



postal bulletin

PB 21361—JULY 22, 1982—40 Pages

All Offices With Rural Delivery

Handbook M-37 Revised

Handbook, M-37, *Rural Delivery Carriers, Duties, and Responsibilities*, is being revised to include the changes required by the 1981 U.S. Postal Service/National Rural Letter Carriers' Association National Agreement. The complete revision will not be available for use during the National Rural Mail Count to be conducted September 17 through September 30, 1982. Therefore, the revised Chapter 5 of the M-37 Handbook which addresses rural mail count and route inspection procedures, appears on pages 18 through 25. Revisions are indicated by bold print, or a bar in the margin. These procedures are to be used for the National Rural Mail Count and all subsequent special rural mail counts.—*Delivery Services Dept.*, 7-22-82.

Service Awards

A blue leatherette folder with *two* acetate windows will now be used for retiring employees who qualify for both the Service Award Certificate and Letter of Commendation (refer to ELM 635.3). This will include all employees who retire with 30 or more years of service and all posthumous service awards. New service award certificates have been designed to accommodate the two-window folder.

The *two-window* folder and the new service award certificates are standard stock items in the Eastern and Western Area Supply Centers as follows:

Item No.	Description
0-1100-K -----	Service Award Folder (Blue) <i>Two windows</i>
0-1100-L -----	Service Award Certificate (Vertical) PMG Signature Block
0-1100-M -----	Service Award Certificate (Vertical) PMG Signature Block (Posthumous)
0-1100-N -----	Service Award Certificate (Vertical) RPMG Signature Block
0-1100-P -----	Service Award Certificate (Vertical) RPMG Signature Block (Posthumous)

The one-window folder (Item No. 0-1100-H) and horizontal service award certificates (Item Nos. 0-1100-C and 0-1100-D (Posthumous) will continue to be used for employees with less than 30 years of service who receive only the service award certificate.—*Employee Relations Dept.*, 7-22-82.

20-Cent Touro Synagogue Commemorative Stamp

The 20-cent Touro Synagogue commemorative postage stamp will be placed on sale August 22, 1982, in Newport, RI.

DO NOT SELL BEFORE AUGUST 23, 1982.



Copyright U.S. Postal Service 1982. Issued in panes of 50. Collector information will be found on page 29.

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 423.

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 Department*, 7-22-82.

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*All Postal Installations***PRIVACY ACT—POSTAL EMPLOYEES**

Many post offices have been receiving form letters from R. L. Polk & Company, publishers, asking for employees' home addresses and/or the names of their spouses in order to update their City Directory Listings.

The firm has, on several occasions, been notified that the Postal Service's policy and the Privacy Act prohibit the release of the information being requested. In spite of this, however, requests continue to be received. Therefore, upon receipt of a request of this nature, the following action is authorized:

1. Discard the request letter and any other materials that do not contain information about employees.

2. Destroy by burning or shredding lists furnished by Polk that contain employee information (i.e., home address or marital status).

If contact is made by telephone concerning unfilled requests, explain that the Postal Service is prohibited from furnishing the information by the Privacy Act. Any questions or problems may be referred to the Records Officer (202-245-4142).—*Records Office, 7-22-82.*

INTERNATIONAL MAIL—REPUBLIC OF KOREA

International money order service, with a dollar limit of \$500 per money order, has been established with the Republic of Korea. Accordingly, customers may now send postal money orders to recipients in that country in accordance with the provisions of INTERNATIONAL MAIL MANUAL (IMM) 493.

The IMM will be amended as follows:

—Korea, Republic of (South Korea) will be added to the alphabetical list of "Countries that Exchange International Postal Money Orders Directly with the United States" as specified in IMM 493.23.

—Under the Individual Country Listings for Korea,

Republic of South Korea), the following money order fee schedule will be added to the section pertaining to Special Services for Postal Union Mail:

Amount of money order	Fee
\$0.01 to \$25-----	\$1.30
25.01 to 50-----	1.50
50.01 to 500-----	1.80

—*Rates & Classification Dept., 7-22-82.*

(RES) PAY CHANGES—BARGAINING UNITS

Salary schedules shown on pages 3 through 16.

Note: The instructions and pay schedules in this BULLETIN apply **only** to employees covered by the below-cited collective bargaining agreements who were eligible for and elected the COLA Roll-In Option (see agreements and BULLETIN 21315 (9-10-81), for eligibility and option details).

A. Application. These instructions apply to employees covered by:

1. 1981-1984 USPS-APWU/NALC National Agreement;
2. 1981-1984 USPS-NRLCA National Agreement;
3. 1981-1984 USPS-Mail Handlers' National Agreement; and to employees subject to the provisions of collective bargaining agreements covering:
4. Mailbag depositories, repair centers, and supply centers.
5. Mail equipment shop employees represented by the American Postal Workers' Union/Mail Handlers Union.
6. Postal Police Officers (PPOs) represented by the National Association of Postal Police Officers (NAPPO).
7. Postal Police Officers (PPOs) represented by the

Federation of Postal Police Officers (USPS-FPSP Agreement).

B. Provisions

In accordance with the COLA Roll-In Option provision and the general increase provision specified in each of the respective bargaining agreements cited above, the respective basic pay schedules have been increased by the applicable amounts. These increases are effective and will be paid to eligible employees starting July 24, 1982 (PP16-82).

1. The Postal Service (PS) Schedule has been increased by an additional \$300 (14 cents per hour), applied to all grades and steps.

2. The Mail Handlers' basic schedule has been increased by \$375 (18 cents per hour), applied to all grades and steps.

3. The Rural Carrier schedules have been increased as follows:

The basic schedules have been increased by an additional \$300 (14 cents per hour), with proportional adjustment to the evaluated and substitute schedules.

Note: There is no provision for movement, and an employee may not move, between the Retiree Eligible Schedule (RES) version of a salary schedule and the "standard" (or non-RES) version of that schedule.—*Employee Relations Dept., 7-22-82.*

★ ★ ★ ★ RETIREE ELIGIBLE SCHEDULE ★ ★ ★ ★



**POSTAL SERVICE SCHEDULE
FULL-TIME ANNUAL RATES
EFFECTIVE JULY 24, 1982 (PP16-82)**

STEPS	1	2	3	4	5	6	7	8	9	10	11	12	STEP INCR.
1 BASIC SALARY	17,619	17,797	17,975	18,153	18,331	18,509	18,687	18,865	19,043	19,221	19,399	19,577	178
COLA	562	562	562	562	562	562	562	562	562	562	562	562	562
BASE SALARY	18,181	18,359	18,537	18,715	18,893	19,071	19,249	19,427	19,605	19,783	19,961	20,139	
2 BASIC SALARY	18,048	18,241	18,434	18,627	18,820	19,013	19,206	19,399	19,592	19,785	19,978	20,171	193
COLA	562	562	562	562	562	562	562	562	562	562	562	562	562
BASE SALARY	18,610	18,803	18,996	19,189	19,382	19,575	19,768	19,961	20,154	20,347	20,540	20,733	
3 BASIC SALARY	18,515	18,723	18,931	19,139	19,347	19,555	19,763	19,971	20,179	20,387	20,595	20,803	208
COLA	562	562	562	562	562	562	562	562	562	562	562	562	562
BASE SALARY	19,077	19,285	19,493	19,701	19,909	20,117	20,325	20,533	20,741	20,949	21,157	21,365	
4 BASIC SALARY	19,020	19,245	19,470	19,695	19,920	20,145	20,370	20,595	20,820	21,045	21,270	21,495	225
COLA	562	562	562	562	562	562	562	562	562	562	562	562	562
BASE SALARY	19,582	19,807	20,032	20,257	20,482	20,707	20,932	21,157	21,382	21,607	21,832	22,057	
5 BASIC SALARY	19,568	19,810	20,052	20,294	20,536	20,778	21,020	21,262	21,504	21,746	21,988	22,230	242
COLA	562	562	562	562	562	562	562	562	562	562	562	562	562
BASE SALARY	20,130	20,372	20,614	20,856	21,098	21,340	21,582	21,824	22,066	22,308	22,550	22,792	
6 BASIC SALARY	20,156	20,419	20,682	20,945	21,208	21,471	21,734	21,997	22,260	22,523	22,786	23,049	263
COLA	562	562	562	562	562	562	562	562	562	562	562	562	562
BASE SALARY	20,718	20,981	21,244	21,507	21,770	22,033	22,296	22,559	22,822	23,085	23,348	23,611	
7 BASIC SALARY	20,796	21,079	21,362	21,645	21,928	22,211	22,494	22,777	23,060	23,343	23,626	23,909	283
COLA	562	562	562	562	562	562	562	562	562	562	562	562	562
BASE SALARY	21,358	21,641	21,924	22,207	22,490	22,773	23,056	23,339	23,622	23,905	24,188	24,471	
8 BASIC SALARY	21,402	21,789	22,096	22,403	22,710	23,017	23,324	23,631	23,938	24,245	24,552	24,859	307
COLA	562	562	562	562	562	562	562	562	562	562	562	562	562
BASE SALARY	22,064	22,351	22,638	22,925	23,212	23,499	23,786	24,073	24,360	24,647	24,934	25,221	
9 BASIC SALARY	22,226	22,560	22,894	23,228	23,562	23,896	24,230	24,564	24,898	25,232	25,566	25,900	332
COLA	562	562	562	562	562	562	562	562	562	562	562	562	562
BASE SALARY	22,788	23,122	23,456	23,790	24,124	24,458	24,792	25,126	25,460	25,794	26,128	26,462	
10 BASIC SALARY	23,017	23,375	23,733	24,091	24,449	24,807	25,165	25,523	25,881	26,239	26,597	26,955	358
COLA	562	562	562	562	562	562	562	562	562	562	562	562	562
BASE SALARY	23,579	23,937	24,295	24,653	25,011	25,369	25,727	26,085	26,443	26,801	27,159	27,517	
11 BASIC SALARY	24,205	24,603	25,001	25,399	25,797	26,195	26,593	26,991	27,389	27,787	28,185	28,583	398
COLA	562	562	562	562	562	562	562	562	562	562	562	562	562
BASE SALARY	24,767	25,165	25,563	25,961	26,359	26,757	27,155	27,553	27,951	28,349	28,747	29,145	

★ ★ ★ ★ RETIREE ELIGIBLE SCHEDULE ★ ★ ★ ★



**RURAL AUXILIARY PAY SCHEDULE
ANNUAL RATES
EFFECTIVE JULY 24, 1982 (PP16-82)**

Rate Schedule Code-B

GRADE	STEPS	1	2	3	4	5	6	7	8	9	10	11	12	STEP INCR.
2	BASIC SALARY	16,304	16,526	16,748	16,970	17,192	17,414	17,636	17,858	18,080	18,302	18,524	18,746	222
	COLA	562	562	562	562	562	562	562	562	562	562	562	562	562
	BASE SALARY	16,866	17,088	17,310	17,532	17,754	17,976	18,198	18,420	18,642	18,864	19,086	19,308	
3	BASIC SALARY	17,426	17,685	17,944	18,203	18,462	18,721	18,980	19,239	19,498	19,757	20,016	20,275	259
	COLA	562	562	562	562	562	562	562	562	562	562	562	562	562
	BASE SALARY	17,988	18,247	18,506	18,765	19,024	19,283	19,542	19,801	20,060	20,319	20,578	20,837	



**RURAL AUXILIARY PAY SCHEDULE
HOURLY RATES
EFFECTIVE JULY 24, 1982 (PP16-82)**

Rate Schedule Code-B

GRADE	STEPS	1	2	3	4	5	6	7	8	9	10	11	12
2	BASIC	6.12	6.33	6.54	6.75	6.96	7.17	7.38	7.59	7.80	8.01	8.22	8.43
	COLA	.27	.27	.27	.27	.27	.27	.27	.27	.27	.27	.27	.27
	BASE	6.39	6.60	6.81	7.02	7.23	7.44	7.65	7.86	8.07	8.28	8.49	8.70
3	BASIC	6.63	6.84	7.05	7.26	7.47	7.68	7.89	8.10	8.31	8.52	8.73	8.94
	COLA	.27	.27	.27	.27	.27	.27	.27	.27	.27	.27	.27	.27
	BASE	6.90	7.11	7.32	7.53	7.74	7.95	8.16	8.37	8.58	8.79	9.00	9.21

★ ★ ★ RETIREE ELIGIBLE SCHEDULE ★ ★ ★



**MAIL HANDLERS SCHEDULE
FULL-TIME ANNUAL RATES
EFFECTIVE JULY 24, 1982 (PP16-82)**

GRADE	STEPS	1	2	3	4	5	6	7	8	9	10	11	12	STEP INCR.
3	BASIC SALARY	18,465	18,873	19,081	19,289	19,497	19,705	19,913	20,121	20,329	20,537	20,745	20,953	208
	COLA	562	562	562	562	562	562	562	562	562	562	562	562	
	BASE SALARY	19,227	19,435	19,643	19,851	20,059	20,267	20,475	20,683	20,891	21,099	21,307	21,515	
4	BASIC SALARY	19,170	19,395	19,620	19,845	20,070	20,295	20,520	20,745	20,970	21,195	21,420	21,645	225
	COLA	562	562	562	562	562	562	562	562	562	562	562	562	
	BASE SALARY	19,732	19,957	20,182	20,407	20,632	20,857	21,082	21,307	21,532	21,757	21,982	22,207	
5	BASIC SALARY	19,718	19,960	20,202	20,444	20,686	20,928	21,170	21,412	21,654	21,896	22,138	22,380	242
	COLA	562	562	562	562	562	562	562	562	562	562	562	562	
	BASE SALARY	20,280	20,522	20,764	21,006	21,248	21,490	21,732	21,974	22,216	22,458	22,700	22,942	
6	BASIC SALARY	20,306	20,569	20,832	21,095	21,358	21,621	21,884	22,147	22,410	22,673	22,936	23,199	263
	COLA	562	562	562	562	562	562	562	562	562	562	562	562	
	BASE SALARY	20,868	21,131	21,394	21,657	21,920	22,183	22,446	22,709	22,972	23,235	23,498	23,761	


**FLEXIBLE EMPLOYEES—HOURLY RATES
EFFECTIVE JULY 24, 1982 (PP16-82)**

STEPS	1	2	3	4	5	6	7	8	9	10	11	12	
3	BASIC	9.30	9.40	9.50	9.61	9.71	9.81	9.92	10.02	10.12	10.23	10.33	10.43
	COLA	.27	.27	.27	.27	.27	.27	.27	.27	.27	.27	.27	.27
	BASE	9.57	9.67	9.77	9.88	9.98	10.08	10.19	10.29	10.39	10.50	10.60	10.70
4	BASIC	9.55	9.66	9.77	9.88	10.00	10.11	10.22	10.33	10.44	10.56	10.67	10.78
	COLA	.27	.27	.27	.27	.27	.27	.27	.27	.27	.27	.27	.27
	BASE	9.82	9.93	10.04	10.15	10.27	10.38	10.49	10.60	10.71	10.83	10.94	11.05
5	BASIC	9.32	9.54	10.06	10.18	10.30	10.42	10.54	10.66	10.78	10.90	11.02	11.15
	COLA	.27	.27	.27	.27	.27	.27	.27	.27	.27	.27	.27	.27
	BASE	10.09	10.21	10.33	10.45	10.57	10.69	10.81	10.93	11.05	11.17	11.29	11.42
6	BASIC	10.11	10.24	10.37	10.51	10.64	10.77	10.90	11.03	11.16	11.29	11.42	11.55
	COLA	.27	.27	.27	.27	.27	.27	.27	.27	.27	.27	.27	.27
	BASE	10.38	10.51	10.64	10.78	10.91	11.04	11.17	11.30	11.43	11.56	11.69	11.82

