



postal bulletin

PB 21366—August 26, 1982—16 Pages

20-Cent Francis of Assisi Commemorative Stamp

The 20-cent Francis of Assisi commemorative stamp will be first placed on sale October 7, 1982, in San Francisco, California. He is being honored for his great humanitarian efforts. This is the first stamp of three to be printed privately under the terms of a contract awarded by the Postal Service in April 1982.

DO NOT SELL BEFORE OCTOBER 8, 1982



FRANCIS OF ASSISI 1182-1982 USA 20c

Copyright U.S. Postal Service, 1982

Issued in panes of 50.

Collector information will be found on page 11.

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

Post offices with 950 or more revenue units requiring additional bulk quantities (item 425) should immediately submit Form 17, *Stamp Requisition*, to their regional accountable paper depository. Do not submit Form 3356, *Stamp Requisition—Bulk Quantities*, to the Bureau of Engraving and Printing.

All post offices requiring additional stamps in less-than-bulk quantities should immediately requisition them on a separate Form 17 from their Stamp Distribution Office.

Before requisitioning additional stock, consider that the stock should be depleted prior to December 7, 1982, at all post office outlets except designated philatelic windows.—*Customer Services Dept., 8-26-82.*

Service Award Certificates

Stock Item No. 0-1100-L, Service Award Certificates (Retirement) PMG signature block, and Item No. 0-1100-M, Service Award Certificate (Posthumous) PMG signature block, are being removed from stock in the area supply centers and will be stocked at USPS Headquarters supply room 2P-610.—*Employee Relations Dept., 8-26-82.*

Notice 123, Stamp Selection—Who and Why

Notice 123, *Stamp Selection—Who and Why*, is currently available only from the Eastern Area Supply Center (EASC). However, a revised edition is scheduled for printing this fall and stocking at both area supply centers.—*Customer Services Dept., 8-26-82.*

Retirement Law Amendments

Congress has approved and sent to the President legislation which will have an impact on Civil Service Retirement laws affecting postal employees. The following is a summary of the major changes of interest to prospective retirees:

A. Cost-of-Living (COL) Adjustments:

1. Annual cost-of-living adjustments will be delayed 1 month in each of the next 3 calendar years. At present, COL adjustments are payable April 1 of each year. The new legislation would make such adjustments payable May 1, 1983, June 1, 1984, and July 1, 1985;

2. Civil Service retirees who are under age 62 at the time of a COL adjustment will receive only one-half of such adjustment during the next 3 calendar years, except in certain contingencies.

B. Civil Service Retirement Annuities will be rounded to the next lowest dollar instead of to the nearest dollar.

C. Annuities for retiring employees will commence on the first day of the month after separation from the service instead of the day following separation.

While this legislation had not yet received the President's signature as this Bulletin went to press, the above information is intended to keep employees aware of proposed changes that may affect their retirement benefits. Complete information concerning final legislation will be published as soon as possible.—*Employee Relations Dept., 8-26-82.*

CONTENTS

	Page
20-Cent Francis of Assisi Commemorative Stamp.....	1
Acceptance of Checks for Mailing List Corrections.....	2
Acceptance of Form 1093.....	2
Domestic Orders.....	5
Foreign Order Notice 76.....	5
Handbook EL-812, <i>Hazardous Materials</i>	5
Hazardous Materials Marking.....	9
International Reply Coupons, Redemption of.....	5
Money Orders—Missing U.S.	15
Notice 123, <i>Stamp Selection—Who and Why</i>	1
Occupation Code Master List.....	8
Political Mailings (<i>Reprint</i>).....	2
Post Office Changes No. 11.....	7
Retirement Law Amendments.....	1
Service Award Certificates.....	1
Stamp Poster 82-30.....	11
Supply Items Discontinued.....	6
The Postal Service Guide to U.S. Stamps.....	9
Third-Class Mail (Pullout).....	3
Uniform Program—Licensed Vendor.....	6

For Postmasters

POLITICAL MAILINGS

To emphasize the subject, the following article is reprinted from POSTAL BULLETIN 21361 (7-22-82).

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., 8-26-82.*

DMM Revision

Acceptance of Checks for Mailing List Corrections

Current regulations provide that the correction of mailing lists must be paid for by cash or money order. Effective immediately, DOMESTIC MAIL MANUAL (DMM) 945.152 is amended to allow payment by check.

945 Mailing List Services

* * * * *

.152 Except for authorized users of official mail, payment must be made in advance by cash, check, or money order. Lists will not be returned to commercial mailers until charges and postage fees have been collected.

Checks will be accepted in accordance with instructions in F-1, *Financial Handbook for Post Offices*, 330.

This change will be included in a future issue of the DMM.—*Rates & Classification Dept., 8-26-82.*

Acceptance of Form 1093

Managers and accepting clerks are reminded that Form 1093, *Application for Post Office Box or Caller Number*, must be filled out in its entirety before a box may be rented or a caller number issued. DMM 951.131 includes the following statements:

1. "An applicant must complete all spaces on the form which require customer provided information * * *."

2. "Furnishing false information on the application or refusal to furnish required information may be sufficient reason for denial of the application or discontinuance of service."

Many incomplete applications, lacking required information such as street addresses, have been improperly accepted. All new applications must be completed in their entirety. If the applicant refuses to comply, the Postmaster must follow the procedure in 951.131c (2).—*Delivery Services Dept., 8-26-82.*

THIRD-CLASS MAIL

Recent surveys by private concerns have suggested that third-class mail does not always receive proper handling, even though it is correctly addressed.

