



postal bulletin

PB 21347—April 15, 1982—~~42~~ Pages 1982

2-CENT REGULAR COIL STAMP

U.S. POSTAL SERVICE

The 2-cent Locomotive coil stamp will be placed on sale May 20, 1982, in Chicago, IL.

DO NOT SELL BEFORE MAY 21, 1982



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Issued in coils of 500 and 3,000. Collector information will be found on page 9.

Supply. An automatic distribution of the coils of 500 will be made to each post office with an authorized philatelic center. Quantity of coils to be furnished will be based on the Bureau of Engraving and Printing's automatic four-position distribution schedule for a 50-subject commemorative stamp. The number of coils to be furnished are as follows:

Quantity of four-position stamps currently being furnished	No. of coils
20,000 to 25,000	50
50,000 to 100,000	200
125,000 to 750,000	400

All other post offices should order sufficient quantities of this stamp to meet anticipated local philatelic demand.

Bulk Quantities. Post offices with 950 or more revenue units requiring this stamp or additional stock in bulk quantities should immediately submit Form 3356, *Stamp Requisition-Bulk Quantities*, to the Bureau of Engraving and Printing. Orders must be submitted in the following quantities: coils of 500 (item 729)

50, 100, 150, 200, 400 and multiples of 400 to maximum of 2,000; coils of 3,000 (item 730) 8, 16, 24, 32, 64 and multiples of 64 to maximum of 128.

Less-than-bulk Quantities. Post offices with 950 or more revenue units and all other offices should immediately submit a separate Form 17, *Stamp Requisition*, to their designated Stamp Distribution Office.—*Customer Services Dept., 4-15-82.*

Salary Allotments

A number of requests have been received from various fund management organizations interested in making IRA payroll savings available to Postal Service employees.

The Postal Service, consistent with procedures adopted by the Department of the Treasury (31 CFR 209), allows not more than two salary allotments to savings accounts in any banking institution, savings and loan association, or any credit union chartered by the State or Federal Government.

The Postal Service does not designate how the payroll allotment will be distributed once the funds are disbursed to the financial institution. The allocation of the funds is a matter between the employee and the financial institution.

Employees interested in having savings allotments withheld for direct deposit to an authorized financial institution or to have their net check so deposited should complete a Form 3076, *Financial Organization Request*, and submit it to their Personnel Office.—*Employee and Labor Relations Group, 4-15-82.*

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PERSONAL PROPERTY ACCOUNTING SYSTEM

Effective April 17, 1982, the Personal Property Accounting System (PPAS) will be converted from a summary record to a unit record system. This conversion includes:

- a. assigning each item of capital property with a unique 6-digit identification (ID) number;
- b. issuing revised (yellow) Forms 961-A, *P.O. Property Record*, to every postal installation which has a capital property inventory;
- c. redesigned property listings;
- d. new Form 2880 *Physical Inventory-Certification/Adjustments*;
- e. replacement of Label 13 with a prenumbered ID number label;
- f. mandatory physical inventory procedures which will be forthcoming in Management Instruction FM 510-82-1;
- g. elimination of property classifications A and B; and
- h. revised requirements for documenting capital property transfers, disposals, and adjustments.

Conversion to Unit Record System

Compute the average unit cost for each summarized record and assign to the separate record established for each unit. If this division results in odd cents, add the cents to the last unit record for that computation. Process future acquisitions in the same manner. The unit cost is printed on the yellow Forms 961-A and is the cost basis used on all property documents.

Assignment of Unique ID Numbers

Each unit is identified and controlled by a unique 6-digit ID number. Property items are sequentially assigned ID numbers beginning with 000001. Records with installation or modification cost property code numbers are identified and controlled by assigning sequential numbers beginning with 900000. ID number labels are not issued for installation or modification cost records. All ID Numbers are issued and controlled by the St. Louis PDC.

The assigned ID number for a unit of property stays with the equipment for its lifetime. New ID numbers are not required when an item is shipped to another post office. Exception: If an ID Label is accidentally mutilated and becomes unreadable or is accidentally placed on the wrong item, the yellow Form 961-A must be returned to the St. Louis PDC and a new ID number requested.

Revised Form 961-A, P.O. Property Record

The revised form reflects the use of ID numbers to facilitate property control. The form is printed on yellow stock and has an ID number block that replaces the serial number block. Starting A/P 08, FY 1982, all postal installations will be mailed a preprinted Form 961-A for each item of capital property (items costing \$500 or more). Installations must maintain the forms in ID number sequence by sublocation in a file physically separate from old (white) Forms 961-A. The old forms are to be retained for 1 year as a reference file.