**HOURLY RATE REGULARS
EFFECTIVE JULY 24, 1982 (PP16-82)**

STEPS	1	2	3	4	5	6	7	8	9	10	11	12	
3	BASIC	8.97	9.07	9.17	9.27	9.37	9.47	9.57	9.67	9.77	9.87	9.97	10.07
	COLA	.27	.27	.27	.27	.27	.27	.27	.27	.27	.27	.27	.27
	BASE	9.24	9.34	9.44	9.54	9.64	9.74	9.84	9.94	10.04	10.14	10.24	10.34
4	BASIC	9.22	9.32	9.42	9.54	9.65	9.76	9.87	9.97	10.08	10.19	10.30	10.41
	COLA	.27	.27	.27	.27	.27	.27	.27	.27	.27	.27	.27	.27
	BASE	9.49	9.59	9.70	9.81	9.92	10.03	10.14	10.24	10.35	10.46	10.57	10.69
5	BASIC	9.48	9.60	9.71	9.83	9.95	10.06	10.18	10.29	10.41	10.53	10.64	10.76
	COLA	.27	.27	.27	.27	.27	.27	.27	.27	.27	.27	.27	.27
	BASE	9.75	9.87	9.98	10.10	10.22	10.33	10.45	10.56	10.68	10.80	10.91	11.03
6	BASIC	9.76	9.89	10.02	10.14	10.27	10.39	10.52	10.65	10.77	10.90	11.03	11.15
	COLA	.27	.27	.27	.27	.27	.27	.27	.27	.27	.27	.27	.27
	BASE	10.03	10.16	10.29	10.41	10.54	10.66	10.79	10.92	11.04	11.17	11.30	11.42

★ ★ ★ RETIREE ELIGIBLE SCHEDULE ★ ★ ★

UNITED STATES POSTAL SERVICE
 **POSTAL SERVICE**

**SUBSTITUTE RURAL CARRIER
 6 DAY EVALUATED SCHEDULE
 EFFECTIVE JULY 24, 1982 (PP16-82)**

HOURS	STEPS	1	2	3	4	5	6	7	8	9	10	11	12
35	BASIC	50.32	51.07	51.82	52.57	53.32	54.07	54.82	55.57	56.32	57.07	57.82	58.56
	COLA	1.62	1.62	1.62	1.62	1.62	1.62	1.62	1.62	1.62	1.62	1.62	1.62
	BASE	51.94	52.69	53.44	54.19	54.94	55.69	56.44	57.19	57.94	58.69	59.44	60.18
36	BASIC	51.76	52.53	53.30	54.07	54.83	55.60	56.37	57.14	57.91	58.68	59.45	60.22
	COLA	1.67	1.67	1.67	1.67	1.67	1.67	1.67	1.67	1.67	1.67	1.67	1.67
	BASE	53.43	54.20	54.97	55.74	56.50	57.27	58.04	58.81	59.58	60.35	61.12	61.89
37	BASIC	53.20	53.99	54.78	55.57	56.37	57.16	57.95	58.74	59.53	60.33	61.12	61.91
	COLA	1.72	1.72	1.72	1.72	1.72	1.72	1.72	1.72	1.72	1.72	1.72	1.72
	BASE	54.92	55.71	56.50	57.29	58.09	58.88	59.67	60.46	61.25	62.05	62.84	63.63
38	BASIC	54.64	55.45	56.26	57.07	57.88	58.70	59.51	60.32	61.13	61.94	62.76	63.57
	COLA	1.76	1.76	1.76	1.76	1.76	1.76	1.76	1.76	1.76	1.76	1.76	1.76
	BASE	56.40	57.21	58.02	58.83	59.64	60.46	61.27	62.08	62.89	63.70	64.52	65.33
39	BASIC	56.07	56.91	57.74	58.58	59.41	60.25	61.08	61.92	62.75	63.59	64.42	65.26
	COLA	1.81	1.81	1.81	1.81	1.81	1.81	1.81	1.81	1.81	1.81	1.81	1.81
	BASE	57.88	58.72	59.55	60.39	61.22	62.06	62.89	63.73	64.56	65.40	66.23	67.07
40	BASIC	57.51	58.37	59.22	60.08	60.93	61.79	62.64	63.50	64.35	65.20	66.06	66.91
	COLA	1.85	1.85	1.85	1.85	1.85	1.85	1.85	1.85	1.85	1.85	1.85	1.85
	BASE	59.36	60.22	61.07	61.93	62.78	63.64	64.49	65.35	66.20	67.05	67.91	68.76
41	BASIC	59.67	60.55	61.44	62.33	63.22	64.11	64.99	65.88	66.77	67.66	68.54	69.43
	COLA	1.92	1.92	1.92	1.92	1.92	1.92	1.92	1.92	1.92	1.92	1.92	1.92
	BASE	61.59	62.47	63.36	64.25	65.14	66.03	66.91	67.80	68.69	69.58	70.46	71.35
42	BASIC	61.83	62.74	63.66	64.58	65.50	66.41	67.33	68.25	69.17	70.08	71.00	71.92
	COLA	1.99	1.99	1.99	1.99	1.99	1.99	1.99	1.99	1.99	1.99	1.99	1.99
	BASE	63.82	64.73	65.65	66.57	67.49	68.40	69.32	70.24	71.16	72.07	72.99	73.91
43	BASIC	63.98	64.93	65.88	66.83	67.78	68.73	69.68	70.63	71.58	72.53	73.49	74.44
	COLA	2.06	2.06	2.06	2.06	2.06	2.06	2.06	2.06	2.06	2.06	2.06	2.06
	BASE	66.04	66.99	67.94	68.89	69.84	70.79	71.74	72.69	73.64	74.59	75.55	76.50
44	BASIC	66.14	67.12	68.11	69.09	70.07	71.06	72.04	73.02	74.01	74.99	75.97	76.96
	COLA	2.13	2.13	2.13	2.13	2.13	2.13	2.13	2.13	2.13	2.13	2.13	2.13
	BASE	68.27	69.25	70.24	71.22	72.20	73.19	74.17	75.15	76.14	77.12	78.10	79.09
45	BASIC	68.29	69.31	70.33	71.34	72.36	73.38	74.39	75.41	76.43	77.44	78.46	79.48
	COLA	2.20	2.20	2.20	2.20	2.20	2.20	2.20	2.20	2.20	2.20	2.20	2.20
	BASE	70.49	71.51	72.53	73.54	74.56	75.58	76.59	77.61	78.63	79.64	80.66	81.68
46	BASIC	70.45	71.50	72.54	73.59	74.64	75.68	76.73	77.78	78.82	79.87	80.91	81.96
	COLA	2.27	2.27	2.27	2.27	2.27	2.27	2.27	2.27	2.27	2.27	2.27	2.27
	BASE	72.72	73.77	74.81	75.86	76.91	77.95	79.00	80.05	81.09	82.14	83.18	84.23
47	BASIC	72.61	73.69	74.77	75.84	76.92	78.00	79.08	80.16	81.24	82.32	83.40	84.48
	COLA	2.34	2.34	2.34	2.34	2.34	2.34	2.34	2.34	2.34	2.34	2.34	2.34
	BASE	74.95	76.03	77.11	78.18	79.26	80.34	81.42	82.50	83.58	84.66	85.74	86.82
48	BASIC	74.77	75.88	76.99	78.10	79.21	80.33	81.44	82.55	83.66	84.78	85.89	87.00
	COLA	2.41	2.41	2.41	2.41	2.41	2.41	2.41	2.41	2.41	2.41	2.41	2.41
	BASE	77.18	78.29	79.40	80.51	81.62	82.74	83.85	84.96	86.07	87.19	88.30	89.41

★ ★ ★ ★ RETIREE ELIGIBLE SCHEDULE ★ ★ ★ ★



**SUBSTITUTE RURAL CARRIER
5 1/2 DAY EVALUATED SCHEDULE
EFFECTIVE JULY 24, 1982 (PP16-82)**

HOURS	STEPS	1	2	3	4	5	6	7	8	9	10	11	12
41	BASIC	65.27	66.24	67.21	68.18	69.15	70.12	71.09	72.06	73.04	74.01	74.98	75.95
	COLA	2.10	2.10	2.10	2.10	2.10	2.10	2.10	2.10	2.10	2.10	2.10	2.10
	BASE	67.37	68.34	69.31	70.28	71.25	72.22	73.19	74.16	75.14	76.11	77.08	78.05
42	BASIC	67.63	68.63	69.64	70.64	71.64	72.65	73.65	74.65	75.66	76.66	77.66	78.67
	CCLA	2.18	2.18	2.18	2.18	2.18	2.18	2.18	2.18	2.18	2.18	2.18	2.18
	BASE	69.81	70.81	71.82	72.82	73.82	74.83	75.83	76.83	77.84	78.84	79.84	80.85
43	BASIC	69.99	71.03	72.06	73.10	74.14	75.18	76.22	77.26	78.30	79.34	80.38	81.42
	COLA	2.26	2.26	2.26	2.26	2.26	2.26	2.26	2.26	2.26	2.26	2.26	2.26
	BASE	72.25	73.29	74.32	75.36	76.40	77.44	78.48	79.52	80.56	81.60	82.64	83.68
44	BASIC	72.35	73.42	74.50	75.57	76.65	77.73	78.80	79.88	80.95	82.03	83.10	84.18
	CCLA	2.33	2.33	2.33	2.33	2.33	2.33	2.33	2.33	2.33	2.33	2.33	2.33
	BASE	74.68	75.75	76.83	77.90	78.98	80.06	81.13	82.21	83.28	84.36	85.43	86.51
45	BASIC	74.70	75.82	76.93	78.04	79.15	80.26	81.38	82.49	83.60	84.71	85.82	86.94
	COLA	2.41	2.41	2.41	2.41	2.41	2.41	2.41	2.41	2.41	2.41	2.41	2.41
	BASE	77.11	78.23	79.34	80.45	81.56	82.67	83.79	84.90	86.01	87.12	88.23	89.35
46	BASIC	77.06	78.21	79.35	80.50	81.64	82.79	83.93	85.08	86.22	87.36	88.51	89.65
	CCLA	2.48	2.48	2.48	2.48	2.48	2.48	2.48	2.48	2.48	2.48	2.48	2.48
	BASE	79.54	80.69	81.83	82.98	84.12	85.27	86.41	87.56	88.70	89.84	90.99	92.13



**SUBSTITUTE RURAL CARRIER
5 DAY EVALUATED SCHEDULE
EFFECTIVE JULY 24, 1982 (PP16-82)**

HOURS	STEPS	1	2	3	4	5	6	7	8	9	10	11	12
40	BASIC	69.43	70.46	71.49	72.52	73.55	74.59	75.62	76.65	77.68	78.71	79.75	80.78
	COLA	2.24	2.24	2.24	2.24	2.24	2.24	2.24	2.24	2.24	2.24	2.24	2.24
	BASE	71.67	72.70	73.73	74.76	75.79	76.83	77.86	78.89	79.92	80.95	81.99	83.02
41	BASIC	72.03	73.10	74.17	75.24	76.31	77.39	78.46	79.53	80.60	81.67	82.75	83.82
	COLA	2.32	2.32	2.32	2.32	2.32	2.32	2.32	2.32	2.32	2.32	2.32	2.32
	BASE	74.35	75.42	76.49	77.56	78.63	79.71	80.78	81.85	82.92	83.99	85.07	86.14
42	BASIC	74.63	75.74	76.85	77.96	79.06	80.17	81.28	82.39	83.49	84.60	85.71	86.82
	CCLA	2.41	2.41	2.41	2.41	2.41	2.41	2.41	2.41	2.41	2.41	2.41	2.41
	BASE	77.04	78.15	79.26	80.37	81.47	82.58	83.69	84.80	85.90	87.01	88.12	89.23
43	BASIC	77.24	78.38	79.53	80.68	81.82	82.97	84.12	85.27	86.41	87.56	88.71	89.86
	COLA	2.49	2.49	2.49	2.49	2.49	2.49	2.49	2.49	2.49	2.49	2.49	2.49
	BASE	79.73	80.87	82.02	83.17	84.31	85.46	86.61	87.76	88.90	90.05	91.20	92.35
44	BASIC	79.84	81.03	82.22	83.40	84.59	85.78	86.96	88.15	89.34	90.53	91.71	92.90
	CCLA	2.57	2.57	2.57	2.57	2.57	2.57	2.57	2.57	2.57	2.57	2.57	2.57
	BASE	82.41	83.60	84.79	85.97	87.16	88.35	89.53	90.72	91.91	93.10	94.28	95.47
45	BASIC	82.44	83.67	84.90	86.12	87.35	88.58	89.80	91.03	92.26	93.49	94.71	95.94
	COLA	2.66	2.66	2.66	2.66	2.66	2.66	2.66	2.66	2.66	2.66	2.66	2.66
	BASE	85.10	86.33	87.56	88.78	90.01	91.24	92.46	93.69	94.92	96.15	97.37	98.60
46	BASIC	85.05	86.31	87.57	88.84	90.10	91.36	92.63	93.89	95.15	96.41	97.68	98.94
	CCLA	2.74	2.74	2.74	2.74	2.74	2.74	2.74	2.74	2.74	2.74	2.74	2.74
	BASE	87.79	89.05	90.31	91.58	92.84	94.10	95.37	96.63	97.89	99.15	100.42	101.68
47	BASIC	87.65	88.95	90.25	91.56	92.86	94.16	95.47	96.77	98.07	99.37	100.68	101.98
	COLA	2.83	2.83	2.83	2.83	2.83	2.83	2.83	2.83	2.83	2.83	2.83	2.83
	BASE	90.48	91.78	93.08	94.39	95.69	96.99	98.30	99.60	100.90	102.20	103.51	104.81
48	BASIC	90.25	91.60	92.94	94.28	95.63	96.97	98.31	99.65	101.00	102.34	103.68	105.02
	CCLA	2.91	2.91	2.91	2.91	2.91	2.91	2.91	2.91	2.91	2.91	2.91	2.91
	BASE	93.16	94.51	95.85	97.19	98.54	99.88	101.22	102.56	103.91	105.25	106.59	107.93



★ ★ ★ ★ ★ RETIREE ELIGIBLE SCHEDULE ★ ★ ★ ★ ★
RURAL CARRIER MILEAGE SCHEDULE (RCS)
EFFECTIVE JULY 24, 1982 (PP18-82)

Table with columns: MILES, STEPS (1-12), and STEP INCR. Rows represent mileage schedules for steps 30 through 52, categorized by BASIC, COLA, and BASE.

★ ★ ★ ★ ★ RETIREE ELIGIBLE SCHEDULE ★ ★ ★ ★ ★



RURAL CARRIER MILEAGE SCHEDULE (RCS)

EFFECTIVE JULY 24, 1982 (PP16-82)

Table with columns: MILES, STEPS (1-12), and STEP INCR. It lists mileage schedules for 23 rows of BASIC, COLA, and BASE rates.