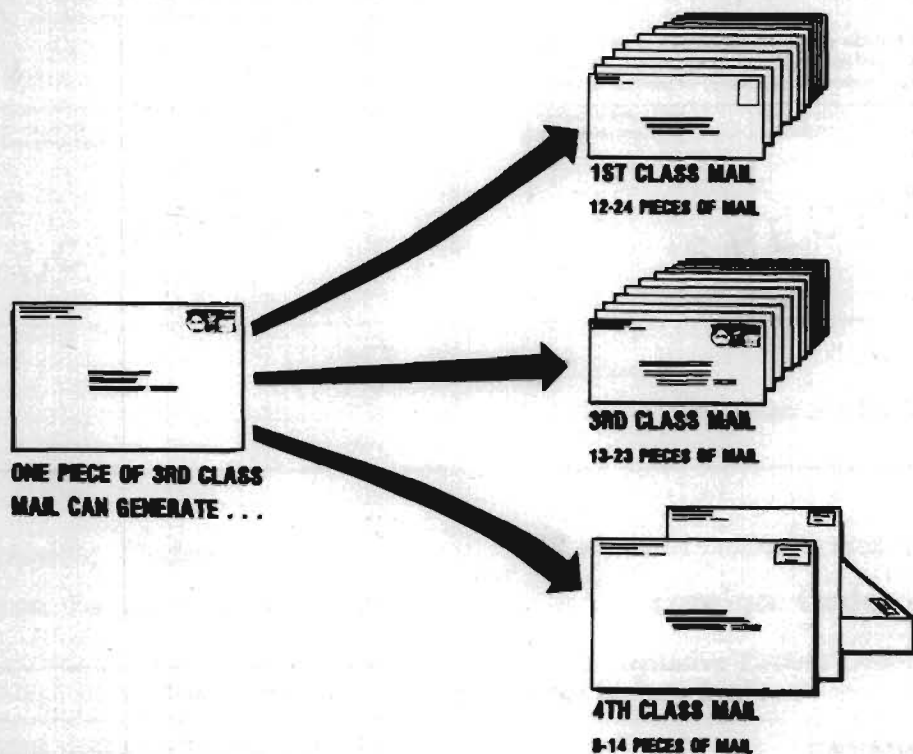
All employees should realize that third-class mail is a major contributor to the Postal Service's total income and thus is responsible for a large part of every postal worker's wages. Each of us has a vital stake in seeing that it is properly handled.

In Fiscal Year 1981, this class of mail accounted for approximately 30 percent of the total mail volume and produced \$3.1 billion in revenue. Its growth rate over the past 12 years has been more than double that of total mail volume.

Consider, too, its impact on other classes of mail. One person responding to a piece of third-class advertising mail can, over a 12-month to 16-month period, produce:

- 12 to 24 pieces of First-Class Mail
- 13 to 23 pieces of third-class mail
- 8 to 14 pieces of fourth-class mail.

One postal customer responding to a credit card advertisement can produce 24 pieces of First-Class Mail a year—12 billing statements to the customer and 12 pieces back with payments.



Clearly, postal employees and third-class mailers share a common responsibility to see that this class of mail receives the attention it deserves.

Efforts are being made nationwide to ensure that correct bulk mail make-up procedures are being followed by mailers. The aim is to make sure the customer gets the service he or she pays for.

Similarly, postal employees bear the responsibility of adhering to prescribed procedures for the proper handling and delivery of all third-class mail that is correctly addressed, and for complying with regulations in the handling of such mail that is undeliverable as addressed.

It is vital that we engage in an all-out, continuing effort to identify and correct any problems that exist with the processing of third-class mail. It's everybody's business and to everybody's advantage.

—Operations Group, 8-26-82.

PLEASE POST ON APPROPRIATE BULLETIN BOARDS

REDEMPTION OF INTERNATIONAL REPLY COUPONS

Under the provisions of Section 221.333b, *International Mail Manual*, foreign issued international reply coupons may be exchanged at all United States post offices for postage stamps, metered postage, and embossed envelopes (including aerogrammes) at the rate of 30 cents per coupon.

When foreign issued coupons are redeemed, the date and place of exchange *must* be stamped on the lower right front of the coupon with a rubber all-purpose dating stamp. Failure to stamp the coupon often results in processing delays and reconciliation problems when the

coupons are remitted by the Postal Service to the International Bureau of the Universal Postal Union in Bern, Switzerland.

A sample International Reply Coupon (Universal Postal Union Form C-22), in both French and English versions, is illustrated below. See Handbook F-1, *Financial Handbook for Post Offices*, 558, for additional instructions regarding the processing and remittance of foreign issued international reply coupons.



UNION POSTALE UNIVERSELLE
COUPON-RÉPONSE INTERNATIONAL C 22

Ce coupon est échangeable dans tous les pays de l'Union postale universelle contre un ou plusieurs timbres-poste représentant l'affranchissement minimal d'une lettre ordinaire, expédiée à l'étranger par voie de surface.

Empreinte de contrôle du pays d'origine (date facultative)	Prix de vente (Indication facultative)	Timbre du bureau qui effectue l'échange
○	○	○
SPECIMEN		



UNIVERSAL POSTAL UNION
INTERNATIONAL REPLY COUPON C 22

This coupon is exchangeable in any country of the Universal Postal Union for one or more postage stamps representing the minimum postage for an unregistered letter sent by surface to a foreign country.

Control stamp of the country of origin	Selling price (optional)	Stamp of the office making the exchange
○	○	○
SPECIMEN		

International Reply Coupons

—Rates & Classification Dept., 8-26-82.

Domestic Orders

False Representation. Enforced by Postmasters at cities listed.

State/city	Names covered
FL, Fort Lauderdale 33310	Quality Products, Inc. P.O. Box 9726
IL, Chicago 60626	New World Dating Club 6850 North Glenwood Street

—Judicial Officer, 8-26-82.

Handbook EL-812, Hazardous Materials

Handbook EL-812, *Hazardous Materials*, is scheduled to be distributed by the end of August. It is a pocket guide to acceptance, handling, and emergency procedures affecting hazardous materials. It will complement Management Instruction EL-810-82-6 by providing a tool for employee awareness efforts. All employees who handle mail should receive a copy and keep it handy.—Employee Relations Dept., 8-26-82.

All personnel processing mail for dispatch abroad

Foreign Order Notice 76

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

CANADA

Princess Sales
P.O. Box 230, 549 Columbia St.
and
BOX 230, 549 Columbia St.
at
New Westminster, B.C.

C.C.C.
P.O. Box 1348, Station B
and
P.O. BOX 1348, Station B
at
Mississauga, Ontario

—Judicial Officer, 8-26-82.

SUPPLY ITEMS DISCONTINUED

Due to low demand and local availability, the supply items listed below are to be discontinued as stocked items at the area supply centers. However, limited quantities are still available, and the supply centers will fill requisitions until stocks are exhausted. Thereafter, non-FEDSTRIP offices will be authorized to purchase their requirements from local sources. Offices having FEDSTRIP authority will continue to requisition their requirements from GSA as appropriate.

