



# postal bulletin

PB 21367—September 2, 1982—16 Pages

*DMM Revision  
Correction*

## Dead Mail Branch Changes

The Chicago dead parcel branch was inadvertently omitted from DOMESTIC MAIL MANUAL (DMM) 159.561b, printed in POSTAL BULLETIN 21364 (8-12-82), page 2. DMM 159.561b should read as follows:

*b. Dead Parcel Branches.* Locations of dead parcel branches are:

Atlanta, GA 30304	New York, NY 10001
Boston, MA 02109	Philadelphia, PA 19104
Chicago, IL 60607	San Francisco, CA
Fort Worth, TX 76101	94105
Los Angeles CA 90098	St. Paul, MN 55101

This change will be included in a future issue of the DMM.—*Rates & Classification Dept.*, 9-2-82.

*DMM, POM Revision*

## Discontinued Post Offices: ZIP Code

Effective immediately, regulations have been revised to allow postal customers whose post offices have been closed pursuant to 39 USC 404(b) to preserve community identity by retaining the original ZIP Code. Therefore, the following changes are made to the DOMESTIC MAIL MANUAL (DMM) 113.222 and POSTAL OPERATIONS MANUAL (POM) 211.622:

**Assignment of ZIP Code.** The ZIP Code for each address formerly served from the discontinued post office ordinarily should be the ZIP Code of the facility providing replacement service to that address. In appropriate circumstances, the ZIP Code originally assigned to the discontinued post office may be retained if the responsible MSC manager submits a request with justification to the Regional Customer Services Department before the proposal to discontinue the post office is posted.

*a.* In the case of a consolidation, the ZIP Code provided for the replacement community post office, station, or branch will be (1) either the ZIP Code originally assigned to the discontinued post office or (2) the ZIP Code of the replacement facility's parent post office, whichever provides the most expeditious distribution and delivery of mail addressed to the customers of the replacement facility.

*b.* If the ZIP Code is changed and the parent post office is a multi-ZIP coded office, the ZIP Code must be that of the delivery area within which the facility is located.

These changes will be included in future issues of the DMM and POM.

—*Delivery Services Dept.*, 9-2-82.

## 20-Cent Ponce de Leon Commemorative Stamp

The 20-cent Ponce de Leon commemorative postage stamp will be placed on sale October 12, 1982, in San Juan, Puerto Rico. Ponce de Leon explored and settled Puerto Rico, founding the colony's oldest settlement, Caparra, near what is now San Juan. Royal orders to colonize for new lands combined with the desire to discover the legendary Fountain of Youth led to his discovery of Florida in 1513.

**Do Not Sell Before October 13, 1982.**



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 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 426.

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*, 9/2/82.

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## TRAVEL—APPROVAL

The following reflects amendments to specified sections of Handbook M-9, *Travel*, as previously announced in POSTAL BULLETINS 21322 (10-22-81) 21330 (12-17-81). Included is a current policy adjustment regarding Inspection Service GTR issuance.

### 120 Delegation of Authority

#### 121 Officials Delegated Authority to Approve Domestic Travel

121.1 The Postmaster General delegates authority to all PCES executives to approve Forms 1012, *Travel Vouchers*, and issue SFs 1169, *Government Transportation Requests (GTRs)*, and teletickets. These officials shall determine the necessity for travel and indicate approval by signing in the space provided on the forms.

See Chapter 5 for authorization to approve travel advances.

121.2 Delegation of authority by a PCES executive is only authorized to cover any person acting in the absence of, or during vacancy in office of, the respective executive. Further redelegation is not allowed except as follows:

a. The Assistant Postmaster General, Engineering and Technical Support Department may delegate this authority to the Manager, Process Control Branch who reports directly to the Director, Office of Maintenance Management;

b. The Assistant Postmaster General, Employee Relations Department may delegate this authority to the Manager, National Test Administration Center, Los Angeles, CA and to the Managers of the three field centers of the Management Academy; and

c. Regional Postmasters General may delegate this authority to Managers in charge of Transportation Management Offices, Procurement Services Offices, Area Overhaul Centers and Buildings Management Engineering Offices; and Branch Managers reporting directly to Regional Directors.

d. The Chief Postal Inspector may delegate the authority to issue SFs 1169, GTRs to postal inspectors on official audit and criminal investigations.

Copies of any delegations of authority, with the exception of the Inspection Service, must be furnished the Accounts Payable Branch Manager of the servicing postal data center.

121.3 Those officials to whom authority is delegated shall carefully administer the travel of employees under their jurisdiction. Travel vouchers must be approved by a PCES executive and in the block of Form 1012 where the *Authorized Approving Official's* title is to be entered, the letters PCES must be added after the official's title. In those cases where an individual is acting, and signing/approving a travel voucher in the absence of a PCES executive, the PCES executive's title will be shown (with PCES entered after the title) and the word *Acting* added to the executive's title.

121.4 Postal officials authorized to approve travel may not approve their own travel vouchers. Vouchers will be approved by the next senior official who has approving authority.

121.5 *Responsibility of Officials and Managers.* PCES executives who approve travel and/or transfer plans will be responsible for (a) assuring that the employee is given access to the pertinent parts of this handbook and (b) assuring that the employee understands USPS travel policy. Before a PCES executive makes a commitment to an employee regarding the allowability of an expense, this handbook should be thoroughly reviewed; if there are any doubts, consult with the Regional Accounting & Revenue Protection Division, Regional Counsel, or the Accounting Division in Headquarters.

Well in advance of the actual transfer, the employee should be given an individual briefing explaining how the provisions apply to the transferee and that meeting must be documented. Specifically, weight limitations on household goods, real estate, en route and temporary quarters allowances must be discussed and clarified with the potential transferee. Statements that the employee was not aware of the limitations set forth in this handbook *will not* be considered as a mitigating circumstance for favorable consideration of a request for a deviation from the regulations. Approving officials have the authority to deny a request for deviation if all information was provided to the transferee/traveler. Only in unusual situations should requests for deviation be forwarded as described in 121.6. For responsibilities of employees refer to 112.

### 510 Obtaining Travel Advances

#### 511 Regular Traveler Advances

511.2 Approval. Application for advance of funds must be approved by an appropriate approving official. These officials shall determine the necessity for advances and indicate approval by signing in the space provided on Form 1011, indicating PCES after title. When authority is delegated to the non-PCES executives (see a and c below), the requirement to add PCES after the title of the approving official is waived as it would not be applicable. Additionally, when an individual is acting, and signing/approving a travel advance request (Form 1011) in the absence of a PCES executive, the PCES executive's title will be shown (with PCES entered after the title) and the word *Acting* added to the executive's title. Postal officials authorized to approve advance of funds may not approve their own advances. Advances will be approved by the next senior official who has approving authority. The following officials are authorized to approve regular and training advances (\$500 or less) and all relocation advances:

a. Headquarters. All PCES executives in Headquarters, Rockville, MD, PST&DI Management Academy, Bethesda/Potomac, Technical Training Center (Norman, OK), and the Maintenance and Technical Support Center (Norman, OK). Exception: The Assistant Postmaster General, Engineering and Technical Support Department may delegate this authority to the Manager, Process Control Branch, who reports directly to the Director, Office of Maintenance Management.

b. Regional Offices (including Inspection Service). All PCES executives. Regional Postmasters General may redelegate this authority to branch managers reporting directly to regional directors.

c. Field Service. All PCES executives in Postal Data Centers, Automatic Data Processing Centers, Area Supply Centers, District Offices, and Inspection Service Division Offices. Regional Postmasters General may redelegate this authority to PCES executives in charge of Bulk Mail Facilities, Management Sectional Centers, Field Real Estate and Buildings Offices, and managers in charge of Transportation Management Offices, Procurement Services Offices, Area Overhaul Centers, and Buildings Management Engineering Offices. Copies of any delegations of authority must be furnished to the Accounts Payable Branch Manager of the servicing Postal Data Center.

