written agreement with the Manager, Government Revenue and Examination Branch, Finance Department, U.S.P.S. Headquarters, Washington, DC 20260, to account for and pay postage on official items carried outside the U.S. Mail to avoid violation of the Private Express Statutes (13 U.S.C. 1693-1699 and 39 U.S.C. 601-606).

**.247 Mail Not Using Official Envelopes or Labels.** Federal Government mail which is not sent by use of official envelopes or labels as provided in 137.242 through 137.245 must have postage prepaid. The rates and conditions applicable to non-federal government mailers apply.

\* \* \* \* \*

**137.4 [Reserved]**

These changes will be included in a future issue of the DMM.—*Rates & Classification Dept., 3-18-82.*

**Domestic Order**

False Representation. Enforced by Postmaster at city listed.

State/City	Names Covered
CA, Tarzana 91356-----	Complimentary Vacation Club & Complimentary Travel Club 18345 Venture Boulevard

—Judicial Officer, 3-18-82.



## MEMORANDA OF UNDERSTANDING BETWEEN USPS AND NRLCA

The following two Memoranda of Understanding are the result of discussions between the U.S. Postal Service and the National Rural Letter Carriers' Association at the national level. They are printed here in their entirety.

### Correction of Article 16, Section 4

This memorandum will confirm our mutual understanding that Article 16, Section 4, first paragraph, National Agreement, should read:

In the case of suspension of more than fourteen (14) days or of discharge, any employee shall, unless otherwise provided herein, be entitled to an advance written notice of the charges against the employee and shall remain either on the job or on the clock at the option of the Employer for a period of *thirty (30) days*. Thereafter, the employee shall remain on the rolls (non-pay status) until disposition of the employee's case has been had either by settlement with the Union or through exhaustion of the grievance-arbitration procedure.

In witness whereof the parties hereto affix their signatures below this 23rd day of February 1982.

FOR THE  
UNITED STATES POSTAL SERVICE

James C. Gildea  
Assistant Postmaster General  
Labor Relations Department

FOR THE  
UNION

Wilbur S. Wood  
President  
National Rural Letter  
Carriers' Association

### Posting of Vacant Rural Routes

This memorandum will confirm our mutual understanding that it is not the intent of either party that Article 12, Section 3.A.6., of the USPS-NRLCA 1981 National Agreement should preclude the timely posting of vacant rural routes.

Therefore, it is mutually agreed:

1. When a vacant route has been subject to an adjustment which would require a special count, that route will be adjusted using the interim adjustment formula, then posted in accordance with Article 12, Section 3.A.2., of the USPS-NRLCA 1981 National Agreement.

2. Any such posted route will be subject to a special count to be conducted the last 12 working days in September in accordance with Article 30, Section 1.C.12.b, of the USPS-NRLCA 1981 National Agreement.

3. The posting of any route without a count and official evaluation, plus any possible salary adjustments between the interim adjustment and special count, accomplished in accordance with this Memorandum of Understanding, will not be a subject matter involving the grievance-arbitration procedure.

The position outlined above represents the understanding of the parties on the subject involved.

In witness whereof the parties hereto affix their signatures below this 23rd day of February 1982.

FOR THE  
UNITED STATES POSTAL SERVICE

James C. Gildea  
Assistant Postmaster General  
Labor Relations Department

FOR THE  
UNION

Wilbur S. Wood  
President  
National Rural Letter  
Carriers' Association

DMM Revision

## Records Retention: Second-Class Eligibility

Effective March 19, 1982, DOMESTIC MAIL MANUAL (DMM) 447.22 is added to provide that publishers' records confirming eligibility to be mailed at second-class rates need not be kept more than 3 years from the issue date of the publication. Section 447.2 is renumbered 447.21.

### 447 Maintenance and Verification of Publisher Records

\* \* \* \* \*

#### 447.2 Information Requirements

.21 **Types of Records.** Records must be available from which the Postal Service can determine:

\* \* \* \* \*

.22 **Retention Requirement.** The publisher must maintain records pertaining to each issue of a publication for a period of 3 years from the issue date of each issue of the publication.

This change will be included in a future issue of the DMM.—*Rates & Classification Dept., 3-18-82.*

## International Mail—Phonograph Records

International mail exchange offices are receiving items containing phonograph records which have been erroneously accepted and paid at the postage rates for *printed matter—books*. Phonograph records are *not* mailable internationally as printed matter—books. Rather, phonograph records may be mailed internationally as letter packages, small packets, or parcel post.

Employees are reminded that section 224.13a of the INTERNATIONAL MAIL MANUAL states that books must have the following characteristics:

(1) Twenty-four pages or more (at least 22 of which are printed).

(2) Consist wholly of reading matter (or scholarly bibliography or reading matter with incidental spaces for notation).

(3) May contain incidental announcements of books, in the form of book pages, and other bound and loose enclosures that are permissible under the provisions of DMM 724.3. [Section 724.3 of the DOMESTIC MAIL MANUAL.]—*Rates & Classification Dept., 3-18-82.*

## Delivery to Apartment Houses—Undeliverable Mail

The absence of an apartment number from a mailing address is *not* in itself sufficient reason for returning such mail as undeliverable. Delivery employees should make every reasonable attempt to deliver all classes of mail, using apartment directories when available.