PSIN	NSN	Description
C135B	7320-00-205-3543	Tape, venetian blind.
C948	8330-00-257-2494	Chamois, 16" x 21".
C1144	None	Paint, touch up, buff color.
C1845A	7930-00-530-8574	Wax.
C1860A	None	Bag, vacuum cleaner, Eureka.
C1860B	None	Bag, vacuum cleaner, Hamilton.
C1860C	None	Bag, vacuum cleaner, Eureka.
C1867A	6150-00-990-7397	Cord, extension, 6 ft.
C1867B	6150-00-990-7396	Cord, extension, 10 ft.
C1903D	None	Attachments, vacuum cleaner.
D1170A	8010-00-935-9885	Paint, green.
D1170B	8010-00-935-9886	Paint, blue.
D1171	8010-00-935-9890	Primer.
O15	7530-00-285-3083	Tablet, ruled, 8" x 10 1/2".
O21B	7530-00-251-6447	Pad, columnar, 25 1/4" x 14".
O22F	7530-00-264-3639	Pad, columnar, 8 1/2" x 14".
O84A	7530-00-247-0318	Card, index, 3" x 5".
O84C	7530-00-243-9437	Card, index, 5" x 8".
O251A	8040-00-754-2483	Paste, semiliquid.
O256	8040-00-281-9244	Cement, liquid, rubber.
O293A	7530-00-935-7136	Pen, ballpoint, retractable.
O293C	7510-00-543-6792	Refill, ballpoint pen, medpoint.

PSIN	NSN	Description
0300A	7510-00-286-5757	Pencil, #1.
0300B	7510-00-281-5234	Pencil, #2.
0300C	7510-00-281-5235	Pencil, #3.
0302D	7510-00-264-4609	Pencil, Red.
0334A	7510-00-285-2966	Ribbon, typewriter.
0334B	7510-00-557-1007	Do.
0334C	7510-00-285-2965	Do.
0334E	7510-00-264-5987	Do.
0334F	7510-00-285-2980	Do.
0334G	7510-00-577-1082	Do.
0334H	7510-00-285-2969	Do.
0334K	7510-00-557-1162	Do.
0334L	7510-00-285-2997	Do.
0334M	7510-00-813-1221	Do.
0342A	7510-00-162-3016	Ribbon, computing.
0342K	7510-00-162-3019	Do.
0342L	7510-00-162-3020	Do.
0342M	7510-00-164-1394	Do.
0342N	7510-00-274-5485	Do.
0342P	7510-00-285-3024	Do.
0342R	7510-00-249-3091	Do.
0342T	7510-00-162-3022	Do.
0345	7510-00-619-7714	Eraser, rubber.
0371	7510-00-223-7046	Do.
0393A	7520-00-240-5503	Clipboard, 9" x 17".
0401A	7510-00-161-4284	Fastener, paper, 1".
0401B	7510-00-235-6068	Fastener, paper, 2".
0402A	7510-00-161-4293	Clips, paper, size 2.
0402B	7510-00-161-4292	Clips, paper, size 1.
0403A	7510-00-161-4291	Clips, paper, size 2.
0403B	7510-00-161-4290	Clips, paper, size 1.
0404D	7510-00-272-9662	Staple, wire.
0404S	7510-00-272-9410	Staple, wire, H/D.
0405A	7520-00-162-6177	Remover, staple, tweezer-type.
0434	7510-00-285-1745	Cleaner, type, for typewriter.
0906D	7520-00-281-5895	Stapler, paper, std. duty.
0906S	7520-00-243-1780	Stapler, paper, H/D.

—Procurement & Supply Dept., 8-26-82.

UNIFORM PROGRAM—LICENSED VENDORS

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

Brandy's Shoes	1290 North Federal Highway	Pompano Beach	FL	33062	Oser Brothers	5 West Queens Way	Hampton	VA	23069
Cesentini, Inc.	180 Ithaca Commons	Ithaca	NY	14850	Red Wing Shoe Store	4215 West Yellowstone	Casper	WY	82604
Cesentini, Inc.	906 Hanshaw Road	Ithaca	NY	14850	Shoemaker's, Inc.	763 South Second Street	Chambersburg	PA	17201
Hopkins Uniform Sales	185 W. Ventura Street	Altadena	CA	91001	The Medical Uniform Shop	3544 W. Santa Barbara Avenue	Los Angeles	CA	90008

—Labor Relations Dept., 8-26-82.

RECKLESS DRIVING NEVER DETERMINES WHO'S RIGHT . . . ONLY WHO'S LEFT

POST OFFICE CHANGES NO. 11

(Supplemental to 1982 National Five Digit ZIP Code and Post Office Directory.)

Abbreviations: B=Branch, C=City Delivery, Conv.=Converted, CPO=Community Post Office, Disc.=Discontinued, Estab.=Established, F=Finance, Fac.=Facility, I=Independent Post Office, IC=Independent City, MOU=Money Order Unit, MPO=Main Post Office, MR=Mailing Restrictions (from Part 125 DMM) apply, NP=Nonpersonnel, NZCD=National ZIP Code and Post Office Directory, P=Postal facility discontinued, name retained for address purposes. Resc.=Rescinded, S=Station, X=Classified. (Contract stations and branches do not have the symbol "x" following the symbol of type of installation.) Symbols: (1)=Officially closed on date shown. Notice is for administrative record purposes. (2)=Officially established on date shown. Notice is for administrative record purposes. (3)=All services previously terminated. Date shown is official discontinued date for administrative purposes.