**512 Emergency Travel Advances From Imprest Funds or Post Office Funds**

Cash advances obtained from an imprest fund cashier or from post office funds (Handbook FG-1, 446.32), for travel expenses in the field should not exceed \$100. However, under emergency conditions, the amount may be increased to \$300. At Headquarters, the cash advance from an imprest fund cashier is limited to \$150 for any one transaction. Requests for advances of this nature shall be submitted in duplicate on Form 1011. The original Form 1011 must be approved by an appropriate approving official (511.2) and signed by the employee on line 13B upon receipt of the advance. The cashier will retain a copy of Form 1011 and forward the original to the appropriate postal data center when replenishment of the imprest fund is requested.

**513 Limitation**

An outstanding advance or request for advance (other than for a change of station action) may not exceed \$500 unless a justification is signed by the employee and approved by one of the following individuals:

a. Headquarters (Including Rockville, MD, PST&DI Bethesda/Potomac, PST&DI Technical Center), Officers, Associate and Assistant General Counsels, and Assistant Chief Inspectors.

b. Region. Regional Postmasters General, Regional Chief Inspectors.

c. Field. Directors, Postal Data Center and Automatic Data Processing Center, and Inspectors in Charge.

This authority may be redelegated to individuals whose position is no lower than that stated in 511.2. The Accounts Payable Branch Manager of the servicing Postal Data Center must be advised of delegations of authority and any subsequent changes.

513.1 Exception—Travel Advance—Training. Regional Postmasters General may redelegate to PCES executives authority to approve travel advances up to \$2,000 for personnel attending training programs in instances where employees are not housed in Postal Service quarters and providing that the program has a duration of two weeks or more. The Accounts Payable Branch Manager

of the servicing postal data center must be advised of delegations of authority and any subsequent changes.

Included are programs conducted at PST&DI, Bethesda, MD, PST&DI Field Centers, Technical Center, Norman, OK, contractor training at sites or facilities away from the official duty station, and temporary assignments at Bethesda or Norman for course development. After approval by the PCES executive, the Form 1011 should be submitted to the appropriate Postal Data Center for payment.

Officers in Headquarters, Regional Chief Inspectors, Inspectors in Charge, and Field Directors at Bethesda and Norman are also authorized to approve travel advances up to \$2,000 under the same circumstances.

11 The following officials are authorized to approve travel advances up to \$750 for employees in a training travel status when lodging is provided by USPS (not payable by the trainee.)

a. Headquarters. All PCES executives in Headquarters, Rockville, MD, PST&DI Management Academy, Bethesda/Potomac, the Technical Training Center (Norman, OK), and the Maintenance and Technical Support Center (Norman, OK).

b. Regional Officers (including Inspection Service). All PCES executives.

c. Field Service. All PCES executives in Postal Data Centers, Automatic Data Processing Centers, Area Supply Centers, District Offices, and Inspection Service Division Offices. Regional Postmasters General may redelegate this authority to managers in charge of Transportation Management Offices, Procurement Services Offices, Area Overhaul Centers, and Buildings Management Engineering Offices; and Branch Managers reporting directly to Regional Directors. Copies of any delegations of authority must be furnished to the Accounts Payable Branch Managers of the servicing Postal Data Center.

\* \* \* \* \*

**515 Field Inspection Service**

PCES executives at field divisional headquarters offices of the Field Inspection Service will approve investigative expenses or transportation of household goods for permanent change of official station on Form 1011, *Application for Travel Advance*. These officials will forward the original Form 1011 to their servicing Postal Data Center.

\* \* \* \* \*

**Local Travel**

613.3 Per diem and/or lodging claims will not be allowed for local travel; however, any reasonable additional subsistence expense, necessarily incurred by reason of official travel away from the official duty station, will be allowed when claimed on SF 1164, *Claim for Reimbursement for Expenditures on Official Business*, and approved by the supervisor authorizing the assignment or trip. A justification for the expenditure must appear on the voucher and a receipt for any expenditure in excess of \$8 (except for meals and tip) must be attached.

## CLOSING INSTRUCTIONS FOR PFY 1982

### CAG A-G Offices

The normal statement of account, original and one copy, will be required from all CAG A-G offices for A/P 13 ending October 1, 1982. (See Section I.)

Note: No separate statement of account needed for A/P 14 this year.

### CAG H-L Offices

The normal Quarter IV statement of account will be required from all CAG H-L offices for the period ending October 1, 1982. (See Section II.)

### Accountbook

The Accountbook for Postal Fiscal Year 1982 will be continued through the close of business October 1, 1982, for all offices.

The instructions and reporting dates in this BULLETIN are in addition to instructions followed during the normal accounting period and/or quarterly reporting schedule. If you have any questions concerning these instructions, contact the individual designated by your regional office (i.e., management sectional center manager, district manager, etc.) for clarification or technical assistance.

### I. Statement of Account for September 4 through October 1, 1982

Postmasters of CAG A-G offices will submit a statement of account as of October 1, which includes financial transactions from September 4 through October 1. Identify this statement as A/P 13. Submit on current Forms 1555, *Statement of Account* (June 1981 edition). **Do not use forms with 1982 edition date.**

The statement of account must be submitted as soon as possible and must reach the postal data center no later than **Tuesday, October 5, 1982**. The normal accounting period supporting detail will accompany the statement. Form 1556, *AIC 814 Suspense Items Support Information*, must be submitted in duplicate to support the statement of account.

#### A. Less Than Bulk Stamp Requisitions

Make every effort to eliminate intransit stamp shipments between the management sectional centers (MSC) and associate offices. Post offices should carefully estimate their requirements and requisition in sufficient time to permit shipments by the MSC no later than Friday, September 17. Check in stamp stock promptly upon receipt and enter in the Accountbook. In case of emergency shipment, the MSC must assure that the associate office makes the proper entries in its Accountbook. Forms 17 and 17-F for the period September 4 through October 1, 1982, must be submitted to support the statement of account.

#### B. Bank Reconciliations

All banking post offices should reconcile their bank statements as of October 1 promptly to

balances reflected on statements of account in AIC 802. (See 351, Fiscal Handbook F-1, Financial Handbook for Post Offices).

#### C. Stamp Stock Inventories

Make the verification of stamp stock records as of October 1. (See 534.5, Handbook F-1, *Financial Handbook for Post Offices*.)

#### D. Local Procurement of Supplies

Anticipate accounting period needs and procure early in the accounting period. Pay promptly all approved bills for goods and services authorized for payment by the post office.

#### E. Unpaid Expenses for the Period Ending October 1, and Prior

All unpaid expenses must be identified and established in appropriate trust funds in order to charge them to current fiscal year; otherwise, they will eventually be charged to PFY 1983.

If any bills normally paid at the post office for supplies and services procured before October 1, are unpaid, record on the *Disbursements* side in the post office entry column for the appropriate expense AIC. Make an offsetting entry on the *Receipts* side in the post office entry column as *Trust Funds Received*. When these charges are paid, make an entry for the trust fund withdrawal.

