



postal bulletin

PB 21350—May 6, 1982—16 Pages

20-Cent Barrymores Commemorative Stamp

The 20-cent Barrymores commemorative postage stamp will be placed on sale June 8, 1982, in New York, NY. The design features the distinguished U.S. theatrical family, Ethel, John, and Lionel Barrymore.

Do Not Sell Before June 9, 1982



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

Supply. All post offices under the automatic distribution system will receive a supply of this stamp. 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 419.

Post offices requiring additional stamps in less-than-bulk quantities should immediately requisition them on a separate Form 17, *Stamp Requisition*, from their Stamp Distribution Office.—*Customer Services Dept.*, 5-6-82.

Correction

Lobby Display for May

The Lobby Display for May, printed in *POSTAL BULLETIN* 21349 (4-29-82) listed two **Rotating Displays** in error. Neither Consumer Service, No. 31c & e nor Worlds Fair, No. 172, should be displayed.—*Delivery Services Dept.*, 5-6-82.

F-1 Revision

Cash Portion of Stamp Credits

Effectively immediately, Handbook F-1, *Financial Handbook for Post Offices*, 532.51a is revised to increase the cash portion of stamp credits for window clerks whose tour begins earlier in the morning than the rest of the window unit.

.51 Window Clerks

a. The cash portion must not exceed 10 percent of the stamp credit or \$50, whichever is smaller, except that where no source of change is available the limit may be increased:

(1) For a window clerk whose tour begins earlier in the morning than the rest of the main office, station, or branch window complement and for a window clerk on a Saturday or a one-person shift to \$100.

(2) Temporarily for cyclical increase in business volume for which additional funds are needed.

This change will be incorporated in a future revision of F-1.—*Finance Dept.*, 5-6-82.

Carrier Watch Programs

Installations may continue to participate in established Project Alert Programs where carriers watch for unusual conditions around the homes of elderly and invalid postal patrons such as failing to pick up their mail within a reasonable time.

However, these programs may not be expanded and no new programs are to be initiated at this time. In addition, no postal installation may participate in anti-crime or crime watch programs without the specific approval of the Deputy Postmaster General.—*Employee & Labor Relations Group*, 5-6-82.

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All Offices With City Motorized, Rural or Contract Delivery Routes

MAILBOX IMPROVEMENT WEEK

The Postal Service designates a week during May each year when customers on rural, city motorized, and contract delivery routes are encouraged to examine and improve, where necessary, the appearance of their mailboxes. The week of May 17-22 has been selected this year. The purpose of Mailbox Improvement Week is to call attention to the need for providing mail receptacles which are designed to protect the mail from the weather and are neat in appearance, conveniently located, and safe to use. Neat, attractive mailboxes make a significant contribution to the appearance of the countryside and the streets in suburban areas.

Mailboxes that meet these four important requirements contribute to a more efficient delivery operation, and the result is improved service to the entire route. There are two approved styles of boxes: (1) Traditional design in three standard sizes (see exhibit (A)), and (2) contemporary design (see exhibit B).

Rural Routes

Mailboxes of the approved traditional or contemporary design are required whenever a mailbox is newly installed or an unsuitable receptacle is replaced. Exception: Custom built rural mailboxes may be used if prior approval is made by the postmaster. A list of approved manufacturers of traditional rural or suburban-type boxes appears in this POSTAL BULLETIN notice.

Where box numbers are assigned, the box number must be shown on the side of the box visible to the approaching carrier, or on the door where boxes are grouped. Customers should be encouraged to group boxes wherever this is practicable, especially at or near crossroads, at service turnouts, or at other places where a considerable number of boxes are located.

In areas where snow removal is a problem, the use of a semi-arch or extended arm type of support is suggested (see exhibit C). This allows snowplows to sweep near or under boxes without damage to supports and provides easy access to the boxes by carrier and customers.

If the use of street names and house numbers has been authorized, the house number will be shown on the box. If the box is located on a street other than the one on which the customer resides, the street name and house number must be inscribed on the box. In all instances, placing the owner's name on the box is

optional. Generally, boxes should be installed with the bottom of the box between 3½ and 4 feet from the roadway. However, due to varying road and curb conditions, and other factors, it is recommended that customers contact the postmaster or carrier prior to initially erecting or replacing their mailbox and support.

Notice 209, Mailbox Improvement Week

POSTAL BULLETIN 21347 (4-15-82) page 6, provided information and instructions concerning new Notice 209 (April 1982). An initial supply of Notice 209 was shipped to all MSCs on or about April 26 for further breakdown and distribution to associate offices.

Notice 209 notifies customers served by rural routes of the annual National Mailbox Improvement Week. Notice 209 is to be distributed to all rural route customers during the week prior to Mailbox Improvement Week. Thus, this year, Notice 209 must be distributed by rural carriers to all rural route customers during the week of May 10 to May 15.

City Motorized Routes

On city motorized routes with curbside delivery, it is recommended that the box be either the approved traditional rural type box or an approved suburban box of contemporary design. Boxes designed primarily for use by customers receiving door delivery are difficult to serve efficiently from a vehicle and their use is not encouraged (see exhibit D). However, any box that gives protection to the mail and allows safe, convenient delivery from the carrier's vehicle is acceptable.

Boxes should be installed with the bottom of the box between 3½ and 4 feet from the roadway. Where boxes are not located directly in front of the customer's residence, the house number must be shown on the box.

Contract Delivery Routes

When a mailbox is newly installed or an unsuitable receptacle is replaced on contract delivery routes, an approved box of either the traditional rural type or contemporary design must be installed.

General Requirements

Mailboxes on both rural and contract routes must be located on the right-hand side of the road in the

Exhibit A

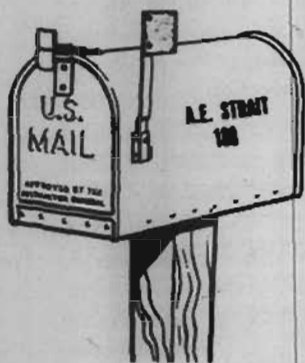


Exhibit B

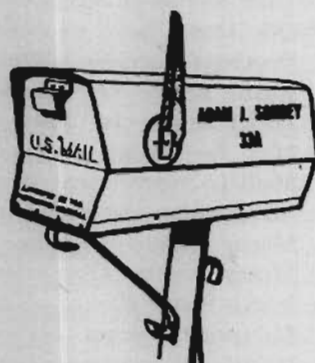


Exhibit C

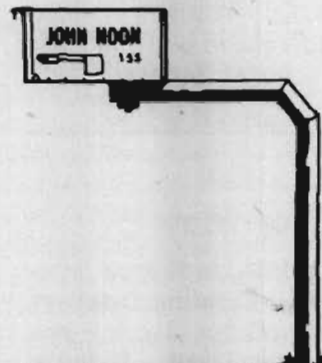
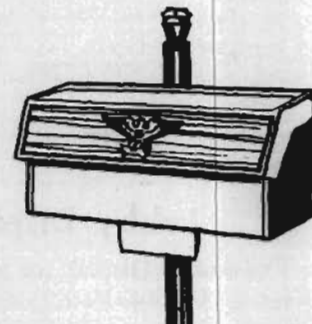


Exhibit D



direction traveled by the carrier. The box must be placed and served to comply with state laws and highway and postal regulations. The carrier must have access without having to leave the vehicle. Supports for mailboxes should be of adequate strength and size to properly support the box.