Before mail is endorsed *Attempted, Not Known*, delivery must be attempted at the street address that appears on the mail regardless of class, unless the delivery employee has personal knowledge that the addressee is not known at the address. Exception: Do not make trial deliveries of government checks and bonds under any circumstances. Process undeliverable checks according to instructions.

When mail is undeliverable as addressed, computer forwarding units must use only the appropriate endorsements authorized in DOMESTIC MAIL MANUAL 159.14, depending on the treatment authorized for that particular class of mail. Letter carriers may use the endorsements described in section 242.62, Handbook M-41, *City Delivery Carrier's Duties and Responsibilities*; and as listed in items 3, 9, 12-15, and 19 of DMM 159.14.—*Delivery Services Dept., 3-18-82.*

## Stamp Supplies

A recent fire at the Bureau of Engraving and Printing destroyed two printing presses. One of those presses was being used to print the 20-cent Fire Pumper coil stamps. Consequently, all postmasters should discontinue ordering that stamp (Items 726, 727, 728) until further notice. Flag coils (Items 715, 716, 717) should be ordered in lieu of the Fire Pumper coils.

A limited quantity of Fire Pumper coils were printed by the time of the fire and will be shipped to fill requisitions. However, once this supply is depleted, Flag coils will be substituted for all requisitions on hand at the Bureau for Fire Pumper coils. This substitution will be made automatically at the Bureau. Please do not send a replacement requisition if Fire Pumper coils are on order.

Loss of the presses will also affect supplies of the 17-cent Rachel Carson stamp in both coil and sheet form. Supplies of this stamp cannot be replenished for approximately 4 to 6 weeks. In the interim, the 37-cent Robert Millikan stamp is available and may be ordered as an alternative to the 17-cent stamp.—*Customer Services Dept., 3-18-82.*

## 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.

Edward's Shoe Store, Inc.	2202 South Adams Street	Peoria	IL	61602	Standard Law Enforcement Supply Co.	900 East Main Street	Meriden	CT	06450
Lehigh Safety Shoes	630 Washington Avenue	North Haven	CT	06473					
Red Wing Shoe Store	3541 Roosevelt Blvd.	Middletown	OH	45042					

—Labor Relations Dept., 3-18-82.



Copyright U.S. Postal Service 1982

Issue Date: April 20, 1982  
 First Day City: Washington, DC  
 Designer: Gert Dumbar  
           The Hague  
           The Netherlands  
 Modeler: Peter Cocci  
 Press: Gravure  
 Colors: Red, blue and black  
 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 1982  
           ® Use Correct ZIP Code

# Diplomatic Relations With the Netherlands Commemorative Stamp

A 20-cent commemorative stamp saluting the 200th anniversary year of the establishment of diplomatic relations between The Netherlands and the United States will be issued by Postmaster General William F. Bolger on April 20 in Washington, DC. Her Majesty Queen Beatrix of The Netherlands will dedicate two Netherlands stamps during the same ceremony to honor this bicentennial event.

All three stamps were designed by Gert Dumbar, a prominent artist in The Netherlands. Each stamp features the red, white and blue colors which appear in the flags of both countries.

Procedures for ordering U.S. first day cancellations are as follows:

Customers are urged to buy stamps and affix them to their own covers. All covers must be addressed on the right side at least  $\frac{5}{8}$  of an inch up from the bottom. Insert a filler

in each envelope and mail them to: "Customer Affixed Envelopes, Postmaster, Washington, DC 20066-9991" by May 20. There is no charge.

The Postal Service will affix stamps when requested to do so. Mail orders by May 20 to: "The Netherlands Stamp, Postmaster, Washington, DC 20066-9992." 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. Do not send cash. Postage stamps are unacceptable as payment.

Procedures for ordering The Netherlands first day cancellations can be obtained from The Netherlands Post Office, Philatelic Service, Box 30051, 9700-RN Groningen, The Netherlands.

Covers bearing mint (uncanceled) stamps of both countries will be accepted for cancellation through May 20, 1982.



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 82-10  
 Remove after May 20





Copyright U.S. Postal Service 1982

Issue Date: April 21, 1982  
 First Day City: Washington, DC  
 Designer: Bradbury Thompson  
 Riverside, Connecticut  
 Modeler: Clarence Holbert  
 Engravers: Thomas R. Hipschen (vignette)  
 Robert G. Culin, Sr. (lettering &  
 numerals)

Press: Intaglio  
 Colors: Black and red  
 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 1982©  
 ®Use Correct ZIP Code  
 ®Mr. ZIP

# Library of Congress Commemorative Stamp

A 20-cent commemorative stamp honoring the Library of Congress will be issued on April 21 in Washington, D.C. The first day of issue ceremony will be held at the Library of Congress.