★ ★ ★ ★ RETIREE ELIGIBLE SCHEDULE ★ ★ ★ ★ ★
RURAL CARRIER MILEAGE SCHEDULE (RCS)
 EFFECTIVE JULY 24, 1982 (PP16-82)

MILES	STEPS	1	2	3	4	5	6	7	8	9	10	11	12	STEP INCR.
124	BASIC	19,996	20,255	20,514	20,773	21,032	21,291	21,550	21,809	22,068	22,327	22,586	22,845	259
	COLA	562	562	562	562	562	562	562	562	562	562	562	562	
	BASE	20,558	20,817	21,076	21,335	21,594	21,853	22,112	22,371	22,630	22,889	23,148	23,407	
125	BASIC	20,328	20,287	20,546	20,805	21,064	21,323	21,582	21,841	22,100	22,359	22,618	22,877	259
	COLA	562	562	562	562	562	562	562	562	562	562	562	562	
	BASE	20,590	20,849	21,108	21,367	21,626	21,885	22,144	22,403	22,662	22,921	23,180	23,439	
126	BASIC	20,059	20,318	20,577	20,836	21,095	21,354	21,613	21,872	22,131	22,390	22,649	22,908	259
	COLA	562	562	562	562	562	562	562	562	562	562	562	562	
	BASE	20,621	20,880	21,139	21,398	21,657	21,916	22,175	22,434	22,693	22,952	23,211	23,470	
127	BASIC	20,390	20,349	20,608	20,867	21,126	21,385	21,644	21,903	22,162	22,421	22,680	22,939	259
	COLA	562	562	562	562	562	562	562	562	562	562	562	562	
	BASE	20,652	20,911	21,170	21,429	21,688	21,947	22,206	22,465	22,724	22,983	23,242	23,501	
128	BASIC	20,122	20,381	20,640	20,899	21,158	21,417	21,676	21,935	22,194	22,453	22,712	22,971	259
	COLA	562	562	562	562	562	562	562	562	562	562	562	562	
	BASE	20,684	20,943	21,202	21,461	21,720	21,979	22,238	22,497	22,756	23,015	23,274	23,533	
129	BASIC	20,153	20,412	20,671	20,930	21,189	21,448	21,707	21,966	22,225	22,484	22,743	23,002	259
	COLA	562	562	562	562	562	562	562	562	562	562	562	562	
	BASE	20,715	20,974	21,233	21,492	21,751	22,010	22,269	22,528	22,787	23,046	23,305	23,564	
130	BASIC	20,184	20,443	20,702	20,961	21,220	21,479	21,738	21,997	22,256	22,515	22,774	23,033	259
	COLA	562	562	562	562	562	562	562	562	562	562	562	562	
	BASE	20,746	21,005	21,264	21,523	21,782	22,041	22,300	22,559	22,818	23,077	23,336	23,595	
131	BASIC	20,216	20,475	20,734	20,993	21,252	21,511	21,770	22,029	22,288	22,547	22,806	23,065	259
	COLA	562	562	562	562	562	562	562	562	562	562	562	562	
	BASE	20,778	21,037	21,296	21,555	21,814	22,073	22,332	22,591	22,850	23,109	23,368	23,627	
132	BASIC	20,247	20,506	20,765	21,024	21,283	21,542	21,801	22,060	22,319	22,578	22,837	23,096	259
	COLA	562	562	562	562	562	562	562	562	562	562	562	562	
	BASE	20,809	21,068	21,327	21,586	21,845	22,104	22,363	22,622	22,881	23,140	23,399	23,658	
133	BASIC	20,278	20,537	20,796	21,055	21,314	21,573	21,832	22,091	22,350	22,609	22,868	23,127	259
	COLA	562	562	562	562	562	562	562	562	562	562	562	562	
	BASE	20,840	21,099	21,358	21,617	21,876	22,135	22,394	22,653	22,912	23,171	23,430	23,689	
134	BASIC	20,310	20,569	20,828	21,087	21,346	21,605	21,864	22,123	22,382	22,641	22,900	23,159	259
	COLA	562	562	562	562	562	562	562	562	562	562	562	562	
	BASE	20,872	21,131	21,390	21,649	21,908	22,167	22,426	22,685	22,944	23,203	23,462	23,721	
135	BASIC	20,341	20,600	20,859	21,118	21,377	21,636	21,895	22,154	22,413	22,672	22,931	23,190	259
	COLA	562	562	562	562	562	562	562	562	562	562	562	562	
	BASE	20,903	21,162	21,421	21,680	21,939	22,198	22,457	22,716	22,975	23,234	23,493	23,752	
136	BASIC	20,373	20,632	20,891	21,150	21,409	21,668	21,927	22,186	22,445	22,704	22,963	23,222	259
	COLA	562	562	562	562	562	562	562	562	562	562	562	562	
	BASE	20,935	21,194	21,453	21,712	21,971	22,230	22,489	22,748	23,007	23,266	23,525	23,784	
137	BASIC	20,404	20,663	20,922	21,181	21,440	21,699	21,958	22,217	22,476	22,735	22,994	23,253	259
	COLA	562	562	562	562	562	562	562	562	562	562	562	562	
	BASE	20,966	21,225	21,484	21,743	22,002	22,261	22,520	22,779	23,038	23,297	23,556	23,815	
138	BASIC	20,435	20,694	20,953	21,212	21,471	21,730	21,989	22,248	22,507	22,766	23,025	23,284	259
	COLA	562	562	562	562	562	562	562	562	562	562	562	562	
	BASE	20,997	21,256	21,515	21,774	22,033	22,292	22,551	22,810	23,069	23,328	23,587	23,846	
139	BASIC	20,467	20,726	20,985	21,244	21,503	21,762	22,021	22,280	22,539	22,798	23,057	23,316	259
	COLA	562	562	562	562	562	562	562	562	562	562	562	562	
	BASE	21,029	21,288	21,547	21,806	22,065	22,324	22,583	22,842	23,101	23,360	23,619	23,878	
140	BASIC	20,498	20,757	21,016	21,275	21,534	21,793	22,052	22,311	22,570	22,829	23,088	23,347	259
	COLA	562	562	562	562	562	562	562	562	562	562	562	562	
	BASE	21,060	21,319	21,578	21,837	22,096	22,355	22,614	22,873	23,132	23,391	23,650	23,909	

4-Cent Stagecoach Regular Coil Stamp

The 4-cent Stagecoach coil stamp will be placed on sale August 19, 1982, in Milwaukee, WI.

DO NOT SELL BEFORE AUGUST 20, 1982.



Copyright U.S. Postal Service 1982. Issued in coils of 500 and 3,000. Collector information will be found on page 37.

Supply. An automatic distribution of the nonpre-cancelled 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 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.....	800

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 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 741*) 50, 100, 150, 200, 400 and multiples of 400 to maximum of 2,000; coils of 3,000 (*item 742*) 8, 16, 24, 32, 64, and multiples of 64 to maximum of 768.

Less-than-bulk Quantities. Post offices with 949 or less revenue units and all other offices should immediately submit a separate Form 17, *Stamp Requisition*, to their designated Stamp Distribution Office.—*Customer Services Dept., 7-22-82.*

All Personnel Processing Mail for Dispatch Abroad

Foreign Order Notice 74

Final Orders

The tentative *Lottery Orders* against the following have become final:

CANADA

JWB
P.O. Box 5206
LaSalle, Ontario

IRELAND

Joan Blake
72 Haroldscross Road
Dublin

ITALY

C. Bongiovanni
Casella Postale 5064
at
Roma (Ostiense)
and
Viale dei Colli Portuensi, 84
at
00151 Roma

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

This notice may be posted at the outgoing primary and it must be posted on the Foreign Order Board at all SCFs and designated International Exchange Offices.—*Judicial Officer, 7-22-82.*

Treasury Department Checks

The Treasury Department has advised that August supplemental Security Income and VA Compensation and Pension checks are to be delivered Friday, July 30. The envelopes for both of these payments will bear the following endorsement:

POSTMASTER: Requested Delivery Date is the 30th Day of the Month

Treasury has also advised that August Civil Service annuity, public debt interest and Railroad Retirement checks are to be delivered on Monday, August 2. These check envelopes will be endorsed as follows:

POSTMASTER: Requested Delivery Date is the 1st Day of the Month or the First Delivery Date Thereafter

Postmasters and supervisors are asked to plan to complete delivery of these checks on the dates specified above.—*Mail Processing Dept., 7-22-82.*

CHAPTER 5

INSPECTION, COUNT OF MAIL, AND INTERIM ADJUSTMENT OF RURAL ROUTES

510 Inspection of Rural Routes

511 Definition. The inspection of a rural route is the physical inspection of the route and route conditions made by the postmaster or a designee while accompanying the carrier on the route.

512 Frequency. *The inspection of rural routes will be conducted at least once each year as scheduled by management.*

513 Purpose. The purpose of the inspection is to obtain current and accurate data, including (but not limited to) route and delivery conditions, **number and types of boxes served**, minimum stops possible to serve all boxes on the route, **location, time and frequency of authorized dismounts, and dismount distances**. Route layout is reviewed by management to identify necessary route travel changes to improve efficiency and economy of service. In addition, any hazardous conditions must be examined and the appropriate action taken to correct them.

514 Responsibilities of Carriers

514.1 During the inspection rural carriers must

a. Travel the route and deliver the mail precisely as they do the rest of the year.

b. Inform the postmaster or designee making the inspection of any boxes that have remained vacant for over 90 days.

c. Assist in identifying hazards or hazardous conditions on the route and recommend actions to eliminate or reduce them to the maximum extent practicable.

514.2 If the vehicle (normally used on the route) will not accommodate the route inspector, the carrier may be requested (*but not required*) to supply an appropriate vehicle. EMA will be paid in accordance with part 132.1a.

520 National/Special Count of Mail

521 Introduction. These instructions provide standardized and uniform procedures for conducting the count of mail on rural routes. An understanding of instructions by rural carriers will help assure the accuracy of the count data, the prompt evaluation, and correct classification of rural routes. Postmasters, supervisors, and rural carriers must ensure that mail counts are properly conducted and the data reported is accurate.

522 Purpose and Definition of Count**522.1 General**

.11 A count of mail is the physical counting and recording, at specific times, of the number of pieces of mail delivered, collected, or handled on rural routes. The count of mail is used to assemble data which provide the basis for the evaluation of the individual route. These route statistics will indicate:

a. Volume of mail handled.

b. Amount of office and route time used by the carrier.

c. Adequacy of service to rural customers.

d. Efficiency and performance of the carrier.

.12 The evaluation of a rural route is determined by the mail volume, daily miles traveled, the number **and type** of boxes served and fixed or variable time allowances (see Exhibit 522.12).

.13 These instructions will be followed throughout the year for all special mail counts.

522.2 Coverage and Count Period

.21 A national mail count will be conducted on all rural routes during the last 12 working days of September in accordance with the provisions of the USPS/NRLCA National Agreement. During those years where a national count is not held, special counts will be conducted on those routes which qualify in accordance with 522.22.

.22 Special counts will be conducted only under the following 3 circumstances:

a. Substantial route adjustments including route consolidations involving a service change of 4 hours or more. Normally this is a result of an adjustment of territory.

b. For routes experiencing 240 minutes in substantial service changes in accordance with Article 30.1.C.11 of the USPS/NRLCA National Agreement. Normally, this is a result of changes in delivery growth.

c. When circumstances have negated the validity of the latest count and evaluation. No salary adjustments will be made as a result of the count unless the evaluation of the route is changed by 2 full hours (120 minutes) or more.

.23 No special counts will be conducted in July, August, or December. Special counts held in September will be conducted during the last twelve working days of the month. Special counts held during any other month will be scheduled in accordance with the provisions of the USPS/NRLCA National Agreement.

522.3 Responsibility

.31 Conferences and Meetings. At least 15 days before the start of the count, postmasters will hold joint conferences of supervisors and rural carriers to discuss these procedures and instructions. In addition, at the time of the **national** or special count, the postmaster must arrange a meeting with each eligible rural carrier to discuss requirements for election of a higher classification for which the rural carrier may qualify (see part 525.23).

.32 Accuracy of Count

.321 Postmasters or supervisors must make the Form 4241, *Rural Delivery Statistics Report* (see Exhibit 525.2), available to the carriers in the office for review for two full days before the carriers are required to sign the forms. Before the carriers are given the Forms 4241 for review, all columns must be completed and totaled.

.322 Signatures of the postmaster and carrier are considered verification of the validity of the count data.

.33 Resolving Disagreements

.331 When the carrier disagrees with the count data the carrier need not sign the form. The carrier must, however, submit written comments promptly, explaining in detail the reasons for objecting and the exact nature of the supposed errors or omissions. The postmaster also **must** include comments in writing concerning any questions raised by the carrier. Form 4241 together with letters from the postmaster and carrier will be forwarded to the MSC.

.332 A prompt written reply to the postmaster **must** be furnished by the MSC office advising of the decision. The carrier **must** be promptly informed in writing by local management of the decision and the reasons therefore.

.333 Where there is a disagreement on the actual number of pieces counted, every effort should be made to resolve the matter immediately at the local level.

523 Conducting the Count

523.1 All classes of mail handled by each rural carrier **must** be counted daily during the official count period. Mail must be counted at the facility where the carrier will case the mail and before it is cased.

Note:

a. During the 12 days of the mail count on mileage (M) or Rural Carrier Schedule (RCS) routes, the carrier will count the mail 8 days and the postmaster or supervisor will count 4 days (picked at random). **Exception: Those mileage routes classified as high density (L) will be counted by management on all days.** The carrier may observe and may also count, if so desired, on the days management makes the count.

b. When in the judgment of management the route border-lines evaluated status, the supervisor or postmaster will make the full 12-day count.

c. On routes classified **evaluated, high density (L)**, or auxiliary the postmaster or supervisor will make the count on all days during the count period. (This requirement is applicable where post offices are closed on Saturday and supervisory personnel are not normally on duty.) The rural carrier may observe and may also count the mail. However, mail delivered and collected must be counted by the postmaster or supervisor and entered on the daily count forms. Carriers may observe, if they wish, the mail count on their relief days or on days they are in a leave status. (Any carrier who observes the mail count on a relief day or while in a leave status, must be in a non duty status and must not participate in the office work activities.)

523.2 Care must be exercised to assure that all entries on the count forms are proper.

524 Casing of Mail by Carrier

524.1 The principle underlying the count is that the same mail flow conditions prevail during the count period that are normally in effect the rest of the year. All mail available up to the normal cutoff time for distribution on the day preceding the count will be delivered on that day, and all mail available up to the normal cutoff time on the last day of the count will be included in the count and delivered.

524.2 Available mail is that mail distributed and placed on carrier case ledges, in hampers, trays, or on the floor beneath the carrier case, and that which is in distribution cases up to the cutoff or final withdrawal

time prior to departure time to serve the route. It does not include mail distributed after the scheduled cutoff or final withdrawal time, or mail received too late for distribution, as long as the requirements in POSTAL OPERATIONS MANUAL 612.1 are met.

Note: The withdrawal of mail from distribution cases by carriers or the placing of mail at or near carrier cases by another employee will be in accordance with the nationally established criteria. The withdrawal procedure established for the count period should be the same at that which will normally be followed the remainder of the year.

524.3 Mail will be distributed to ensure a normal flow on the day preceding the count period and the last day of the count. All simplified address mail available at delivery units will be distributed to rural carriers during the count period; except that where a commitment has been made to a mailer to deliver on a specific date other than the count period, the mailer's request must be honored.

524.4 The method of handling or casing box-holder mail shall be at the option of the carrier.

524.5 Carriers who normally case mail upon return to the office after completing their routes are to continue this practice on the Saturday preceding the count and during the count period. Carriers who do not case mail upon return to the office after completing their routes will not do so on the Saturday preceding the count nor during the count period. All mail must be recorded on Form 4239, *Count of Mail (Rural Route)*, (see Exhibit 525.1), for the day of the count on which it is cased. Therefore, mail cased on the Saturday preceding the count period will not be included in the count. However, mail cased after the carrier returns from serving the route on the last day of the count will be credited on the same Form 4239 used earlier in the day and will be included in the count.

525 Mail Count Forms

525.1 Form 4239, *Count of Mail (Rural Route)*. (See Exhibit 525.1.)

.11 Description

.111 Form 4239 is designed to function as a combination daily worksheet and mail count record. This important daily record provides the basic source of mail volume and time data which is transferred to Form 4241 and consolidated for the two week period. (A separate form is used to record each day's mail count.)

.112 The postmaster, supervisor, or mileage route carrier responsible for making the count will prepare Form 4239 daily. The Form 4239 worksheets are to be completed as the mail is counted. After completion of the Form 4239 daily, the original will be retained by the postmaster, and the carbon copy will be given to the carrier.

Note: When management completes Form 4239, upon request it will be shown to the carrier before the mail is trayed or strapped out, to allow verification of the count data.