Reports have been received that some mailbox supports are so massive that they are damaging the vehicles and causing serious injuries to people who accidentally strike them. The use of heavy metal posts, concrete posts, and miscellaneous items of farm equipment, such as milk cans filled with concrete, should be avoided. The ideal support is an assembly which, if

struck, will bend or fall away from the striking vehicle instead of severely damaging the vehicle and injuring its occupants. Boxes and supports should be kept painted and free from rust. Review DOMESTIC MAIL MANUAL (DMM) 156.531, 156.54, 157.32c, and 157.4.

Publicity

Postmasters are expected to be sure these guidelines and suggestions are given maximum local publicity. Rural, motorized city, and contract route carriers should cooperate and later report the results to the postmaster.—*Delivery Services Dept., 5-6-82.*

DISTRICT AND MSC CONSOLIDATIONS

On January 9, 1982, ZIP Code Areas 810-812, MSC Pueblo, CO, were combined with MSC Colorado Springs, CO (808-809), and ZIP Code area 813 MSC Pueblo, CO was combined with MSC Grand Junction, CO (814-816).

Colorado Springs, CO----- 808-812
Grand Junction, CO----- 813-816

On January 23, 1982, the following MSCs were combined in the Southern Region:

MSC Albany, GA (316-317) was combined with MSC Macon, GA (310, 312, 318-319).

MSC Muskogee, OK (744-745, 747, 749) was combined with MSC Tulsa, OK (740-741, 743, 746).

Macon, GA----- 310, 312, 316-319
Tulsa, OK----- 740-741, 743-747, 749

On February 20, 1982, ZIP Code Areas 768-769, 795-796, MSC Midland, TX were combined with MSC Waco, TX (765-767) and ZIP Code area 797 MSC Midland, TX was combined with MSC El Paso, TX (798-799).

Waco, TX----- 765-769, 795-796
El Paso, TX----- 797-799

On April 17, 1982, MSC Augusta, GA (298, 304, 308-309) was combined with MSC Savannah, GA (299, 313-315).

Savannah, GA-- 298-299, 304, 308-309, 313-315

On April 17, 1982, the following Districts were combined in the Central Region:

Nebraska District with the Mid-America District in Shawnee Mission, KS.

Mid-America District

Omaha, NE----- 515-516, 680-681
Kansas City, MO----- 640-641, 660-662
St. Joseph, MO----- 644-647, 653
Topeka, KS----- 664-666, 668
Independence, KS----- 667, 673
Salina, KS----- 669, 674
Wichita, KS----- 670-672, 675
Hays, KS----- 676-679
Lincoln, NE----- 683-685
Norfolk, NE----- 686-687
Grand Island, NE----- 688-689
North Platte, NE----- 690-693

Iowa District with the Gateway District in St. Louis, MO.

Gateway District

Des Moines, IA----- 500-503, 508
Fort Dodge, IA----- 504-505
Waterloo, IA----- 506-507, 520-521
Sioux City, IA----- 510-514
Cedar Rapids, IA----- 522-526
Rock Island, IL----- 527-528, 612
East St. Louis, IL----- 620, 622, 624
Quincy, IL----- 623, 634
Carbondale, IL----- 628-629
St. Louis, MO----- 630-631, 633
Flat River, MO----- 636-637
Poplar Bluff, MO----- 638-639
Springfield, MO----- 648, 656-658
Columbia, MO----- 635, 650-652
Rolla, MO----- 654-655

A complete MSC list including the physical locations of these offices and corrections to POSTAL BULLETIN dated 12-31-81 appears on pages 4 through 6.

—*Operations Group, 5-6-82.*

Bulk Stamp Requisitions

When regular issue 20-cent stamps were announced in POSTAL BULLETINS 21325 (11-12-81) and 21327 (11-26-81), postmasters were advised to maintain a maximum eight-week stock level for the new items.

The back order situation for these items has been eliminated at the Bureau of Engraving and Printing. Therefore, postmasters should resume ordering regular issue 20-cent stamps during the established bulk ordering cycle. Sufficient quantities of 20-cent stamps may be ordered to increase stamp inventories to a three or four accounting period level as authorized.

All Forms 3356, *Stamp Requisition—Bulk Quantities*, received at the Bureau after June 1, will be filled only within the established ordering schedule.—*Customer Services Dept., 5-6-82.*

Wanted Circular Canceled

Destroy the wanted circular issued May 18, 1973, for Robert Lewis Rose. Rose was arrested on April 18, 1982.—*Inspection Service, 5-6-82.*

