



# postal bulletin

PB 21369—September 16, 1982—16 Pages

## 1982 CHRISTMAS STAMPS

The 1982 20-cent Christmas stamps will be first placed on sale October 28, 1982, in Snow, OK 74567, for the Snow Scenes and in Washington, DC 20066, for the Tiepolo Madonna and Child.

**Do Not Sell Before October 29, 1982**



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Issued in panes of 50 stamps. Collector information will be found on page 7.

**Supply.** All post offices under the automatic distribution will receive a supply of the stamps. The quantity to be automatically supplied each post office will be approximately eight times the amount (four times for Snow Scenes, item 534, and four times for Tiepolo Madonna and Child, item 535) that is currently furnished on the automatic distribution of a 50-subject commemorative stamp, excluding four position stock.

To assure the availability of stock at all post offices by October 28, there will be both an initial and a subsequent shipment of each stamp, with

each shipment containing approximately two times the amount of a 50-subject commemorative. The printouts, associated labels, and invoices received by the SDOs for the subsequent shipment will be dated for November 15, 1982.

Post offices with 950 or more revenue units requiring additional bulk quantities of Christmas stamps should immediately requisition the stamps on Form 3356, *Stamp Requisition-Bulk Quantities*, from the Bureau of Engraving and Printing. Any requisitions received after October 29, 1982 for Christmas stamps will be filled only if stock is available. Requisitions for item 534 and item 535 must be ordered in quantities of a 50-subject commemorative to a maximum of 5,000,000 stamps per requisition.

The filling of requisitions for additional bulk quantities of Christmas stamps will be withheld until completion of the automatic distribution.

All post offices requiring additional stamps in less-than-bulk quantities should immediately requisition the stamps on a separate Form 17, *Stamp Requisition*, from their Stamp Distribution Office.—*Customer Services Dept., 9-16-82.*

### POM Revision

### POM Issue 4 Published

Issue 4 of the **POSTAL OPERATIONS MANUAL (POM)** has been printed and is currently being distributed. It incorporates revisions to the POM that have appeared in the **POSTAL BULLETIN** from the publication of POM Issue 3 through April 30, 1982.—*Office of Data Management, 9-16-82.*

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## Relocation—Household Goods

The Commuted Rate Schedule will no longer be utilized for determining reimbursements for transportation of household goods. This Schedule is being phased out by the General Services Administration; therefore, the Postal Service policy for employees covered by the provisions of Handbook M-9, Travel, 474, will be as follows:

1. Employees will be reimbursed for transportation and/or storage of household goods with constraints currently published in Handbook M-9 regarding type of goods transferred, weight limitations, and length of storage time frame.

2. Employees must obtain at least two estimates from recognized professional moving firms and use the least costly. Copies of the estimates must be attached to any reimbursement voucher. **If the least costly mover is not used**, advance approval from the PCES executive in charge of the employee's new duty station organization must be obtained in writing. The justification and the PCES executive's written approval must be attached to the reimbursement voucher. Vouchers not having copies of the two estimates and/or the executive's approval regarding use of other than the least costly moving firm are to be rejected by the approving official until the necessary documentation is provided.

3. If household goods exceed the authorized weight limitation, the reimbursable cost will be allocated based upon the following formula:

$$\frac{\text{Authorized Weight}}{\text{Actual Weight}} \times \text{Total Cost} = \text{Reimbursable Cost}$$

Example: Employee w/family transports 12,000 lbs., at a cost of \$1,200, the calculation for reimbursement is:

$$\frac{11,000 \text{ lbs.}}{12,000 \text{ lbs.}} \times \$1,200 = \$1,100$$

4. Should an employee choose to personally transport belongings via rental of a U-haul type trailer or rental vehicle, the Postal Service will reimburse only for the actual costs incurred supported by actual receipts from the rental company and, where applicable, documentation for fuel and tolls. Packing materials and other customary services and equipment furnished by the vehicle rental agency are reimbursable but must be clearly reflected on the billing provided by the rental agency.

Incidental expenses incurred such as mileage driven to obtain the trailer/truck, or the purchase of packing materials, special equipment, or manpower loading assistance from other sources will not be reimbursed.

This policy affects all employees reporting to a new duty station on or after September 9, 1982.—*Finance Dept., 9-16-82.*

## ELM Revision

### Voluntary Change to Lower Level

EMPLOYEE & LABOR RELATIONS MANUAL (ELM) 422.261a, is incomplete. It deals with the step assignment rules to be applied when a bargaining unit employee is voluntarily returning to a grade (level) formerly held in the bargaining unit. It should read as follows (note that this is not a change in policy but rather a correction of the text as currently printed):

#### 422.261a. To Former Lower Grade.

The employee is assigned to the step in the lower grade which he would have attained if service in the lower grade had been continuous. When an employee voluntarily requests change to a position formerly occupied at a lower level, the salary will be adjusted so the next periodic step increase will not occur prior to the date on which it would have been due if his service had been continuous in the lower level. If granting credit earned in the higher level position toward the next periodic step increase would cause the employee to advance to the next higher step earlier than he would have by continuous service, then the change to lower level will be processed to the next lower step in the lower level. Partial credit toward the next step increase earned since the date of the last equivalent increase shall be retained.