State	Name of post office	County/parish	Name of station, branch, or unit	Type S/B	ZIP Code	Change action	Effective date	Explanation of change
AK	Fairbanks	Central	McKinley Park	CPO	99755	Delete	6-11-82	CPO name changed. Retain ZIP Code.
AK	do	do	Denali National Park	CPO	99755	Add	6-11-82	
AK	do	do	University	B	99701	Delete	7-6-82	
AZ	Heber	Navajo	Forest Lakes (Cocconino County)	B	85931	Add	5-19-82	B estab. (2)
AZ	Phoenix	Maricopa	Ben Franklin	B	85080	Add	4-21-82	S estab. (2)
CA	Glendale	Los Angeles	Verdugo Viejo	Sx	91209	Delete	5-25-82	Sx ZIP Code changed. Retain ZIP Code 91209.
CA	do	do	do	Sx	91208	Add	5-25-82	
CA	Inglewood	do	Hillcrest	Sx	90806	Delete	6-15-82	Sx ZIP Code changed. Retain ZIP Code 90806.
CA	do	do	do	Sx	90301	Add	6-15-82	
CA	Pasadena	do	D	Sx	91105	Delete	10-31-82	Sx name changed. Retain ZIP Code.
CA	do	do	Orangewood	Sx	91106	Add	10-31-82	
CA	Pinole	Contra Costa	Hercules	Bx	94547	Delete	1-1-83	Bx parent PO changed. Retain ZIP Code.
CA	Rodeo	do	do	Bx	94547	Add	1-1-83	
CA	San Fernando	Los Angeles	North Annex	Bx	91342	Delete	7-2-82	Bx name changed. Retain ZIP Code.
CA	do	do	North	Bx	91342	Add	7-2-82	
CA	Van Nuys	do	Kester	Sx	91405	Delete	7-2-82	Sx name changed. Retain ZIP Code.
CA	do	do	Annex III	Sx	91405	Add	7-2-82	
FL	Boca Raton	Palm Beach	Downtown	Sx	33432	Add	7-1-82	Sx estab. (2)
FL	Fort Lauderdale	Broward	New River	Sx	33302	Change	6-1-82	Sx ZIP Code changed. Retain ZIP Code 33302 for PO boxes.
FL	do	do	do	Sx	33312	Add	6-1-82	
FL	Gainesville	Alachua	Northwood	S	32605	Add	5-1-82	S estab. (2)
FL	Jacksonville	Duval	Beaulacre	S	32217	Add	4-12-82	S estab. (2)
FL	do	do	Dural	Sx	32210	Delete	5-21-82	Amend PB 21362 to correct county name.
FL	do	do	do	Sx	32244	Add	5-21-82	
FL	Tampa	Hillsborough	Northdale	B	33674	Add	7-1-82	B estab. (2)
FL	Vanice	Sarasota	North Port	CPO	33596	Delete	5-17-82	CPO conv. to Bx. Retain ZIP Code.
FL	do	do	do	Bx	33596	Add	5-17-82	
HI	Aiea	Honolulu	Pearl Ridge	S	96701	Add	6-12-82	S estab. (2)
ID	Boise	Ada	Boise Airport	Sx	83715	Add	7-1-82	Sx estab. (2)
ID	do	do	Northside	S	83702	Add	7-7-82	S estab. (2)
ID	Salmon	Lamhi		I	83467	Add	7-15-82	C estab.
IL	Chicago Heights	Cook	Otto Mall	S	60411	Add	6-15-82	S estab. (2)
KS	Wichita	Sedgwick	Washington Street	Sx	67202	Delete	3-13-82	Sx disc. Retain ZIP Code. (1)
KY	Ashland	Boyd	Summitt	S	41101	Add	6-18-82	S estab. (3)
KY	Elkatawa	Breathitt		I	41322	Delete	9-24-82	PO disc. change ZIP Code only. Continue address of Elkatawa, KY (3).
KY	Jackson	do	Elkatawa	P	41339	Add	9-24-82	
KY	West Irvine	Estill		I	40401	Delete	10-1-82	PO disc. change ZIP Code only. Continue address of West Irvine, KY (3).
KY	Irvine	do	West Irvine	P	40336	Add	10-1-82	
KY	Russell	Greenup	Raceland	Bx	41169	Delete	2-20-82	Bx conv. to B. Retain ZIP Code.
KY	do	do	do	B	41169	Add	2-20-82	
MI	Grand Rapids	Kent	Dutton (Mail to Caledonia)	CPO I	49511 49316	Delete	5-13-82 5-13-82	CPO and ZIP Code disc. (1)
MN	Minneapolis	Hennepin	Upper Nicollet	Sx	55403	Delete	6-4-82	
MN	Saint Paul	Dakota	Apple Valley	Bx	55124	Add	7-24-82	Bx estab. (2)
MS	Tupelo	Lee	Downtown	Sx	38801	Add	9-30-82	Sx estab. (2)
MS	Sessums	Oktibbeha		I	38758	Delete	9-30-82	PO conv. to CPO. Change ZIP Code. (1)
MS	Starkville	do	Sessums	CPO	38759	Add	9-30-82	
MO	Illmo	Scott		I	63754	Delete	9-30-82	PO disc. Retain ZIP Code. Continue address of Illmo, MO (1)
MO	Scott City	do	Illmo	P	63754	Add	9-30-82	
MO	Napton	Saline		I	65346	Delete	3-12-82	Amend PB 21336 to correct ZIP Code.
MO	Marshall	do	Napton	P	65340	Add	3-12-82	
NE	Poole	Buffalo		I	68867	Delete	9-24-82	PO disc. Change ZIP Code only. Continue address of Poole, NE (1)
NE	Ravenna	do	Poole	P	68869	Add	9-24-82	
NY	Webster	Monroe	West Webster	Bx	14580	Delete	7-30-82	Bx disc. Retain ZIP Code. (1)
NM	Bluewater	Valencia		I	87005	Delete	6-25-82	Change to correct county name.
NM	do	Cibola		I	87005	Add	6-25-82	
NM	Casa Blanca	Valencia		I	87007	Delete	6-25-82	Change to correct county name.
NM	do	Cibola		I	87007	Add	6-25-82	
NM	Cubero	Valencia		I	87014	Delete	6-25-82	Change to correct county name.
NM	do	Cibola		I	87014	Add	6-25-82	
NM	Grants	Valencia		I	87020	Delete	6-25-82	Change to correct county name.
NM	do	Cibola		I	87020	Add	6-25-82	
NM	Lugana	Valencia		I	87026	Delete	6-25-82	Change to correct county name.
NM	do	Cibola		I	87026	Add	6-25-82	
NM	New Laguna	Valencia		I	87088	Delete	6-25-82	Change to correct county name.
NM	do	Cibola		I	87088	Add	6-25-82	
NM	Paguate	Valencia		I	87040	Delete	6-25-82	Change to correct county name.
NM	do	Cibola		I	87040	Add	6-25-82	
NM	San Fidel	Valencia		I	87049	Delete	6-25-82	Change to correct county name.
NM	do	Cibola		I	87049	Add	6-25-82	