During the National Physical Inventory, installations may use blank stock of the old form to temporarily record physical inventory additions. Supplies

of the form can be obtained from the area supply centers.

Redesign of Property Listings

Each PPAS listing has been revised to be compatible with a unit record system; thus, they include the ID numbers but do not show quantity. The inventory change listing has been revised to include two new columns—Activity Type, and Activity Description. The updated inventory listing has been renamed the capital property listing. A new physical inventory worksheet listing has been created to assist personnel in taking physical inventories. The new worksheet has columns for entering equipment location, initials of person who inventoried the item, and other comments. This worksheet is retained by the local installation as inventory detail documentation. New physical inventory check-in registers have been created to provide MSC, PSO, and Regional Managers with the ability to monitor completion of inventories by postal installations within prescribed time frames.

Form 2880, Physical Inventory-Certification/Adjustments (PICA)

This new form is issued to record physical inventory deletions, additions, and certifications. Submission of this form to certify that a physical inventory was completed is required. Review and approval is through the MSC, PSO, and Regional Managers. Postal installations will receive an initial supply of Forms 2880 from St. Louis PDC when the physical inventory worksheets and ID number labels are mailed. Subsequent supplies are to be ordered from the area supply centers.

ID Number Labels

Postal installations will be furnished a label for each unit of capital property. Each label is preprinted with a 6-digit ID number that corresponds to a form 961-A. In addition, the labels have the following characteristics:

- a. Bar Coded—Each label is bar coded to provide a future capability to read the ID number with a special wand/cassette scanning device.
- b. Mylar Coated—Provides for the label to remain legible and intact over the service life of the item.
- c. Tamperproof—Removal of the label destroys the ID number and leaves residual marks on an item of equipment.

National Physical Inventory of Personal Property

All capital personal property is to be inventoried within five accounting periods beginning in A/P 09 and ending A/P 13, FY 1982. Installations have 45 days to complete their physical inventory. Inventories are scheduled by state and A/P, to begin on the first day of the A/P as follows:

- a. A/P 09—CA, DC, FL, GA, IL, MA, MO, NJ, NY, all HQ Organizations.
- b. A/P 10—CT, DE, KY, NH, NC, OH, OR, PA, RI, SC, TN, WA.
- c. A/P 11—AZ, CO, IN, MD, MI, NM, TX, UT, VA, Puerto Rico, Virgin Islands.

d. A/P 12—AK, AR, HI, ID, LA, ME, MN, MT, NV, OK, VT, WV, WI, WY, Samoa, Carolines.

e. A/P 13—AL, IA, KS, MS, NE, ND, SD.

Physical inventory instructions and responsibilities will be published in Management Instruction FM 510-82-1 and distributed to all postal installations except CAGs L. The St. Louis PDC will mail inventory packages consisting of Physical Inventory Worksheet Listings, ID Number Labels, and Forms 2880, two weeks before the scheduled start of physical inventories.

Postal installations which do not have an official capital inventory, and CAG L offices, will not receive a physical inventory package. However, if offices in this category have physical possession of capital equipment costing \$500 or more, they are to contact their MSC Manager for instructions.

Revised Documentation Requirements

The conversion of PPAS, from summary records to unit records with specific identification numbers establishes an improved level of control.

Form 7340, *Transfer of Excess Property*, must be completed with the new ID number and the yellow Form 961-A attached to the pink PDC copy before it is forwarded to the St. Louis PDC. If new property items are distributed before receipt of the yellow Forms 961-A and ID number labels, a final Form 7340 must await the issuance of an ID number and yellow Form 961-A. Return ID number labels for items which have

already been transferred to the St. Louis PDC for forwarding to the consignee office.

Form 969, *Disposal of Personal Property*, must be completed with the new ID number and the yellow Form 961-A attached to the original copy before it is forwarded to the St. Louis PDC.

A deletion on Form 2880 must be completed with the ID number label and the yellow Form 961-A attached to the original copy before it is forwarded to the next level of review. ID number labels for missing items during the National Physical Inventory must also be returned with the Form 2880. Installations that need to make a physical inventory adjustment (addition or deletion) outside of their scheduled inventory A/P may do so on Form 2880. The normal review and approval channels of MSC, PSO, and Regional Managers is required.

Requests for reclassification adjustments of quantity, PCN, etc., may be made by memorandum or annotated on the returned inventory change listing. In each case, the ID number must be cited on the request and the yellow Form 961-A attached.