This change will be included in a future issue of the ELM.—*Office of Organizational Requirements, 9-16-82.*

## EAS Schedule Changes

Effective October 2, 1982 (PP21-82), the non-step portion of grades 17, 18, and 19 (i.e., that portion between Step-6 and the maximum) on the Executive and Administrative Step Schedule (EAS) will be eliminated and these grades will be expanded to nine steps (see schedule on page 3 of this BULLETIN for exact amount of new steps 7, 8, and 9).

As stated in Management Instruction EL-410-82-7 (Section VII A-2), all non-step EAS 17-19 merit increases scheduled in FY 1983 that are based upon evaluations conducted under the FY 1982 Merit Performance Program will be advanced to the last pay period of FY 1982 (September 18, 1982, PP20-82), and a new anniversary date established.

Employees in the non-step portion of these grades whose salary falls between steps will have their salary advanced to the next higher step on October 2. Employees whose salary is still above the new Step-9 of these grades will continue to have their salary red circled.

The salary rates for all other grades and steps of the EAS Step Schedule, and the EAS Non-Step Schedule salary rates, remain unchanged from those on the schedules which became effective July 24, 1982 (PP16-82).—*Office of Organizational Requirements, 9-16-82.*





**EXECUTIVE & ADMINISTRATIVE SALARY SCHEDULE (EAS)  
STEP SCHEDULE  
EFFECTIVE OCTOBER 2, 1982 (PP20-82)**

GRADE	1	2	3	4	5	6	7	8	9	STEP INCR.
1	11,072	11,418	11,764	12,110	12,456	12,802	13,148	13,494	13,840	346
2	11,573	11,939	12,305	12,671	13,037	13,403	13,769	14,135	14,501	366
3	12,108	12,493	12,878	13,263	13,648	14,033	14,418	14,803	15,188	385
4	12,768	13,180	13,592	14,004	14,416	14,828	15,240	15,652	16,064	412
5	13,352	13,785	14,218	14,651	15,084	15,517	15,950	16,383	16,816	433
6	13,986	14,444	14,902	15,360	15,818	16,276	16,734	17,192	17,650	458
7	14,556	15,066	15,576	16,086	16,596	17,106	17,616	18,126	18,636	510
8	15,322	15,862	16,402	16,942	17,482	18,022	18,562	19,102	19,642	540
9	16,082	16,654	17,226	17,798	18,370	18,942	19,514	20,086	20,658	572
10	16,843	17,445	18,047	18,649	19,251	19,853	20,455	21,057	21,659	602
11	17,873	18,517	19,161	19,805	20,449	21,093	21,737	22,381	23,025	644
12	18,529	19,239	19,949	20,659	21,369	22,079	22,789	23,499	24,209	710
13	19,419	20,167	20,915	21,663	22,411	23,159	23,907	24,655	25,403	748
14	20,469	21,262	22,055	22,848	23,641	24,434	25,227	26,020	26,813	793
15	21,608	22,451	23,294	24,137	24,980	25,823	26,666	27,509	28,352	843
16	22,628	23,514	24,400	25,286	26,172	27,058	27,944	28,830	29,716	886
17	23,669	24,655	25,641	26,627	27,613	28,599	29,585	30,571	31,557	986
18	24,937	25,980	27,023	28,066	29,109	30,152	31,195	32,238	33,281	1,043
19	26,199	27,301	28,403	29,505	30,607	31,709	32,811	33,913	35,015	1,102



**EXECUTIVE & ADMINISTRATIVE SALARY SCHEDULE  
NON-STEP SCHEDULE  
EFFECTIVE OCTOBER 2, 1982 (PP20-82)**

GRADE	MID-POINT	MINIMUM
20	26,770	31,722
21	28,119	33,340
22	29,590	35,105
23	31,061	36,871
24	32,915	39,071
25	34,639	41,164
26	36,485	43,379
27	38,721	46,063
28	40,770	47,681
29	43,007	49,313
30	45,879	51,019

## Annual Ownership, Management, and Circulation Statement

Publishers of second-class publications must file Form 3526, *Statement of Ownership, Management, and Circulation*, at post offices of original entry on or before October 1, 1982. Publishers authorized to mail under the provisions of DOMESTIC MAIL MANUAL (DMM) 422.2 and 422.6, must also publish the statements required by DMM 448.31. Specific instructions are given on the reverse of Form 3526.

### Responsibility of Postmasters

Postmasters at original entry post offices must:

1. On or about September 15, 1982, furnish each publisher a copy of Publication 114, *Second-Class Mailings*, with the request that the included Form 3526 be completed in triplicate and that the properly completed original and one copy be returned on or before October 1, 1982.

2. Compare the completed Form 3526 with the authorization for the publication to determine whether there have been unauthorized changes in frequency of issue or title, or any other changes in the original qualifications under which authorization to mail at the second-class rates was issued. If there have been unauthorized changes, require the publishers to obtain authorization through the prescribed procedures (DMM 444).