MANAGEMENT SECTIONAL CENTERS—Continued

600 W. Capitol Avenue Little Rock, AR 72201.....	716-717, 719-722	320 6th Street Sioux City, IA 51101.....	510-514	200 W. Second Street Royal Oak, MI 48067.....	480	Northern Illinois District 1211 W. 22nd Street Room 333 Oak Brook, IL 60580	
310 East Street Jonesboro, AR 72401.....	724-725	615 6th Avenue, SE Cedar Rapids, IA 52401.....	522-526	1401 W. Fort Street Detroit, MI 48233.....	481-482	1499 Martin Luther King Dr. Gary, IN 46401.....	463-464
So. 6th & Rogers Streets Fort Smith, AR 72901.....	726-729	211 19th Street Rock Island, IL 61201.....	527-528, 612	250 East Boulevard Drive Flint, MI 48502.....	484-485	North Suburban 8599 W. Palmer Street River Grove, IL 60199.....	600-603
North Texas District P.O. Box 3 Dallas, TX 75221		950 Missouri Avenue East St. Louis, IL 62201.....	620, 622, 624	1233 S. Washington Avenue Saginaw, MI 48605.....	486-487, 497	7401 South Kostner Street South Suburban, IL 60499.....	604-605
2211 N. Robinson Road Texarkana, TX-AR 75501.....	718, 754-755	3535 Katherine Road Quincy, IL 62301.....	623, 634	4800 Collins Road Lansing, MI 48924.....	488-489	475 E. Court Street Kankakee, IL 60901.....	608, 617
401 Dallas/Ft. Worth Turnpike Dallas, TX 75260.....	750-753	1301 E. Main Street Carbondale, IL 62901.....	628-629	1121 Miller Road Kalamazoo, MI 49001.....	490-491	5225 Harrison Avenue Rockford, IL 61125.....	610-611, 613
221 W. Ferguson Street Tyler, TX 75702.....	756-759	1720 Market Street St. Louis, MO 63155.....	630-631, 633	200 S. Otsego Avenue Jackson, MI 49201.....	492	95 State Street Peoria, IL 61601.....	614-616
251 W. Lancaster Avenue Fort Worth, TX 76101.....	760-764	302 Stewart Drive Flat River, MO 63601.....	636-637	225 Michigan Street, NW Grand Rapids, MI 49501.....	493-496	600 N. Neil Street Champaign, IL 61820.....	618-619
800 Franklin Avenue Waco, TX 76701.....	765-769, 795-796	430 Poplar Street Poplar Bluff, MO 63901.....	638-639	Mid-America District P.O. Box 2982 Shawnee Mission, KS 66201		2105 E. Cook Street Springfield, IL 62703.....	625-627
5300 E. Palsano Drive El Paso, TX 79910.....	797-799	870 Boonville Springfield, MO 65801.....	648, 656-658	1124 Pacific Street Omaha, NE 68108.....	515-516, 680-681	O'Hare AMF* O'Hare Airport, IL 60666	
Oklahoma District Cavaller Bldg., Suite 520 5850 South Western Oklahoma City, OK 73109		511 E. Walnut Street Columbia, MO 65201.....	635, 650-652	315 W. Pershing Road Kansas City, MO 64108.....	640-641, 660-662	WESTERN REGION	
320 S.W. Fifth Street Oklahoma City, OK 73125..	730-731, 737, 748	501 W. 8th Street Rolla, MO 65401.....	654-655	8th & Edmond Streets St. Joseph, MO 64501.....	644-647, 653	Angelo District P.O. Box 8123 Artesia, CA 90781	
501 S. Fifth Street Lawton, OK 73501.....	734-736, 738	Greater Wiaconsin District 789 N. Jefferson Street Milwaukee, WI 53299		424 S. Kansas Avenue Topeka, KS 66603.....	664-666, 668	601 W. 5th Street* Los Angeles, CA 90052.....	900-901
2300 Ross Street Amarillo, TX 79120.....	739, 790-791	325 E. Walnut Street Green Bay, WI 54301.....	498-499, 541-543	116 E. Laurel Street Independence, KS 67301.....	667, 673	Inglewood 13031 W. Jefferson Blvd. Marina del Rey, CA 90311.....	902-905
333 West 4th Street Tulsa, OK 74101.....	740-741, 743-747, 749	345 W. St. Paul Avenue Milwaukee, WI 53203.....	530-532, 534	7117 W. Harry Street Wichita, KS 67276.....	670-672, 675	300 Long Beach Blvd. Long Beach, CA 90801.....	906-908
1515 Avenue G Lubbock, TX 79408.....	792-794	3902 Milwaukee Street Madison, WI 53714.....	535, 537-539	8th & Fort Street Hays, KS 67601.....	676-679	Golden Gate District P.O. Box 3734 San Francisco, CA 94119	
South Texas District P.O. Box 39019 San Antonio, TX 78233		235 Forest Street Wausau, WI 54401.....	544-545	700 R Street Lincoln, NE 68501.....	683-685	7th & Mission Streets, Room 128 San Francisco, CA 94101.....	940-941, 943-944, 962-966
401 Franklin Avenue Houston, TX 77201.....	770-772, 774-775	1025 W. 20th Avenue Oshkosh, WI 54901.....	549	401 N. Fourth Street Norfolk, NE 68701.....	686-687	1675 7th Street, Room 431 Oakland, CA 94615.....	945-948
300 Willow Street Beaumont, TX 77704.....	773, 776-778	Indiana District P.O. Box 22859 Indianapolis, IN 46222		204 W. South Front Street Grand Island, NE 68801.....	688-689	40 Bellam Blvd. San Rafael, CA 94901.....	949
809 Nueces Bay Blvd. Corpus Christi, TX 78408.....	779, 783-785	125 W. South Street Indianapolis, IN 46206.....	460-462, 472	300 E. Third Street North Platte, NE 69101.....	690-693	Northwestern District P.O. Box 58280 Seattle, WA 98188	
10410 Parrin Beitel Road San Antonio, TX 78284.....	780-782, 788	424 S. Michigan Street South Bend, IN 46624.....	465-466	North Central District P.O. Box 30100 St. Paul, MN 55175		715 Northwest Hoyt Street Portland, OR 97208.....	970-972, 986
300 E. 9th Street Austin, TX 78710.....	786-787, 789	1501 S. Clinton Street Fort Wayne, IN 46802.....	467-468	180 East Kalgog Blvd. St. Paul, MN 55101.....	540, 550-551, 559	1050 25th Street, SW Salem, OR 97301.....	973, 977
CENTRAL REGION		2719 S. Webster Street Kokomo, IN 46901.....	469	126 N. Barstow Street Eau Claire, WI 54701.....	546-548	520 Williamette Street Eugene, OR 97401.....	974-976
433 W. Van Buren Street** Main Post Office Chicago, IL 60607.....	606	501 W. Memorial Drive Muncie, IN 47302.....	473	100 S. First Street Minneapolis, MN 55401.....	553-554, 560-562	104 SW. Dorion Avenue Pendleton, OR 97801.....	978
Buckeye District P.O. Box 29177 Columbus, OH 43229		30 N. Seventh Street Terre Haute, IN 47808.....	474-475, 478	2800 W. Michigan Street Duluth, MN 55806.....	556-558, 563-564, 566	415 First Avenue North Seattle, WA 98109.....	980-982, 987
1591 Dalton Street Cincinnati, OH 45234.....	410, 450-452, 470	3450 State Road 26 East Lafayette, IN 47901.....	479	657 2nd Avenue N. Fargo, ND 58102.....	565, 567, 580-582	4001 S. Pine Street Tacoma, WA 98413.....	983-985, 988-989
850 Twin Rivers Drive Columbus, OH 43216.....	430-433, 456	Kentuckiana District P.O. Box 3001 Louisville, KY 40266		320 S. Second Avenue Sioux Falls, SD 57101.....	570-574	904 W. Riverside Avenue Spokane, WA 99220.....	835, 838, 990-994
435 S. St. Clair Street Toledo, OH 43601.....	434-436	1420 Gardiner Lane Louisville, KY 40231.....	400-402, 471	500 E. Boulevard Rapid City, SD 57701.....	575-577	4141 Postmark Drive Anchorage, AK 99502.....	995-996
900 McIntire Avenue Zanesville, OH 43701.....	437-438, 457	1089 Nandino Blvd. Lexington, KY 40511.....	403-406, 413-414	220 E. Rosser Avenue Bismarck, ND 58501.....	583-588	1257 Mail Trail Fairbanks, AK 99701.....	997
1111 E. 5th Street Dayton, OH 45401.....	453-455, 458	301 E. Cantar Street Corbin, KY 40701.....	407-409, 425-426	Northwestern Ohio District C/O Main Post Office, Cleveland, OH 44101		709 W. 9th Street Juneau, AK 99801.....	998-999
Gateway District P.O. Box 14647 Saint Louis, MO 63178		1645 Winchester Avenue Ashland, KY 41101.....	411-412	301 W. Prospect Avenue Cleveland, OH 44101.....	440-441, 448-449	Pacific District P.O. Box 36888 Honolulu, HI 96820	
1165 2nd Avenue Des Moines, IA 50318.....	500-503, 508	601 Main Street Hazard, KY 41701.....	415-418	675 Wolf Ledges Parkway Akron, OH 44309.....	442-443, 446-447	3600 Aolele Street Honolulu, HI 96819.....	967-969
205 S. 8th Street Fort Dodge, IA 50501.....	504-505	800 Sycamore Street Evansville, IN 47708..	420, 423-424, 476-477	99 S. Walnut Street Youngstown, OH 44501.....	439, 444-445	Rocky Mountain District P.O. Box 6089 Denver, CO 80286	
300 Sycamore Street Waterloo, IA 50701.....	506-507, 520-521	311 E. Eleventh Street Bowling Green, KY 42101.....	421-422, 427				
		Michigan District U.S. Postal Service Detroit, MI 48299					