To summarize, the yellow Form 961-A is retained at an installation only if the capital equipment item remains at that location and is correctly recorded. Otherwise, the yellow form is returned to the St. Louis PDC. This also applies to unused ID number labels.—*Finance Dept., 4-15-82.*

IMM Revision

International Mail—Printed Matter

The characteristics of printed matter for international mailing purposes are defined in the INTERNATIONAL MAIL MANUAL, 224.111, which is now revised to reflect a recent change in domestic regulations concerning the phrase "not having the character of actual or personal correspondence" as it is used to describe third-class printed matter. See POSTAL BULLETIN 21341 (3-4-82) for the revision to the DOMESTIC MAIL MANUAL (DMM).

224.1 Printed Matter Defined

.11 General

.111 Printed matter means paper on which words, letters, characters, figures, or images, or any combination of them not having the character of a bill or statement of account, or of actual or personal correspondence, have been reproduced by any process other than handwriting or typewriting. Computer-prepared material is considered to be printed matter and is not considered to have the character of actual or personal correspondence merely because it contains:

a. Specific information about a product offered for sale or lease such as the size, color or price.

b. Specific information about a service being offered such as the name, address, and telephone number of a company representative to contact to obtain the service.

c. Information relating the addressee directly to an advertised product or service.

d. Information such as the amount paid for a previous purchase, pledge, or donation, when associated with a sales promotion or solicitation for donations.—*Rates & Classification Dept., 4-15-82.*

Stamps/Stationery Removed From Sale

The following items will be withdrawn from sale at the Philatelic Sales Division at the close of business May 31, 1982.

Item No.	Commemorative Stamps
494-----	18-cent Flowers
492-----	18-cent International Year of Disabled Persons
498-----	18-cent Professional Management

Stationery

207-----	12-cent Eutaw Springs Postal Card
208-----	12-cent Lewis & Clark Postal Card
511-----	\$2.00 NORDPOSTA

Regular

002-----	2-cent Americana Series-printed on green paper stock. 1981 version printed on white paper remains on sale. (Regular windows may continue to sell both versions.)
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Any stock remaining on hand after May 31, 1982, must be withdrawn from all philatelic centers and handled in accordance with Handbook F-1, *Financial Handbook for Post Offices* 553.

The Inspection Service will give attention in this area during audit review.—*Customer Services Dept., 4-15-82.*

ELM Revision

SAFETY CONTESTS AND AWARDS

Critical to the success of the USPS safety program is the need for employee participation, team effort, and sustained safety consciousness which can be achieved, in part, through safety incentive programs. Therefore, effective immediately 638 is added to subchapter 630 of the EMPLOYEE AND LABOR RELATIONS MANUAL (ELM).

638 Safety Contests and Awards**638.1 Scope**

This subchapter establishes the policy and procedure for implementing safety contests and awards under the USPS Incentive Awards Program. Awards programs established pursuant to this subchapter require specific approval of the RPMG as provided in 638.21.

638.2 Responsibilities**.21 Installation Head**

Installation heads are encouraged to initiate safety incentive programs, subject to the approval of the Regional Postmaster General. Selected incentives should have good motivational potential and a high probability for preventing accidents.

.22 Sponsoring Managers

Sponsoring managers must evaluate the programs at year's end on the basis of accident prevention to determine whether the program should be continued the following year.

.23 The RPMG will monitor all approved programs to determine annual expenditures, benefits derived, and total impact on the USPS Safety Program.

638.3 Types of Awards

Cash prizes are not authorized for safety award purposes. Only tangible items, such as plaques, pins, certificates, letters of recognition, or commercial prizes (trophies, first-aid kits, fire extinguishers, smoke detectors, etc.) may be awarded. The specific value of each award can vary from program to program or be graduated within a program to coincide with progressive levels of competition. In no event shall an award to an individual exceed an expressed retail value of more than \$50. To ensure maximum interest, prizes should be alternated periodically or a variety of prizes should be made available for individual selection from a catalog.

638.4 Implementation**.41 Structure**

To achieve the broadest possible participation and facilitate control, all programs should be:

a divided into competitive divisions or units, such as competition among districts, MSC's or associate offices; e.g., arranging competition between comparable units on a single tour or tour against tour, station or branch against other stations or branches.

b conducted within a specified time frame, such as announcing contest winners on a monthly or quarterly basis, then concluding with an overall winner for the entire year.

.42 Eligibility

a Employee eligibility for participation in safety contest and award programs shall be without regard to race, color, creed, religion, national origin, sex, age, marital status, physical or mental handicap.

b Incentive programs for safe drivers should include all operators of motor vehicles that qualify for the National Safety Council's Safe Driving Award Program.

c Incentive programs for industrial safety should include all employees within an installation, sectional center, district or region, depending on the organizational level of sponsorship. Safety incentive programs aimed at a limited number of operational units with comparable occupational exposure within an installation are permissible so long as the programs are open to all unit employees.

d The winning program participants (individuals, not groups) in both categories (driver and industrial) will not be eligible again for the same level of award until 1 year after receipt of an award.