POST OFFICE CHANGES NO. 11—Continued

State	Name of post office	County/parish	Name of station, branch, or unit	Type S/B	ZIP Code	Change action	Effective date	Explanation of change
NM	San Mateo	Valencia		I	87050	Delete	6-25-82	} Change to correct county name.
NM	do	Cibola		I	87050	Add	6-25-82	
NM	San Rafael	Valencia		I	87051	Delete	6-25-82	} Change to correct county name.
NM	do	Cibola		I	87051	Add	6-25-82	
NM	Seboyeta	Valencia		I	87055	Delete	6-25-82	} Change to correct county name.
NM	do	Cibola		I	87055	Add	6-25-82	
NM	Fence Lake	Valencia		I	87315	Delete	6-25-82	} Change to correct county name.
NM	do	Cibola		I	87315	Add	6-25-82	
NM	Rancho of Taos	Taos		I	87557	Delete	7-12-82	} PO name changed to correct NZCD.
NM	Ranchos de Taos	do		I	87557	Add	7-12-82	
NY	Ausable Chasm	Clinton		I	12911	Delete	10-3-81	} PO name changed to correct NZCD.
NY	Au Sable Chasm	do		I	12911	Add	10-3-81	
NY	Millbrook	Dutchess	Hope Farm	CPO	12532	Delete	11-31-81	CPO and ZIP Code disc. (1)
NY	Rochester	Monroe	Twelve Corners	S	14618	Delete	5-24-82	} S conv. to B. Retain ZIP Code.
NY	do	do	do	B	14618	Add	5-24-82	
PA	Indiana	Indiana	South Plaza	B	15701	Delete	6-18-82	B disc. Retain ZIP Code. (1)
PA	Johnstown	Cambria	Westwood	B	15905	Delete	6-18-82	B disc. Retain ZIP Code. (1)
PA	do	do	Gelstown	B	15904	Delete	6-18-82	} B disc. Retain ZIP Code. (1)
PA	do	do	Richland Mall	B	15901	Delete	6-18-82	
PA	do	do	East Hills	B	15904	Delete	6-18-82	B disc. Retain ZIP Code. (1)
PA	do	do	Conemaugh	B	15909	Delete	6-18-82	B disc. Retain ZIP Code. (1)
PA	Philadelphia	Philadelphia	Lester (located in Delaware County)	Bx	19113	Delete	8-27-82	B disc. Retain ZIP Code. (1)
PA	State College	Centre	Nittany Mall	B	16901	Delete	6-18-82	B disc. Retain ZIP Code. (1)
PA	do	do	Toftrees	B	16901	Delete	6-18-82	B disc. Retain ZIP Code. (1)
PA	do	do	Northwest	B	16901	Delete	6-18-82	B disc. Retain ZIP Code. (1)
PA	do	do	Philaletic	S	16901	Delete	6-18-82	S disc. Retain ZIP Code. (1)
PA	do	do	University Park	Sx	16902	Delete	6-18-82	} Sx changed to B to correct NZCD.
PA	do	do	do	B	16902	Add	6-18-82	
PA	Somerset	Somerset	Penn Traffic	B	15501	Delete	6-18-82	B disc. Retain ZIP Code. (1)
SD	Verdon	Brown		I	57478	Delete	10-1-82	} PO disc. Change ZIP Code only. Continue address of Verdon, SD. (3)
SD	Conde	Spink	Verdon (located in Brown County)	P	57434	Add	10-1-82	
SD	Sturgis	Meade	Plainview	CPO	57771	Delete	6-5-82	CPO and ZIP Code disc. (1)
SC	Winner	Tripp	Mosher	CPO	57558	Delete	5-1-82	CPO and ZIP Code disc. (1)
TX	San Antonio	Bexar	Leon Valley	S	78260	Add	2-22-82	S estab. (2)
UT	Salt Lake City	Salt Lake	Hunter	Bx	84120	Delete	8-28-82	} Bx name changed. Retain ZIP Code.
UT	do	do	West Valley City	Bx	84120	Add	8-28-82	
VT	Healdville	Rutland		I	05147	Delete	9-30-82	} PO disc. Change ZIP Code only. Continue address of Healdville, VT. (3)
VT	Mount Holly	do	Healdville	P	05158	Add	9-30-82	
WA	Tacoma	Pierce	Oakbrook	Bx	98497	Add	7-1-82	Bx estab. (2)
WI	De Soto	Vernon	Victory	CPO	54663	Delete	5-19-82	} CPO and ZIP Code disc. (1)
WI	do	do	(Mail to De Soto)	I	54624	Add	5-19-82	
WI	Yuba	Richland		I	54672	Delete	9-30-82	} PO disc. Change ZIP Code only. Continue address of Yuba, WI (3)
WI	Hillsboro	Vernon	Yuba (located in Richland County)	P	54634	Add	9-30-82	
GU	Agana	Guam	Downtown	Sx	96910	Add	6-12-82	Sx estab. (2)
GU	do	do	Umatac	S	96916	Add	6-12-82	} S estab. (2)
GU	do	do	University	S	96910	Add	6-12-82	
GU	do	do	Naval Air Station	S	96910	Add	6-12-82	

—Delivery Services Dept., 8-26-82.

OCCUPATION CODE MASTER LIST

Make pen and ink changes in the *Occupation Code Master List* (MSC and BMC) dated July 29, 1982. These actions will be incorporated in the next quarterly issue.

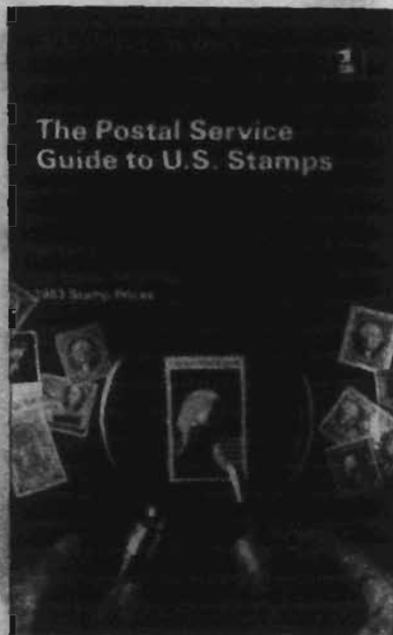
Occupation code	Position title	RSC	Grade	FLSA	DES/ACT	Nature of change
340-82xx	Express M1 Tech	P	06	2	1/0	(*)

*Position Type Change from Senior Qualified to Best Qualified.

—Employee Relations Dept., 8-26-82.

PILE SACKS EVENLY TO AVOID DAMAGE AND TO CONSERVE SPACE

THE POSTAL SERVICE GUIDE TO U.S. STAMPS



The Postal Service Guide to U.S. Stamps, formerly entitled *Stamps & Stories*, will be placed on advance sale September 1, 1982, at selected Philatelic Centers and by mail order from the Philatelic Sales Division,

Washington, DC. The book will go on sale nationwide at all Stamp Collecting Centers on October 1, 1982, to coincide with the beginning of National Stamp Collecting Month.

Those locations selected for advance sale will receive a special shipment of the book the final week of August. All other Stamp Distribution Offices will receive their stock during the first two weeks of September. All Associate Offices requiring this philatelic product should submit a Form 17, *Stamp Stock Requisition*, to their Stamp Distribution Office so as to have the book available for the October 1 on-sale date.

The new title and cover design (pictured above) were developed as a result of extensive customer research which determined the old title did not appeal to our philatelic customers. Point of sale promotional material will consist of a lobby poster and replacement books to be used in the ring and chain plastic lobby displays. Trapezoids for the three-tier philatelic merchandiser will not be produced this year. The new book will also be included in the National Stamp Collecting Month promotional material and in the pre-Christmas print advertising campaign in national publications such as *Good Housekeeping*, *McCall's*, and *Reader's Digest*.

The Postal Service Guide to U.S. Stamps will retail for \$3.50 and is identified as Item #927. All sales of this product are to be reported in AIC 092, Philatelic Product Sales, on the daily 1412A as completed by retail sales locations. It will also be included on the quarterly 1079 Philatelic Product Inventory Report as required.—*Customer Services Dept.*, 8-26-82.