Maintain an itemized list with other statement of account supporting documents at the Post Office listing the unpaid items for October 1 and prior entered under *Trust Funds Received*. Show the name of each vendor, invoice date, Account Identifier Code, and the total unpaid amount for carrier drive-outs, utilities, metered fuel, communications, etc. Record on 8½- by 11-inch paper and head with the post office, city, state, finance number, and accounting period.

At the time of payment, the amount reflected in *Trust Funds Withdrawn*, AIC 480, is always the same as the amount originally recorded in *Trust Funds Received*, AIC 080, even though the amount paid is different from the amount originally recorded. Examples:

**Case No. 1.** Amount originally recorded as receipts in *Trust Funds Received*, AIC 080 and as disbursements for *Postal Supplies—PO*, AIC 546—\$1,000; amount paid—\$1,050. Entries on statement of account *Disbursements* side: AIC 480—\$1,000; AIC 546—\$50. Note that the amount paid is *more* than the amount originally recorded.

**Case No. 2.** Amount originally recorded as receipts in *Trust Funds Received*, AIC 080 and as disbursements for *Postal Supplies—PO* AIC 546—\$1,000; amount paid—\$970. Entries on statement of account *Disbursements* side: AIC 480—1,000; *Receipts* side: AIC 546—\$30 (a write-in entry). Note that the amount paid is *less* than the amount originally recorded.

#### F. Utilities—Metered Fuel—Communications

Postmasters will make every effort to pay all utility bills on hand as of October 1. Unpaid bills and services for which bills were not received must be estimated as shown here.

Each postmaster must determine the service ending date of the last bill and post to the statement of account an estimated amount for bills to be received with service ending date of October 1 and earlier. (If all billings with service ending date through October 1 were paid, no estimate is required.)

Post the estimated amount on the *Disbursements* side in the post office entry column for the appropriate expense AIC and offset with an entry to *Trust Funds Received*. List the estimated amounts offset as *Trust Funds Received* the same as other unpaid expenses in the itemized statement of the *Trust Funds Received* balances as outlined. When paid in subsequent periods, record as *Trust Funds Withdrawn*. Should the actual payment be different from the estimated amount, record the differences as shown for other unpaid expenses.

#### G. Carrier Drive-Out Payments

Make every effort to make all carrier drive-out payments for service during Pay Period 19, ending September 17 and Pay Period 20 ending October 1, 1982. Submit Form 1839, *Payment Record for Carrier Drive-Out Agreements*, for payment made. If it is impossible to make all carrier drive-out payments by the close of business October 1, record the unpaid amounts in AIC 539 on the *Disbursements* side of the statement of account in the post office entry column. Make an offsetting entry on the *Receipts* side as *Trust Funds Received*.

When payments are completed in the subsequent period, submit Forms 1839 immediately to the PDC. Should the total payment for carrier drive-out be greater than the amount offset into trust, record the difference in AIC 539 on the *Disbursements* side of the statement when recording the *Trust Funds Withdrawn*. However, if the amount paid is less, record the difference in AIC 539 as write-in on the *Receipts* side of the statement of account.

#### H. Food Coupon Transaction Fees

Postmasters at post offices participating in the Federal food coupon program must submit all Authorization To Participate Vouchers (ATP) accepted through close of business Friday, September 24, 1982, to the MSC Food Coupon Office to arrive no later than September 30, 1982. (See 734, Handbook F-1.)

The MSC will compute the total of the transaction fees and include the amount in AIC 170, Food Coupon Transaction Fee, on the Statement of Account for October 1, 1982. Make an offsetting entry to AIC 814, Suspende.

Normal end of month procedures will be followed after close of business Thursday, September 30, 1982.

#### I. Symbol 9500 Checks

Form 1481, *Register of Checks Drawn On Symbol 9500*, for the period September 4 through October 1, 1982, must be submitted to support the statement of account.

Form 1483, *Accounting Copy 9500 Card*, for the period September 25 through October 1, 1982, must be submitted with the statement of account.

## II. Statement of Account for Postal Quarter IV, Fiscal Year 1982

Postmasters of CAG H-L offices are required to submit a statement of account for Quarter IV—covering June 12 through October 1, 1982. CAG H and J offices submit Form 1554 and CAG K and L submit Form 1553, *Statement of Account* (June 1981). **Do not use forms with 1982 edition date.**

Submit the normal supporting detail with the statement of account, and an itemized list of trust fund entries (see II-E).

Mail the statement and all supporting detail to reach the PDC not later than **Tuesday, October 5.**

#### A. Less Than Bulk Stamp Requisitions

Make every effort to eliminate in-transit stamp shipments between the MSC and associate offices. Stamp stock must be promptly checked in upon receipt and entered in the Accountbook. In case of emergency shipments the MSC must assure that the associate office makes the proper entries in its Accountbook.

#### B. Stamp Stock Inventories

Make the verification of stamp stock records as of October 1 (see 534.5, Handbook F-1).

#### C. Bank Reconciliations

All banking post offices should reconcile their bank statements as of October 1 promptly to balances reflected in statements of account in AIC 802. (See 351, Fiscal Handbook F-1, Financial Handbook for Post Offices.)

#### D. Local Procurement of Supplies

Postmasters should anticipate their needs for supplies and services for the balance of Quarter IV and procure early in the period. Promptly pay approved bills, for goods and services received that are authorized for payment by the post office.

#### E. Unpaid Expenses for Postal Quarter IV

All unpaid expenses must be identified and established in appropriate trust funds in order to charge them to current fiscal year; otherwise, they will eventually be charged to PFY 1983.

Record unpaid expenses through October 1, 1982, on the *Disbursements* side of the statement of account in the post office entry column for the appropriate expense AIC. Make an offsetting entry on the *Receipts* side as *Trust Funds Received*. When these expenses are paid in subsequent periods, enter as *Trust Funds Withdrawn*.

Maintain an itemized list with other supporting documents at the post office, listing the unpaid items through October 1 entered in *Trust Funds Received*. Show the name of each vendor, invoice date, Account Identifier Code, and the total unpaid amount for carrier drive-outs, utilities, metered fuel, communications, etc. Report the list on 8½- by 11-inch paper headed to show the post office, city, state, and finance number.

At the time of payment, the amount reflected in *Trust Funds Withdrawn*, AIC 480, is always the same as the amount originally recorded in *Trust Funds Received*, AIC 080, even though the amount paid is different from the amount originally recorded.

**Examples:**

**Case No. 1.** Amount originally recorded as receipts in *Trust Funds Received*, AIC 080 and as disbursements for *Postal Supplies—PO*, AIC 546—\$1,000; amount paid—\$1,050. Entries on statement of account *Disbursements* side: AIC 480—\$1,000; AIC 546—\$50. Note that the amount paid is more than the amount originally recorded.

**Case No. 2.** Amount originally recorded as receipts in *Trust Funds Received*, AIC 080 and as disbursements for *Postal Supplies—PO*, AIC 546—\$1,000; amount paid—\$970. Entries on statement of account *Disbursements* side: AIC 480—\$1,000—*Receipts* side: AIC 546—\$30 (a write-in entry). Note that the amount paid is less than the amount originally recorded.

**F. Utilities—Metered Fuel—Communications**

Postmasters will make every effort to pay all utility bills on hand as of October 1. Unpaid bills and services for which bills were not received must be estimated as shown here.

Each postmaster must determine the service ending date of the last bill and post to the statement of account an estimated amount for bills to be received with service ending dates of October 1 and earlier. (If all billings with service ending dates through October 1 were paid, no entry is required.)