.43 Evaluation

a Award recipients and/or contest winners should be selected by an impartial evaluation committee composed of a designated Safety Official, a representative from the involved employee group, and a member of management designated by the Installation Head. The employee group representative should be selected by the involved employee group, and the term of service as a representative on a particular evaluation committee should not exceed a year. Designated alternate members are also recommended.

b Committee decisions must be based on careful and accurate analysis of the program or contest results. Depending on the rules or procedures of the particular program, this may consist of grading or rating various nomination forms, check-off lists, punch cards, or tickets which reflect achievement on a point system. Tie decisions can be broken by random selection (chance drawing) or other equitable eliminating factors. The committee's decision will be final.

.44 Limitations

Unless otherwise approved by the Regional Postmaster General, sponsoring MSCs or offices must not exceed two safety incentive programs (one in motor vehicle and one in industrial) per year and total annual expenditure (awards, prizes, plaques, pictures, pins, certificates, etc.) per program or contest should not exceed the monetary ceilings established below.

(a) MSC and Responsible Areas

	Annual expense (per program)
MSC II-----	\$4,000
MSC III (BMC)-----	4,800
MSC IV-----	5,000
MSC V-----	5,200
MSC VI (including independent post offices)-----	5,600

(Continued on p. 6)

DOMESTIC AND INTERNATIONAL FIRST FLIGHT CACHETS

Official cachet and philatelic treatment for the first flight services described in A and B are authorized in POSTAL OPERATIONS MANUAL, 244.63.

To prepare and send covers for official philatelic treatment for these services, observe the following procedures:

1. Address all covers.
2. Apply postage on each cover: 20 cents for the first ounce, and 17 cents for each additional ounce up to 12 ounces.
3. Allow a clear space, 2½ by 2½ inches, on the lower portion of the envelope and to the left of the address, for the cachet.
4. Provide an additional clear space of 1½ inches to the left of the innermost stamp to permit a clear postmark.
5. Include in each envelope a uniform enclosure of the approximate thickness of a postal card to assure a good impression of the cancellation.
6. Enclose the prepared covers in another envelope and indicate segment desired by pencil notation in the upper right corners of the covers.
7. Mail the covers to reach the office applying the cachet no later than three days before the scheduled date of the flight.
8. Aerogrammes and postal cards will not be accepted.

A. Eastern Airlines

On May 1, 1982, Eastern Airlines will begin round trip service between the following cities: Atlanta, GA and Knoxville, TN; Charlotte, NC and Knoxville, TN.

Endorse the lower left corner of the outer envelope containing the covers with the words *First Flight Covers* for easy identification, and address as follows:

Cachets to be applied by	Send covers to
Atlanta City Post Office.....	Postmaster Atlanta Sectional Center— Room H 108 3900 Crown Road Atlanta, Ga 30304-9998
Atlanta Airport Mail Facility	Operations Manager Airport Mail Facility Hartsfield International Airport Atlanta, GA 30320-9998
Charlotte City Post Office....	Postmaster Charlotte, NC 28228-9998
Charlotte Airport Mail Facility	Operations Manager Airport Mail Facility Charlotte, NC 28219-9998
Knoxville City Post Office....	Postmaster Knoxville, TN 37901-9998

B. Western Airlines

On May 1, 1982, Western Airlines will begin round trip service between the following cities:

Baltimore, MD—Minneapolis/St. Paul, MN
New York, NY—Salt Lake City, UT

Missoula, MT—Salt Lake City, UT
Tucson, AZ—Phoenix, AZ
Boise, ID—Salt Lake City, UT
Fairbanks, AK—Anchorage, AK
Tri Cities, WA—Boise, ID
Spokane, WA—Salt Lake City, UT
Anchorage, AK—Calgary, Alberta, Canada
Salt Lake City, UT—Washington, DC

Endorse the lower left corner of the outer envelope containing the covers with the words *First Flight Covers* for easy identification, and address as follows:

Cachets to be applied by	Send covers to
Baltimore City Post Office....	Postmaster Main Post Office Baltimore, MD 21233-9998
Baltimore Airport Mail Facility	Operations Manager Baltimore Airport Mail Facility Baltimore-Washington International Airport Baltimore, MD 21240-9998
Saint Paul City Post Office....	Postmaster Saint Paul, MN 55101-9998
Minneapolis/Saint Paul Airport Mail Facility	Operations Manager Minneapolis/St. Paul Airport Mail Facility Saint Paul, MN 55111-9998
New York City Post Office....	Postmaster General Post Office New York, NY 10001-9998
United Nations Post Office....	Superintendent United Nations Post Office Room 1B-26 United Nations Headquarters New York, NY 10017
Kennedy International Airport Mail Facility	Philatelic Mail Clerk Airport Mail Facility Kennedy International Airport Jamaica, NY 11430-9998
Salt Lake City Post Office....	Postmaster Salt Lake City, UT 84119-9998
Salt Lake City Airport Mail Facility	Operations Manager Airport Mail Facility Salt Lake City International Airport Salt Lake City, UT 84122-9998
Missoula City Post Office....	Postmaster Missoula, MT 59806-9998
Tucson City Post Office.....	Postmaster Tucson, AZ 85726-9998
Phoenix City Post Office....	Postmaster Phoenix, AZ 85026-9998
Boise City Post Office.....	Postmaster Boise, ID 83708-9998
Fairbanks City Post Office....	Postmaster Fairbanks, AK 99701-9998
Anchorage City Post Office....	Postmaster Anchorage, AK 99502-9998

(Continued on p. 8)

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.

Backer & Callery Shoe Store	12 West Main Street	Johnstown	NY	12095	Professional Shoe Service	423 West 12th Street	Dallas	TX	75208
J. C. Penney Co., Inc.	2007 Main Street	Torrington	WY	82240	Rogan Shoes	860 Fox Point Plaza	Neenah	WI	54950
Lahigh Valley Police Supply	639 Linden Street	Bethlehem	PA	18018	Roy Riley	8 East Wayne	Edmond	OK	73034
Northwestern Clothier & Sporting Goods	4918 60th Street	Kenosha	WI	53142	Washington Surplus Center	674 Main Street	Buffalo	NY	14202

—Labor Relations Dept., 4-15-82.

Decal Labels 5A and 82C

Recently developed postal equipment items use Labels 5A and 82C for identification purposes. Supplies of these labels will be stocked by the Senior Maintenance Officials at Management Sectional Centers and will be available to repair and maintenance organizations. The labels and their associated equipment are:

Label	Description	Usage
5A.....	USPS Logo, 8" White, Die Cut	Express Mail Collection Box Stamp Module, PSIN 1574-A Change Module PSIN 1574-B Weigh & Mail Module PSIN 1574-C Lockbox Module PSIN 1574-D
82C.....	Express Mail Logo, 9" x 18", Die Cut	Express Mail Collection Box

—Delivery Services Dept., 4-15-82.

Safety Contests and Awards—Cont.

(b) Administrative Functions and Offices

Employee complement (Other than MSC/BMC1)	Annual expense (per program)
1 to 50-----	\$1,000
51 to 100-----	2,000
101 to 250-----	2,500
251 to 500-----	3,000
501 to 750-----	3,600
750 to 1,000-----	3,800
1,000 to 2,000-----	4,000
2,000 to 3,000-----	4,800

The ceilings in (b) above are designed to accommodate District Offices, Regional and National Headquarters Offices, AMF's, TMO's, PSO's, FREBO's, etc. These ceilings may also be used by a large Associate Office when the Office is not included in an MSC Program.

These changes will be included in a future issue of the ELM.—Employee Relations Dept., 4-15-82.

Mailbox Improvement Week

Notice 209, *Mailbox Improvement Week*, notifies customers served by rural routes of the annual national "Mailbox Improvement Week." Notice 209 provides information on:

1. The purpose of Mailbox Improvement Week;
2. Basic approved styles of mailboxes for use on rural routes;
3. Certain requirements such as mailbox location, height from roadway, identification on boxes, clear, safe approach, and safe mailbox supports.

Notice 209 is to be distributed annually to all rural route customers during the week prior to the third full week in May, which will hereafter be designated, "Mailbox Improvement Week". This year "Mailbox Improvement Week" will be May 17-22.

In order to expedite distribution, arrangements have been made for shipment of an initial supply of Notice 209 directly to each Management Sectional Center (MSC). Shipment is to be made on or about April 26, 1982. Cartons of Notice 209 should be received at MSCs during the period April 30-May 7, 1982. A sufficient quantity has been allocated to each MSC to provide for distribution to each mailbox served by rural routes in each MSC.

MSCs must allocate and distribute Notice 209 to their associate offices immediately upon receipt. Distribution of Notice 209 is to be made to rural route customers during the week of May 10 to May 15.