3. Review the Forms 3526 for completeness and accuracy to assure that the following points are covered:

a. The publication number (item 1B) is the correct number shown on the printout of publications dated September 1, 1982, which is being furnished separately or on the authorization for publications authorized after August 31, 1982.

b. The number of issues published annually (item 3A) reflects the number of issues to be published annually based on the frequency indicated in item 3.

c. The annual subscription price, if required, is shown in item 3B.

d. The known office of publication (item 4) as defined in DMM 421.3, is located at the office where the publication has original entry.

e. Make sure that items 6, 7, 8 and 9, are completed. These items must not be blank.

f. Make sure that the actual number of copies of the single issue published nearest to the filing date, reflected in item 10B2, is in substantial agreement with the copies declared on Forms 3541 or 3541A, if the publication has no additional entry office. If the publication has additional entry offices, compare item 10B2 with the number found in publisher's records (DMM 447.2). Determine the reasons for any significant differences.

4. Complete items 1 thru 8 on the reverse of

Forms 3526 and ensure that the correct blocks are checked in items 2 thru 5. Only one block in each of these items should be checked.

Publications authorized entry under DMM 422.2 must meet the circulation requirements of 422.221; i.e., have a paid subscription list and not be designed primarily for free circulation. It is required that more than one-half of the total copies circulated by any means be distributed to persons who have paid for the copies at a rate above nominal.

Publications also authorized to carry general advertising under DMM 422.32 must also be circulated primarily to people who have paid for the copies at a rate above nominal. For these publications, item 10C of Form 3526 be at least 90% of item 10E. If item 10C is less than 90%, a verification of the publication's circulation must be made. See DMM 447.2.

The first column of item 10 is to be based on all mailings. For example, if a publication is published daily (including Sunday), item 10 must represent the average of the preceding 365 issues which were published.

After Forms 3526 have been reviewed, postmasters are to submit them to the Office of Mail Classification according to the instructions on the form. If there are any deficiencies in the forms submitted by the publishers, a memorandum explaining the actions being taken to have them corrected should be attached. Envelopes containing only Forms 3526 must be endorsed in the lower left corner *1982 Forms 3526*. Envelopes containing Forms 3526 along with memoranda, Forms 3548, *Review and Verification of Circulation*, or Forms 3510, *Application for Additional Entry or Reentry of Second-class Publication*, must not bear the endorsement.

Publishers failing to file Forms 3526 by October 1, 1982, must be promptly notified by *Certified—Return Receipt Requested* letter of the requirements to file and, if appropriate, publish the annual *Statement of Ownership, Management, and Circulation*. They should be advised that if the Form 3526 is not received within 10 days of their receipt of the letter that no further issues will be accepted for mailing at the second-class rates, and that action to annul their second-class mail privileges will be initiated. If the Form 3526 is not promptly filed, furnish the Office of Mail Classification with a report detailing your actions along with copies of all correspondence and the publisher's last known address so that revocation action can be initiated. For publications which have been discontinued, please furnish a letter from the publisher which states that second-class mail privileges are no longer required for the publication, so that an authorization for voluntary abandonment can be issued.—*Rates & Classification Dept., 9-16-82.*



### 13-Cent Kitten and Puppy Stamp

The 13-cent Kitten and Puppy special issue stamp will be first placed on sale November 3, 1982, in Danvers, MA.

Do not sell before November 4, 1982



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Issued in panes of 50. Collector information will be found on page 9.

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

Post offices with 950 or more revenue units requiring additional bulk quantities (*item 536*) should immediately submit a 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, *Stamp Requisition*, from their Stamp Distribution Office.—*Customer Services Dept. 9-16-82.*

### Enforcing Safety Rules

Supervisors and managers are reminded that it is the Postal Service's responsibility to provide safe working conditions and to insist on the observance of safety rules and regulations by employees.

To meet this responsibility, management must provide all employees with safety orientation and sufficient on-the-job training to enable them to perform their jobs safely. This training must include local safety rules and regulations. If an employee who has received such training violates safety rules, discipline may be appropriate. Disciplinary action, however, must be intended and designed to correct unsafe practices.

Postal Service policy prohibits any action which discourages the reporting of an accident or the filing of a claim with the Office of Workers' Compensation. Accidents or compensation claims—even if thought to be excessive or unjustified—are not in themselves an appropriate basis for discipline. Discipline is only appropriate as a tool to eliminate unsafe practices, not to enforce a penalty for the effects of those practices.—*Employee Relations Dept., 9-16-82.*

### Domestic Orders

False Representation. Enforced by Postmasters at cities listed.