The Library of Congress complex consists of three buildings and is located on Capitol Hill. The Thomas Jefferson Building was completed in 1897 and was heralded as the largest library building in the world at that time. The John Adams Building was opened in 1939, and the James Madison Memorial Building in 1980.

Bradbury Thompson based his design on a photograph of the Thomas Jefferson Building taken in 1898 from the Capitol by the Detroit Publishing Company. It is believed that the photograph was taken in connection with the opening of the building.

Procedures for ordering first day cancellations are as follows:

Customers are urged to buy stamps and affix them to their own covers. All covers must be addressed on the right side at least  $\frac{5}{8}$  of an inch up from the bottom. Insert a filler in each envelope and mail them to: "Customer Affixed Envelopes, Postmaster, Washington, DC 20066-9991" by May 21. There is no charge.

The Postal Service will affix stamps when requested to do so. Mail orders by May 21 to: "Library of Congress Stamp, Postmaster, Washington, DC 20066-9992." 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. Do not send cash. Postage stamps 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 82-11  
 Remove after May 21



## 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 21341 article.

344,536.201 to 6,400	366,888.911 to 9,000	383,053,831 to 3,900	404,625,122 to 5,200
344,821.230 to 1,297	366,967,107 to 7,200	390,557,101 to 7,170	404,668,701 to 8,900
344,854,601 to 4,700	368,108.160 to 8,600	390,581,961 to 2,040	404,999,031 to 9,080
345,299.801 to 9,900	368,416.575 to 6,600	391,923,323 to 3,500	405,694,037 to 4,100
345,986.501 to 6,600	368,773,419 to 3,500	393,018,120 to 8,400	405,831,365 to 1,400
347,238.201 to 8,300	368,847.601 to 7,700	393,811,801 to 2,000	405,885,847 to 5,900
347,975,946 to 5,959	370,494,001 to 4,200	393,912,375 to 2,400	406,576,200 to 6,300
348,086.296 to 6,300	370,549.601 to 50,000	394,914,633 to 4,700	406,922,234 to 2,300
348,190,501 to 0,900	371,327,589 to 7,600	394,914,702 to 4,800	407,769,001 to 9,100
351,452.949 to 3,000	372,401,123 to 1,500	396,770,501 to 0,600	413,266,631 to 6,642
351,490,001 to 0,600	372,429,101 to 9,500	396,823,334 to 3,500	413,578,841 to 9,500
353,461,741 to 1,800	372,548,101 to 8,400	396,944,758 to 5,000	414,910,275 to 0,400
357,010,401 to 0,500	373,593,481 to 3,500	397,148,601 to 9,400	415,905,421 to 5,499
357,339,409 to 9,455	374,013,262 to 3,300	397,207,301 to 7,400	417,239,361 to 9,700
358,180,401 to 0,600	374,433,401 to 4,000	397,929,301 to 9,400	418,393,772 to 3,800
359,790,481 to 0,540	374,540,001 to 0,100	399,721,678 to 1,710	420,218,901 to 9,200
359,791,901 to 1,920	374,988,860 to 8,880	400,896,730 to 6,800	422,553,959 to 4,000
359,994,676 to 4,700	375,040,201 to 0,400	400,980,701 to 0,800	423,268,880 to 8,950
361,168,730 to 8,900	375,432,201 to 2,500	401,295,335 to 5,400	423,271,694 to 1,720
361,201,906 to 2,100	375,712,274 to 2,300	402,885,601 to 5,900	423,788,619 to 8,650
362,395,806 to 5,819	375,881,401 to 1,500	403,243,638 to 3,900	431,088,301 to 8,400
363,633,090 to 3,100	377,011,946 to 2,400	404,196,001 to 6,100	431,400,001 to 5,000
363,794,701 to 5,200	377,901,546 to 1,600	404,403,804 to 3,900	431,959,837 thru
365,867,401 to 7,500	379,786,742 to 6,760	404,578,200 to 8,500	431,960,000
365,867,517 to 7,600	380,821,401 to 2,200		

### DMM Revision

#### Meter Manufacturer

The name of the authorized meter manufacturer announced in POSTAL BULLETIN 21312 (8-20-81) is amended to appear as follows:

Rockaway Corporation  
doing business as  
**INTERNATIONAL MAILING SYSTEMS**  
(a Division of Better Packages, Inc.)

This change in DOMESTIC MAIL MANUAL 144.13 will be included in a future issue of the DMM.—Rates & Classification Dept., 3-18-82.

#### Express Mail Same Day Airport Service—New Pouch Label

Effective immediately, affected Express Mail units should order the new *green* label designated for use in pouches containing Express Mail Same Day Airport Service shipments. Except for designating the color green, field requisitioning procedures will not change.

Upon receipt of the new labels, Same Day network airport mail facilities should discontinue dispatching Same Day and Next Day shipments in the same pouch.—Mail Processing Dept., 3-18-82.

**UNITED STATES POSTAL SERVICE**

WASHINGTON, DC 20260-1571

OFFICIAL BUSINESS

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



**FIRST CLASS**

**Schedule**

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