Post the estimated amount on the *Disbursements* side in the post office entry column for the appropriate expense AIC and offset with an entry to *Trust Funds Received*. List the estimated amounts offset in *Trust Funds Received* the same as the unpaid expenses in the itemized listing of the *Trust Funds Received* balances. When paid in subsequent year, record payments as *Trust Funds Withdrawn*. Should the actual payment be different from the estimated amount, record the differences as shown for other unpaid expenses, but retain the paid bills.

**G. Carrier Drive-Out Payments**

Make every effort to make all carrier drive-out payments for service during Pay Period 20, ending October 1. Submit Form 1839 for payment made. If it is impossible to make all carrier drive-out payments by the close of business October 1, record the unpaid amounts in AIC 539 on the *Disbursements* side of the statement of account in the post office entry column. Make an offsetting entry on the *Receipts* side as *Trust Funds Received*.

When payments are completed in the subsequent period, submit Forms 1839 immediately to the PDC. Should the total payment for carrier drive-out be greater than the amount offset into trust, record the difference in AIC 539 on the *Disbursements* side of the statement when recording the *Trust Funds Withdrawn*. However, if the amount paid is less, record the difference in AIC 539 as write-in on the *Receipts* side of the statement of account.

**III. Miscellaneous Activities****A. All Post Offices Using USPS-Owned Vehicles**

All postmasters will submit vehicle forms to cover transactions through the close of the ac-

counting period ending October 1, 1982. (Accounting Period 01, Fiscal Year 1983 will cover the period October 2 through 29, 1982.)

Form 4578, *Vehicle Accounting Data Input*, will be cut-off for A/P 13-82 on Friday night, October 1, 1982. These forms must be received by the St. Louis PDC no later than October 6, 1982. Each batch mailing label must clearly state "A/P 13-82."

All Forms 4578 pertaining to A/P 01-83 are not to be mailed to St. Louis PDC before October 15, 1982. Each batch mailing label must clearly state "A/P 01-83."

Forms 4508, *Vehicle Maintenance Facility Inventory Order*, carrying dates of September 30, 1982, or prior, for new commitments must be mailed in time to reach the appropriate support PDC not later than October 4, 1982.

Forms 4509, *VMF Inventory Purchases (Key punch)*, must be submitted to the support PDC, with delivery ticket/invoice, each day following delivery. The cut-off for A/P 13-82 is Friday, C.O.B., October 1, 1982. These forms must be received at the appropriate support PDC not later than October 4, 1982.

Forms 4510, *Credit Card Purchases*, will be cut-off for A/P 13-82 on Friday, C.O.B., October 1, 1982. These forms must be received at the appropriate support PDC not later than October 4, 1982.

All Forms 4541, *Contract Work Order Invoice Vehicle Repair*, for work completed by September 30 will be forwarded to the appropriate support PDC to be received no later than October 1. Forms 4541 for the period October 1 must be submitted as they are completed.

All offices conducting their final vehicle sale for FY 1982, must submit SF 97A and payments in time to reach the appropriate support PDC before close of business Friday, October 1, 1982.

**B. All Mailbag Repair Units and Depositories**

Each mailbag repair unit will prepare EASC Form 60, *Mailbag Repair Center Summary Cost of Material Used*, for the period ending October 1 (see 231.2, Handbook F-28, *Mailbag Accounting and Reporting*). The next reporting period, Accounting Period 01, Fiscal Year 1983 will cover October 2-29, 1982.

**C. All Postal Installations****1. Payments or Submission of Bills**

It is important for the year-end closing of accounts that all postal installations promptly certify and transmit to the PDC those bills and receiving reports for goods and services received through September 30, 1982, that are to be paid by the PDC. These bills should be submitted to be received no later than October 1, 1982. So the PDC can properly account for your remaining FY 82 procurement items, please note:

**a. Expense Items**

If goods or services were received on contracts, purchase or delivery orders, submit receiving reports to reach the PDC by October 1.

If invoices for services were received on BPAs, certify promptly and mail to reach the PDC by October 1.

Evidence of receipt (receiving reports and/or certified invoices) on expense contracts or orders are the documents used by the PDC to charge cost to the proper fiscal year.

If you have evidence of receipt of goods or services, but fail to notify the PDC Accounts Payable Branch, these costs will be charged to your FY 83 budget.

#### b. Capital Equipment Items

Capital equipment contracts awarded on or before September 30 must reach the PDC by October 1.

Capital equipment delivery or purchased orders placed, and dated September 30 or earlier must reach the PDC by October 1.

Note that capital items dated or awarded on or before September 30 will be charged to FY 82 budgets, but to have the costs recorded as such, the documents must reach the PDC by October 1.

As with expense items, if capital orders are received before October 1, notify the PDC by submitting appropriate receiving reports.

#### c. Service Contracts

If a service contract or order (equipment rental, maintenance, etc.) was terminated on or before September 30, submit the receiving report or invoice immediately to the PDC advising them of the date the agreement was closed.

If it is impossible to submit a receiving report or invoice before October 5, 1982, submit a memorandum to the PDC Accounts Payable Branch. Show the actual or estimated amount, the nature of expenses, and the purchase order number, if applicable, to insure inclusion in current fiscal year expense. When the actual invoice is finally submitted, include the statement, "Accrued to FY-82" on the face of the voucher.

**Special Note:** Project Authorization Commitments.

Make no commitments for October 1, 1982. Submit all commitment documents, Forms 4211, *Facility and Fixed Mechanization Project Contract Commitment Order*, dated on or before September 30 to the St. Louis PDC no later than October 6 for processing. Commitment documents dated after September 30 will be processed in A/P 01, Fiscal Year 1983.

All postal installations having vehicle hire must submit Forms 1804-B, *Postmaster's Certification of Vehicle Hire Service*, for the Accounting Period ending October 1 to the St. Louis PDC in the usual manner. Mail the next submission of Forms 1804-B for Accounting Period 01 ending October 29, on the normal schedule to the St. Louis PDC. Submit Forms 1804-C, *Postmaster's Certification of SDM Equipment Maintenance*, for special delivery messenger equipment maintenance to the St. Louis PDC according to the normal biweekly schedule through October 15.

#### 2. Claims

All offices are requested to expedite the processing of tort claims. Forward completed tort claims to the appropriate PDC as rapidly as possible.

Process all claims on hand and submit by the close of business September 30.

#### 3. FEDSTRIP Procurement

All offices should anticipate their needs through October 1, and submit FEDSTRIP requisitions no later than September 17.

Do not submit requisitions for September 18 through October 1 except for items needed for emergencies.

#### 4. Travel

All travel vouchers must be promptly submitted through the proper administrative channels to the PDC on or before the scheduled due dates furnished below. If an employee traveled at the beginning of the accounting period and does not anticipate any further travel requirements before the close of the accounting period, the voucher must be submitted immediately.

a. Vouchers for all travel through October 1 must be received at the PDC no later than October 6.

b. Travel involving movement of household goods and related relocation expenses incident to permanent change of duty station, when the move actually begins on or before September 30, should be reported no later than October 6.

If it is impossible to submit a travel voucher according to these due dates, submit a memo to the PDC Accounts Payable Branch. Show the actual or estimated amount and nature of expenses to insure inclusion in current fiscal year expense. When the actual voucher is finally submitted, include the statement "Accrued to FY-82" on the face of the voucher.

#### 5. Uniform Allowances

Submit promptly invoices for uniform allowance payments for the period ending September 10 to the St. Louis PDC for payment on September 17. Submit promptly any uniform allowance claims on hand pertaining to September 10 or before, and those received for the period ending September 28, to St. Louis PDC for payment on October 1.

Submit uniform allowance invoices for October 1-8 on the normal schedule for payment on October 15.