DMM Revision

HAZARDOUS MATERIALS MARKING

Effective immediately, DOMESTIC MAIL MANUAL (DMM) and Publication 52, *Acceptance of Hazardous, Restricted or Perishable Matter*, are revised to remove the Department of Transportation's "Other Regulated Material" (ORM) marking requirements for domestic surface mail.

DMM 124 is revised as follows:

124 Nonmailable Matter—Articles and Substances; Special Mailing Rules

124.331, fourth sentence, delete "and the words *Consumer Commodity* immediately above the designation ORM-D, which identifies it as a consumer commodity material of limited hazard during transportation because of its form, quantity and packaging".

124.333 and 124.334, third sentences, delete "and the designation *Consumer Commodity* immediately above the designation ORM-D".

124.341, third sentence, delete "and the words *Consumer Commodity* immediately above the designation ORM-D".

124.354, first sentence, delete "and the words *Consumer Commodity* immediately above the ORM-D designation".

124.363c, first sentence, delete "and the words *Consumer Commodity*—Class B Poison immediately above the designation ORM-D".

124.392, second sentence, delete "above the designation ORM-A".

Pub. 52 is revised as follows:

221, first sentence, change "(ORM) designation as appropriate" to "(ORM) designation when appropriate".

Exhibit 221, change "[ORM-D]" to "[ORM-D AIR]".

223, seventh sentence, change "The presence of an ORM-D Consumer Commodity" to "the presence of an ORM-D AIR Consumer Commodity", and in the ninth sentence insert the word "air" between "avoid" and "carrier".

225, second sentence, add "or from the nearest DOT office".

262e(4), change to "(b) ORM-AIR designation, when appropriate", and "(c) Identification number, when appropriate for air shipment".

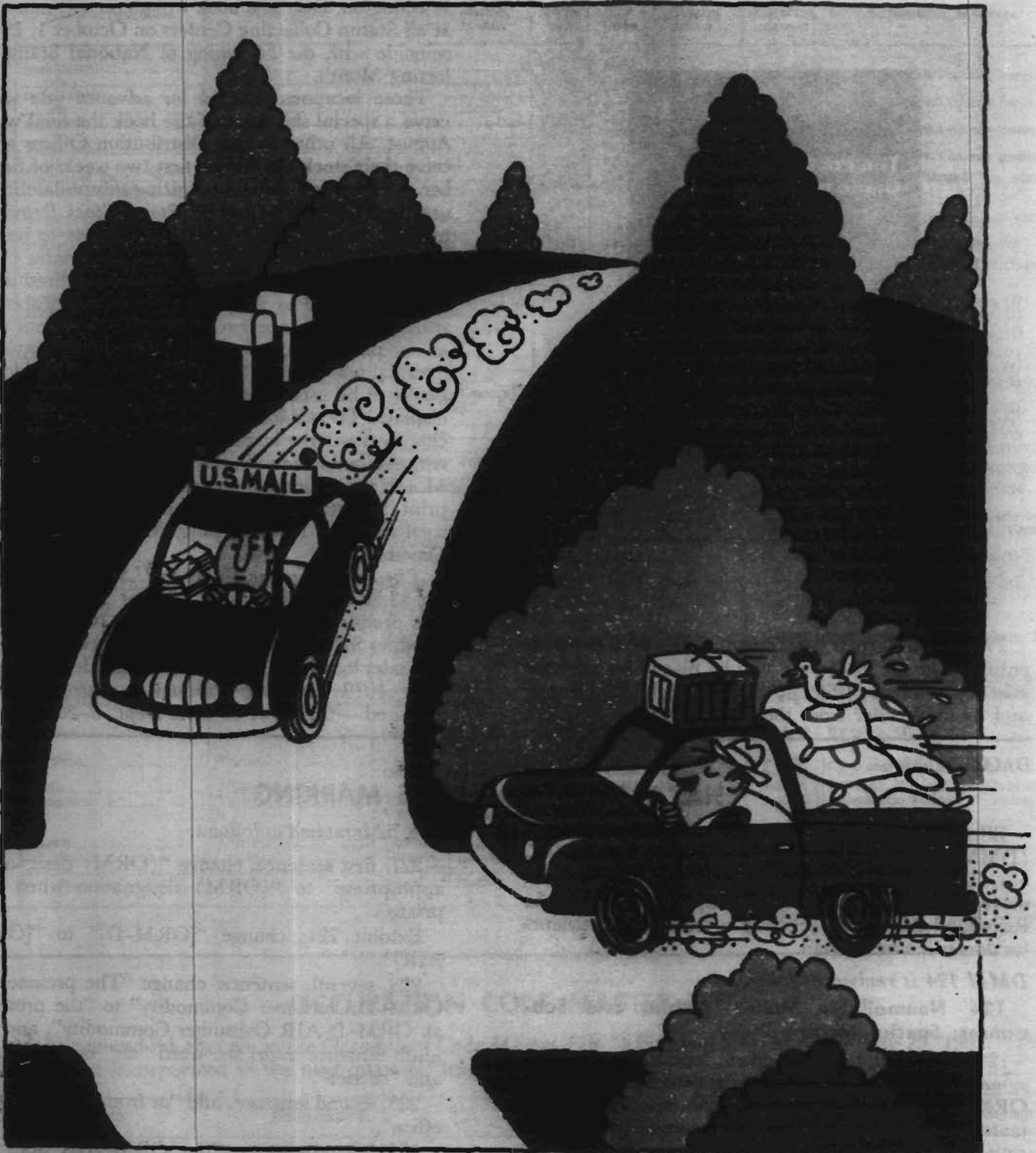
331.22, first sentence, delete "immediately next to the designation ORM-D".

332.212f, delete "immediately above the designation ORM-D", and in g, add "along with the designation ORM-D AIR".

342.11 and 342.2, delete "and marking".

362.2c, delete "appearing immediately above the *Consumer Commodity* ORM-D designation".

These changes will be incorporated into future issues of the DMM and Publication 52.—*Rates & Classification Dept.*, 8-26-82.