State/City	Names Covered
AZ, Scottsdale 85251	Adtel & Adtel & Company 6125 East Indian School Road Suite 2005
CA, Hollywood 90046	Ex-Off 8033 Sunset Boulevard, Ste. 1420
CA, Hollywood 90046	Duchess Maria Markova 8033 Sunset Boulevard, Ste. 1420
NY, New York 10017	The New Body Boutique, Inc. d/b/a/ The New Boutique 801 Second Avenue, Ste. 705
FL, Pompano Beach 33060	Medical Consultants Gerovital GH-3 Inc. 125-B South Dixie Highway
FL, Fort Lauderdale 33311	Rejuvalife Products Gerovital GH-3 Inc. 781 West Oakland Park Blvd.
FL, Fort Lauderdale 33316	Rejuvalife Products, Inc. 1323 S.E. 17th Street, #201
FL, Fort Lauderdale 33302	GH-3 Antiaging P.O. Box 14552
FL, Stuart 33494	GOC P.O. Box 2770
FL, Jensen Beach 33457	Group One Communications 2321 N.E. Dixie Highway

—*Judicial Officer, 9-16-82.*

### 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.

David Vigilante	100 West Pike Street	Clarksburg	WV 26301
Lo-Dano's Footwear	1950 South Union Avenue	Alliance	OH 44601
Sportsman's Surplus	Tremper Shopping Center	Missoula	MT 59806
The Pro Shop	1635 Halsted	Chicago Heights	IL 60411
The Uniform Center	104 State Street	Ithaca	NY 14850

—*Labor Relations Dept., 9-16-82.*

## POSTAGE METERS

Effective immediately, the postage meter quarterly verification requirements contained in Domestic Mail Manual 144.61 are amended to simplify and to ensure consistency of sample size selection.

### 144 Postage Meters and Meter Stamps

\* \* \* \* \*

#### 144.6 Security

##### .61 Quarterly Verification

a. Area mail processing units and post offices which do initial distribution of originating mail must take a sampling of local originating metered mail (letters and parcels, including those bearing Postal Service meter stamps) each quarter. This sampling is designed to:

- (1) Detect use of unauthorized meters.
- (2) Detect altered metered stamps.
- (3) Detect improper metered mail procedures by mailers, especially the use of incorrect postmarks.

##### (4) Detect shortpaid mail.

b. The sample will be selected from the total originating metered mailings processed in one day (as an average) at a mail processing unit, including associate offices' metered mailings, for which initial distribution is performed. Individual metered mailings consist of one or more pieces from the same meter on the same day. The following table will be used to establish sample sizes.

The sample will be taken over a minimum of five weeks during the quarter on a different day each week. For example, in a mail processing unit with 690 customer meters, the total mailings over five days would be projected at 3,450 (5 x 690). The sample would then be 289. On Monday of week one, sample 58 randomly selected metered mail-

Total projected number of mailings per day (average of 5 days)	Sample size
Up to 1,000 .....	25 pct. of mailings.
1,000 to 1,499 .....	259.
1,500 to 2,999 .....	272.
3,000 to 4,999 .....	289.
5,000 to 9,999 .....	291.
10,000 to 19,999 .....	295.
20,000 to 49,999 .....	297.
50,000 or more .....	299.

ings; Tuesday, week two, 58 more; Wednesday, week three, 58 more; Thursday, week four, 58 more; and Friday of week five, the remaining 57. The mailings will then be verified with the records at all associate post offices selected.

\* \* \* \* \*

Renumber the remaining subsections of 144.61, *b* through *h* as *c* through *i* respectively.

\* \* \* \* \*

#### 144.61

h. Forms 3616 for mail from associate offices having other than a local postmark will be forwarded to the appropriate postmaster to determine if the meters are authorized. These Forms 3616 must be filed with Forms 3616 developed during that office's quarterly verification.

i. Meters that are unauthorized or which have previously been reported stolen must be immediately reported to the Inspection Service and to the manufacturer. The reporting post office will be advised of any action taken.—*Rates & Classification Dept., 9-16-82.*

## DOMESTIC FIRST FLIGHT CACHET

Ozark Air Lines has announced new round trip service beginning October 1, 1982, from St. Louis, MO to San Diego, CA.

Official cachet and philatelic treatment for first flight service are outlined in the *POSTAL OPERATIONS MANUAL, 244.63.*

To prepare and send covers for official philatelic treatment, follow these procedures:

1. Address all covers.
2. Applicable rate of postage per cover is 20 cents for the first ounce, 17 cents for each additional ounce up to 12 ounces.
3. Allow a clear space, 2½ by 2½ inches, on the lower portion of the envelope and to the left of the address for the cachet.
4. Provide an additional clear space of 1½ inches to the left of the innermost stamp to permit a clear postmark.
5. Include in each envelope a uniform enclosure of the approximate thickness of a postal card to assure a good impression of the cancellation.
6. Enclose the prepared covers in another envelope, and address as follows:

Cachets to be applied by	Send covers to
St. Louis City Post Office	Postmaster St. Louis, MO 63155-9998
St. Louis AMF	Operations Manager Airport Mail Facility, Lambert Field St. Louis, MO 63145-9998
San Diego City Post Office	Postmaster San Diego, CA 92199-9998

7. Endorse the lower left corner of the outer envelope containing the covers with *First Flight Covers* for easy identification.

8. Mail the covers to reach the office applying the cachet no later than three days before the scheduled date of the flight.

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

There will be a limit of 50 covers per customer.—*Customer Services Dept., 9-16-82.*





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# Christmas Stamps

The 1982 Christmas stamps will be issued on October 28 in separate locations. Both the contemporary and traditional stamps will be printed in the standard commemorative size.

The traditional Christmas stamp will be issued in Washington, D.C., and features a Madonna and Child painted by Giovanni Battista Tiepolo, an 18th-Century Italian artist. The painting hangs in the National Gallery of Art, where the first day of issue ceremony will take place.