MANAGEMENT SECTIONAL CENTERS—Continued

1823 Stout Street, Room 413 Denver, CO 80202.....	800-807	281 E. Colorado Boulevard Pasadena, CA 91109.....	910-912	1750 Meridian Avenue San Jose, CA 95101.....	939, 950-951	104 N. Agassiz Street Flagstaff, AZ 86001.....	859-860, 863-864
201 E. Pikes Peak Avenue Colorado Springs, CO 80901.....	808-812	15701 Sherman Way Van Nuys, CA 91409.....	913-916	4245 West Lane, North Stockton, CA 95208.....	952-953	1001 Circus Circus Drive Las Vegas, NV 89114.....	890-891
241 N. 4th Street Grand Junction, CO 81501.....	813-816	Alhambra 14730 Don Julian Road City of Industry, CA 91744.....	917-918	730 Second Street Santa Rosa, CA 95402.....	954	2535 Midway Drive San Diego, CA 92189.....	920-921
2120 Capitol Avenue Cheyenne, WY 82001.....	820, 822-823, 825-826, 829-831	2201 N. Grand Avenue Santa Ana, CA 92711.....	926-928	2000 Royal Oaks Drive Sacramento, CA 95815.....	956-958	1331 South E. Street San Bernardino, CA 92403.....	922-925
101 East Loucks Street Sheridan, WY 82801.....	821, 824, 827-828	836 Anacapa Street Santa Barbara, CA 93102.....	930-931, 934	407 C Street Marysville, CA 95901.....	959	Western Slopes District P.O. Box 27117 Salt Lake City, UT 84127.....	
300 N. Auburn Farmington, NM 87401.....	865, 873-874	424 California Avenue Bakersfield, CA 93302.....	932-933, 935	1647 Yuba Street Redding, CA 96001.....	955, 960	841 S. 26th Street Billings, MT 59101.....	590-595
1135 Broadway Street, NE Albuquerque, NM 87101.....	870-871, 875, 878-880	Sierra District 455 Capitol Mall Suite 215 Sacramento, CA 95814.....		Sunland District P.O. Box 29999 Phoenix, AZ 85038.....		1100 W. Kent Street Missoula, MT 59801.....	596-599
415 N. Pennsylvania Avenue Roswell, NM 88201.....	877, 881-884	2000 Vassar Street Reno, NV 89510.....	894-895, 897, 961	1441 E. Buckeye Road Phoenix, AZ 85026.....	850, 852-853	730 E. Clark Street Pocatello, ID 83201.....	832, 834
Sequoia District P.O. Box 7777 Orange, CA 92667.....		1900 E. Street Fresno, CA 93706.....	936-938	1501 S. Cherrybell Stravenue Tucson, AZ 85726.....	855-857	770 S. 13th Street Boise, ID 83708.....	833, 836-837, 979
						1760 W. 2100 South Salt Lake City, UT 84119.....	840-847, 893, 898

—Operations Group, 5-6-82.

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.

4C's	1222 Washington Avenue	Houston TX	77002	Morning Pride	1986 Home Avenue	Dayton OH	45417
Jordan Shoe	426 Boston Post Road	Waterford CT	06385	Red Wing Shoes	1210 Towanda Plaza	Bloomington IL	61701
Marvin Noellett	Railroad Avenue	Whitehall NY	12887	The Shoe Shack	Macon Mall	Macon GA	31206

—Labor Relations Dept., 5-6-82.

MAIL PREPARATION OPERATIONS

Beginning May 3, the Eastman Kodak Company will begin marketing a new film disc. Unlike existing film cartridges, this new, unique format is relatively flat. Therefore, a film product may go unrecognized and may be conveyed into and possibly damaged by or cause damage to automatic canceling equipment. Although most photofinisher envelopes have distinctive bright colors and advertising graphics, plain envelopes may also be used. To reduce the possibility of damage to the disc, Kodak has included a *disc protector* in which the disc is placed when either mailing or forwarding for processing. This protector increases the thickness of the total package to the point where it should be extracted via the gauging devices. However, tests have shown that some envelopes containing discs in protectors are being processed through the cancellation equipment most likely because of improper tolerances being set for the gauge drum on the equipment.

It is imperative that the fine tune procedure for the Model 500(s) described in Maintenance Bulletin

MMO-7-76 be used. The distance between the conveyor belt and the gauge drum should be checked using two gauges: $\frac{1}{4}$ -inch *go* and a $\frac{5}{16}$ -inch *no-go*.

This notice is being used so local managers will be aware of this new product and to ensure proper equipment adjustments. It is *not* intended that additional workhours be expended to specifically identify and manually pull out these discs from automated canceling equipment.—*Mail Processing Dept.*, 5-6-82.

Correction

Health Benefits Open Season

POSTAL BULLETIN 21348 (4-22-82) page 2, last sentence in C-5 reads, "SF 2810 should be prepared in these cases." SF 2810 should **not** be prepared in these cases. The sentence should be corrected to read, "**No** SF 2810 should be prepared in these cases."—*Employee Relations Dept.*, 5-6-82.

Approved Manufacturers and Suppliers of Mailboxes for Use on Rural Routes

Following is a list of manufacturers and suppliers of rural and contemporary style mailboxes whose samples have been tested and approved by the Postal Service (see DMM, 156.5, *Rural Boxes*).