#### 6. Imprest Fund

Submit imprest fund reimbursement vouchers through September 30, to reach the PDC by October 4. Submit all reimbursement vouchers for period October 1 to reach the PDC by October 8.

#### 7. Money Orders

Submit money order vouchers and international authorization vouchers to the Money Order Division, Postal Data Center, St. Louis, MO 63182, by accounting period according to normal schedules. (See 685, Handbook F-1, *Financial Handbook for Post Offices.*)

**NOTE:** A separate voucher submission as of September 30 will not be required. Vouchers to be submitted will cover the full accounting period, September 4 through October 1.

**8. Special Reminders**

a. Transactions recorded in trust funds should also be recorded in Section VII, *Trust Funds*, on the reverse side of the statement of account.

b. No actual bills should be submitted to the PDC's for items recorded in trust funds.

c. Submission of the following forms to St. Louis PDC will be made on a normal accounting period schedule for A/Ps 13, FY 82, and 01, FY 83.

(1) Form 3232, *Self-Service Postal Center, Cost Report*.

(2) Form 5660, *Summary of Passport Applications Accepted*.—Finance Dept., 9-2-82.

**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
Addition	2MY	2557.06	86532	10	Shredder Sound Enclosure
Before	2MY	3586.04	86532	50	POD Seal 30" Alum
Change	2MY	3586.04	86532	10	USPS Seal/Plaque
Delete	2MY	3586.05	86532	50	POD Seal 36" Alum
Addition	3TY	3998.33	86233	10	ADP EQ Card Reader
Addition	3TY	3998.34	86233	10	Channel Switching Unit
Before	3KL	4690.03	86433	15	Mach Vend Multi Item 21 CE
Change	3KL	4690.03	86433	15	Vend Multi Item CE-21/PCM-21
Addition	1DD	9901.02	86231	10	Monorail Modification Cost
Addition	1DD	9905.06	86231	10	Bulk Conv. Modification Cost

—Finance Dept., 9-2-82.

**Supervisor's Guide for Merit Performance Evaluation**

Handbook P-31, *Supervisor's Guide for Merit Performance Evaluation* has been revised and is being republished as Handbook EL-402. The new handbook is a valuable year around reference document for supervisors. It contains guidance on the supervisor's role as an evaluator, which is an ongoing process, as well as guidance for completing and processing the merit evaluation forms for both the step and regular merit processes. The Handbook should be available at both supply centers around September 10, 1982. Requisitions should be submitted to the appropriate supply center. USPS Headquarters departments may obtain Handbook EL-402 from their Headquarters Personnel Division. All copies of Handbook P-31 are obsolete and should be destroyed.—Employee Relations Dept., 9-2-82.

**Domestic Orders**

False Representation. Enforced by Postmasters at cities listed.

State/City	Names Covered
NM, Albuquerque 87108	T.I.M. Wholesale 5701 Central Street, NE
MO, St. Louis 63114	Continental Publications 8753 Windom Avenue
FL, Miami 33101	Ion Publishing Inc. World Telex Edition P.O. Box 01-5569
FL, Coral Gables 33114	Atlas Publishing, Inc. The World Wide Telex Directory P.O. Box 344320

—Judicial Officer, 9-2-82.

**Supply Items Discontinued**

Due to program changes, low demand and obsolescence, the following supply center items are scheduled for discontinuance.

Limited quantities of the items identified by an asterisk may be requisitioned until stocks are exhausted or until November 1, 1982, at which time they will be deleted from supply center stocks.

POIN	Description
*S2012B1	Respirator cartridge
*S2012A1	Respirator vapor
*S2013B	Filters, dust, Wilson
F1220A	Belt for holster
F1221A	Leather holster R/H
F1221B	Leather holster L/H
07401	Validation plate
07401T	Validation plate
07403B	Limitation plate \$5
07403C	Limitation plate \$10
07403D	Limitation plate \$25
07403E	Limitation plate \$50
07403F	Limitation plate \$75
07403G	Limitation plate \$100
07403H	Limitation plate \$125
07403J	Limitation plate \$150
07403K	Limitation plate \$175
07403L	Limitation plate \$200
07403N	Limitation plate \$250
07403R	Limitation plate \$300
07403S	Limitation plate \$350
07403T	Limitation plate \$400

These items available from Western Area Supply Center only.

*TV03	Enclosure, camera, CCTV
*TV06	Scale controller shelf
*TV11	Crimp type coaxial (RG59U)
*N0101CEM	0101C Expansion module
*N1092A	Digiplex assy.
*N1092B	Biplex Unit
*N2079	Concentrator terminal
N9054789	Desk top encl. for mode
*U2077	Concentrator terminal (used)
*U2079	Concentrator terminal (used)
*U2086	Trunkline controller (used)

—Procurement & Supply Dept., 9-2-82.



### Selection of Severely Handicapped

For more efficient administration of the special noncompetitive procedure for severely-handicapped individuals (see Handbook P-11, *Personnel Operations*, 261.34), some new data identifiers have been established for immediate use.

Occupation Code 5201-1005, Job title, *Casual (Severely Handicapped)* will be used for all individuals hired as casuals under P-11 261.34. Form 50-B must include in element 37 a valid handicap code (13 to 93) (See P-11, exhibit 611.811 for handicap codes). In addition, Form 50-B must include Employment Type Code *H* in element number 34.

A sample Form 50-B is shown below.

EFFECTIVE DATE		EMPLOYEE NO.		REQUEST FOR PERSONNEL ACTION		SOCIAL SECURITY NO.	
08-07-82		1		PART 1 TO BE COMPLETED BY REQUESTING OFFICE		12-1111	
EMPLOYEE INFORMATION							
LAST NAME	FIRST NAME	INITIALS	DATE OF BIRTH	AGE	LIFE SIZE	CLASS	GRADE
Lathrop	Robert	T	03-10-46	2		A	2
08-07-82		1		25-82			
0	3					H	M 7 16
MAILING ADDRESS - STREET/CITY/ST/ZIP		CITY		STATE		DUTY STATION NAME	
179 Elm Street		Warner		NH		03271	
PORTION INFORMATION							
32-8730			000				
32-8730	48	61/0	4	H			
NATURE OF PERSONNEL ACTION							
113		Temp. Aqpt. (Outside Register)					
SERVICE HISTORY INFORMATION							
REG. NO.	REG. OCCASION	EMP. DATE	OCCUPATION CODE	TYPE	REL. LEVEL/STEP	DELAY	
			52011005	Casual/Severely Handicapped	E 0700	09760	
32-8730							

—Employee Relations Dept., 9-2-82.

### Permit Mailings by Government Agencies

Effective immediately, post offices should no longer submit Form 3607, *Weighing and Dispatch Certificate*, or Form 3609, *Record of Permit Imprint Mailings*, to the Government Revenue and Examination Branch for permit mailings by Federal government agencies. Submit only Forms 3602 and 3602-PC (or GPO Form 712 in lieu of Form 3602 for single-piece rate mailings by Government Printing Office contractors) for these mailings. Forms 3607 and 3609 should be maintained on file at the post office for the normal retention period.

This requirement will be included in a future revision to DMM 137.275b.—Finance Dept., 9-2-82.

All personnel processing mail for dispatch abroad

### Foreign Order Notice 77

Keep all foreign order notices for use as reference.

#### Final Orders

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

#### CANADA

Document Control Bureau  
P.O. Box 46300, Station "G"  
3760 W. 10th Ave.  
Vancouver, B.C.

and  
Registration Bureau  
P.O. Box 80007, 6025 Sussex Ave.  
S. Burnaby, B.C.