.113 The postmaster, supervisor, or carrier who makes the daily count must sign Form 4239 each day.

.114 Carriers serving **evaluated, high density (L)**, or auxiliary routes will not make any entries on Form 4239.

.115 Form 4239 will be completed at intermediate offices having rural delivery and forwarded under cover daily to the headout office postmaster for consolidation on Form 4241. Form 4241 will not be completed at intermediate offices.

Note:

a. On presently classified **evaluated, high density (L)**, and auxiliary routes, the Form 4239 will be completed in accordance with part 523.1c.

b. On M routes **not classified as high density (L)**, the Form 4239 will be completed in accordance with parts 523.1a and 523.1b.

.12 Worksheet for Counting

The worksheet (**Form 4239**) must be completed in accordance with the following guidelines:

a. *Column A-Letter Size Mail*

(1) All letter size mail including ordinary letters, cards, newsletter type mail, and circulars 5 inches or less in width which can be cased in the separations of the carrier cases is entered in this column. Small magazines and small catalogs 5 inches or less in width and $\frac{3}{8}$ inch or less in thickness are included in this column. Detached address labels for sample merchandise, magazines, and catalogs are included in the letter count.

(2) Do not include newspapers, boxholders, flats, and rolls even though they may be cased with letter mail. Each direct bundle distributed and tied out at mail distribution cases is counted as one parcel and entered in Column C. Direct bundles tied out at the carrier case are not to be counted as parcels. Registered, certified, COD, numbered insured mail, Express Mail, and other accountable mail are not included in this column. Note: For special delivery articles, see Column F.

b. *Column B-Papers, Magazines, Catalogs, Flats, Other Size Mail.* Newspapers, flats, magazines, catalogs, rolls, and other non-letter size mail which can be cased for delivery using carrier casing equipment is entered in this column. This includes catalogs cased with other mail or cased separately. This does not include those items specifically referenced in *Column C-Parcels*. *Exceptions:* Simplified address articles, including mail with detached labels are to be counted as boxholder mail and entered in Column D. Each direct bundle distributed and tied out at mail distribution cases is counted as one parcel and entered in Column C. Direct bundles tied out at the carrier case are not to be counted as parcels. Registered, certified, COD, numbered insured mail, Express Mail, and other accountable mail are not counted in this column.

Note: For special delivery articles see Column F.

c. *Column C-Parcels*

(1) A parcel is any rigid article that exceeds any one of the following dimensions:

- a) 5 inches in height
- b) 18 inches in length
- c) $1\frac{9}{16}$ inches in width

(Example: A rigid article which measures 4 x 15 x $1\frac{3}{4}$ inches would be recorded as a parcel because the $1\frac{3}{4}$ inch thickness exceeds the $1\frac{9}{16}$ inch criteria. However, a rigid article which measured 5 x 18 x $1\frac{9}{16}$ inches would be recorded as a flat because

none of the dimensions exceed the stated criteria. This includes articles properly prepared and endorsed "Do Not Fold or Bend" in accordance with DMM 121.42c.)

(2) In addition, any non-rigid article that will not fit in the letter or flat separations (where flat separations are used) *with other mail* is considered a parcel.

(3) The carrier has the option of handling odd-size articles either with flat mail or separately regardless of how it is credited.

(4) Parcels with detached labels will not be entered in this column but will be counted as boxholders in Column D. Only specifically addressed samples too large to be cased will be included in the parcel count.

(5) Each direct bundle distributed and tied out at the mail distribution cases is counted as a parcel. Direct bundles tied out at the carrier's case *are not counted* as a parcel.

(6) Registered, certified, COD, numbered insured mail, Express Mail, and other accountable mail are not counted in this column.

Note: For special delivery articles see Column F.

d. *Column D-Boxholders.* The daily number of boxholders taken out for delivery on the route must be entered. This includes all simplified address mail, including samples with simplified address (see DMM, section 122.4). When samples are received with detached address labels, enter the total number of samples. (See part 525.12a, Column A, for recording the label count.) The number of pieces of boxholder mail must not exceed the number of families on the route for each mailing. All boxholders, whether cased or not, are included in this column.

e. *Column E-Boxholders Strapped Out.* (This section is no longer in use.)

f. *Column F-Registered, Certified, and Special Delivery Articles, Numbered Insured Parcels, and Express Mail*

(1) The number of articles received daily for delivery is entered in this column. Entries in this column preclude entries for same items in Columns A, B, C, or P. Note: Where the carrier dismounts or leaves the line of travel to effect delivery or attempt delivery of special delivery mail, the number of special delivery articles will be entered in this column. Otherwise, they are entered in Columns A, B, or C as appropriate. Do not record any articles entered in Columns A, B, or C in Column F.

(2) On high density (L) routes only, where multiple accountable items are received for one address, the items are to be entered in a Firm Delivery Book, Form 3883. The route will receive credit for one accountable article per page or part page completed. For example, if a route received 10 accountable articles of which 5 were for delivery to one address, the route would receive credit for 6 accountable items: one item each for the five articles for delivery to individual addresses and one item total for the five items entered in the firm delivery book for delivery to the one address. Under no circumstances should a firm delivery book be used for delivery of only one accountable item.

(3) When firm delivery book is authorized for use on high density (L) routes, additional credit is allowed for handling return receipts on items listed in the book; see Column T.

g. *Column G-CODs and Customs Due Received for Delivery*

Enter the number of articles received daily for delivery.

h. Column H-Change of Address. The number of orders to change address (Form 3575, *Change of Address Order*, or Form 3546, *Notice to Change Forwarding Order*) received and entered during the count period in route directory or on Form 4232-A, *Customer's Name and Address*, Form 1564-B, *Orders to Box Section or Other Special Orders*, and/or Form 3982, *Changes of Address*, are entered in this column. Form 3546 initiated by the carrier is creditable as a forwarding order, provided it is not a duplication of previous action taken.

Note: The entry of a new or additional customer's name on Form 1564, *Address Change Sheet* or Form 4232-A is not to be recorded as a change of address order. There must be no accumulation of change of address orders at the start of the count period.

i. Column J-Marked Up

(1) The number of pieces of all classes of mail marked up is recorded in this column. Markups are mail undeliverable-as-addressed which require the carrier to endorse the mail with the new address or with the reason for non-delivery specified in DMM 159.1 (including pieces of no obvious value and indefinitely addressed mail). This includes mail deliverable from the same local delivery unit or other delivery unit. Not included are pieces for which Forms 3579, *Undeliverable 2nd, 3rd, 4th, or Controlled Circulation Matter*, were prepared. Mail missorted to a route must not be recorded as a markup except when it is deliverable from another local delivery unit, if known, in which case it must be endorsed with carrier initials and route number. Missorted and missent mail is included in the original count of mail. This also applies where routes have been adjusted, territory changed, and the mail is routed to the wrong carrier.

(2) Where mailing addresses have been changed from rural route and box number to street name and number, credit must not be given for a markup whether on the same route or where the territory has been transferred to another route. This is considered a handoff and credit is given in the original count of mail. At post offices where the Central Markup/Computerized Forwarding System is in effect, markup credits will be given for the following categories of undeliverable mail:

(a) *Mail sorted to the undeliverable-as-addressed separations.* Credit one markup for each bundle of the following categories of mail:

- (i) A-Z separations.
- (ii) Moved, Left No Address.
- (iii) Insufficient Address.
- (iv) Attempted, Not Known.
- (v) No Such Number.
- (vi) Undeliverable-As-Addressed, Unable to Forward.
- (vii) No Obvious Value.
- (b) *Deceased*
- (c) *No mail receptacle*
- (d) *Refused*
- (e) *Temporarily away.* This endorsement is only to be used when returning mail because the retention period as requested by the SENDER has expired.

(f) *Vacant* (obvious value third-class mail addressed to Occupant applies only to those rural routes where street and house numbers are used).

(g) *Indefinitely addressed mail*

(h) *Undeliverable, as addressed, parcel post.* Do not credit as a markup parcel post endorsed only to indicate that an attempted delivery notice was left.

(i) *Excess boxholders.* Carriers will:

(1) Bundle all excess boxholder mail (a sack, hamper, tray, etc. may be used for this purpose);

(2) Endorse a facing slip *In excess of requirements*, initial the slip, and attach it to the bundle of excess boxholder mail; and

(3) Be given credit for one markup.

j. Column K-Forms 3579 and 3868 Completed. The number of Forms 3579 and the number of Forms 3868, *Carrier's Clearance Receipt*, completed are entered in this column. Forms 3579 must be kept current so there are none on hand on the first day of the count. No duplicate Forms 3579 will be completed or counted during the count period. Where the Central Markup/Computerized Forwarding System is implemented, only the number of Forms 3868 completed is entered. Where the Central Markup/Computerized Forwarding System has not been implemented, postmasters or supervisors must verify *each Form 3579 claimed* to ensure compliance with the 30 or 90 day provisions in DMM section 159.1, and Exhibit 159.151, and part 232.12 of this handbook are being followed.

k. Column L-Money Order Applications. The number of money order applications received on the route is recorded in this column. If the rural carrier resides on the route he/she serves and regularly purchases money orders throughout the year, credit will be allowed. *Postmasters or supervisors will review each application daily.*

l. Column M-Letters and Flats Collected. The number of letters and flats collected on the route is entered in this column. If mail is received in bundles, each bundle is to be counted as one piece. Each piece in the bundle is not to be counted. Mail picked up from a collection box is not to be included. Actual time required to pick up mail from a collection box is to be entered under Column R, *Other Suitable Allowance*.

m. Column N-Ordinary and Insured Parcels Collected

(1) The number of ordinary and insured parcels accepted on the route is entered in this column. That is:

(a) Parcels that require the carrier to weigh, rate, and affix postage to the article, or

(b) Parcels weighing more than two pounds on which postage has been prepaid.

(2) Do not enter obvious letter and flat size mail, including filmpacks, etc., whether the carrier affixes postage or not. Presacked parcels on which postage has been computed are to be counted as one parcel for each sack. Parcels that are refused by the customer or are undeliverable SHALL NOT be credited as a parcel collected.

n. Column O-Registers and Certified Collected. The number of registered and certified articles accepted on the route is recorded in this column. Those articles returned when Form 3849-A or -B has been left for the customer are not included in the count. Time

credit for No Response-Left Notice items is included in the time factor for delivery.

o. Column P-Postage Due. The number of postage due articles taken out for delivery is entered. Postage due items are not to be included in Columns A or B.

p. Column Q-Loading Vehicle. The time actually used to transfer mail from the carrier's work area to the vehicle, including placing in the vehicle. This includes the time to take mail from the work area to the vehicle, and the time necessary to return the equipment used to a designated location. Postmasters or supervisors must observe the loading operation daily to assure that efficient practices are followed. The time required to place mail in gurneys or hampers will be included in loading time. In offices where the carrier does not normally withdraw all mail for the route, the required final withdraw from the designated distribution case or other equipment will be accomplished in conjunction with the loading operation and the actual time required included in the loading allowance. **DO NOT INCLUDE** the time used for this function if the carrier receives the withdrawing allowance. Loading time in excess of 15 minutes must be fully explained in the *Comments* section on Form 4241. However, the loading allowance is not to be interpreted as a minimum 15 minutes daily. The actual time shown for loading the vehicle must not include time for arranging parcels in delivery sequence as this is included in the time allowance for those items in Column C.

q. Column R-Other Suitable Allowance

(1) A reasonable time allowance may be claimed for unusual conditions or for other services rendered on a daily or weekly basis that are not accounted for under the normal work functions. This does not include time for vehicle breakdowns. Items for which time is claimed under this heading must be authorized by management and must be of a recurring daily or weekly nature. Where weekly recurring safety talks are conducted, actual time will be recorded in Column R.

(2) At those offices where the Central Markup System or the Computerized Forwarding System is installed, actual time will be allowed in Column R for time required to place CMU/CFS mail in the designated location.

(3) Where no office personnel are on duty when the carrier returns from serving the route on Saturday, the carrier will receive actual time allowance for duties performed over and above normal functions on this day and the following work day. (This does not include time spent counting mail or completing count forms.)

(4) These carriers who serve a non-personnel rural unit receive a minimum allowance of 15 minutes daily for each unit served. Boxes located in these units are not included in the route totals for boxes on the route as entered on Form 4241. Any additional time claimed for servicing a non-personnel unit must be adequately justified in the *Comments* section.

(5) Personal time or time used for purchasing and checking stamp stock at the office where the route starts is not entered; these are automatically granted by mechanical means.

(6) For those rural routes using USPS owned or leased vehicles, actual time allowance will be granted for those related, recurring functions such as servicing the vehicle, where required to do so, and for vehicle in-

spection. Actual time shall also be given for time required by the carrier to complete vehicle related forms. The postmaster or supervisor must record time under Column R, *Other Suitable Allowance*. Time spent waiting for vehicle repair or tow while on the route is not a recurring function and shall not be granted. If the vehicle is removed from the route, the time granted for vehicle related functions will be deducted and the route adjusted to reflect the new evaluation.

(7) All entries in Column R require justification in Comments section.

r. Column S-Purchasing Stamp Stock. Rural carriers on high density (L) routes are allowed to purchase stamps in amounts of less than 150 times the First-Class postage rate, when necessary. However, during any mail count, carriers on routes that are classified as L (or are expected to become L as a result of the count) must purchase stamp stock in minimum amounts of 150 times the First-Class postage rate in order to receive credit. Carriers on L routes not purchasing stamps in the required amounts will not be given credit for the purchase. While all denomination of stamps purchased by the carrier are considered in determining if the minimum purchase amount is met, carriers should only purchase those stamps required to service the needs of their individual route.

To determine the minimum purchase necessary, multiply the current First-Class postage rate for one ounce by 150. For example, if First-Class postage is 20¢ for the first ounce then the carrier must purchase at least \$30 in postage to receive credit (i.e., $150 \times .20 = 30.00$). If the rate were 22¢ then the required purchase to receive credit would be at least \$33 (i.e., $150 \times .22 = 33.00$). For each day an L route carrier (or a carrier on a route expected to become an L route) purchases the minimum quantity of stamps, enter a 1 in Column S. On days stamps are not purchased (or are purchased in less than the minimum quantity), enter a 0.

Note: On all other routes (non-L routes) make no entry in this column. The proper credit will be given by the Postal Data Center (PDC) on Form 4241-A when the route is evaluated.

s. Column T-Return Receipts. On high density (L) routes, the routes receive an additional credit for those return receipts for accountable items handled via Form 3883, *Firm Delivery Book* (see Column F). Enter in this column the number of return receipts attached to those accountable items entered on Form 3883. Do not enter any credit for return receipts on accountable items delivered by other than use of Form 3883. For example, if a route received ten (10) accountable items and each had a return receipt attached, but only four (4) of the items were listed in a firm delivery book, the route should receive credit for four (4) return receipts in Column T.

t. Column U-Authorized Dismounts. The number of authorized dismounts is shown on a daily basis. (See Part 313 for those instances where dismount deliveries may be authorized.) For example, a carrier is authorized to dismount at a school because of extreme daily mail volume. The school office is closed on Saturdays. The route would be credited with a dismount from Monday through Friday but would not receive dismount credit on Saturday. Authorized dismounts must be explained in the comments section.

When a carrier dismounts primarily to provide other services such as delivery or pick up of accountable mail, COD, Express Mail, etc., no dismount credit is authorized because existing time allowances include time for dismounting.

u. Column V-Authorized Dismount Distance (in feet).

(1) Enter the authorized dismount distance (in feet) traveled daily by the carrier. The distance entered could vary daily depending upon the number of dismounts authorized each day (see Column U). Before determining the authorized dismount distance, the manager must:

a) For single delivery point dismounts such as *Neighborhood Delivery and Collection Box Units* (NDCBUs), a school, mailroom, etc. establish the authorized parking location at the closest practicable point.

b) For multiple delivery point dismounts (such as multiple apartment buildings served from one park point, shopping centers, etc.) establish the parking location at the most advantageous point or points and lay out the authorized dismount line of travel between the delivery points in the most efficient travel pattern, to avoid unnecessary trips to the vehicle the use of a carrier satchel should be authorized, if warranted.