Upon completion of the initial distribution to MSCs Notice 209 will be stocked in both supply centers and may be ordered on Form 7380, *Requisition for Supplies*, during normal requisitioning cycles.—Delivery Services Dept., 4-15-82.

Customer Notification of NDCBU Delivery

Notice 69B is available in both the Eastern and Western Area Supply Centers. This notice is used to notify occupants of new residential developments and communities who will have their mail delivered to Neighborhood Delivery and Collection Box Units (NDCBUs). Offices deploying NDCBUs are requested to order supplies as needed.

The notice will be completed by the postmaster or designee, and then given to the real estate salesman or sales office to be issued to each buyer. If this is not possible, the completed notice is to be left at each residence for the new occupant.—Customer Services Dept., 4-15-82.

Lobby Display for April

Displays in All Post Office Lobbies—All Classified Units

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

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

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

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

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

<i>Priority</i>	<i>Title</i>	<i>No.</i>	<i>Post</i>	<i>Remove</i>
A	1981 Mint Set.....	466	Dec. 12....	Contin- uous display.
A	Stamps & Stories 8th Edition.	66do.....	
B	Space Achieve- ment Folder.	451do.....	
B	Definitive Mint Set.	71do.....	
A	Mail Fraud.....	32/32a	Apr. 1... Jun 30.	
A	Consumer Service..	31c & e	Apr. 27... May 1.	
A	Birds & Flowers....	469	Apr. 14... May 30.	
A	Combination Poster.	470	Apr. 20... May 30.	
A	Worlds Fair.....	472	Contin- uous display.	

Specialized Program Displays

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

A	Clear plastic Screenline Displays: '79 Mint Set; '80 Mint Set; '80 Definitive; Americana Mint Set; Collecting Kits; Stamps & Stories 8th Edition; ZIP Code Directory; "Convenient & Collectable"; Postage Stamp Affixer; Gift Giving; Love Stamp; Birds & Flowers.
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—Delivery Services Dept., 4-15-82.

Selective Service Registration

Supplies of the new Selective Service Registration Form, SSS Form 1 (JAN 82) have been shipped to all classified post offices, stations, and branches. This new edition (printed in blue) is the only version of the form to be used for registration. Any unused supplies of the old Registration Form, SSS Form 1, (FEB 80) (printed in green) should be destroyed.

Stocks of the new version are available only from USPS supply centers.

USPS Selective Service Regional Coordinators are available in each Regional Office to assist with the registration program. Offices experiencing any problem should contact their Coordinator.

The following SSS registration forms and materials are available in the supply centers and if required, should be requisitioned on Form 7380, *Requisition for Supplies*, during normal requisitioning cycles:

- SSS 1 Registration Form.
- SSS 2 Change of Information Form.
- SSS BRO 10 Information Brochure.
- SSS BRO 10S Spanish Brochure.
- SSS IS 40S Spanish Instruction Sheet.
- SSS Box 45 Poster Display Box.
- SSS Card 46 Poster Card.
- SSS Card 46S Spanish Poster Card.

Note: The Supply Centers will honor emergency requisitions for SSS items when the requisitions are justified in writing.

Preaddressed labels or envelopes for forwarding completed Forms 1 and Forms 6 are not available from the supply centers or SSS. Units must either hand address the envelopes or produce a label in-house.

Registration is a permanent service. Men are legally obligated to register for the draft within 30 days of their 18th birthday. They must register at a post office. All postmasters, station and branch managers, and in particular, all window clerks, must clearly understand the registration procedures. No man should be denied the opportunity to register at any time.—*Delivery Services Dept., 4-15-82.*

International Money Orders—Validity Period

To more fully comply with the Universal Postal Union Money Orders Agreement, and to improve customer service by reducing the amount of time associated with money order repayments, the U.S. Postal Service has established a three-month validity period for international postal money orders. The three-month validity has been reached through agreement with the postal administrations of those countries with which money order business is conducted.

Effective April 1, 1982, international postal money orders will have a validity period of three-months from the last day of the month in which issued. No international postal money order will be paid after expiration of the validity date indicated on the money order.