The contemporary Christmas design features a block of four snow scenes and will be issued in Snow, Oklahoma, where the name of the city will add a special seasonal identification to the first day of issue cancellation. The first day of issue ceremony will be held at the Recreation Center in Snow. The block of four colorful stamps features children sledding, skating, building a snowman, and decorating a Christmas tree.

After local stocks of the item are depleted, it will be available from all Philatelic Centers and by mail order from the Philatelic Sales Division for approximately one year after the date of issue. *Philatelic Catalogs*, listing all available stamps and other philatelic items, are available here or from the Philatelic Sales Division, Washington, DC 20265-9997.

PLEASE POST ON BULLETIN BOARD

## Contemporary

Issue Date: October 28, 1982  
 First Day City: Snow, Oklahoma  
 Designer: Dolli Tingle  
 Westport, Connecticut  
 Modeler: Frank J. Waslick  
 Press: Gravure  
 Colors: Yellow, magenta, cyan and black  
 Image Area: .84 x 1.44 inches or 21.33 x 36.57 millimeters  
 Plate Numbers: One group  
 Stamp Per Pane: 50  
 Selvage: U.S. Postal Service 1982©  
 ®Use Correct ZIP Code  
 ®Mr. ZIP (standing position)

## Traditional

Issue Date: October 28, 1982  
 First Day City: Washington, D.C.  
 Designer: Bradbury Thompson  
 Riverside, Connecticut  
 Modeler: Ronald C. Sharpe  
 Press: Gravure  
 Colors: Yellow, magenta, cyan, black tone and line and red line  
 Image Area: .84 x 1.44 inches or 21.33 x 36.57 millimeters  
 Plate Numbers: One group  
 Stamp Per Pane: 50  
 Selvage: U.S. Postal Service 1982©  
 ®Use Correct ZIP Code  
 ®Mr. ZIP (running position)

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 5/8 of an inch up from the bottom. Insert a filler in each envelope and mail them to: Customer-Affixed Envelopes, Postmaster, Washington, DC 20066-9991 (Tiepolo Stamp); or Postmaster, Snow, OK 74567-9991 (Snow Scenes) by November 27. There is no charge.

The Postal Service will affix stamps when requested to do so. Mail orders by November 27 to: Tiepolo Christmas Stamp, Postmaster, Washington, DC 20066-9992; or Snow Scenes Stamps, Postmaster, Snow, OK 74567-9992. 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.









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Issue Date: November 3, 1982  
 First Day City: Danvers, Massachusetts  
 Designer: Chuck Ripper  
 Huntington, West Virginia  
 Modeler: Peter Cocci  
 Press: Gravure  
 Colors: Yellow, magenta, cyan and black  
 combination  
 Image Area: .84 x 1.44 inches  
 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)

## Kitten & Puppy Special Issue Stamp

A 13-cent special issue commemorative stamp featuring a kitten and puppy will be issued in Danvers, Massachusetts, on November 3. The first day of issue ceremony will be held at the Radisson Ferncroft Hotel during the convention of the Humane Society of the United States.

The 13-cent post card rate stamp is being issued in response to requests from customers who wish to mail post card greetings during the holiday season.

The Kitten and Puppy stamp was designed by Chuck Ripper, a noted wildlife artist whose previous design credits include the 1980 Coral Reefs stamps and the 1981 Preservation of Wildlife Habitats stamps. The stamp design features a kitten and a puppy playing in the snow.

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 of envelopes at least  $\frac{5}{8}$  of an inch up from

the bottom. Customers are reminded they must add at least seven cents additional postage to their envelopes to meet the minimum First-Class letter rate. Uncanceled stamps issued prior to November 3 may be affixed. Orders containing envelopes to which stamps issued after November 3 are affixed will be returned unserviced. Insert a filler in each envelope and mail them to: Customer-Affixed Envelopes, Postmaster, Danvers, MA 01923-9991 by December 3. There is no charge.

The Postal Service will affix stamps when requested to do so. Mail orders by December 3 to: Kitten & Puppy Stamp, Postmaster, Danvers, MA 01923-9992. The cost is 20 cents per cancellation (a seven-cent Benjamin Franklin stamp will be affixed to covers to meet the minimum First-Class mailing rate). Personal checks in the exact amount will be accepted for orders up to the limit of 50 covers. Do not send cash. Postage stamps are unacceptable as payment.

After local stocks of the item are depleted, it will be available from all Philatelic Centers and by mail order from the Philatelic Sales Division for approximately one year after the date of issue. *Philatelic Catalogs*, listing all available stamps and other philatelic items, are available here or from the Philatelic Sales Division, Washington, DC 20265-9997.

PLEASE POST ON BULLETIN BOARD

USPS Stamp Poster 82-34  
 Remove after December 3







ASM Revision

## POST OFFICE FUNCTIONS

POSTAL BULLETIN 21364, 8-12-82, contained a revision to subchapter 120 of the ADMINISTRATIVE SUPPORT MANUAL (ASM). It was the intent of the last two sentences in section 122.1 to allow postmasters, for their convenience, to request a permanent schedule that would provide for a half-day off during the Monday through Friday period instead of the normal Saturday off. It was not meant to unilaterally assign a postmaster to any work hours other than the normal 8 hours a day, Monday through Friday schedule.