Approved manufacturers	Type of mailbox
Arrow Group Industries, 100 Alexander Avenue, Pompton Plains, NJ 07444.	C
Babco Manufacturing, Inc., 11677 Sheldon Street, Sun Valley, CA 91352.	C
Chicago Heights Furnace Supply Company, Inc., 96-104 East 22nd Street, Chicago Heights, IL 60411.	1-1A-2
Decor House, Post Office Box 1108, Temple, TX 76501.	C
Fulton Corporation, Fulton, IL 61252-----	1-1A-2-C
Gemini Industries, Inc., 140 Delawanna Avenue, Clifton, NJ 07014.	1-1A
Jacks-Evans Manufacturing Company, 4427 Geraldine Avenue, Saint Louis, MO 63115.	1-1A-2
Johnson & Johnson, 410 Winston Road, Marietta, GA 30060.	1
L. B. Sheet Metal, Inc., 10 Stover Drive, Carlisle, PA 17013.	C
Leigh Products, Inc., Coopersville, MI 49404...	C
Los Toros Manufacturing Co., 1516 Capital Circle, S.E., Post Office Box 12037, Tallahassee, FL 32308.	C
Macklanburg-Duncan Company, Post Office Box 25188, Oklahoma City, OK 73125.	1
MBH Industries Inc., 1874 Parkers Mill Road, Lexington, KY 40504.	C
Northwest Metal Products Division of Noll Manufacturing Company, Post Office Box 10, Kent, WA 98031.	1
Parker Mailboxes Inc., Route 14, Box 318R, Richmond, VA 23231.	C
Remington Hardware Co., Inc., 351 West Broadway, New York, NY 10013.	C
Southern Fabricators, Post Office Box 7321, Shreveport, LA 71107.	1A-C
Steel City Corporation, Post Office Box 1227, Youngstown, OH 44501.	1-1A-2-C
Veeders Mailbox, Post Office Box 42048, Cincinnati, OH 45242.	1-1A

1—Traditional Rural Box Size No. 1.
 1A—Traditional Rural Box Size No. 1A.
 2—Traditional Rural Box Size No. 2.
 C—Contemporary Style Suburban Box. (Also approved for use on rural routes.)
 —Delivery Services, 5-6-82.

DMM Revision

Area Distribution Center Change

Effective May 15, 1982, the following ADC service area changes will be implemented. The 285 ZIP Code area will be transferred from ADC Charlotte NC 280 to ADC Greensboro NC 270 and the 362 ZIP Code area will be transferred from ADC Montgomery AL 360 to ADC Birmingham AL 350.

The DOMESTIC MAIL MANUAL (DMM) Exhibit 367.24, ADC Label Makeup, is revised effective May 15, 1982.

Top Line of Label	ZIP Codes Beginning With the Following Three Digits To Be Included in Mailing
DIS Charlotte NC 280-----	280-284, 286-289
DIS Greensboro NC 270-----	270-279, 285
DIS Birmingham AL 350-----	350-359, 362
DIS Montgomery AL 360-----	360-361, 363-369

These changes will be included in a future revision of the DMM.—Mail Processing Dept., 5-6-82.

DMM Revision

Duplicate Inquiries on Uninsured Registered Mail

Effective immediately, DOMESTIC MAIL MANUAL (DMM) 911.522 is added to allow a duplicate inquiry on uninsured registered mail to be filed no earlier than 30 days after the original inquiry was filed.

911.5 Inquiries on Uninsured Articles.
 * * * * *

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

.522 **Duplicate Inquiry.** A duplicate inquiry may not be filed sooner than 30 days after the original inquiry. Complete Form 565, mark it **DUPLICATE** in the upper right corner, and process a duplicate the same as the original.

This change will be included in a future issue of the DMM.—Rates & Classification Dept., 5-6-82.

**OUR NEWEST
PRODUCT:**

E-COM postal charges paid



E·COM

**LET'S MAKE
SURE IT
SUCCEEDS.**

E-COM is First-Class Mail and must be delivered without delay.

DMM Revision

STAMPED ENVELOPES, AEROGRAMMES (POSTAGE)

Effective immediately, DOMESTIC MAIL MANUAL (DMM) 141.11, 141.13, 141.21, and 142.11 are revised to include precanceled stamped envelopes and other postage at current rates.

DMM 141.231 and 141.232 are revised to show that bold type must be used to print the first line of the return address.

DMM 141.28 is revised to clarify and provide reference for handling rejected orders for printed stamp envelopes.

The revised sections read as follows:

140 Postage

141 Stamped Envelopes, Postal Cards, Aero-grammes

141.1 Plain Stamped Envelopes

.11 Envelopes Available at Post Office.

Kind	Size	Denom-ination	Item No.	Less than 500-each	500	1,000
Regular	6 3/4	20¢	601	\$0.24	\$105.85	\$211.70
	10	20¢	101	.24	106.85	213.70
Window	6 3/4	20¢	602		106.35	212.70
	10	20¢	102		107.35	214.70
Precanceled (Regular)	6 3/4	5.9¢	666		\$35.35	\$70.70
	10	5.9¢	166		36.35	72.70
Precanceled (Window)	6 3/4	5.9¢	667		\$35.85	\$71.70
	10	5.9¢	167		36.85	73.70

.13 Precanceled Envelopes. Change "3.5" to "5.9" in the first sentence.

.21 Printed Stamped Envelopes.

Kind	Size	Denomi-nation	Item No.	500	1,000
Regular	6 3/4	20¢	601	\$108.85	\$217.70
	10	20¢	101	109.85	219.70
Window	6 3/4	20¢	602	109.35	218.70
	10	20¢	102	110.35	220.70
Precanceled (Regular)	6 3/4	5.9¢	666	\$38.35	\$76.70
	10	5.9¢	166	39.35	78.70
Precanceled (Window)	6 3/4	5.9¢	667	\$38.85	\$77.70
	10	5.9¢	167	39.85	79.70

.23 Style of Printing Return Addresses.

.231 All lines of the return address will be printed in capitals and lower-case letters with flush left margin, using 8-point Helvetica type with the firm or main line(s) printed in bold type. See sample in 141.232.

.232 Sample Style of Printing:

Charles Jones
610 Seventh Avenue
New York, NY 00000

.28 Rejection of Envelopes. Printed stamped envelope orders may be rejected by the customer because of defective manufacture, mistakes in printing, denomination, or size, etc. Do not return the rejected envelopes to the Stamped Envelope Agency. Notify the Agency of the error and await notification whether the mistake is the fault of the post office, contractor, or purchaser before making a refund. Postage value only will be refunded if it is the purchaser's mistake; full invoice value will be refunded if the post office or contractor is at fault. See Handbook F-1, *Financial Handbook for Post Offices*, 570, for procedures regarding rejected envelope orders.