A future issue of the INTERNATIONAL MAIL MANUAL will reflect this three-month validity period.—*Rates & Classification Dept., 4-15-82.*

IMM Revision

International Mail Manual Correction

The INTERNATIONAL MAIL MANUAL, Issue 1, November 13, 1981, contains errors in Summary Table 3-1, **Letters and Letter Packages—Airmail Rates**, in the country entry for Mexico in the **Printed Matter, Matter for the Blind, and Small Packets Airmail Rates** table, and in the country entry for Japan in the rate table for **International Express Mail—Custom Designed Service**. Please correct those errors by making the following write-in changes:

1. Summary Table 3-1, **Letters and Letter Packages—Airmail Rates.**

Weight not over	A	B
3 lbs. 13 ozs.....	\$28. 10	\$32. 75
3 lbs. 14 ozs.....	28. 40	33. 10
3 lbs. 15 ozs.....	28. 70	33. 45
4 lbs. 0 ozs.....	29. 00	33. 80

2. Country entry for Mexico—**Printed Matter, Matter for the Blind, and Small Packets—Airmail Rates.**

Weight not over	Rate
1 lb. 12 ozs.....	\$4. 40

3. Country entry for Japan—**International Express Mail—Custom Designed Service.**

Weight not over	Rate
6 lbs.....	\$51. 50
7 lbs.....	56. 00

A future issue of the INTERNATIONAL MAIL MANUAL will reflect the correct rates.—*Rates & Classification Dept., 4-15-82.*

Special Cancellations

Postmasters having any of the special cancellation die hubs listed below are authorized to use them for the 1982 periods designated. At the end of the period the die hubs should be withdrawn from use and stored. Postmasters who do not have these special die hubs must not request them without application by the sponsors:

Cancellation	Period of Use
Muscular Dystrophy.....	May 17-June 30
Goodwill Industries.....	May 1-June 30
Multiple Sclerosis.....	May 10-June 21
National Transportation Week.....	May 16-22
National Historic Preservation.....	May 5-18
Salvation Army.....	May 1-31
Mental Health.....	May 1-31
Armed Forces Day.....	May 1-31
City of Hope.....	May 15-June 15
Flag Day.....	May 1-June 14

—*Rates & Classification Dept., 4-15-82.*

Temporary Quarters Allowances

Effective with relocations beginning April 17, 1982, the policy regarding temporary quarters allowances for non-bargaining employees is changed as follows:

Computation of Maximum. The amount which may be reimbursed for temporary quarters subsistence expenses in the continental United States will be the lesser of either the actual amount of allowable subsistence expense incurred for a 30-day period or the maximum amount computed as follows (a standard lodging rate of \$35 will be used for computation of temporary quarters allowance):

Daily rate for 30 days:

1. For the employee, 75 percent of the sum of the standard per diem and standard lodging rate.

2. For each member of the employee's immediate family, two-thirds of the rate established for the employee.

An additional 15 days for temporary quarters may be allowed if advance written approval is obtained from either the Deputy Postmaster General, General Counsel, Chief Postal Inspector, Senior Assistant Postmaster General, Assistant Postmaster General reporting directly to the Postmaster General, or Regional Postmaster General. Requests for the additional 15 days or less must be routed through the appropriate chain-of-command to the respective official noted above and if approval is granted, an amended Form 178, *Travel Order*, must be prepared. The reimbursement rate for the extra 15 days (or less) will be the same as for the first 30 days.

To preclude processing delays, nonbargaining employees' travel orders (which must be attached to the Form 1012) must specifically state in the remarks block "Temporary quarters reimbursement in accordance with non-bargaining allowances."

These changes will be included in a future issue of Handbook M-9.—*Finance Dept., 4-15-82.*

First Flight Cachets—Cont.

Cachets to be applied by	Send covers to
Tri Cities City Post Office...	Postmaster Tri Cities, WA 99302-9998
Spokane City Post Office....	Postmaster Spokane, WA 99210-9998
Washington City Post Office..	Postmaster Main Post Office Washington, DC 20066-9998
Dulles International Airport Mail Facility	Operations Manager Airport Mail Facility Dulles International Airport Washington, DC 20041-9998

Note.—Covers sent through the United Nations Post Office must bear U.N. (not United States) postage.

Covers bearing previous postmarks and those not properly prepared according to these instructions will not receive cachets or cancellations.

There will be a limit of 50 covers per customer per flight.—*Customer Services Dept., 4-15-82.*



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Issue Date: May 20, 1982
 First Day City: Chicago, Illinois
 Designer: David Stone
 Port Washington, New York
 Modeler: Clarence Holbert
 Engravers: John S. Wallace (vignette)
 Robert G. Culin, Sr. (lettering & numerals)
 Press: Intaglio
 Color: Black
 Image Area: .75 x .82 inches or 19.05 x 20.82 millimeters
 Plate Numbers: One
 Stamps to coil: 500 and 3,000

2-Cent Locomotive Regular Postage Stamp

A 2-cent regular postage stamp featuring a locomotive will be issued May 20 in Chicago, Illinois. The first day of issue ceremony will be held at Union Station.