(2) When determining the authorized dismount distance, the manager must measure the most direct and/or efficient distance from the point of dismount from the vehicle to the delivery point or points and return to the vehicle. Measurements must be recorded to the closest foot. All entries must be made on the basis of the number of trips required of the carrier each day. (For example: A school is authorized as a dismount delivery point. The total dismount distance, from the vehicle to the delivery point and return, is computed to be 140 feet. If on the first day of the mail count the volume for this delivery requires only one trip by the carrier, the carrier would receive credit for one dismount in Column U and 140 feet dismount distance in Column V. If, however, on the second day the volume for this delivery required two trips, the carrier would receive credit for one dismount in Column U and 280 feet in dismount distance.)

(3) The line of travel established for the dismount should reasonably be expected to be available to the carrier at least 90% of the time. This consideration is especially important in areas that experience consistently heavy snowfalls where direct dismount routes (not coinciding with existing sidewalks) can be expected to be blocked for a large portion of the winter.

v. Column W-Counting Time. The number of minutes actually used in counting the mail. Only time used by carrier is recorded.

w. Column X-Waiting Time. The number of minutes carrier spent waiting for mail after the official starting time is entered.

x. Column Y-Intermediate Offices Served Daily, Services Performed at Intermediate Offices

(1) The number of intermediate post offices served daily is shown. Carriers who perform functions or services at intermediate offices for which time allowances are provided will receive appropriate time credit for these services.

(2) All functions performed or services provided at intermediate offices will be recorded daily on Form

4239 and forwarded to the postmaster at the carrier's originating office in a sealed envelope.

(3) Where a non-L route carrier purchases stamp stock at an intermediate office, the actual time required to perform this function, not to exceed 5 minutes daily, should be shown in the *Other Suitable Allowance* Column and explained under *Comments*. The normal frequency of stamp purchases at the intermediate office must be maintained during the mail count period.

Note: For L route carriers to receive this additional allowance, their purchases must meet the minimum requirements of 150 times the First-Class postage rate as previously described in Column S.

(4) When completing Form 4241 for the week, the postmaster at the office from which the route begins will include in the proper Total columns the items applicable to the intermediate office and will write in above the signature line the words, "includes services performed at intermediate office." The functions or services performed must be indicated on the form under *Comments*.

y. Column Z-Weight of Locked Pouches Carrier Daily. The weight carried in pounds (rounded to the nearest whole pound) of all mail to and/or from intermediate offices is shown. Carriers serving non-personnel rural units do not receive credit for a locked pouch.

525.2 Form 4241, *Rural Delivery Statistics Report* (See Exhibit 525.2)

.21 Definition. Form 4241 is the source document used to determine the evaluation of all rural routes.

.22 Completion of Form 4241

.221 The totals of Columns A-Z on Form 4239 are transferred daily to the proper lines on Form 4241. This information may be made available to the carrier.

.222 The official length of the route obtained from the latest Form 4003, *Official Rural Route Description* (see Exhibit 122.2), must be shown to two decimal places. However, the decimal point is not used on the form. For example: A route 61.38 miles in length would be shown as 06138 on the form; 45.5 miles as 04550; 101.28 miles as 10128.

.223 Types of Boxes

a. The number of regular boxes on route as of the last day of the count are shown. 487 boxes should be shown as 0487.

b. The number of centralized mailboxes on the route as of the last day of the count are shown. Centralized mailboxes are defined as any mail receiving unit where the carrier has access to more than one customer's receptacle by opening only one door. This includes such items as *Neighborhood Delivery and Collection Box Units* (NDCBU), apartment receptacles, delivery centers, postal centers, mailrooms, etc. Not included are boxes served through non-personnel rural units.

c. Temporarily vacant dwellings, apartments, and places of business with or without a box erected that have not been vacant more than 90-days are included. Abandoned boxes, permanently vacant buildings, dwellings and apartments vacant more than 90-days, buildings under construction, or dwellings and businesses receiving delivery solely through general delivery or a post office box are not included. In resort areas, transient trailer parks, and transient mobile home parks only the boxes being served during the mail count period are counted.

.224 The minimum number of vehicle stops necessary to serve all boxes on the route are shown. Where a group of boxes can be served without moving the vehicle, the stop is counted as one stop.

.225 The exact time (not the scheduled time) the carrier reported, left, returned, ended, and the actual lunch time, if any, in minutes for each day of the count period is shown.

.226 Actual time spent daily by the carrier waiting for mail and/or counting the mail must be shown under the *Waiting and Counting Time* column, totaled minutes for the week; 90 minutes would be shown as 090. Only the time used by the carrier in counting mail is shown.

.227 In the space provided, the *Total Weight in Pounds* (rounded to the nearest whole pound) of all classes including outside pieces transported to intermediate offices is shown.

.228 Where a carrier withdraws all mail from distribution cases, enter the figure "1" on the "Total" line for this column. If an employee other than the carrier daily withdraws mail and placed it on the carrier's case ledge, in hampers, trays, or on the floor beneath the carrier case, enter a zero on the "Total" line for that column.

.229 Where a carrier is required to deliver or collect pouch mail at intermediate offices, and does not receive a regular locked pouch allowance, the figure 1 is shown on the *Total* line for this column. Otherwise, a zero is shown.

Note: If a carrier serves more than one intermediate office, the total number of offices served daily is shown in this column.

.23 High/Low Option. Any rural carrier, whose route may be classified in more than one evaluated classification, may elect the higher route classification if:

- a. The requirements of the USPS-NRLCA National Agreement, Article 30.1.C.6 are met, and
- b. Lines L and M of the *Additional Information Section* of Form 4241 are checked YES, and
- c. The leave commitment statement in the *Comments Section* of Form 4241 is signed by the carrier.

Note: Signing this statement fulfills the requirements of Article 30.1.C.6a(2) of the USPS-NRLCA National Agreement.

.24 Carrier Verification

.241 Upon a request, a rural carrier may verify that the totals from Forms 4239 are transferred accurately to the Form 4241 daily.

.242 Before the Form 4241 is submitted, the carrier must review and sign the completed form as outlined in 522.32.

530 Definition of Rural Routes

531 Mileage Routes

Salary for rural carrier positions on routes classified as mileage (M) is determined under the *Rural Carrier Schedule (RCS)* which provides a combined rate based on fixed annual compensation and specified rates per mile of route. Each rural carrier's salary is based on the length of the route as determined by the official measurement.

532 Evaluated Rural Routes

532.1 An evaluated route is one based on weekly workload evaluation and office and route time standards. Compensation is authorized on the basis of evaluated time as determined by the office and route time standards after subtracting any relief time.

532.2 There are three types of **evaluated** routes:

- a. "H" routes where the carrier works six days a week.
- b. "J" routes where the regular carrier has a relief day every other week.
- c. "K" routes where the regular carrier has a relief day every week.

533 High Density L Routes

Any route having a density of 12 boxes per mile or more will be classified as an L route and the evaluation will be determined according to L route standards. Once a route is classified as an L route, it will remain an L route regardless of box density.

534 Auxiliary Routes

An auxiliary route is one which normally evaluates under 35 hours per week, and the carrier is compensated for the hours actually worked.

540 Compensation Adjustments

541 Requirement

541.1 When a substantial service change occurs (an increase or decrease of 120 minutes or more in route evaluation) an adjustment of the evaluated compensation will take place.

541.2 Such adjustment will be made by application of a formula based upon:

- a. The box factor multiplied by the boxes added to or subtracted from the route since the last evaluation.
- b. The appropriate time credit for those boxes multiplied by the appropriate coverage factor.
- c. The changes in miles multiplied by the appropriate factor.

541.3 When a substantial service change, seasonal route change, or a change due to unusual conditions occurs, you will receive a copy of the Form 4003 showing the change.

542 Box Factor

542.1 General. The box factor is a combination of the *volume only factor* shown on Form 4241-A and the applicable box time allowance. On L routes, the box time allowance is modified by applying the 82% coverage factor. For example: If the volume only portion of the box factor (from Line Number 4 of the Form 4241-A) was 2.6, the box factor for a route would be:

- a. For non-L routes
 - (1) The Box Factor for a regular box is 4.6 (2.6 volume factor plus 2.0 for the box time allowance).
 - (2) The Box Factor for a centralized box is 3.6 (2.6 volume factor plus 1.0 for the box time allowance).
- b. For L routes
 - (1) The Box Factor for a regular box is 4.2 (2.0 box time allowance times 82% plus the 2.6 volume factor).
 - (2) The Box Factor for a centralized box is 3.4 (1.0

box time allowance times 82% plus the 2.6 volume factor).

542.2 Computation

.21 The **volume only factor** is determined by converting the evaluated time from hours and minutes to minutes only and subtracting the following:

a. Number of miles multiplied by the appropriate factor.

b. Number of boxes multiplied by the appropriate time allowance and coverage factor.

c. Fixed allowances such as replenishing stamp stock, personal time, withdrawing allowance, locked pouch allowance, **dismount allowance**, and time allowed for other unusual services.

.22 The remaining time is divided by the number of boxes on the route. This determines the **volume only portion of the box factor** for the route.

542.3 **Use.** The use of the box factor will enable postmasters or carriers to quickly determine if a rural route is eligible for a substantial service change and an

adjustment in the annual compensation. The **volume only portion of the box factor** is shown on Form 4241-A, *Rural Route Evaluation*.

550 Form 4241-A, *Rural Route Evaluation* (See Exhibit 550)

551 **Carrier's Copy.** Before the effective date of a route evaluation resulting from the **national** count of mail or a special count of mail, you will be given a completed copy of Form 4241-A. This copy is for your personal records and will contain the route evaluation time credits as developed from the Form 4241 completed during the count. In addition, line 6 of the Form 4241-A will contain your new salary information and the new route classification.

552 **Route Copy.** At the same time you receive Form 4241-A, a copy will be furnished for the route book (see Part 227). This copy will contain all the information that is on the Form 4241-A supplied to you except line 6 will be blanked out to exclude your personal salary information.—*Delivery Services Dept., 7-22-82.*

POLITICAL MAILINGS

A. Mailing Period. Between now and the general election on November 2, 1982, the Postal Service will be called upon to accept and deliver numerous large political mailings. These mailings will be made by individual candidates, as well as by local, state, and national campaign organizations.

B. Informing Mailers.

1. Postmasters should be aware of potential campaign mailing activities in their areas, and meet as necessary with candidates and committees to discuss their mailing plans. Postmasters should inform them of how their bulk mailings must be prepared and what actions will be taken if, in verifying the mail, we find it to be improperly prepared. An offer of on-site assistance by postal personnel may be made to observe mailings being prepared, especially by volunteer help, and to identify problems in mail preparation and sack labeling BEFORE mailings are submitted at the post office.

2. When dealing with potential mailers of political campaign material, Postal Service personnel should stress that mail must be deposited as early as possible before election day to ensure delivery before the election.

3. Experience shows that if all mailers are informed fully of postal requirements—and assured of equal and proper handling of their mailings—there will be no cause for criticism. In view of the current emphasis of the Bulk Mail Verification Program, it is especially important that political candidates and committees be fully informed about requirements for bulk mail preparation. Information on contacting political organizations will be furnished in the next few weeks through your Regional office.

C. Mail Processing.

1. All political campaign mailings must be processed promptly and delivered with equal care and attention.

2. Give immediate attention to any reported delay in the processing of such mail and document all such complaints and action taken.

D. Required Records. Detailed records provide the basis for a documented explanation of any complaints alleging improper handling of this mail. Thus, postmasters should make a record of each contact made with potential mailers of political campaign material and a general summary of the information provided to these mailers. In addition, postmasters must keep documented records of any political campaign mailings either deposited at their offices or received for delivery which were too late for delivery. At a minimum, each documented record should include:

1. Name of mailer.
2. Date and time received for dispatch.
3. Date and time received for delivery.
4. Approximate number of any pieces not delivered before primary or general election day, and the reasons why.

E. Disclosure of Information. Answer requests for information from Postal Service records concerning political mailings as provided in regulations implementing the Freedom of Information Act. For example, it is permissible to disclose third-class special rate mail volumes as shown on Form 3602, Statement of Mailing Matter with Permit Imprints, or the names of holders of particular permit imprint or postage meter permits. However, it is not permissible to disclose amounts in trust fund accounts or meter settings. Information which is not regularly compiled for Postal Service use should not be compiled in response to requests. In the event of uncertainty as to the disclosure of information concerning political mailings, regional counsel should be consulted.

F. References. For more details about political campaign mail, see Postal Operations Manual 454.—*Government Relations Dept., 7-22-82.*

MANAGEMENT SECTIONAL CENTERS

This list includes independent POs and AMFs (marked*)—which are not MSCs—reporting directly to the districts. The Chicago Post Office (marked**) which is not an MSC—reports directly to the Central region.

Total Districts: 41. Total MSCs: 227

NORTHEAST REGION

Boston District P.O. Box 142 Lexington, MA 02173	
4 East Central Street Worcester, MA 01613	014-016
25 Dorchester Avenue Boston, MA 02205	017, 020-022
Middlesex-Essex 462 Washington Street Woburn, MA 01888	018-019
120 Commercial Street Brockton, MA 02403	023-026
24 Corliss Street Providence, RI 02904	027-029
Caribbean District P.O. Box 3367, Main Post Office San Juan, PR 00936	
Main Post Office San Juan, PR 00936	006-009
Connecticut Valley District P.O. Box 1748 Hartford, CT 06101	
1883 Main Street Springfield, MA 01101	010-013
141 Weston Street Hartford, CT 06101	060-061
27 Masonic Street New London, CT 06320	062-063
50 Brewery Street New Haven, CT 06511	064-066
135 Grand Street Waterbury, CT 06701	067
421 Atlantic Street Stamford, CT 06904	068-069
Long Island District P.O. Box 200 Carle Place, NY 11514	
Queens 41-65 Main Street Flushing, NY 11351	110-111, 113-116
185 West John Street Hicksville, NY 11802	117-118
21 West Second Street Riverhead, NY 11901	119
Kennedy AMF* AMF Bldg. 250 Kennedy Airport, NY 11430	
New York City District Main Post Office, Room 3016 New York, NY 10001	
Main Post Office, Room 3215 New York, NY 10001	100-102, 104, 090-098
271 Cadman Plaza East Brooklyn, NY 11201	103, 112
Northern New England District P.O. Box 5224 Manchester, NH 03108	
955 Goffs Falls Road Manchester, NH 03103	030-034
80 Daniel Street Portsmouth, NH 03801	035, 038-039
Sykes Avenue White River Junction, VT 05001	036-037, 050-051, 053, 058-055
125 Forest Avenue Portland, ME 04101	040-043, 045, 048
202 Harlow Street Bangor, ME 04401	044, 046-047, 049

11 Elwood Avenue Burlington, VT 05401	052, 054, 056-057
Northern New Jersey District 45 Legion Drive Cresskill, NJ 07626	
U.S. Post Office Bldg. Federal Square Newark, NJ 07102	070-073
194 Ward Street Peterson, NJ 07510	074-075, 078
76 Huyler Street Hackensack, NJ 07606	076
171 Broad Street Red Bank, NJ 07701	077
61 Maple Street Summit, NJ 07901	079
86 Bayard Street New Brunswick, NJ 08901	088-089
Westchester District Suite L-2, Bldg. B 2 Corporate Park Drive White Plains, NY 10604	
Westchester 230 E. Sandford Blvd. Mount Vernon, NY 10551	105-109
30 Old Kerner Road Albany, NY 12212	120-123
55 Mansion Street Poughkeepsie, NY 12601	124-127
16 Hudson Avenue Glens Falls, NY 12801	128-129