142 Adhesive Stamps

142.1 Availability and Use

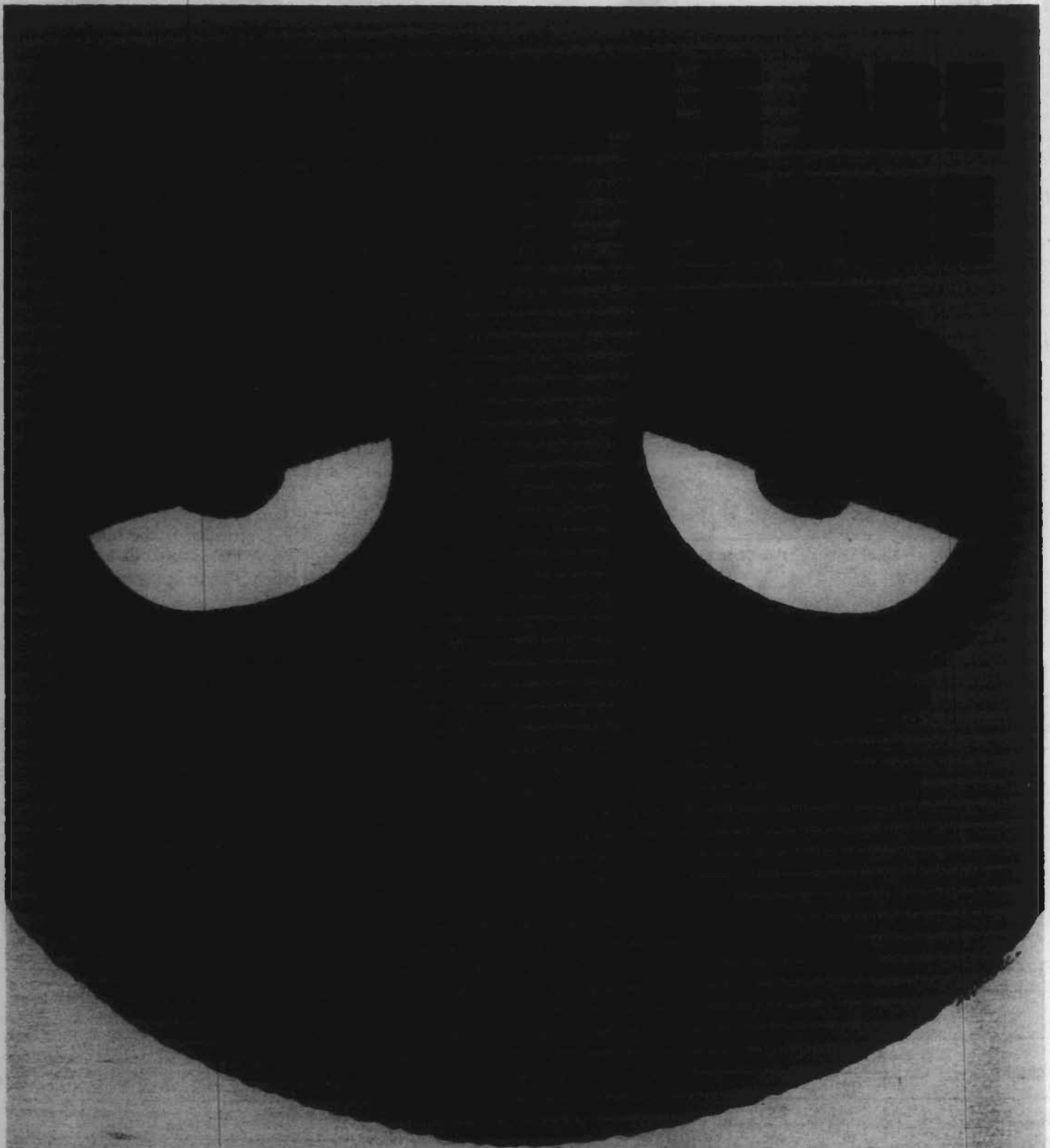
.11 Types.

Purpose	Form	Denomination and prices
Regular Postage	Single or sheet	1, 2, 3, 4, 5, 6, 7, 9, 10, 12, 13, 14*, 15, 17, 18*, 19, 20, 25, 29, 30, 35*, 37, 40, and 50 cents; \$1, \$2, and \$5.
	Books	20 20-cent (\$4.00), 6 20-cent (\$1.20), 10 20-cent (\$2.00).**
	Coils of 100	17-cent, 20-cent (Dispenser to hold coils of 100 stamps may be purchased for 10 cents additional).**
	Coils of 500	1, 2, 3, 5, 10, 12, 13, 15, 17, 20 cents, and \$1.
	Coils of 3,000	1, 2, 3, 5, 10, 12, 13, 15, 17, 20 and 25 cents.
Airmail Postage	Single or sheet	23, 35, and 40 cents. Available for international airmail service.
Commemorative Stamps	Single or sheet	Various denominations as announced.
Precanceled Postage	Single or sheet	Available to permit holders only (see 143).
	Coils of 500 & 3,000.	
Postage due (for post office use only)	Single or sheet	1, 2, 3, 4, 5, 6, 7, 8, 10, 11, 13, 30, and 50 cents, \$1 and \$5.

*Will be discontinued when stock is exhausted.

**The availability of \$2.00 books of stamps and coils of 100 17-cent stamps will soon be announced in the Postal Bulletin.

These changes will be included in a future issue of the DMM.—Rates & Classification Dept., 5-6-82.



**You can't be fully alert when you're half asleep.
Be sure to get proper rest.**





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Barrymore Family Commemorative Stamp

A 20-cent commemorative stamp paying tribute to the distinguished U.S. theatrical family, the Barrymores, will be issued June 8 in New York City, New York. The first day of issue ceremony will be held at the Ethel Barrymore Theatre which Ethel Barrymore helped to dedicate in 1928. The stamp also marks the centennial anniversary of the Actors' Fund, the oldest ongoing theatrical charity in the world, which was granted a charter by the state of New York on June 8, 1882.

John, Lionel, and Ethel Barrymore were labeled "the royal family of Broadway" in the 1920s. Born into an acting family, all three originally sought careers away from the theatre—Ethel as a pianist, John as an artist, and Lionel as an artist and composer. Eventually, all three turned to acting.

Ethel Barrymore appeared in vaudeville, on Broadway, radio, television, and in a number of motion pictures. Lionel Barrymore appeared on Broadway before becoming both a motion picture and radio actor. He is probably best

Issue Date: June 8, 1982
 First Day City: New York, New York
 Designer: Jim Sharpe
 Westport, Connecticut
 Modeler: Ronald C. Sharpe
 Press: Gravure
 Colors: Yellow, red, cyan, brown, dark blue and black
 Image Area: .84 x 1.42 inches or
 21.3 x 36.06 millimeters
 Plate Numbers: One group
 Stamps Per Pane: 50
 Selvage: ©U.S. Postal Service 1982
 ®Use Correct ZIP Code
 ®Mr. ZIP

remembered for his *Dr. Kildare* series and his radio performances in Charles Dickens' *A Christmas Carol*. John Barrymore, also a stage and film actor, was often called the "great profile."

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 of envelopes 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, New York, NY 10001-9991" by July 8. There is no charge.