The designer, David Stone, based his drawing on several Currier and Ives prints, specifically, *The Express Train*, published in 1870 and *The American Express Train*, published in 1864. The locomotives depicted in both prints were drawn by Fanny Palmer. The locomotive featured was the most common engine used with the coal-burning passenger trains of the 1860s and 1870s.

The Locomotive stamp is the seventh issue in the new Transportation Series which was started in 1981 and features early modes of transportation. Other stamps in the series include the *Surrey with the Fringe on Top*, the *Electric Auto*, the *Fire Pumper*, the *Mail Wagon*, the *High-wheeler Bicycle* and the *Hansom Cab*. The stamps in this series are issued in coils only.

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 from the bottom. Customers are reminded they must add 18 cents postage to meet the First-Class rate. Insert a filler in each envelope and mail to: "Customer Affixed Envelopes, Postmaster, Chicago, IL 60607-9991" by June 19. There is no charge.

The Postal Service will affix stamps when requested to do so. Mail orders by June 19 to: "Locomotive Stamp, Postmaster, Chicago, IL 60607-9992." The cost is 20 cents per stamp to be affixed (an 18-cent *Surrey with the Fringe on Top* stamp will be affixed to covers to meet the minimum First-Class mailing rate). Personal checks in the exact amount will be accepted for orders up to the limit of 50 covers. 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 82-15
 Remove after June 19

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, K1A 0B1.

The new money order serial numbers consist of the first nine digits. The 10th digit is a check digit only. Destroy the PB 21346 article.

344,536,201 to 6,400	366,967,107 to 7,200	390,581,961 to 2,040	405,694,037 to 4,100
344,821,230 to 1,297	368,108,160 to 8,600	391,923,323 to 3,500	405,831,365 to 1,400
344,854,601 to 4,700	368,416,575 to 6,600	393,018,120 to 8,400	405,885,847 to 5,900
345,299,801 to 9,900	368,773,419 to 3,500	393,811,801 to 2,000	406,576,200 to 6,300
345,986,501 to 6,600	368,847,601 to 7,700	393,912,375 to 2,400	406,922,234 to 2,300
347,238,201 to 8,300	370,494,001 to 4,200	394,914,633 to 4,700	407,769,001 to 9,100
347,975,946 to 5,959	370,549,601 to 50,000	394,914,702 to 4,800	413,266,631 to 6,642
348,086,296 to 6,300	371,327,589 to 7,600	396,770,501 to 0,600	413,578,841 to 9,500
348,190,501 to 0,900	372,401,123 to 1,500	396,823,334 to 3,500	414,910,275 to 0,400
351,452,949 to 3,000	372,429,101 to 9,500	396,944,758 to 5,000	415,905,421 to 5,499
351,490,001 to 0,600	372,548,101 to 8,400	397,148,601 to 9,400	416,927,580 to 7,800
353,461,741 to 1,800	373,593,481 to 3,500	397,207,301 to 7,400	417,239,361 to 9,700
357,010,401 to 0,500	374,013,262 to 3,300	397,929,301 to 9,400	417,395,080 to 5,090
357,339,409 to 9,455	374,433,401 to 4,000	399,721,678 to 1,710	418,393,772 to 3,800
358,180,401 to 0,600	374,540,001 to 0,100	400,896,730 to 6,800	420,218,901 to 9,200
359,790,481 to 0,540	374,988,860 to 8,880	400,980,701 to 0,800	422,553,959 to 4,000
359,791,901 to 1,920	375,040,201 to 0,400	401,295,335 to 5,400	423,268,880 to 8,950
359,994,676 to 4,700	375,432,201 to 2,500	402,885,601 to 5,900	423,271,694 to 1,720
361,168,730 to 8,900	375,712,274 to 2,300	403,243,638 to 3,900	423,788,619 to 8,650
361,201,906 to 2,100	375,881,401 to 1,500	404,196,001 to 6,100	431,035,001 to 5,100
362,395,806 to 5,819	377,011,946 to 2,400	404,403,804 to 3,900	431,088,301 to 8,400
363,633,090 to 3,100	377,901,546 to 1,600	404,578,200 to 8,500	431,400,001 to 5,000
363,794,701 to 5,200	379,786,742 to 6,760	404,625,122 to 5,200	431,907,801 to 7,900
365,867,401 to 7,500	380,821,401 to 2,200	404,668,701 to 8,900	431,959,837 thru
365,867,517 to 7,600	383,053,831 to 3,900	404,999,031 to 9,080	431,960,000
366,888,911 to 9,000	390,557,101 to 7,170		

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WASHINGTON, DC 20260-1571

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