EASTERN REGION

Allegheny District P.O. Box 2308 Pittsburgh, PA 15230	
USPO & Courthouse Bldg. 7th Avenue & Grant Street Pittsburgh, PA 15219	150-154, 156, 260
111 Franklin Street Johnstown, PA 15901	155, 157, 159, 166, 168
2108 East 38th Street Erie, PA 16515	158, 160-165, 167
813 Market Street Harrisburg, PA 17105	169-172, 177-178
1400 Harrisburg Pike Lancaster, PA 17604	173-176, 179, 195-196
Delaware Valley District P.O. Box 1000 Collingswood, NJ 08108	
South Jersey Haag Ave. & Benigno Blvd. Bellmawr, NJ 08031	080-084
680 Highway 130 at Klockner Rd. Trenton, NJ 08650	085-087
1000 Postal Road Lehigh Valley, PA 18001	180-188
Southeastern 1000 W. Valley Road Devon, PA 19399	189, 193-194
30th & Market Streets Philadelphia, PA 19104	190-191
P.O. Box 10000 Wilmington, DE 19850 (actual physical location) Wilmington 147 Quigley Blvd. Rd. New Castle, DE	197-199, 216, 218
Empire District P.O. Box 568 Rochester, NY 14602	

5640 E. Taft Road Syracuse, NY 13220	130-132, 136
100 Pitcher Street Utica, NY 13504	133-135
115 Henry Street Binghamton, NY 13902	137-139, 148-149
1200 William Street Buffalo, NY 14240	140-143, 147
1335 Jefferson Road Rochester, NY 14692	144-146
Maryland-DC District P.O. Box 1000 Columbia, MD 21045	
2 Massachusetts Avenue, NE* Washington, DC 20013	200, 202-205
Prince Georges 6511 Baltimore Avenue Riverdale, MD 20890	206-209
900 E. Fayette Street Baltimore MD 21233	210-212, 214-215, 217, 219
Northern Virginia 8409 Lee Highway Merrifield, VA 22081	220-223, 226
Mountaineer District P.O. Box 2111 Charleston, WV 25328	
301 North Street Bluefield, WV 24701	246-249, 255-257
Lee & Dickinson Streets Charleston, WV 25301	250-253, 258-259, 266
500 West Pike Street Clarksburg, WV 26301	254, 261-265, 267-268
Virginia District P.O. Box 27466 Richmond, VA 23261	
1801 Brook Road Richmond, VA 23232	224-225, 230-232, 238-239
1155 Seminole Trail Charlottesville, VA 22906	227-229, 244
600 Granby Street Norfolk, VA 23501	233-237
419 Rutherford Avenue, NE Roanoke, VA 24022	240-243, 245

SOUTHERN REGION

Atlanta District 300 Interstate North, Suite 610 Atlanta, GA 30339	
2 North Fahm Street Savannah, GA 31401	298-299, 304, 308-309, 313-315
3900 Crown Road, SW Atlanta, GA 30304	300-303, 305-306
451 Collage Street Macon, GA 31213	310, 312, 316-319
351 North 24th Street Birmingham, AL 35203	350-352, 354-355, 362
3408 Wall Triana Highway Huntsville, AL 35806	356-359
2256 E. South Boulevard Montgomery, AL 36116	360-361, 367-368
250 St. Joseph Street Mobile, AL 36601	363-366
Carolina District P.O. Box 28228 Charlotte, NC 28228	

900 E. Market Street Greensboro, NC 27420	270-274
310 New Bern Avenue Raleigh, NC 27611	275-277, 285
201 S. George Street Rocky Mount, NC 27801	278-279
2901 So. I-85 Charlotte, NC 28228	280-282, 286, 297
301 Green Street Fayetteville, NC 28302	283-284
591 Brevard Road Asheville, NC 28810	287-289
1601 Assembly Street Columbia, SC 29201	290-292
600 W. Washington Street Greenville, SC 29602	293, 296
83 Broad Street Charleston, SC 29401	294
1901 W. Evans Street Florence, SC 29501	295
Delta District P.O. Box 16000 Jackson, MS 39236	
2100 9th Street Meridian, MS 39301	369, 393-394, 397
245 E. Capitol Street Jackson, MS 39205	387, 390-392, 396
12220 Highway 49 North Gulfport, MS 39503	395
701 Loyola Avenue New Orleans, LA 70113	700-701, 703-704
1105 Moss Street Lafayette, LA 70501	705-706
750 Florida Street, Room 112 Baton Rouge, LA 70821	707-708
2400 Texas Avenue Shreveport, LA 71102	710-712
1715 Odom Street Alexandria, LA 71301	713-714
Florida District P.O. Box 22605 Tampa, FL 33622	
1100 Kings Road Jacksonville, FL 32203	320, 322, 326
1400 W. Jordan Street Pensacola, FL 32501	323-325
10401 Florida Road Orlando, FL 32802	327-329
2200 N.W. 72nd Avenue Miami, FL 33152	330-331, 333, 340
801 Clematis Street West Palm Beach, FL 33401	334, 339
5201 Spruce Street Tampa, FL 33607	335-338
Mid-South District P.O. Box 3583 Memphis, TN 38103	
6050 Shallowford Road Chattanooga, TN 37401	307, 373-374
901 Broadway Street Nashville, TN 37202	370-372, 384-385
501 Main Avenue, SW Knoxville, TN 37901	376-379
555 South Third Street Memphis, TN 38101	380-383, 723
500 W. Main Street Tupelo, MS 38801	386, 388-389

MANAGEMENT SECTIONAL CENTERS—Continued

600 W. Capital Avenue
Little Rock, AR 72201..... 716-717, 719-722

310 East Street
Jonesboro, AR 72401..... 724-725

So. 6th & Rogers Streets
Fort Smith, AR 72901..... 726-729

North Texas District
P.O. Box 3
Dallas, TX 75221

2211 N. Robinson Road
Tuxarkana, TX-AR 75501..... 718, 754-755

401 Dallas/FL Worth Turnpike
Dallas, TX 75260..... 750-753

221 W. Ferguson Street
Tyler, TX 75702..... 756-759

251 W. Lancaster Avenue
Fort Worth, TX 76101..... 760-764

800 Franklin Avenue
Waco, TX 76701..... 765-769, 795-796

5300 E. Palsano Drive
El Paso, TX 79910..... 797-799

Oklahoma District
Cavalier Bldg., Suite 520
5350 South Western
Oklahoma City, OK 73109

320 S.W. Fifth Street
Oklahoma City, OK 73125... 730-731, 737, 748

501 S. Fifth Street
Lawton, OK 73501..... 734-736, 738

2300 Ross Street
Amarillo, TX 79120..... 739, 790-791

333 West 4th Street
Tulsa, OK 74101..... 740-741, 743-747, 749

1515 Avenue G
Lubbock, TX 79408..... 792-794

South Texas District
P.O. Box 39010
San Antonio, TX 78233

401 Franklin Avenue
Houston, TX 77201..... 770-772, 774-775

300 Willow Street
Beaumont, TX 77704..... 773, 776-778

809 Nueces Bay Blvd.
Corpus Christi, TX 78408..... 779, 783-785

10410 Perrin Belted Road
San Antonio, TX 78284..... 780-782, 788

300 E. 9th Street
Austin, TX 78710..... 786-787, 789

CENTRAL REGION

433 W. Van Buren Street**
Main Post Office
Chicago, IL 60607..... 606

Buckeye District
P.O. Box 29177
Columbus, OH 43229

1591 Dalton Street
Cincinnati, OH 45234..... 410, 450-452, 470

850 Twin Rivers Drive
Columbus, OH 43216..... 430-433, 456

435 S. St. Clair Street
Toledo, OH 43601..... 434-436

900 McIntire Avenue
Zanesville, OH 43701..... 437-438, 457

1111 E. 5th Street
Dayton, OH 45401..... 453-455, 458

Gateway District
P.O. Box 14647
Saint Louis, MO 63178

1165 2nd Avenue
Des Moines, IA 50318..... 500-503, 506-508

320 6th Street
Sioux City, IA 51101..... 504-505, 510-514

615 6th Avenue, SE
Cedar Rapids, IA 52401..... 520-528, 612

1301 E. Main Street
Carbondale, IL 62901... 620, 622, 624, 628-629

1720 Market Street
St. Louis, MO 63155..... 630-631, 633

870 Boonville
Springfield, MO 65801... 636-639, 648, 654-658

511 E. Walnut Street
Columbia, MO 65201... 623, 634-635, 650-653

Greater Wisconsin District
788 N. Jefferson Street
Milwaukee, WI 53259

325 E. Walnut Street
Green Bay, WI 54301..... 498-499, 541-543

345 W. St. Paul Avenue
Milwaukee, WI 53203..... 530-532, 534

3902 Milwaukee Street
Madison, WI 53714..... 535, 537-539

235 Forest Street
Wausau, WI 54401..... 544-545

1025 W. 20th Avenue
Oshkosh, WI 54901..... 549

Indiana District
P.O. Box 22859
Indianapolis, IN 46222

125 W. South Street
Indianapolis, IN 46206..... 460-462, 472

424 S. Michigan Street
South Bend, IN 46624..... 465-466

1501 S. Clinton Street
Fort Wayne, IN 46802..... 467-468

2719 S. Webster Street
Kokomo, IN 46901..... 469

501 W. Memorial Drive
Muncie, IN 47302..... 473

30 N. Seventh Street
Terre Haute, IN 47808..... 474-475, 478

3450 State Road 26 East
Lafayette, IN 47901..... 479

Kentuckiana District
P.O. Box 3001
Louisville, KY 40266

1420 Gardiner Lane
Louisville, KY 40231..... 400-402, 471

1088 Nandino Blvd.
Lexington, KY 40511..... 403-406, 413-414

301 E. Center Street
Corbin, KY 40701..... 407-409, 425-426

1645 Winchester Avenue
Ashland, KY 41101..... 411-412

601 Main Street
Hazard, KY 41701..... 415-418

800 Sycamore Street
Evansville, IN 47708... 420, 423-424, 476-477

311 E. Eleventh Street
Bowling Green, KY 42101..... 421-422, 427

Michigan District
U.S. Postal Service
Detroit, MI 48299

200 W. Second Street
Royal Oak, MI 48067..... 480

1401 W. Fort Street
Detroit, MI 48233..... 481-482

250 East Boulevard Drive
Flint, MI 48502..... 484-485

1233 S. Washington Avenue
Saginaw, MI 48605..... 486-487, 497

4800 Collins Road
Lansing, MI 48924..... 488-489

1121 Miller Road
Kalamazoo, MI 49001..... 490-491

200 S. Obago Avenue
Jackson, MI 49201..... 492

225 Michigan Street, NW
Grand Rapids, MI 49501..... 493-4 96

Mid-America District
P.O. Box 2982
Shawnee Mission, KS 66201
1124 Pacific Street
Omaha, NE 68108..... 515-516,
680-681, 686-687

315 W. Pershing Road
Kansas City, MO 64108..... 640-641,
644-647, 660-662

424 S. Kansas Avenue
Topeka, KS 66603..... 664-666,
668-669, 674, 6. 6-677

7117 W. Harry Street
Wichita, KS 67276..... 667, 670-673,
675, 678-679

700 R Street
Lincoln, NE 68501..... 683-685, 688-689

300 E. Third Street
North Platte, NE 69101..... 690-693

North Central District
P.O. Box 30100
St. Paul, MN 55175

180 East Kellogg Blvd.
St. Paul, MN 55101..... 540, 550-551, 559

126 N. Barstow Street
Eau Claire, WI 54701..... 546-58

100 S. First Street
Minneapolis, MN 55401..... 553-554, 560-562

2800 W. Michigan Street
Duluth, MN 55806..... 556-558,
563-564, 566

657 2nd Avenue N.
Fargo, ND 58102..... 565, 567, 580-582

320 S. Second Avenue
Sioux Falls, SD 57101..... 570-574

500 East Boulevard
Rapid City, SD 57701..... 575-577

220 E. Rosser Avenue
Bismarck, ND 58501..... 583-588

Northeastern Ohio District
C/O Main Post Office,
Cleveland, OH 44101

301 W. Prospect Avenue
Cleveland, OH 44101..... 440-441,
448-449

675 Wolf Ledges Parkway
Akron, OH 44309..... 442-443,
446-447

99 S. Walnut Street
Youngstown, OH 44501..... 439, 444-445

Northern Illinois District
1211 W. 22nd Street
Room 333
Oak Brook, IL 60588

1499 Martin Luther King Dr.
Gary, IN 46401..... 463-464

North Suburban
8999 W. Palmer Street
River Grove, IL 60199..... 600-603

7401 South Kostner Street
South Suburban, IL 60499..... 604-605

475 E. Court Street
Kankakee, IL 60901..... 609, 617

5225 Harrison Avenue
Rockford, IL 61125..... 610-611, 613

95 State Street
Peoria, IL 61601..... 614-616

630 N. Nail Street
Champaign, IL 61820..... 618-619

2105 E. Cook Street
Springfield, IL 62703..... 625-627

O'Hare AMF*
O'Hare Airport, IL 60666

WESTERN REGION

Angeles District
P.O. Box 8123
Artesia, CA 90701

601 W. 5th Street*
Los Angeles, CA 90052..... 900-901

Inglewood
13031 W. Jefferson Blvd.
Marina del Rey, CA 90311..... 902-905

300 Long Beach Blvd.
Long Beach, CA 90801..... 906-908

Golden Gate District
P.O. Box 8784
San Francisco, CA 94119

7th & Mission Streets, Room 128
San Francisco, CA 94101..... 940-941,
943-944, 962-966

1675 7th Street, Room 431
Oakland, CA 94615..... 945-948

40 Bullman Blvd.
San Rafael, CA 94901..... 949

Northwestern District
P.O. Box 58298
Seattle, WA 98198

715 Northwest Hoyt Street
Portland, OR 97208..... 970-972, 986

1050 25th Street, SW
Salem, OR 97301..... 973, 977

520 Willamette Street
Eugene, OR 97401..... 974-976

104 SW. Dorion Avenue
Pendleton, OR 97801..... 978

415 First Avenue North
Seattle, WA 98109..... 980-982, 987

4001 S. Pine Street
Tacoma, WA 98413..... 983-985, 988-989

904 W. Riverside Avenue
Spokane, WA 99220..... 835, 838, 880-884

4141 Postmark Drive
Anchorage, AK 99502..... 995-996

1257 Mail Trail
Fairbanks, AK 99701..... 997

709 W. 9th Street
Juneau, AK 99801..... 998-999

Pacific District
P.O. Box 35888
Honolulu, HI 96820

3600 Aolele Street
Honolulu, HI 96819..... 967-969

Rocky Mountain District
P.O. Box 8000
Denver, CO 80206

1823 Stout Street, Room 413
Denver, CO 80202..... 800-807

201 E. Pikes Peak Avenue
Colorado Springs, CO 80901..... 808-812

241 N. 4th Street
Grand Junction, CO 81501..... 813-816

2120 Capitol Avenue
Cheyenne, WY 82001..... 820,
822-823, 825-826, 829-831

101 East Loucks Street
Sheridan, WY 82801..... 821, 824, 827-882

300 N. Auburn
Farmington, NM 87401..... 865, 873-874

1135 Broadway Street, NE
Albuquerque, NM 87101..... 870-871,
875, 878-880

415 N. Pennsylvania Avenue
Roswell, NM 88201..... 877, 881-884

Sequoye District
P.O. Box 7777
Orange, CA 92667

281 E. Colorado Boulevard
Pasadena, CA 91109..... 910-912

15701 Sherman Way
Van Nuys, CA 91409..... 913-916

Alhambra
14730 Don Julian Road
City of Industry, CA 91744..... 917-918

MANAGEMENT SECTIONAL CENTERS—Continued

2201 N. Grand Avenue Santa Ana, CA 92711.....	926-928	1750 Meridian Avenue San Jose, CA 95101.....	939, 950-951	Sunland District P.O. Box 29999 Phoenix, AZ 85038	1331 South E. Street San Bernardino, CA 92403.....	922-925
836 Anscapa Street Santa Barbara, CA 93102.....	930-931, 91	1245 West Lane, North Stockton, CA 95208.....	952-953	1441 E. Buckeye Road Phoenix, AZ 85026.....	Western Slopes District P.O. Box 27117 Salt Lake City, UT 84127	
424 California Avenue Bakersfield, CA 93302.....	932-933, 935	730 Second Street Santa Rosa, CA 95402.....	954	1501 S. Cherrybell Stravenue Tucson, AZ 85726.....	841 S. 26th Street Billings, MT 59101.....	590-595
Sierra District 455 Capitol Mall Suite 215 Sacramento, CA 95814		2000 Royal Oaks Drive Sacramento, CA 95815.....	956-958	104 N. Agassiz Street Flagstaff, AZ 86001.....	1100 W. Kent Street Missoula, MT 59801.....	596-599
2000 Vassar Street Reno, NV 89510.....	894-895, 897, 961	407 C Street Marysville, CA 95901.....	959	1001 Circus Circus Drive Las Vegas, NV 89114.....	730 E. Clark Street Pocatello, ID 83201.....	832, 834
1900 E. Street Fresno, CA 93706.....	936-938	1647 Yuba Street Redding, CA 96001.....	955, 960	2535 Midway Drive San Diego, CA 92199.....	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, 7-22-82.