Document Control Bureau  
Box 1138, 266 Graham St.  
Winnipeg, Manitoba  
and  
Box 2000, 55 McCaul St.  
Toronto, Ontario

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*, 9-2-82.

### ZIP+4 Program

As interest continues to grow in the U.S. Postal Service ZIP+4 Program, it is imperative that certain steps be taken to insure that postal employees understand ZIP+4. For those employees whose duties require and/or include public contact, this understanding is essential.

Currently, there are two informational pamphlets available which can familiarize our employees with ZIP+4. These are:

Notice 185, "Significant Points Regarding Automation and ZIP+4—The Expanded ZIP Code," March 1981; and

Notice 186, "ZIP+4—What's In It for Business Mailers," January 1982.

These two pamphlets are required reading materials for all employees whose duties include contact with the public. Bargaining unit employees will be given time on the clock to read these materials.

Employees are to be instructed to contact their supervisor in instances in which they do not know the answer to an inquiry. The MSC Address Information Systems unit may also be contacted for assistance.—*Delivery Services Department*, 9-2-82.

next week

**CHRISTMAS MAILING DATES—1982****Military Mail—Outbound**

To assure the timely arrival at overseas destinations for Christmas delivery, all mail should be posted on or before the following dates in 1982:

<i>Destination</i>	<i>Priority</i>	<i>Letters</i>	<i>Parcels</i>		
			<i>Airlift Space Available</i>		<i>Surface</i>
			<i>(PAL)</i>	<i>(SAM)</i>	
Africa .....	6 Dec .....	6 Dec .....	15 Nov .....	8 Nov .....	8 Nov.
Alaska .....	13 Dec .....	13 Dec .....	6 Dec .....	29 Nov .....	29 Nov.
Hawaii .....	13 Dec .....	13 Dec .....			29 Nov.
Australia .....	29 Nov .....	29 Nov .....	15 Nov .....	8 Nov .....	25 Oct.
Caribbean/W. Indies .....	13 Dec .....	13 Dec .....	29 Nov .....	22 Nov .....	12 Nov.
Central/So. America .....	29 Nov .....	29 Nov .....	15 Nov .....	8 Nov .....	8 Nov.
Europe .....	10 Dec .....	10 Dec .....	29 Nov .....	19 Nov .....	8 Nov.
Far East .....	10 Dec .....	10 Dec .....	29 Nov .....	19 Nov .....	25 Oct.
Greenland .....	6 Dec .....	6 Dec .....	29 Nov .....	22 Nov .....	22 Nov.
Iceland .....	13 Dec .....	13 Dec .....	29 Nov .....	22 Nov .....	22 Nov.
Mid East .....	3 Dec .....	3 Dec .....	8 Nov .....	1 Nov .....	1 Nov.
South East/Asia .....	29 Nov .....	29 Nov .....	12 Nov .....	8 Nov .....	25 Nov.

**Military Mail—Inbound**

To assure the timely arrival and delivery at U.S. destinations, all mail should be received at the gateway points by the following dates:

<i>Destination</i>	<i>Priority</i>	<i>Letters</i>	<i>Parcels</i>		
			<i>Airlift Space Available</i>		<i>Surface</i>
			<i>(PAL)</i>	<i>(SAM)</i>	
Gateway Points .....	17 Dec .....	17 Dec .....	13 Dec .....	3 Dec .....	3 Dec

**International Mail—Outbound**

<i>Destination</i>	<i>Air Parcels</i>	<i>Airmail Letter/Cards</i>	<i>Surface</i>
North & Northwest Africa .....	29 Nov .....	6 Dec .....	8 Nov.
Australia .....	29 Nov .....	29 Nov .....	25 Oct.
Caribbean/W. Indies .....	11 Dec .....	13 Nov .....	12 Nov.
Central/South America .....	29 Nov .....	29 Nov .....	8 Nov.
Europe .....	6 Dec .....	10 Dec .....	8 Nov.
Far East .....	6 Dec .....	10 Dec .....	25 Oct.
Mid East .....	29 Nov .....	3 Dec .....	1 Nov.
Southeast Asia .....	29 Nov .....	29 Nov .....	25 Oct.
Southeast Africa .....	29 Nov .....	6 Dec .....	25 Oct.
West Africa .....	29 Nov .....	6 Dec .....	25 Oct.

—Mail Processing Dept., 9-2-82.



Issue Date: October 12, 1982  
 First Day City: San Juan, Puerto Rico  
 Designer: Richard Schlecht  
 Arlington, Virginia  
 Modeler: Esther Porter  
 Press: Gravure  
 Colors: Yellow, cyan, magenta, black tone  
 and black line  
 Image Area: .84 x 1.44 inches or  
 21.33 x 36.57 millimeters  
 Plate Numbers: One group  
 Stamps Per Pane: 50  
 Selvage: U.S. Postal Service 1982®  
 \* Use Correct ZIP Code  
 \* Mr. ZIP (standing position)

## Ponce de Leon Commemorative Stamp

A 20-cent commemorative stamp honoring Juan Ponce de Leon will be issued October 12 in San Juan, Puerto Rico. The first day of issue ceremony will be held at the San Juan Convention Center on the opening day of ESPAMER '82, the major international philatelic exhibition being held there from October 12 through October 17.

Ponce de Leon, the famed Spanish explorer and discoverer of Florida, accompanied Christopher Columbus on his second voyage to the new world in 1493, when Puerto Rico was discovered. Upon hearing the island was rich in gold, Ponce de Leon requested and received permission to explore and colonize Puerto Rico. He landed in Puerto Rico in 1508 and was named governor in 1509. Royal orders to search for new lands and a belief in the legend of a fountain of youth on Bimini Island in the Bahamas led Ponce de Leon

to the discovery of Florida at Easter time in 1513.

Procedures for ordering first day of issue cancellations are as follows:

Customers are urged to buy stamps and affix them to their own covers. All covers must be addressed on the right side at least  $\frac{5}{8}$  of an inch up from the bottom. Insert a filler in each envelop and mail them to: Customer-Affixed Envelopes, Postmaster, San Juan, PR 00936-9991 by November 11. There is no charge.