To make this point clearer, ASM 122.1 is amended to read as follows:

**122.1 Full-Time Offices.** Postmasters and sectional center manager/postmasters of full-time offices (EAS-11 and above) are scheduled to work a

40-hour workweek. Normally, this schedule is set at 8 hours a day and 5 days a week, Monday through Friday. A Postmaster Replacement, Postal Operations Administrator, or senior supervisor is scheduled to relieve the postmaster and to provide service as necessary on the sixth day. However, these postmasters may request of their RPMG, district manager, or sectional center manager, as appropriate, that they be assigned to a permanent schedule which includes not less than 4 hours on Saturday with equivalent time off on one of the Monday through Friday workdays in the same service week.

This change will be incorporated in the next issue of the ASM.—*Employee Relations Dept., 9-16-82.*

### International Mail Service Limitations

Postal employees are reminded of the following limitations which apply to mail service with Chad, East Timor, Falkland Islands, Kampuchea (Cambodia), Lebanon, Mozambique, and Vietnam:

**1. Chad**—Service is limited to unregistered air letters, post cards, and newspapers addressed only to N'Djamena (Capital City). Such items cannot exceed 4 ounces in weight.

**2. East Timor**—Service is limited to unregistered air letters, letter packages, and post cards addressed only to Dili and Pante-Maskassar (Oe-Kusi). Such items cannot exceed 4 pounds in weight.

**3. Falkland Islands**—*Air parcel post service* is temporarily suspended due to the lack of available transportation. All other services are available.

**4. Kampuchea (Cambodia)**—Service is limited to air letters, air letter packages not exceeding 2 pounds, air post cards and air printed matter not exceeding 4 pounds. Surface mail service is not available.

**5. Lebanon**—All mail services are suspended.

**6. Mozambique**—Insured parcel service is suspended. All other mail and special services are available.

**7. Vietnam**—*Surface mail service* for all categories of mail is temporarily suspended due to the lack of available transportation. Air service is available.—*Rates & Classification Dept., 9-16-82.*

### Express Mail

Notices 141 and 142, May 1982, are now in the supply centers. They are graphic aids for window clerks and delivery personnel to follow in the acceptance and delivery of Express Mail Next Day Service items. Discard notices with an earlier date, and order a supply for window clerks and delivery personnel in your normal requisitioning cycle.

Notice 141 shows the procedures for delivery of Post Office to Post Office and Post Office to Addressee Express Mail shipments. Notice 142 shows the acceptance procedures for Express Mail Next Day Service.

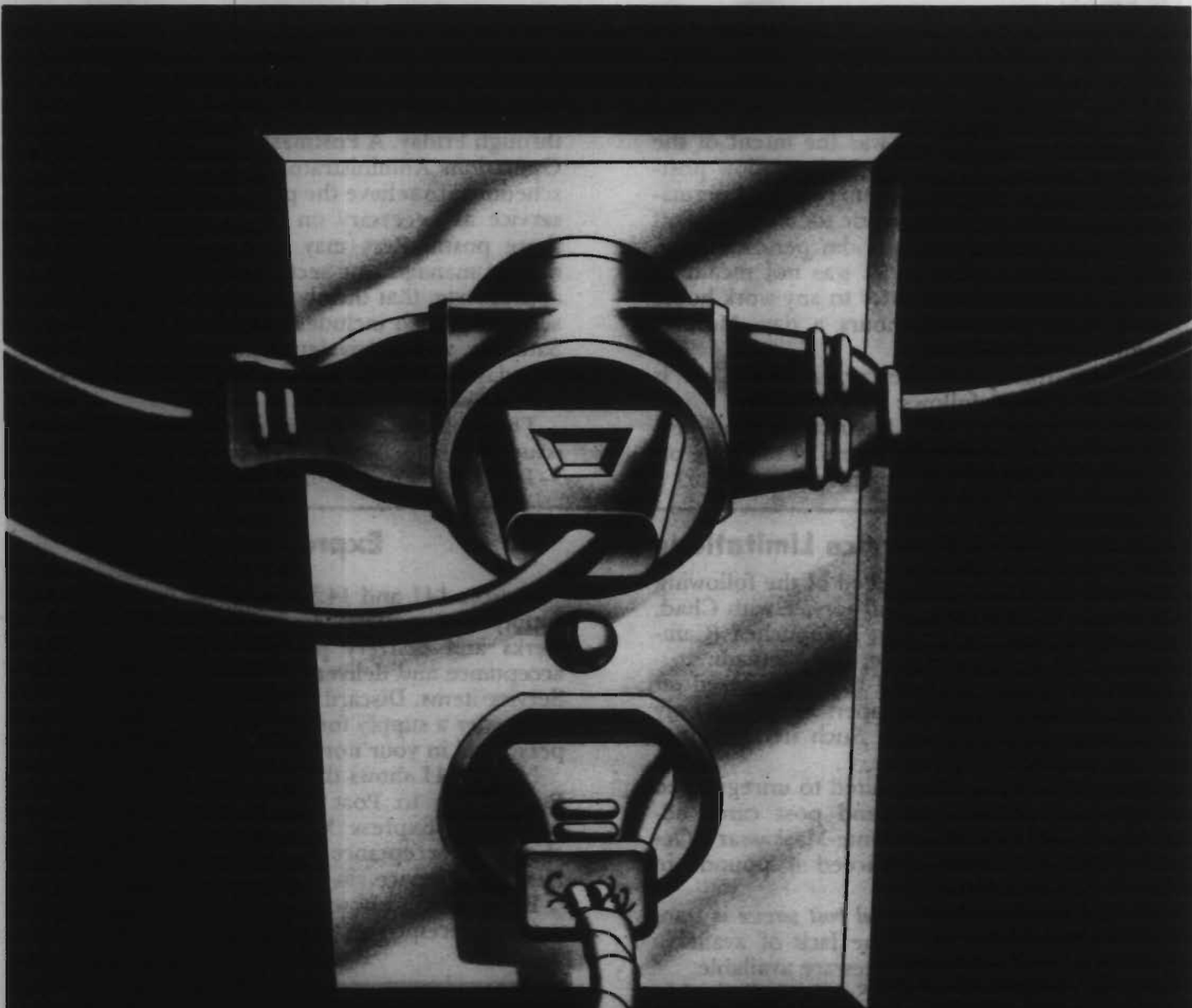
Both notices show the procedure for handling return receipt service.—*Delivery Services Dept., 9-16-82.*