Stamp Stock

Effective immediately Handbook F-1, *Financial Handbook for Post Offices*, 527.11, .12, and 528.2 are revised to clarify recording instructions when stamp stock shipments are received in advance of related invoices.

527.1 Receipt

.11 **All Stock.** All stock received shall be opened and verified, with a witness, if practicable, at time of receipt. Examine each shipping container to ascertain that seal is unbroken and the unit is not damaged. Report tampering to the Inspection Service. All stock received in original cartons or sealed boxes, including unbroken packages of sheet stamps, may be accepted as correct and placed unopened and intact in inventory until needed. Stock received in envelopes or unmarked shipping containers shall be opened and verified at time of receipt.

.12 **Endorsements.** After balancing shipment with invoice or Form 17, the document shall be endorsed to show the receipt date and registry number, if any, and shall be signed by the verifier and witness. In order to distribute the stock if the invoice (Forms TF 9528-OC, GPO 2325, or PS 3204) has not been received, enter the above information plus the stock received by item number to an Item 0-13, Routing Slip. Replace the Routing Slip with the invoice when it arrives.

528.2 Entries in Stamp Stock Records

Record all stock received as shown below. The stock received should equal the amount shown on the invoice or requisition. If they do not agree, report as in 527.3.

This change will be incorporated in a future revision of F-1.—*Finance Dept.*, 7-22-82.

NDCBU Approved Manufacturers

POSTAL BULLETINS 21348 (4-22-82), 21352 (5-20-82) and 21355 (6-10-82) list the names of manufacturers who are approved to sell Neighborhood Delivery Collection Box Units to the Postal Service. As of July 7, 1982, Jensen General Corporation, 1946 East 46th Street, Los Angeles, California 90058, is added to the list of approved sources.—*Procurement & Supply Dept.*, 7-22-82.

Stamps/Stationery Removed From Sale

The following items will be withdrawn from sale at the Philatelic Sales Division at the close of business September 30, 1982:

Item No.	Commemorative Stamps
400 -----	18-cent Edna St. Vincent Millay
497 -----	18-cent Space Achievement
406 -----	20-cent U.S. Desert Plants
Regular Stamps	
099, 609, and 700-----	20-cent "C" pane, booklet, coil
013 -----	11-cent Freedom of the Press*
531 -----	18-cent Alcoholism
737 -----	3.5-cent Nonprofit coil (precanceled)*
Stationery	
631, 632, 131, and 132-----	20-cent "C" envelopes
509 -----	National Stamp Collecting Month 1981 souvenir card
510 -----	PHILATOKYO souvenir card

Any stock of the above items remaining on hand after September 30, 1982, must be immediately withdrawn from all philatelic centers and handled in accordance with F-1 Handbook, *Financial Handbook For Post Offices*, 553.

Post offices may continue to sell the items marked with an asterisk at their regular windows until the stock is exhausted.

The Inspection Service will give attention in this area during audit review.—*Customer Services Dept.*, 7-22-82.



Copyright U.S. Postal Service 1982

Issue Date: August 22, 1982
 First Day City: Newport, Rhode Island
 Designer: Donald Moss
 Ridgefield, Connecticut
 Modeler: Peter Cocci
 Engraver: John C. Masure (lettering and numerals)
 Press: Gravure/Intaglio
 Colors: Yellow, magenta, cyan, black tone and black line (gravure colors) Black and Brown (intaglio colors)
 Image Area: .84 x 1.44 inches or 21.33 x 36.57 millimeters
 Plate Numbers: Two groups
 Stamps Per Pane: 50
 Selvage: U.S. Postal Service 1982©
 ®Use Correct ZIP Code
 ®Mr. ZIP

Touro Synagogue Commemorative Stamp

A 20-cent commemorative stamp featuring the historic Touro Synagogue will be issued August 22 in Newport, Rhode Island. The first day of issue ceremony will be held in the Synagogue.

Touro Synagogue is the oldest existing synagogue building in the United States. Dedicated in 1763, it was designed by noted colonial architect Peter Harrison. Built principally by Sephardic Jews from Spain and Portugal who had fled the Inquisition and found in the Rhode Island colony the religious freedom they sought, it was designated a National Historical Site in 1946.

Postmaster General William F. Bolger unveiled the design of the stamp in Washington, D. C., on December 10, 1980, at the opening of an exhibition depicting "The Jewish Community in Early America: 1654-1830." The design of the stamp honors Touro Synagogue as an historic American building and a symbol of America's tradition of religious freedom. The view of the Synagogue was rendered by Donald Moss and the typography was done by Bradbury Thompson.

A philatelic first is being established with the issuance of this stamp. For the first time, both the intaglio and gravure sections of the combination press will be used jointly to print the same stamp.

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 5/8 of an inch up from the bottom. Insert a filler in each envelope and mail them to: Customer-Affixed Envelopes, Postmaster, Newport, RI 02840-9991 by September 21. There is no charge.

The Postal Service will affix stamps when requested to do so. Mail orders by September 21 to: Touro Synagogue Stamp, Postmaster, Newport, RI 02840-9992. 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 *Philatelic Catalog* listing all available stamps and stationery items may be obtained by a request to the Philatelic Sales Division, Washington, DC 20265-9997.

A Philatelic Catalog listing all available stamps and stationery items may be obtained by a request to the Philatelic Sales Division, Washington, DC 20265-9997.

USPS Stamp Poster 82-26
 Remove after September 21

PLEASE POST ON BULLETIN BOARD



District and MSC Consolidations

Effective June 12, 1982, the following MSCs were combined in the Central Region.

MSC St. Joseph, MO (644-647) to MSC Kansas City, MO (640-641, 660-662).

MSC Independence, KS (667, 673), and MSC Hays, KS (678-679) to MSC Wichita, KS (670-672, 675).

MSC Salina, KS (669, 674), and MSC Hays, KS (676-677) to MSC Topeka, KS (664-666, 668).

MSC Norfolk, NE (686-687) to MSC Omaha, NE (515-516, 680-681).

MSC Grand Island, NE (688-689) to MSC Lincoln, NE (683-685).

MSC Quincy, IL (623, 634), and MSC St. Joseph, MO (653) to MSC Columbia, MO (635, 650-652).

MSC East St. Louis, IL (620, 622, 624) to MSC Carbondale, IL (628-629).

MSC Fort Dodge, IA (504-505) to MSC Sioux City, IA (510-514).

MSC Waterloo, IA (506-507), to MSC Des Moines, IA (500-503, 508).

MSC Rock Island, IL (527-528, 612), and MSC Waterloo, IA (520-521) to MSC Cedar Rapids, IA (522-526).

MSC Flat River, MO (636-637), MSC Poplar Bluff, MO (638-639), and MSC Rolla, MO (654-655) to MSC Springfield, MO (648, 656-658).

Kansas City, MO	640-641, 644-647, 660-662
Wichita, KS	667, 670-673, 675, 678-679
Topeka, KS	664-666, 668-669, 674, 676-677
Omaha, NE	515-516, 680-681, 686-687
Lincoln, NE	683-685, 688-689
Columbia, MO	623, 634-635, 650-653
Carbondale, IL	620, 622, 624, 628-629
Sioux City, IA	504-505, 510-514
Des Moines, IA	500-503, 506-508
Cedar Rapids, IA	520-528, 612
Springfield, MO	636-639, 648, 654-658

A complete MSC list including the physical locations of these offices and corrections to Postal Bulletin dated 5-6-82, appears on pages 26 through 28.—*Operations Group, 7-22-82.*

Military Leave

POSTAL BULLETIN 21355 (6-10-82) page 7, stated that military leave may be taken in hundredths of an hour by eligible employees in order to participate in the National Guard and Reserve Units of the armed forces. This provision is not applicable to regular rural carriers (Designation 71) or substitute rural carriers (Designation 72) who must take military leave in units of 8 hours. This provision is also not applicable to Postmasters in EAS A-E offices who must take military leave in minimum units of 4 hours. Form 3973, Military Leave Control, has been revised to enable postal officials to record the amount of military leave used during a pay period. The revised Form 3973 is expected to be available in the area supply centers by the end of July 1982.—*Employee Relations Dept., 7-22-82.*

Property Code Number Changes

Handbook F-43, *Property Code Numbers*, was revised November 15, 1979, and provides space at the bottom of each page to allow for temporarily recording new PCN additions, changes and deletions until the affected pages are reprinted. To keep the Handbook current, make the following changes in the three sections: PCN Numeric, Budget Index Code (BIC) and Alphabetical Sequence:

Change action	BIC	Property code No.	Commitment acct. No.	Service life	Description
Before	1RE	3652.01	86531	10	Microscope Monocular Metllng.
Change	1RE	3652.01	86531	10	Microscope, Electronic.
Addition	3DF	4089.02	86233	10	Dock Leveler El/Hyd.
Addition	2JF	4111.09	86432	05	Scale/Programmable With CRT.
Addition	1DD	9914.02	86231	10	Pallet Unloader.

—*Finance Dept., 7-22-82.*

Customs Declarations on APO/FPO Parcels

The Department of Defense reports that many parcels addressed to United States military post offices (APO and FPO locations) in the Philippines do not have tie-on Form 2966, *Parcel Post Customs Declaration*, attached.

Omission of the required customs declaration form delays delivery when articles arrive in the Philippines. Accordingly, acceptance personnel are reminded that Form 2966 must be affixed to parcels destined for the following APO/FPO locations in the Philippines:

APO Nos.	FPO Nos.
96274	96650
96277	96651
96286	96652
96298	96654
96311	96656
96431	96658
96432	
96528	

Exhibit 125.2 of the DOMESTIC MAIL MANUAL will be updated to reflect this requirement.—*Rates & Classification Dept., 7-22-82.*

DMM Revision

POSTAGE RATES FOR SUBSIDIZED CATEGORIES OF MAIL

As a result of recent legislation which was passed by Congress and signed by the President, the amount of money authorized to subsidize the mailings of certain subclasses of mail has been increased, for the remainder of this fiscal year. As a result of the increased appropriation, mailers will pay a smaller share of the costs of processing and delivering their mail. Therefore, the rates for all subsidized rate categories are reduced. The new rates for these subclasses of mail will be effective at 12:01 a.m. on July 28, 1982.

Postmasters must be sure that all bulk mail acceptance personnel and window clerks are familiar with these new rates before the effective date in order to collect the correct postage rates.

Mailing Statements

A revised edition of Form 3541, *Statement of Mail-Second-Class Pubs Except Controlled Circulation Publications*, will be mailed as soon as possible to all post offices which are authorized to accept mailings of

copies of second-class publications. The correct applicable postage rates must be written on the April 1982 edition of that form until the revised Form 3541 is distributed.

Refund of Excess Postage

Some mailers may have already prepared matter which bears meter stamps or precanceled stamps based on the old higher rate for mailing after July 27, 1982. If the postage affixed is in excess of the reduced postage rates that are to be collected after July 27, 1982, the mailer will be entitled to a postage refund when the mailings are verified, accepted and released for processing. These mailers are to be given a full postage refund for the difference between the postage affixed and the applicable postage rate. The applications for refund are to be processed in accordance with the provisions of DOMESTIC MAIL MANUAL 147.26.

These rate schedules are numbered and arranged as they will appear in the DMM.

CHAPTER 4.—SECOND-CLASS MAIL

410 Rates, Fees, and Charges

411 Rates

* * * * *

411.3 Preferred Rates

.31 General

There are six preferred rates. They are:

- a. In-County
- b. Special Nonprofit
- c. Classroom
- d. Science-of-Agriculture
- e. Limited Circulation
- f. Limited Circulation Science-of-Agriculture

.32 In-County Rates

.321 General Application. In-county rates apply to copies of second-class publications (except commingled nonsubscriber in excess of the 10% allowance, and controlled-circulation) which are to be delivered to addressees within the county of publication if such copies are:

- a. Mailed at the office of original entry; or
- b. Mailed at an office of additional entry within the county of publication.

Note: If the postmaster of an office of entry directs a publisher to deposit copies of the publication at a postal facility serving that office, these copies will be considered as mailed at the office of entry. Copies are subject to in-county rates if they are addressed to destinations within the county and are entered at a post office which serves those addresses, but is located outside the county.

.322 Rates. In-County rates are:

	<i>Cents</i>
Per Pound-----	3.9

Per Piece:

Level J—Not Presorted to Carrier Route-----	2.4
Level K—Presorted to Carrier Route—Packages of six or more addressed pieces for carrier route or finer sort destinations-----	1.9

.33 Special Nonprofit Rate

.331 Per Pound Rates. Rates per pound or fraction of a pound:

Nonadvertising portion-----	<i>Cents</i> 7.7
Advertising portion:	
Zones 1 and 2-----	10.7
Zone 3-----	11.4
Zone 4-----	12.7
Zone 5-----	14.6
Zone 6-----	16.4
Zone 7-----	18.4
Zone 8-----	20.2

Note: The advertising zone rates are applicable to issues in which the advertising portion exceeds 10 percent. Issues containing 10 percent or less advertising will be computed at the nonadvertising rate.

.332 Per Piece Rates. The three per piece rates reflect the level of presort. The sortations that must be accomplished to qualify for these rates are prescribed in 467.

	<i>Cents</i>
Level G—Basic—Pieces not qualifying for Level H—5-Digit or Level I—Carrier (SCF, states, mixed states)-----	5.3
Level H—5-Digit—Packages of six or more addressed pieces for 5-digit or multi-ZIP Coded City destinations-----	3.7
Level I—Carrier—Packages of six or more addressed pieces for carrier route or finer sort destinations-----	2.7

Note: Copies of second-class publications that do not qualify for Level H—5-Digit or Level I—Carrier must be sorted to the finest extent possible as required by 467.

.34 Classroom

.341 Per Pound Rates. Rates per pound or fraction of a pound:

	<i>Cents</i>
Nonadvertising portion-----	4.5
Advertising portion:	
Zones 1 and 2-----	6.0
Zone 3-----	6.7
Zone 4-----	8.0
Zone 5-----	10.0
Zone 6-----	12.2
Zone 7-----	14.4
Zone 8-----	16.4

.342 Per Piece Rate. The per piece rate is 2.4 cents.