**Slow down at unmarked intersections
and always expect the unexpected**



© 1982 U.S. POSTAL SERVICE
ALL RIGHTS RESERVED

Copyright U.S. Postal Service 1982

Issue Date: October 7, 1982
 First Day City: San Francisco, California
 Designer: Ned Seidler
 Washington, D.C.
 Modeler: Richard C. Sennett
 Press: Gravure
 Colors: Violet, flesh tone, brown, ochre, red, and black
 Image Area: .84 x 1.44 inches or
 21.33 x 36.57 millimeters
 Plate Numbers: One group
 Stamps Per Pane: 50
 Salvage: U.S. Postal Service 1982©
 ®Use Correct ZIP Code
 ®Mr. ZIP (standing position)

Francis of Assisi Commemorative Stamp

A 20-cent commemorative stamp honoring the 800th anniversary year of the birth of Francis of Assisi will be issued October 7 in San Francisco, California, the city named in his honor. The first day of issue ceremony will be held at the M. H. de Young Memorial Museum.

Francis of Assisi is being honored for his great humanitarian services. His teachings stressed humility, work, and kindness toward all living creatures. His world-wide fame stems from the founding of the Franciscan religious order in 1209.

The Francis of Assisi stamp is the fifth stamp to be printed by a private company (American Bank Note Company and J. W. Fergusson and Sons) in recent years. The plate numbering system, as with each stamp produced by a private company beginning with the 1979 John Paul Jones issue, features the

letter "A" before the plate number or group of numbers.

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, San Francisco, CA 94101-9991 by November 6. There is no charge.

The Postal Service will affix stamps when requested to do so. Mail orders by November 6 to: Francis of Assisi Stamp, Postmaster, San Francisco, CA 94101-9992. 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.

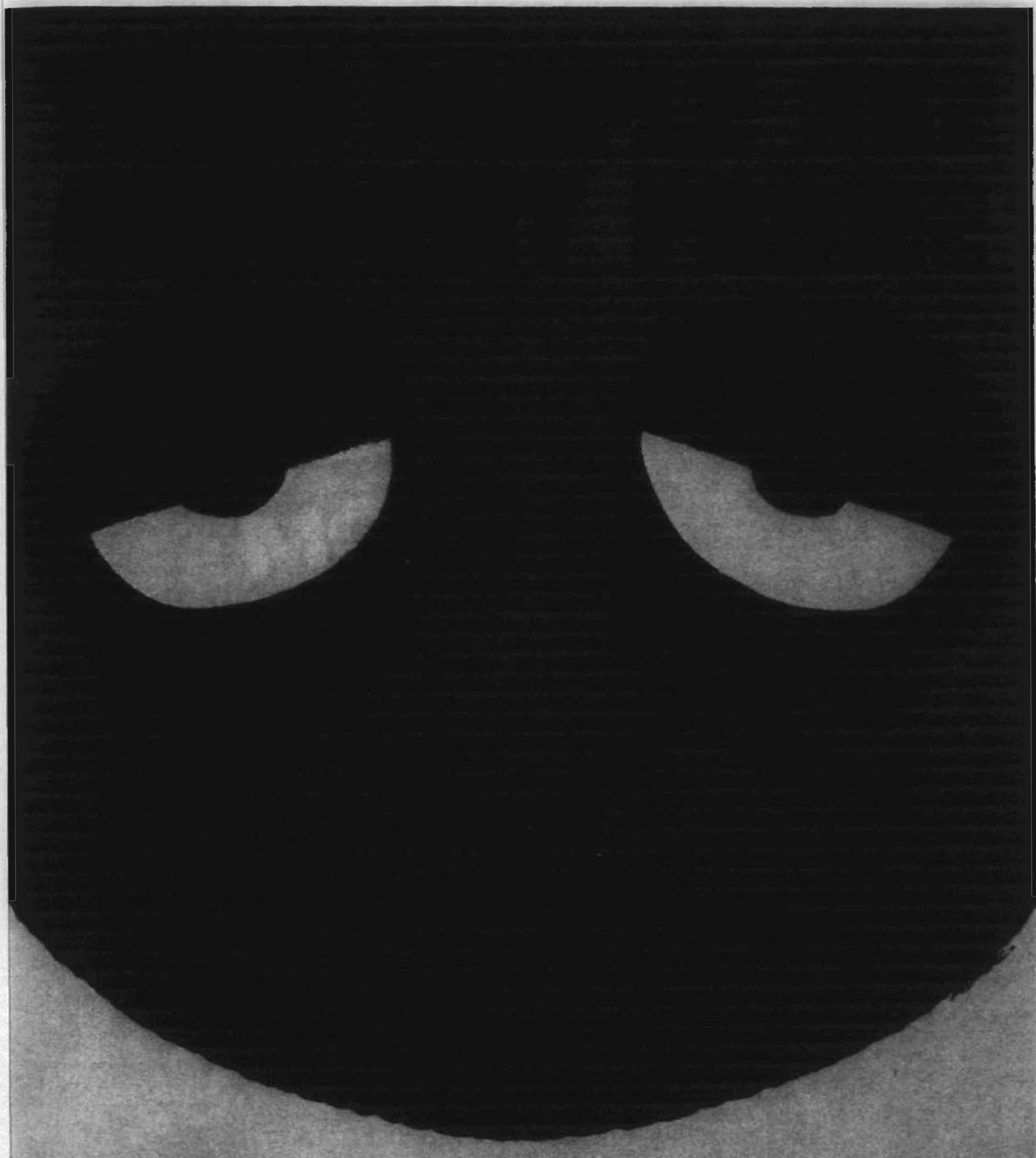


A Philatelic Catalog listing all available stamps and stationery items may be obtained by a request to the Philatelic Sales Division, Washington, DC 20265-9997.

PLEASE POST ON BULLETIN BOARD

USPS Stamp Poster 82-30
Remove after November 6





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



OUR NEWEST PRODUCT:

E-COM postal charges paid



E·COM

LET'S MAKE SURE IT SUCCEEDS.

E-COM is a registered trademark of the United States Postal Service. E-COM is not a service mark of the United States Postal Service.

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

To be posted and used by window clerks. As directed, destroy previous notices. Any interim notices, including Inspection Service Forms 577, should be destroyed when the numbers listed appear in the POSTAL BULLETIN. The actual serial numbers consist only of the first 10 digits on the money orders. A. New Style. (Listed below). Destroy PB 21365 listing. B. Old Style. (Gray) C. Counterfeit. The listing from PB 21240 remains valid for both B. and C.