### Timekeeping Procedures

Effective immediately, when an employee is entitled to a higher level percent increase, the percentage is *not* to be entered on the Form 1230-C card (block 92). The timekeeper will continue to enter the rate schedule code (block 90), level (block 91) and higher level last day (block 93). The percentage will be automatically computed.

This supersedes all previous instructions as stated in Section 421.95 of Handbook F-21, *Time and Attendance*.—*Finance Dept., 9-16-82.*

**INSURED MAIL SHOULD BEAR THE COMPLETE  
NAMES, ADDRESSES, AND ZIP CODES OF  
SENDER AND ADDRESSEE**



# Double Trouble

Worn wires cause fires.  
So do too many extension  
cords in one outlet.  
Replace faulty wiring.  
Remove excessive cords.



## Warning Notice—Unrecovered Stolen Canadian Money Order Forms

(To be posted and used by window clerks. As directed destroy previous notices. Insert any interim notices in sequence.)

The following money orders are void and should not be cashed: (1) All card type orders. (2) New Style orders 000,000,001—323,999,999. Advise holders to send them to Canada Post Office, Ottawa, Canada, KIA 0B1.

The new money order serial numbers consist of the first nine digits. The 10th digit is a check digit only. Destroy the PB 21368 article.

361,168,730 to 8,900	375,040,201 to 0,400	399,721,678 to 1,710	417,239,361 to 9,700
361,201,906 to 2,100	375,432,201 to 2,500	400,896,730 to 6,800	417,395,080 to 5,090
362,395,806 to 5,819	375,712,274 to 2,300	400,980,701 to 0,800	417,446,291 to 6,300
363,633,090 to 3,100	375,881,401 to 1,500	401,295,335 to 5,400	418,319,358 to 9,400
363,794,701 to 5,200	377,011,946 to 2,400	402,885,601 to 5,900	418,393,772 to 3,800
365,867,401 to 7,500	377,901,546 to 1,600	403,243,638 to 3,900	418,580,719 to 0,800
365,867,517 to 7,600	379,786,742 to 6,760	404,196,001 to 6,100	419,922,570 to 2,900
366,888,911 to 9,000	380,821,401 to 2,200	404,403,804 to 3,900	420,218,901 to 9,200
366,967,107 to 7,200	383,053,831 to 3,900	404,578,200 to 8,500	422,553,959 to 4,000
368,108,160 to 8,600	390,557,101 to 7,170	404,625,122 to 5,200	423,268,880 to 8,950
368,416,575 to 6,600	390,581,961 to 2,040	404,668,701 to 8,900	423,271,694 to 1,720
368,773,419 to 3,500	391,923,323 to 3,500	404,999,031 to 9,080	423,788,619 to 8,650
368,847,601 to 7,700	393,018,120 to 8,400	405,694,037 to 4,100	424,525,587 to 5,700
370,494,001 to 4,200	393,811,801 to 2,000	405,831,365 to 1,400	425,662,674 to 2,700
370,549,601 to 50,000	393,912,375 to 2,400	405,885,847 to 5,900	425,662,674 to 2,700
371,327,589 to 7,600	394,914,633 to 4,700	406,576,200 to 6,300	431,035,001 to 5,100
372,401,123 to 1,500	394,914,702 to 4,800	406,922,234 to 2,300	431,400,001 to 5,000
372,429,101 to 9,500	396,770,501 to 0,600	407,769,001 to 9,100	431,528,428 to 8,450
372,548,101 to 8,400	396,823,334 to 3,500	413,266,631 to 6,642	431,959,837 thru
373,593,481 to 3,500	396,944,758 to 5,000	413,578,841 to 9,500	431,960,000
374,013,262 to 3,300	397,148,601 to 9,400	414,910,275 to 0,400	432,562,701 to 4,900
374,433,401 to 4,000	397,207,301 to 7,400	415,905,421 to 5,499	438,898,651 to 8,700
374,540,001 to 0,100	397,929,301 to 9,400	416,927,580 to 7,800	439,289,301 to 9,400
374,988,860 to 8,880	399,599,901 to 9,910		

# IS IT LOCKED?



It only takes a second for both of you

Don't take the chance

**LOCK YOUR VEHICLE!**





## 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 21367 listing. **B. Old Style.** (Gray). **C. Counterfeit.** The listing from PB 21240 remains valid for both B. and C.