.35 Science of Agriculture

.351 General. These rates apply to copies of publications which will be delivered to addresses outside the county where published and entered, and on copies mailed at an office of additional entry located outside the county where published and entered, when the total number of copies furnished during any 12-month period to subscribers residing in rural areas consists of at least 70% of the total number of copies distributed by any means for any purpose.

.352 Per Pound. Rates per pound or fraction of a pound:

	<i>Cents</i>
Nonadvertising portion-----	12.8
Advertising portion:	
Zones 1 and 2-----	10.7
Zone 3-----	18.4
Zone 4-----	20.8
Zone 5-----	24.6
Zone 6-----	29.1
Zone 7-----	33.4
Zone 8-----	38.3

.353 Per Piece Rates. The three per piece rates reflect the level of presort for mailings of 5,000 or more copies per issue. The sortations that must be accomplished to qualify for these rates are prescribed in 467.

	<i>Cents</i>
Level A—Basic—Pieces not qualifying for Level B—5-Digit or Level C—Carrier (SCF, states, mixed states)-----	7.0
Level B—5-Digit—Packages of six or more addressed pieces for 5-digit or multi-ZIP Coded City destinations-----	5.4
Level C—Carrier—Packages of six or more addressed pieces for carrier route or finer sort destinations-----	4.4

Note: Copies of second-class publications that do not qualify for Level B—5-digit or Level C—Carrier must be sorted to the finest extent possible as provided in 467.

.36 Limited Circulation

.361 General. These rates apply to copies of publications (except commingled nonrequester/nonsub-

scriber, in excess of the 10% allowance (see 411.38), controlled-circulation, special nonprofit, classroom, and limited circulation science of agriculture) which will be delivered to addressees outside the county where published and entered, and on copies mailed at an office of additional entry located outside the county where published and entered, when the total number of out-of-county copies is less than 5,000.

.362 Per Pound Rates. Rates per pound or fraction of a pound:

	<i>Cents</i>
Nonadvertising portion-----	12.8
Advertising portion:	
Zones 1 and 2-----	17.1
Zone 3-----	18.4
Zone 4-----	20.8
Zone 5-----	24.6
Zone 6-----	29.1
Zone 7-----	33.4
Zone 8-----	38.3

.363 Per Piece Rates. The three per piece rates reflect the level of presort (see 467) for mailings of less than 5,000 out-of-county copies per issue:

	<i>Cents</i>
Level D—Basic—Pieces not qualifying for Level E—5-Digit or Level F—Carrier (SCF, states, mixed states)-----	4.6
Level E—5-Digit—Packages of six or more addressed pieces for 5-digit or multi-ZIP Coded City destinations-----	3.0
Level F—Carrier—Packages of six or more addressed pieces for carrier route or finer sort destinations-----	2.5

Note: Copies of second-class publications that do not qualify for Level E—5-Digit or Level F—Carrier must be sorted to the finest extent possible as required by 467.

.37 Limited Circulation Science of Agriculture

.371 General. These rates apply to copies of science of agriculture publications which will be delivered to addressees outside the county where published and entered, and on copies mailed at an office of additional entry located outside the county where published and entered, when the total number of out-of-county copies is less than 5,000, and when the total number of copies furnished during any 12-month period to subscribers residing in rural areas consists of at least 70% of the total number of copies distributed by any means for any purpose.

.372 Per Pound Rates. Rates per pound or fraction of a pound:

	<i>Cents</i>
Nonadvertising portion-----	12.8
Advertising portion:	
Zones 1 and 2-----	11.7
Zone 3-----	18.4
Zone 4-----	20.8
Zone 5-----	24.6
Zone 6-----	29.1
Zone 7-----	33.4
Zone 8-----	38.3

.373. Per Piece Rates. The three per piece rates reflect the level of presort (see 467) for mailings of less than 5,000 out-of-county copies per issue.

	Cents
<i>Level D—Basic</i> —Pieces not qualifying for Level E—5-Digit or Level F—Carrier (SCF, states, mixed states)	4.6
<i>Level E—5-Digit</i> —Packages of six or more addressed pieces for 5-Digit or multi-ZIP Coded City destinations	3.0
<i>Level F—Carrier</i> —Packages of six or more addressed pieces for carrier route or finer sort destinations	2.5

Note: Copies of second-class publications that do not qualify for Level E—5-Digit or Level F—Carrier must be sorted to the finest extent possible as required by 467.

.38 Nonsubscriber Copies Sent at a Preferred Rate

Nonsubscriber copies mailed at any time during the calendar year up to 10 percent of the total weight of copies mailed to subscribers during the calendar year are preferred mail and subject to the preferred mail rates, provided that the nonsubscriber copies would have been preferred mail if mailed to subscribers.

* * * * *

CHAPTER 6.—THIRD-CLASS MAIL

610 Rates and Fees

* * * * *

611 Rates

611.2 Bulk Rates (See Exhibit 611.2 a and b)

	<i>Regular Rates</i>		<i>Special rates for authorized nonprofit organizations only (see 623)</i>	
	<i>Per pound or fraction</i>	<i>Minimum rate per piece</i>	<i>Per pound or fraction</i>	<i>Minimum rate per piece</i>
Presort level:				
Basic	45¢	10.9¢	21.4¢	4.9¢
5-digit	45¢ minus 1.6¢ per piece	9.3¢	21.4¢ minus 0.9¢ per piece	4.0¢
Carrier route ..	45¢ minus 3¢ per piece	7.9¢	21.4¢ minus 1.9¢ per piece	3.0¢
<p><i>Exception:</i> When the postage computed at the bulk third-class rate is higher than a fourth-class rate-for which the matter and the mailing could qualify <i>except</i> for weight-the fourth-class rate may be paid without the necessity of adding needless additional weight.</p> <p>For example: A piece which weighs less than 1 pound and which meets all prescribed requirements, other than weight, for fourth-class bound printed matter may be mailed at the fourth-class bound printed matter rate. All other requirements of bulk third-class remain applicable.</p>				

Exhibit 611.2a

Regular rates:					
Presort level:		Per pound or fraction of a pound:			
Basic		45¢			
5-digit		45¢ minus 1.6¢ per piece.			
Carrier route		45¢ minus 3.0¢ per piece.			
<p>PIECES WHICH ARE EQUAL TO OR WEIGH LESS THAN THE WEIGHTS SHOWN BELOW MUST BE PAID AT PRESCRIBED MINIMUM PER PIECE RATE FOR EACH PRESORT LEVEL</p>					
	<i>Minimum rate per piece</i>	<i>Ounces</i>	<i>Pounds</i>	<i>Grams</i>	
Basic	10.9¢	3.8755	0.24222	109.869	
5-digit	9.3¢	3.8755	0.24222	109.869	
Carrier route ..	7.9¢	3.8755	0.24222	109.869	

Exhibit 611.2b (continued on facing page)

SPECIAL RATES FOR AUTHORIZED NONPROFIT ORGANIZATIONS ONLY (SEE 623)

Presort level:	Per pound or fraction of a pound:
Basic.....	21.4¢
5-digit.....	21.4¢ minus 0.9¢ per piece.
Carrier route.....	21.4¢ minus 1.9¢ per piece.

PIECES WHICH ARE EQUAL TO OR WEIGH LESS THAN THE WEIGHTS SHOWN BELOW MUST BE PAID AT PRESCRIBED MINIMUM PER PIECE RATE FOR EACH PRESORT LEVEL

	Minimum rate per piece	Ounces	Pound	Grams
Basic.....	4.9¢	3.6635	0.22897	103.859
5-digit.....	4.0¢	3.6635	0.22897	103.859
Carrier route.....	3.0¢	3.6635	0.22897	103.859

Exception: When the postage computed at the bulk third-class rate is higher than a fourth-class rate for which the matter and the mailing could qualify *except* for weight—the fourth-class rate may be paid without the necessity of adding needless additional weight.

For example: A piece which weighs less than 1 pound and which meets all prescribed requirements, other than weight, for fourth-class bound printed matter may be mailed at the fourth-class bound printed matter rate.

All other requirements of bulk third-class remain applicable.

Exhibit 611.2b

CHAPTER 7.—FOURTH-CLASS MAIL

710 Rates and Fees

711 Rates

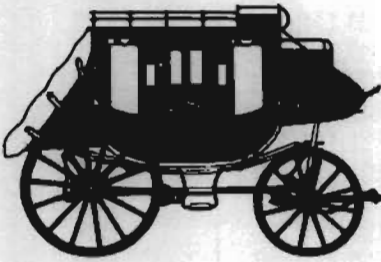
Kind of mail	Rate (Without regard to zone)		
	First pound or fraction of a pound	Each additional pound or fraction through 7 pounds	Each additional pound or fraction over 7 pounds
Books; printed music; bound volumes of academic theses; sound recordings; periodicals; other library materials; museum and herbarium materials; 16-millimeter or narrower width films, filmstrips, transparencies, slides, microfilms, scientific or mathematical kits, instruments, or other devices; also, catalogs, guides or scripts for some of these materials. See 725.....	32¢	11¢	7¢

Exhibit 711.4.—Library Rates

These changes will be incorporated in a future revision to the DMM.—Rates & Classification Dept., 7-22-82.

Stagecoach 1890s

USA 4c



Copyright U.S. Postal Service 1982

Issue Date: August 19, 1982 -
 First Day City: Milwaukee, Wisconsin
 Designer: James Schleyer
 Burke, Virginia
 Modeler: Clarence Holbert
 Engravers: Thomas R. Hipschen (vignette)
 Gary J. Slaght (lettering & numerals)
 Press: Intaglio
 Color: Brown
 Image Area: .75 x .82 inches or
 19.05 x 20.82 millimeters
 Plate Numbers: One
 Stamps Per Coil: 500 and 3,000

4-Cent Stagecoach Regular Postage Stamp

A 4-cent regular postage stamp featuring a stagecoach will be issued August 19 in Milwaukee, Wisconsin. The first day of issue ceremony will be held during STaMpsHOW 82, the annual meeting of the American Philatelic Society, in the Exposition and Convention Center.

Stagecoaches were introduced in America during the last quarter of the 18th century and were used primarily by the rich and elite. During the 19th century they came into popular use as they provided the only means of cross-country travel for a large majority of the population. They also provided a major means of carrying the U.S. mail.

The designer, James Schleyer, based his drawing on material published in the *Encyclopedia of Transportation* by Don Berkebile, part of the collection of the Smithsonian Institute's National Museum of American History. The stamp design portrays a Concord stagecoach which resembles the typical American mail coach which traveled between towns of the frontier plains, helping the expansion of the American West.

The Stagecoach stamp is the eighth issue in the Transportation Series which was initiated in 1981 and features early modes of transportation. The stamps in this series are issued in coil form 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 of envelopes at least $\frac{5}{8}$ of an inch up from the bottom. Customers are reminded they must add at least 16 cents additional postage to their envelopes (9 cents additional postage if stamps are affixed to a post card) to meet the minimum First-Class rate. Uncanceled stamps issued before August 19 may be affixed. Orders containing envelopes to which stamps issued after August 19 are affixed will be returned unserved. Insert a filler in each envelope and mail them to: Customer-Affixed Envelopes, Postmaster, Milwaukee, WI 53201-9991 by September 18. There is no charge.

The Postal Service will affix stamps when requested to do so. Mail orders by September 18 to: Stagecoach Stamp, Postmaster, Milwaukee, WI 53201-9992. The cost is 20 cents per cancellation (two Stagecoach stamps and one 12-cent Freedom of Conscience coil 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 Philatelic Catalog listing all available stamps and stationery items may be obtained by a request to the Philatelic Sales Division, Washington, DC 20265-9997.

USPS Stamp Poster 82-25
Remove after September 18

PLEASE POST ON BULLETIN BOARD

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 21359 article.

344,536,201 to 6,400	368,773,419 to 3,500	394,914,702 to 4,800	415,905,421 to 5,499
344,821,230 to 1,297	368,847,601 to 7,700	396,770,501 to 0,600	416,927,580 to 7,800
344,854,601 to 4,700	370,494,001 to 4,200	396,823,334 to 3,500	417,239,361 to 9,700
345,299,801 to 9,900	370,549,601 to 50,000	396,944,758 to 5,000	417,395,080 to 1,090
345,986,501 to 6,600	371,327,589 to 7,600	397,148,601 to 9,400	417,446,291 to 6,300
347,238,201 to 8,300	372,401,123 to 1,500	397,207,301 to 7,400	418,319,358 to 9,400
347,975,946 to 5,959	372,429,101 to 9,500	397,929,301 to 9,400	418,393,772 to 3,800
348,086,296 to 6,300	372,548,101 to 8,400	399,599,901 to 9,910	418,580,719 to 0,800
348,190,501 to 0,900	373,593,481 to 3,500	399,721,678 to 1,710	419,922,570 to 2,900
351,452,949 to 3,000	374,013,262 to 3,300	400,896,730 to 6,800	420,218,901 to 9,200
351,490,001 to 0,600	374,433,401 to 4,000	400,980,701 to 0,800	421,660,801 to 1,500
353,461,741 to 1,800	374,540,001 to 0,100	401,295,335 to 5,400	422,553,959 to 4,000
357,010,401 to 0,500	374,988,860 to 8,880	402,885,601 to 5,900	423,268,880 to 8,950
357,339,409 to 9,455	375,040,201 to 0,400	403,243,638 to 3,900	423,271,694 to 1,720
358,180,401 to 0,600	375,432,201 to 2,500	404,196,001 to 6,100	423,788,619 to 8,650
359,790,481 to 0,540	375,712,274 to 2,300	404,403,804 to 3,900	424,308,524 to 9,200
359,791,901 to 1,920	375,881,401 to 1,500	404,578,200 to 8,500	424,525,587 to 5,700
359,994,676 to 4,700	377,011,946 to 2,400	404,625,122 to 5,200	427,359,785 to 9,900
361,168,730 to 8,900	377,901,546 to 1,600	404,668,701 to 8,900	427,543,201 to 3,300
361,201,906 to 2,100	379,786,742 to 6,760	404,999,031 to 9,080	430,844,124 to 4,200
362,395,806 to 5,819	380,821,401 to 2,200	405,694,037 to 4,100	431,035,001 to 5,100
363,633,090 to 3,100	383,053,831 to 3,900	405,831,365 to 1,400	431,088,301 to 8,400
363,794,701 to 5,200	390,557,101 to 7,170	405,885,847 to 5,900	431,400,001 to 5,000
365,867,401 to 7,500	390,581,961 to 2,040	406,576,200 to 6,300	431,907,801 to 7,900
365,867,517 to 7,600	391,923,323 to 3,500	406,922,234 to 2,300	431,909,801 to 9,900
366,888,911 to 9,000	393,018,120 to 8,400	407,769,001 to 9,100	431,959,837 thru
366,967,107 to 7,200	393,811,801 to 2,000	413,266,631 to 6,642	431,960,000
368,108,160 to 8,600	393,912,375 to 2,400	413,578,841 to 9,500	438,898,651 to 8,700
368,416,575 to 6,600	394,914,633 to 4,700	414,910,275 to 0,400	439,289,301 to 9,400

UNITED STATES POSTAL SERVICE

WASHINGTON, DC 20260-1571

OFFICIAL BUSINESS

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



FIRST CLASS

Schedule

The **POSTAL BULLETIN** is published every Thursday by the Document Control Division, Information Resource Management, USPS, Washington, DC 20260-1571.

Distribution

The Postal Service distributes the **POSTAL BULLETIN** to all postal facilities. The Government Printing Office distributes copies to all public subscribers.

Effective Period

POSTAL BULLETIN articles are effective for six months unless otherwise specified.

Index

A quarterly index of **BULLETIN** articles appears early in the months of January, April, July, and October.

USPS Requisitions

One-time copies:

Send Form 7380 to the Eastern Area Supply Center.

Quantity Changes:

Send Form 1286 to your Regional Administration Branch, giving justification.

Address Changes:

Send Form 1286 to your Regional Administration Branch.

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