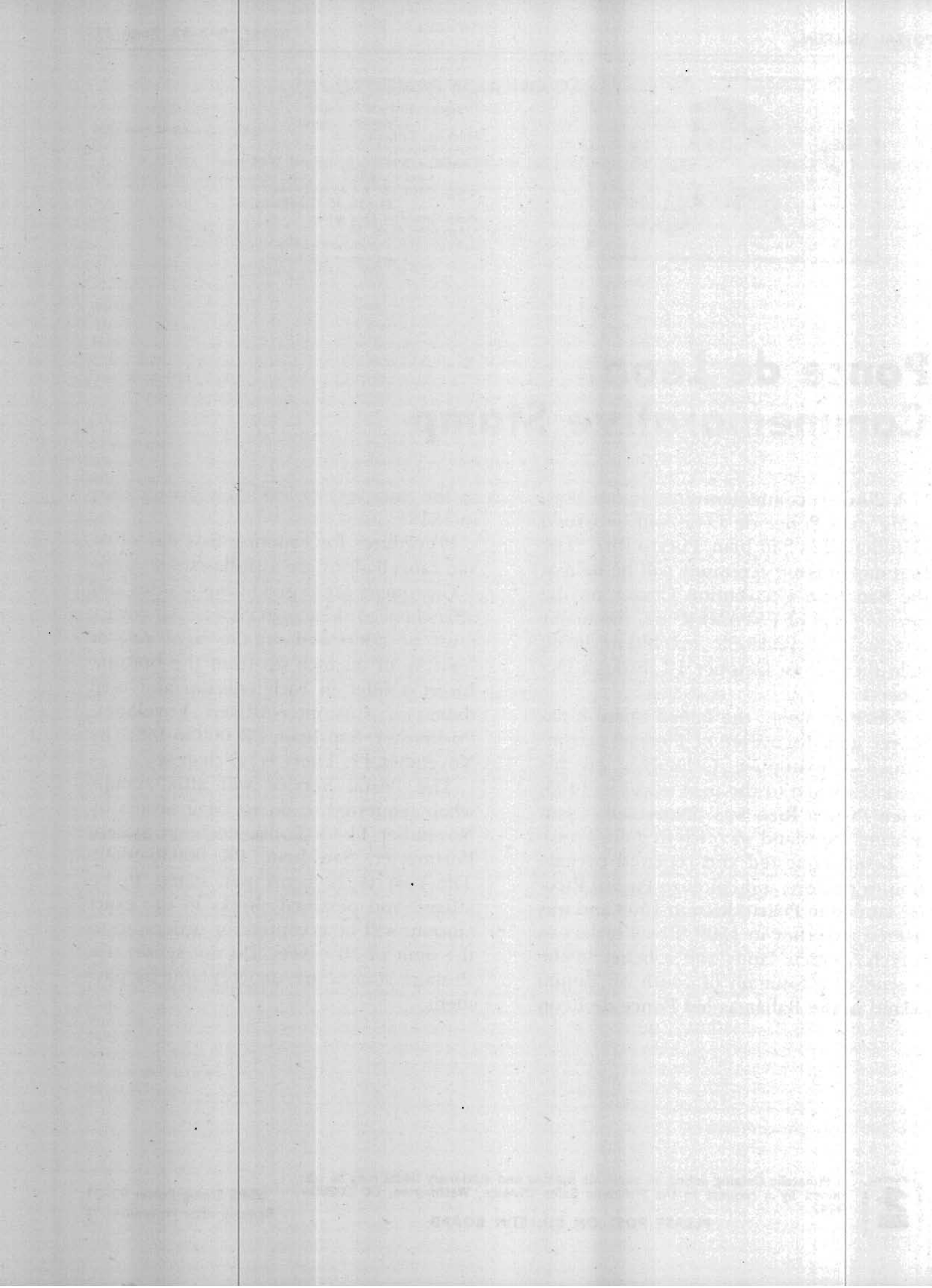
The Postal Service will affix stamps when requested to do so. Mail orders by November 11 to: Ponce de Leon Stamp, Postmaster, San Juan, PR 00936-9992. The cost is 20 cents per stamp to be affixed and personal checks in the exact amount will be accepted for orders up to the limit of 50 covers. Do not send cash. Postage stamps are unacceptable as payment.



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

PLEASE POST ON BULLETIN BOARD

USPS Stamp Poster 82-31  
Remove after November 11



### Specialized Program Displays

Using the same priority system, main post offices and classified stations and branches designated to offer specific service or participate in specialized programs will display the following items until notice is given to replace or remove them or until a product featured is sold out, whichever occurs first.

A Clear plastic Screenline Displays: '81 Definitive Mint Set; Americana Mint Set; Collecting Kits: Stamps & Stories 8th Edition; ZIP Code Directory; "Convenient & Collectable"; Postage Stamp Affixer; Tuoro Synagogue.

### Post Office Box Promotion Poster

All first class main post offices, stations and branches have been provided two copies of Poster 112, *Post Office Boxes Available Now*. These posters are to be displayed when there are ten or more unrented P.O. Boxes at the facility and removed when there are two or less boxes available. The posters are reusable and should be posted, preferably at facility entrances, and stored carefully.

Additional copies of the poster are available in the area supply centers and may be ordered by any office using a Form 7380, *Supply Center Requisition*, during regular requisitioning cycles.

—Delivery Services Dept., 9-2-82.

### Planning Schedule PFY 1983

A revised Notice 25 (July 1982), *Postal Accounting Period Planning Schedule PFY 1983*, was distributed July 30, 1982 to personnel responsible for planning, scheduling, and reporting at data centers, regional and district offices, CAG A thru K post offices, classified and contract stations and branches, Inspectors in Charge, training centers and key offices at Headquarters.

The schedule has an arrangement similar to that of a calendar and includes 8 sheets, or 16 pages, each 10 x 14 inches. Each accounting period is shown on a separate sheet by pay period and postal week. Each week starts with Saturday and ends with Friday. A rectangular space  $1\frac{1}{2}$  x  $\frac{3}{4}$  inches is provided for each day. The lower portion of the page contains lines for recording plans for the following accounting period and/or quarter. Each page is also identified by postal quarter.

A limited supply of this publication will be stocked in supply centers. Authorized offices requiring *additional* copies of Notice 25 PFY 1983 should submit requisitions to their supply center after August 15, 1982.

Stock on hand at supply centers of previous fiscal year editions is to be disposed of as waste when the revised PFY 1983 edition is received.—  
Finance Dept., 9-2-82.

### 1983 YEAR TYPE

Postal installations must submit requirements for 1983 year type for hand stamp and canceling machines to their area supply center no later than November 1, 1982, using Form 7380, *Supply Center Requisition*.

The requisition must list year type only, and it must have a self-addressed penalty label stapled to it. Do not request any other items on this special requisition. Indicate quantities required on the following:

Item 076E, for Model D, K, and G, new style canceling machine using 77, 225 and 218-A die hubs.

Item 0103HD2, for Model HD-2 canceling machines.

Item 0133E, for Model Flier and M machines using 1207 die hubs.

Item 0217E, for Model G canceling machines using 218 die hubs.

Item 0691G, for Model Flier and M machines using 1207-G die hubs.

Item 0702A, for steel postmarker, hammer type.

Item 0718A, for steel postmarker, rotary type.

Item 0642, rubber, for use with Nos. 550, 570 and 552.

Item 0744, steel, for use with No. 700 without flange.

Item 0747, steel, for use with No. 700 with flange.

Postmasters must check the model number on the canceling machines nameplates to verify that the proper year type is being requisitioned. P.O. Drawing 14-340, Year Type, for Hand Stamps and Canceling Machines, revised May 21, 1971, in Publication 24, *Supply Catalog*, Exhibit D, can be helpful in identifying the correct type to order.

Year type will be mailed from the supply centers no later than December 10, 1982.

1983 Year Type for the Mark II Facer-Canceler is available under national stock number 7490-00-000-8883 from the Repair Parts Center, Western Area Supply Center, Topeka, KS 66624, and should be requisitioned from that activity on Form 4984, *Repair Parts Requisition*, by authorized offices only.—*Procurement and Supply Department*, 9-2-82.

**ZIP CODE SPEEDS AND SIMPLIFIES MAIL  
HANDLING. ZIP CODE YOUR MAIL**

## POST OFFICE PROFILE SURVEY

Within the next few days, the 1982 Delivery and Customer Services Post Office Profile Survey (DCSPOPS) forms will be mailed to all post offices and classified stations and branches. These are Forms 4327-AX (R), 4327-DX (Y) and 4327-EX (D).

The information collected by this survey is of vital importance to postal managers as well as other government agencies. This program has been used for such projects as distribution of selective service registration packets, updating ZIP Code county data files and to determine post office box availability.

The survey forms are designed and specifically identified for completion by the managers of each individual retail or delivery unit in the Postal Service, with the exception that the contract unit survey Form 4327-DX (Y) will be completed by the postmaster who administers that unit. That form is not to be given to the contract unit operator.