170 635 7000 to 7099	259 227 0000 to 1499	266 775 2669 to 2699	273 312 7600 to 7799
213 578 4229 to 4399	259 340 0828 to 0999	266 805 8372 to 8399	273 391 2300 to 2399
217 210 7100 to 7299	259 373 3861 to 3899	266 942 9343 to 9399	273 568 4736 to 4799
217 288 7000 to 7024	259 628 0936 to 0999	266 942 9754 to 9799	273 610 1573 to 1599
217 510 0002 to 0099	259 745 1300 to 1499	266 942 9900 to 9999	274 034 4655 to 4699
217 667 3400 to 3599	259 783 7821 to 7899	267 841 9022 to 9099	274 034 4752 to 4799
219 726 9924 to 9999	259 825 5819 to 5899	267 917 1874 to 1999	274 034 4900 to 4999
227 332 8000 to 8099	259 950 3053 to 3099	268 202 3665 to 3699	274 229 8903 to 8914
229 350 0600 to 0699	259 950 3300 to 3499	268 224 1500 to 1699	274 372 3943 to 3999
238 169 7587 to 7599	260 144 7415 to 7499	268 243 7679 to 7699	274 507 3213 to 3299
241 685 5124 to 5199	260 198 2856 to 2898	268 246 8600 to 8699	274 609 4285 to 4299
241 908 2486 to 2499	260 229 5638 to 5699	268 299 0000 to 4999	274 990 9045 to 9099
243 766 6730 to 6799	260 324 9000 to 9099	268 329 6466 to 6499	274 999 9031 to 9199
245 103 9400 to 9499	260 479 3500 to 3599	268 657 2928 to 2999	275 130 1326 to 1355
245 279 1420 to 1499	260 743 5000 to 5099	268 834 6500 to 7999	275 313 4737 to 5199
247 066 9300 to 9399	260 894 8061 to 8099	268 881 7700 to 7799	275 541 0100 to 0299
247 086 4200 to 4299	261 002 6451 to 6499	269 414 2084 to 2099	275 543 0902 to 0999
247 113 5635 to 5699	261 175 6200 to 6299	269 416 3526 to 3599	275 962 6800 to 6999
247 490 1960 to 1999	261 459 5800 to 5899	269 527 9532 to 9599	276 083 1600 to 1999
247 490 2086 to 2099	261 459 6722 to 6799	269 553 1200 to 1299	276 073 5200 to 5699
247 544 0200 to 0214	261 506 0686 to 0699	269 795 1977 to 1999	276 091 7917 to 7999
248 102 6984 to 6999	261 533 2067 to 2299	269 821 1147 to 1199	276 100 9400 to 9899
248 440 7916 to 7971	261 935 6500 to 6599	269 878 5666 to 5699	276 256 9083 to 9099
249 945 6900 to 6999	261 954 6334 to 6399	269 911 1140 to 1199	276 495 4800 to 4849
250 565 7029 to 7040	261 965 4168 to 4199	269 911 1262 to 1299	276 540 8653 to 8699
250 919 5218 to 5299	262 240 6607 to 6665	269 942 9300 to 3,0099	277 121 1000 to 2999
250 951 4340 to 4363	262 240 6677 to 6696	269 960 4957 to 4999	277 138 2424 to 2499
250 991 9778 to 9799	262 604 1515 to 1599	270 130 0028 to 0074	277 579 5683 to 5699
251 518 6281 to 6399	262 931 7066 to 7076	270 130 0089 to 0199	278 329 7023 to 7099
251 964 6056 to 6199	262 949 9200 to 9299	270 233 5700 to 5799	278 329 7119 to 7199
252 171 2041 to 2056	262 963 4912 to 4999	270 500 0040 to 0099	278 364 7000 to 7099
252 238 2299 to 2399	263 129 6984 to 6999	270 894 5717 to 5799	278 965 4400 to 4499
252 891 1159 to 1199	263 146 1837 to 1849	271 104 2220 to 2295	278 965 4900 to 4917
253 192 7311 to 7399	263 323 0768 to 0799	271 152 7058 to 7069	278 965 5300 to 5499
253 747 6924 to 6999	263 407 7000 to 7099	271 152 7076 to 7091	279 083 2729 to 2799
254 254 4490 to 4499	264 132 9200 to 9299	271 171 3205 to 3299	279 256 2135 to 2199
254 259 8867 to 8899	264 205 4017 to 4099	271 186 6354 to 6499	279 795 6200 to 6399
254 259 8951 to 9099	264 223 9121 to 9199	271 319 5039 to 5099	279 905 5100 to 5199
255 281 2647 to 2699	264 366 7033 to 9499	271 325 5500 to 5599	279 941 8435 to 8499
255 440 4800 to 4899	264 405 9660 to 9699	271 505 9478 to 9499	280 255 8618 to 8647
255 440 4900 to 4999	264 406 1201 to 1299	271 519 3200 to 3299	280 274 3300 to 3399
255 857 4749 to 4799	264 496 5357 to 5399	271 735 3760 to 3899	280 340 7356 to 7899
256 193 5100 to 5159	264 499 2331 to 2349	272 021 1770 to 1799	280 453 1007 to 1099
256 695 0525 to 0599	264 642 5304 to 5399	272 046 9552 to 9599	281 075 2000 to 2199
256 751 9503 to 9599	264 786 2900 to 2999	272 059 8000 to 8199	281 119 4800 to 4999
256 754 0030 to 0099	265 151 4134 to 4199	272 060 0800 to 0999	281 128 0237 to 0299
257 157 2164 to 2499	265 330 0400 to 0599	272 067 9254 to 9299	282 292 5000 to 5399
257 405 2600 to 2899	265 338 9048 to 9099	272 067 9254 to 9299	282 304 0900 to 0999
257 474 8312 to 8399	265 370 8800 to 8999	272 068 6009 to 6099	282 336 2000 to 2499
257 933 5300 to 5399	265 387 1531 to 1599	272 075 3700 to 3899	282 786 5300 to 5399
258 122 7638 to 7799	265 394 0669 to 0691	272 133 0400 to 0599	282 832 1100 to 1199
258 444 7185 to 7199	265 541 8254 to 8299	272 277 4600 to 5299	283 583 1377 to 1399
258 450 6755 to 6799	265 719 5370 to 5399	272 501 5083 to 5099	283 583 1400 to 1499
258 480 2600 to 2899	265 956 3900 to 3999	272 643 2986 to 2999	801 579 6056 to 6098
258 643 2765 to 2774	266 369 4447 to 4499	273 109 8710 to 8799	801 629 1900 to 1999
258 950 5217 to 5299	266 399 5845 to 5899	273 142 4076 to 4099	802 029 5199 to 8999
258 950 5433 to 5499	266 442 2360 to 2399	273 304 8587 to 8599	802 265 0575 to 1999
	266 547 6565 to 6599	273 312 4926 to 5199	802 678 2605 to 2699
			802 751 1128 to 1299

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.

Public Sale

Superintendent of Documents
U.S. Government Printing
Office

Washington, DC 20402

Single copy: \$2.00; \$2.50 foreign

Annual Subscription: \$65.00;
\$81.25 for foreign mailing

Address Changes for Public:

Superintendent of Documents
U.S. Government Printing
Office

Washington, DC 20402