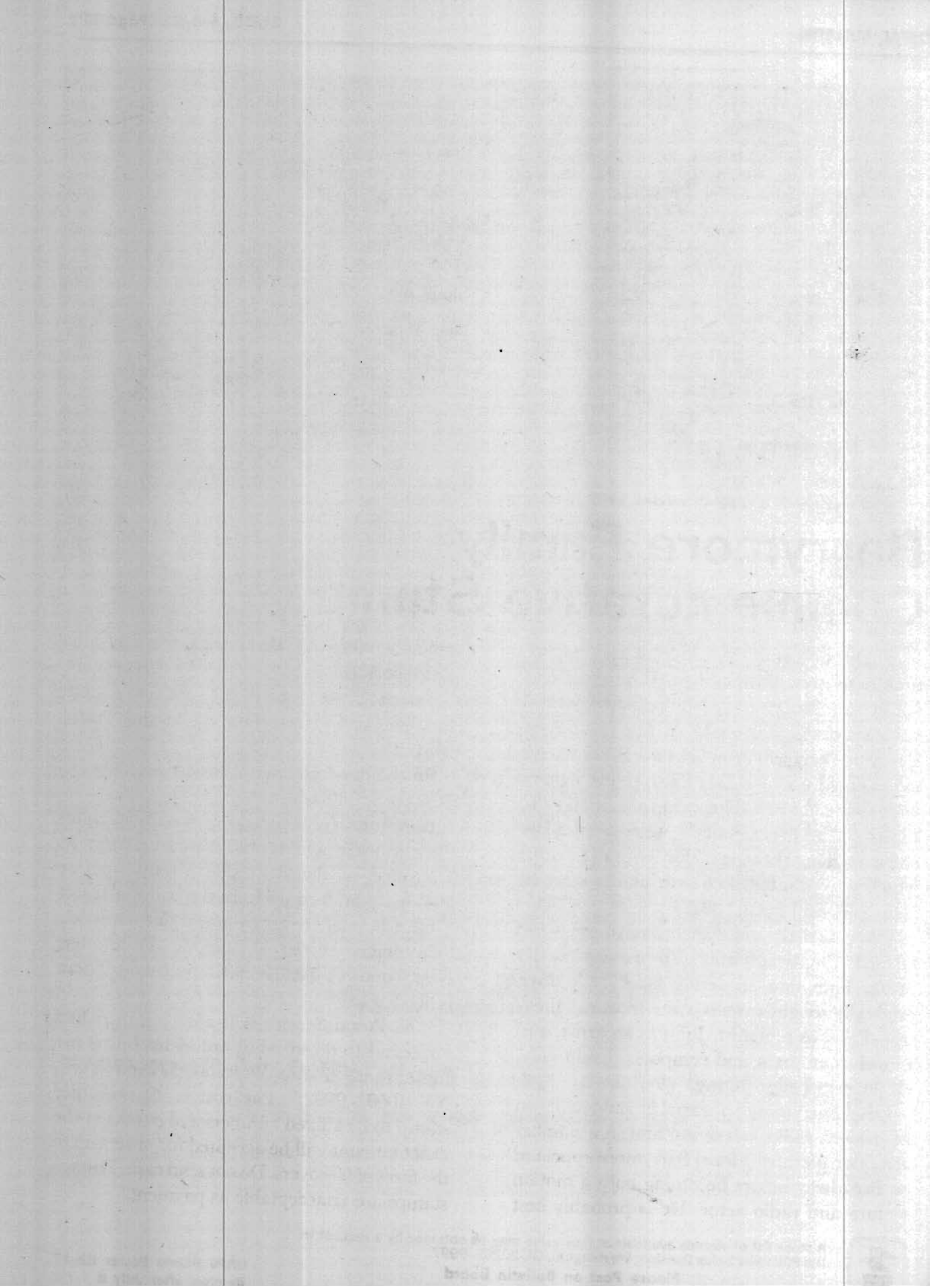
The Postal Service will affix stamps when requested to do so. Mail orders by July 8 to: "Barrymore Stamp, Postmaster, New York, NY 10001-9992." The cost is 20 cents per stamp to be affixed and personal checks in the exact amount will be accepted for orders up to the limit of 50 covers. Do not send cash. 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 82-17
 Remove after July 8





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 21348 article.

344,536,201 to 6,400	368,108,160 to 8,600	393,018,120 to 8,400	406,576,200 to 6,300
344,821,230 to 1,297	368,416,575 to 6,600	393,811,801 to 2,000	406,922,234 to 2,300
344,854,601 to 4,700	368,773,419 to 3,500	393,912,375 to 2,400	407,769,001 to 9,100
345,299,801 to 9,900	368,847,601 to 7,700	394,914,633 to 4,700	413,266,631 to 6,642
345,986,501 to 6,600	370,494,001 to 4,200	394,914,702 to 4,800	413,578,841 to 9,500
347,238,201 to 8,300	370,549,601 to 50,000	396,770,501 to 0,600	414,910,275 to 0,400
347,975,946 to 5,959	371,327,589 to 7,600	396,823,334 to 3,500	415,905,421 to 5,499
348,086,296 to 6,300	372,401,123 to 1,500	396,944,758 to 5,000	416,927,580 to 7,800
348,190,501 to 0,900	372,429,101 to 9,500	397,148,601 to 9,400	417,239,361 to 9,700
351,452,949 to 3,000	372,548,101 to 8,400	397,207,301 to 7,400	417,395,080 to 1,090
351,490,001 to 0,600	373,593,481 to 3,500	397,929,301 to 9,400	418,319,358 to 9,400
353,461,741 to 1,800	374,013,262 to 3,300	399,721,678 to 1,710	418,393,772 to 3,800
357,010,401 to 0,500	374,433,401 to 4,000	400,896,730 to 6,800	420,218,901 to 9,200
357,339,409 to 9,455	374,540,001 to 0,100	400,980,701 to 0,800	421,660,801 to 1,500
358,180,401 to 0,600	374,988,860 to 8,880	401,295,335 to 5,400	422,553,959 to 4,000
359,790,481 to 0,540	375,040,201 to 0,400	402,885,601 to 5,900	423,268,880 to 8,950
359,791,901 to 1,920	375,432,201 to 2,500	403,243,638 to 3,900	423,271,694 to 1,720
359,994,676 to 4,700	375,712,274 to 2,300	404,196,001 to 6,100	423,788,619 to 8,650
361,168,730 to 8,900	375,881,401 to 1,500	404,403,804 to 3,900	430,844,124 to 4,200
361,201,906 to 2,100	377,011,946 to 2,400	404,578,200 to 8,500	431,035,001 to 5,100
362,395,806 to 5,819	377,901,546 to 1,600	404,625,122 to 5,200	431,088,301 to 8,400
363,633,090 to 3,100	379,786,742 to 6,760	404,668,701 to 8,900	431,400,001 to 5,000
363,794,701 to 5,200	380,821,401 to 2,200	404,999,031 to 9,080	431,907,801 to 7,900
365,867,401 to 7,500	383,053,831 to 3,900	405,694,037 to 4,100	431,909,801 to 9,900
365,867,517 to 7,600	390,557,101 to 7,170	405,831,365 to 1,400	431,959,837 thru
366,888,911 to 9,000	390,581,961 to 2,040	405,885,847 to 5,900	431,960,000
366,967,107 to 7,200	391,923,323 to 3,500		

MISSING U.S. MONEY ORDER FORMS—DO NOT CASH

To be posted and used by window clerks. As directed, destroy previous notices. Any interim notices, including Inspection Service Forms 577, should be destroyed when the numbers listed appear in the POSTAL BULLETIN. The actual serial numbers consist only of the first 10 digits on the money orders. A. New Style. (Listed below). Destroy PB 21349 listing. B. Old Style. (Gray) C. Counterfeit. The listing from PB 21240 remains valid for both B. and C.