170 635 7000 to 7099	259 373 3861 to 3899	266 942 9900 to 9999	274 034 4655 to 4699
213 578 4229 to 4399	259 628 0936 to 0999	267 841 9022 to 9099	274 034 4752 to 4799
217 210 7100 to 7299	259 745 1300 to 1499	267 917 1874 to 1999	274 034 4900 to 4999
217 288 7000 to 7024	259 825 5819 to 5899	268 202 3665 to 3699	274 229 8903 to 8914
217 510 0002 to 0099	259 950 3053 to 3099	268 224 1500 to 1699	274 372 3943 to 3999
217 667 3400 to 3599	259 950 3300 to 3499	268 243 7679 to 7699	274 507 3213 to 3299
219 726 9924 to 9999	260 144 7415 to 7499	268 246 8600 to 8699	274 609 4285 to 4299
227 332 8000 to 8099	260 198 2856 to 2898	268 299 0000 to 4999	274 990 9045 to 9099
229 350 0600 to 0699	260 229 5638 to 5699	268 329 6466 to 6499	274 999 9031 to 9199
238 169 7587 to 7599	260 324 9000 to 9099	268 657 2928 to 2999	275 130 1326 to 1355
241 685 5124 to 5199	260 479 3500 to 3599	268 834 6500 to 7999	275 313 4737 to 5199
241 908 2486 to 2499	260 743 5000 to 5099	268 881 7700 to 7799	275 541 0100 to 0299
243 766 6730 to 6799	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
253 747 6924 to 6999	264 223 9121 to 9199	271 186 6354 to 6499	279 795 6200 to 6399
254 254 4490 to 4499	264 366 7033 to 9499	271 319 5039 to 5099	279 905 5100 to 5199
254 259 8867 to 8899	264 405 9660 to 9699	271 325 5500 to 5599	279 941 8435 to 8499
254 259 8951 to 9099	264 406 1201 to 1299	271 505 9478 to 9499	280 255 8618 to 8647
255 281 2647 to 2699	264 496 5357 to 5399	271 519 3200 to 3299	280 274 3300 to 3399
255 440 4800 to 4899	264 499 2331 to 2349	271 735 3760 to 3899	280 340 7356 to 7899
255 440 4900 to 4999	264 642 5304 to 5399	272 021 1770 to 1799	280 453 1007 to 1099
255 857 4749 to 4799	264 786 2900 to 2999	272 046 9552 to 9599	281 075 2000 to 2199
256 193 5100 to 5159	265 151 4134 to 4199	272 059 8000 to 8199	281 119 4800 to 4999
256 695 0525 to 0599	265 330 0400 to 0599	272 060 0800 to 0999	281 128 0237 to 0299
256 751 9503 to 9599	265 338 9048 to 9099	272 067 9254 to 9299	282 292 5000 to 5399
256 754 0030 to 0099	265 370 8800 to 8999	272 068 6009 to 6099	282 304 0900 to 0999
257 157 2164 to 2499	265 387 1531 to 1599	272 075 3700 to 3899	282 336 2000 to 2499
257 405 2600 to 2899	265 394 0669 to 0691	272 133 0400 to 0599	282 786 5300 to 5399
257 474 8312 to 8399	265 541 8254 to 8299	272 277 4600 to 5299	282 832 1100 to 1199
257 933 5300 to 5399	265 719 5370 to 5399	272 501 5083 to 5099	283 583 1377 to 1399
258 122 7638 to 7799	265 956 3900 to 3999	272 643 2986 to 2999	283 583 1400 to 1499
258 444 7185 to 7199	266 369 4447 to 4499	273 109 8710 to 8799	283 990 3900 to 4199
258 450 6755 to 6799	266 399 5845 to 5899	273 142 4076 to 4099	801 579 6056 to 6098
258 480 2600 to 2899	266 442 2360 to 2399	273 304 8587 to 8599	801 629 1900 to 1999
258 643 2765 to 2774	266 547 6565 to 6599	273 312 4926 to 5199	802 029 5199 to 8999
258 950 5217 to 5299	266 775 2669 to 2699	273 312 7600 to 7799	802 265 0575 to 1999
258 950 5433 to 5499	266 805 8372 to 8399	273 391 2300 to 2399	802 678 2605 to 2699
259 227 0000 to 1499	266 942 9343 to 9399	273 568 4736 to 4799	802 751 1128 to 1299
259 340 0828 to 0999	266 942 9754 to 9799	273 610 1573 to 1599	

**UNITED STATES POSTAL SERVICE**

WASHINGTON, DC 20260-1571

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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.

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