**Distribution and Completion of Survey Forms:** Each post office and classified station or branch will receive two forms; an R form, 4327-AX and a D form, 4327-EX. All questions that pertain to your particular post office or classified station or branch will be answered appropriately. Any questions which do not pertain to your unit will be left blank unless otherwise directed by the form (if none, enter 0). Postmasters should insure that the manager of each unit has a copy of this POSTAL BULLETIN.

**Responsibilities of Unit Office Managers:** Unit managers of classified stations and branches must return the completed survey forms to their postmasters. Postmasters will monitor their units to insure that all of them have responded and then forward all completed surveys in one package to their management sectional center.

Postmasters with no stations or branches will promptly forward the completed survey directly to their management sectional center.

All surveys must be completed and returned by postmasters to the management sectional centers within one week of receipt.

### IMPORTANT:

#### On the "R" form:

**Question #2:** This refers to physical window positions where a place for a cash drawer is provided in the screenline.

Postmasters and managers who have not received properly identified survey forms for each unit or ZIP Code area by September 15, 1982, should advise their MSC immediately so that the necessary forms may be obtained from Headquarters. Do not reproduce any forms. Forms received for units not in operation should be endorsed accordingly and returned with all other completed forms.

**Responsibilities of the MSC Manager:** Management sectional centers have the primary responsibility for timely and accurate completion of the Delivery and Customer Services Post Office Profile Survey forms. A printed checklist of units to be surveyed and additional instructions will be supplied to each sectional center manager.

Completed survey for each sectional center must be mailed to Memphis no later than September 30, 1982. MSC managers must insure that all units in their sectional center have responded with properly completed forms. Survey forms should be sorted into three types (R, D and Y), bundled and mailed in one package to:

U.S. Postal Service  
Data Entry Site (DCSPOPS)  
Memphis, TN 38188-0001

Sectional center managers are expected to contact slow reporting offices to be sure they have responded before the September 30 shipping date. Managers who encounter problems with the survey which cannot be solved locally, may contact Thomas Henry by phone, FTS 245-4948 or non-FTS 202-245-4948.

Detailed reports of the survey results will be distributed to each region, district and MSC. Requests for special reports should be channeled through the regional offices.

—Delivery Services Dept., 9-2-82.

## Lobby Display For September

### Displays in All Post Office Lobbies—All Classified Units

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

Title	Issued
Poster 74, Packaging Pointers .....	September 1978
Poster 75, Your Federal Lawmakers.....	January 1981.
Selective Service Registration:	
Display Box 45 and/or Card 46 .....	} August 1980.
Change of Information Form 2 .....	
Information Brochure 10.....	
Vietnam Veteran's Leadership Program (Post on receipt, remove Oct. 30)	

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

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

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

Priority	Title	No.	Post	Remove
A	1981 Definitive Mint Set.	474	May 28 ...	Continuous display.
A	1981 Mint Set .....	466	Dec. 12 ...	Continuous display.
A	Dog Bites—Painful and costly.		Post on receipt.	Oct. 30.
C	Stamps & Stories, 8th Edition.	66	Dec. 12 ...	
C	Space Achievement Folder.	451	.....do .....	
A	Wolf Trap Farm Park.	484	Sept. 1 ....	Sept. 30.
A	Architecture	483	Sept. 25 ..	Oct. 30.

## 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 21366 listing. **B. Old Style.** (Gray). **C. Counterfeit.** The listing from PB 21240 remains valid for both B. and C.

170 635 7000 to 7099	259 340 0828 to 0999	266 942 9754 to 9799	273 610 1573 to 1599
213 578 4229 to 4399	259 373 3861 to 3899	266 942 9900 to 9999	274 034 4655 to 4699
217 210 7100 to 7299	259 628 0936 to 0999	267 841 9022 to 9099	274 034 4752 to 4799
217 288 7000 to 7024	259 745 1300 to 1499	267 917 1874 to 1999	274 034 4900 to 4999
217 510 0002 to 0099	259 825 5819 to 5899	268 202 3665 to 3699	274 229 8903 to 8914
217 667 3400 to 3599	259 950 3053 to 3099	268 224 1500 to 1699	274 372 3943 to 3999
219 726 9924 to 9999	259 950 3300 to 3499	268 243 7679 to 7699	274 507 3213 to 3299
227 332 8000 to 8099	260 144 7415 to 7499	268 246 8600 to 8699	274 609 4285 to 4299
229 350 0600 to 0699	260 198 2856 to 2898	268 299 0000 to 4999	274 990 9045 to 9099
238 169 7587 to 7599	260 229 5638 to 5699	268 329 6466 to 6499	274 999 9031 to 9199
241 685 5124 to 5199	260 324 9000 to 9099	268 657 2928 to 2999	275 130 1326 to 1355
241 908 2486 to 2499	260 479 3500 to 3599	268 834 6500 to 7999	275 313 4737 to 5199
243 766 6730 to 6799	260 743 5000 to 5099	268 881 7700 to 7799	275 541 0100 to 0299
245 103 9400 to 9499	260 894 8061 to 8099	269 009 2568 to 2599	275 543 0902 to 0999
245 279 1420 to 1499	261 002 6451 to 6499	269 414 2084 to 2099	275 962 6800 to 6999
247 066 9300 to 9399	261 175 6200 to 6299	269 416 3526 to 3599	276 083 1600 to 1999
247 086 4200 to 4299	261 459 6722 to 6799	269 527 9532 to 9599	276 073 5200 to 5699
247 113 5635 to 5699	261 506 0686 to 0699	269 553 1200 to 1299	276 091 7917 to 7999
247 490 1960 to 1999	261 533 2067 to 2299	269 795 1977 to 1999	276 100 9400 to 9899
247 490 2086 to 2099	261 935 6500 to 6599	269 821 1147 to 1199	276 256 9083 to 9099
247 544 0200 to 0214	261 954 6334 to 6399	269 878 5666 to 5699	276 495 4800 to 4849
248 102 6984 to 6999	261 965 4168 to 4199	269 911 1140 to 1199	276 540 8653 to 8699
248 440 7916 to 7971	262 240 6607 to 6665	269 911 1262 to 1299	277 121 1000 to 2999
249 945 6900 to 6999	262 240 6677 to 6696	269 942 9300 to 3099	277 138 2424 to 2499
250 565 7029 to 7040	262 604 1515 to 1599	269 960 4957 to 4999	277 579 5683 to 5699
250 919 5218 to 5299	262 931 7066 to 7076	270 130 0028 to 0074	278 329 7023 to 7099
250 951 4340 to 4363	262 949 9200 to 9299	270 130 0089 to 0199	278 329 7119 to 7199
250 991 9778 to 9799	262 963 4912 to 4999	270 233 5700 to 5799	278 364 7000 to 7099
251 518 6281 to 6399	263 129 6984 to 6999	270 500 0040 to 0099	278 965 4400 to 4499
251 964 6056 to 6199	263 146 1837 to 1849	270 894 5717 to 5799	278 965 4900 to 4917
252 171 2041 to 2056	263 323 0768 to 0799	271 104 2220 to 2295	278 965 5300 to 5499
252 238 2299 to 2399	263 407 7000 to 7099	271 152 7058 to 7069	279 083 2729 to 2799
252 891 1159 to 1199	264 132 9200 to 9299	271 152 7076 to 7091	279 198 7861 to 7899
253 192 7311 to 7399	264 205 4017 to 4099	271 171 3205 to 3299	279 256 2135 to 2199
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