213 578 4229 to 4399	255 857 4749 to 4799	264 406 1201 to 1299	271 325 5500 to 5599
217 210 7100 to 7299	256 140 5400 to 5499	264 496 5357 to 5399	271 505 9478 to 9499
217 288 7000 to 7024	256 193 5100 to 5159	264 499 2331 to 2349	271 519 3200 to 3299
217 667 3400 to 3599	256 695 0525 to 0599	264 642 5304 to 5399	271 735 3760 to 3899
219 726 9924 to 9999	256 751 9503 to 9599	264 786 2900 to 2999	272 021 1770 to 1799
229 350 0600 to 0699	256 754 0030 to 0099	265 151 4134 to 4199	272 046 9552 to 9599
238 169 7587 to 7599	257 157 2164 to 2499	265 330 0400 to 0599	272 059 8000 to 8199
240 901 5900 to 5999	257 405 2600 to 2899	265 338 9048 to 9099	272 060 0800 to 0999
241 081 9274 to 9299	257 474 8312 to 8399	265 370 8800 to 8999	272 067 9254 to 9299
241 685 5124 to 5199	258 122 7638 to 7799	265 387 1531 to 1599	272 068 6009 to 6099
241 908 2486 to 2499	258 444 7185 to 7199	265 394 0669 to 0691	272 075 3700 to 3899
243 112 4109 to 4120	258 450 6755 to 6799	265 506 2000 to 2099	272 133 0400 to 0599
243 766 6730 to 6799	258 480 2600 to 2899	265 541 8254 to 8299	272 277 4600 to 5299
245 103 9400 to 9499	258 618 0254 to 0299	265 719 5370 to 5399	272 643 2986 to 2999
245 118 6754 to 6768	258 643 2765 to 2774	265 956 3900 to 3999	273 109 8710 to 8799
245 279 1420 to 1499	258 950 5217 to 5299	266 369 4447 to 4499	273 142 4076 to 4099
245 279 1510 to 1599	258 950 5433 to 5499	266 399 5845 to 5899	273 304 8587 to 8599
245 591 1626 to 1799	259 084 1386 to 1399	266 442 2360 to 2399	273 312 4926 to 5199
245 973 2677 to 2699	259 227 0000 to 1499	266 547 6565 to 6599	273 312 7600 to 7799
246 155 4048 to 4099	259 340 0828 to 0999	266 775 2669 to 2699	273 391 2300 to 2399
246 402 6511 to 6599	259 373 3861 to 3899	266 805 8372 to 8399	273 568 4736 to 4799
246 973 1372 to 1399	259 628 0936 to 0999	266 942 9343 to 9399	273 610 1573 to 1599
247 066 9300 to 9399	259 745 1300 to 1499	266 942 9754 to 9799	274 034 4655 to 4699
247 086 4200 to 4299	259 783 7821 to 7899	266 942 9900 to 9999	274 034 4752 to 4799
247 113 5635 to 5699	259 825 5819 to 5899	267 841 9022 to 9099	274 034 4900 to 4999
247 490 1960 to 1999	259 950 3053 to 3099	267 917 1874 to 1999	274 047 3000 to 3999
247 490 2086 to 2099	259 950 3300 to 3499	268 202 3665 to 3699	274 229 8903 to 8914
247 544 0200 to 0214	260 144 7415 to 7499	268 224 1500 to 1699	274 372 3943 to 3999
247 983 1511 to 1899	260 198 2856 to 2898	268 243 7679 to 7699	274 507 3213 to 3299
248 102 6984 to 6999	260 229 5638 to 5699	268 246 8670 to 8699	274 609 4285 to 4299
248 120 4322 to 4399	260 324 9000 to 9099	268 299 0000 to 4999	274 990 9045 to 9099
248 244 7246 to 7299	260 479 3500 to 3599	268 329 6466 to 6499	274 999 9031 to 9199
248 423 4864 to 4899	260 743 5000 to 5099	268 653 8300 to 8399	275 130 1326 to 1355
248 440 7916 to 7971	260 894 8061 to 8099	268 657 2928 to 2999	275 313 4737 to 5199
249 945 6900 to 6999	261 002 6451 to 6499	268 834 6500 to 7999	275 541 0100 to 0299
250 565 7029 to 7040	261 052 5271 to 5299	268 881 7700 to 7799	275 543 0902 to 0999
250 919 5218 to 5299	261 175 6200 to 6299	269 414 2084 to 2099	275 962 6800 to 6999
250 951 4340 to 4363	261 459 5800 to 5899	269 416 3526 to 3599	276 083 1600 to 1999
250 991 9778 to 9799	261 459 6722 to 6799	269 527 9532 to 9599	276 073 5200 to 5699
251 518 6281 to 6399	261 506 0686 to 0699	269 553 1200 to 1299	276 327 6239 to 6249
251 964 6056 to 6199	261 533 2067 to 2299	269 795 1977 to 1999	276 327 6400 to 6449
251 997 2913 to 2999	261 935 6500 to 6599	269 821 1147 to 1199	276 540 8653 to 8699
252 171 2041 to 2056	261 954 6334 to 6399	269 878 5666 to 5699	277 121 1000 to 2999
252 238 2299 to 2399	261 965 4168 to 4199	269 911 1140 to 1199	278 329 7023 to 7099
252 891 1159 to 1199	262 240 6607 to 6665	269 911 1262 to 1299	278 329 7119 to 7199
253 192 7311 to 7399	262 240 6677 to 6696	269 942 9300 to 3,0099	278 965 4400 to 4999
253 747 6924 to 6999	262 604 1515 to 1599	269 960 4957 to 4999	278 965 5300 to 5499
254 107 8590 to 8599	262 931 7066 to 7076	270 130 0028 to 0074	279 083 2729 to 2799
254 107 8913 to 8999	262 949 9200 to 9299	270 130 0089 to 0199	279 795 6200 to 6399
254 254 4490 to 4499	262 963 4912 to 4999	270 233 5700 to 5799	279 905 5100 to 5199
254 259 8867 to 8899	263 129 6984 to 6999	270 500 0040 to 0099	801 579 6056 to 6098
254 259 8951 to 9099	263 146 1837 to 1849	270 894 5717 to 5799	801 629 1900 to 1999
254 740 8408 to 8445	263 323 0768 to 0799	271 104 2220 to 2295	802 029 5199 to 8999
255 125 8500 to 8599	263 407 7000 to 7099	271 152 7058 to 7069	802 265 0575 to 1999
255 176 5373 to 5399	264 132 9200 to 9299	271 152 7076 to 7091	802 678 2605 to 2699
255 276 0949 to 0999	264 205 4017 to 4099	271 171 3205 to 3299	802 751 1128 to 1299
255 281 2647 to 2699	264 223 9121 to 9199	271 186 6354 to 6499	
255 440 4800 to 4899	264 366 7033 to 9499	271 319 5039 to 5099	
255 440 4900 to 4999	264 405 9660 to 9699		

UNITED STATES POSTAL SERVICE

WASHINGTON, DC 20260-1571

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USE TO AVOID PAYMENT
OF POSTAGE, \$300



FIRST CLASS

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