



# postal bulletin

PB 21392—February 24, 1983—8 Pages

## 20-Cent Sweden/USA Treaty Commemorative Stamp

The 20-cent Sweden/USA Treaty commemorative stamp will be issued March 24, 1983, in Philadelphia, PA. This issue commemorates the 200th anniversary of the signing of the Treaty of Amity and Commerce between the United States and Sweden.

**Do Not Sell Before March 25, 1983**



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Issued in panes of 50. Collectors information will be published in a future Postal Bulletin.

**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. Because special paper had to be procured for this issue, it is possible that some offices may not receive stamps by March 24. 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 432.

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., 2-24-83.

**Submit bulk stamp requisitions within prescribed ordering cycle. Out-of-cycle requisitions increase processing costs.**

## Sweden/USA Souvenir Card

**Do Not Sell Before March 25, 1983**

A souvenir card is being issued to celebrate the 200th anniversary of the signing of the Treaty of Amity and Commerce with Sweden. The souvenir card will be issued on March 24, 1983, in Philadelphia, PA. The design of the card features reproductions of the Swedish Pioneer Centennial of 1948 and the Swedish and United States stamps commemorating the 200th anniversary. The card bears a message signed by the Postmaster General.

**Collectors.** Customers may purchase the uncanceled form of this card for \$2.00 only at authorized philatelic centers or by mail order from the Philatelic Sales Division in both canceled and uncanceled forms. The canceled cards are \$2.20 each. A 20-cent Sweden/USA stamp with first day cancellation will be affixed to the canceled card. Orders should be addressed to Sweden/USA Souvenir Card, Philatelic Sales Division, Washington, DC 20265-9997.

**Supply.** Only post offices with authorized philatelic centers will receive an automatic distribution. Post offices with philatelic centers requiring additional stock of this card, item 517, are to order from their regional accountable paper depository on Form 17, *Stamp Requisition*, in multiples of 100.—Customer Services Dept., 2-24-83.

## Domestic Orders

*False Representation.* Enforced by Postmaster at city listed.

State/city	Names covered
CA, Van Nuys 91401.....	Maurice Werry 6219 Van Nuys Blvd.
CA, Van Nuys 91401.....	Margo Moore 6219 Van Nuys Blvd.

—Judicial Officer, 2-24-83.

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### 3-Cent Regular Coil Stamp

The 3-cent Railroad Handcar coil stamp will be placed on sale March 25, 1983, Rochester, NY.

**Positively Do Not Sell Before March 26, 1983**



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Issued in coils of 500 and 3,000.  
Collector information will be found on page 5.

**Supply.** An automatic distribution of the coils of 500 will only be made to post offices with authorized philatelic centers. Quantity of coils to be furnished will be based on the Bureau of Engraving and Printing's automatic four-position distribution schedule for a 50-subject commemorative stamp. The number of coils to be furnished are as follows:

Quantity of four-position stamps currently being furnished	No. of coils
20,000-25,000.....	50
50,000-100,000.....	100
125,000-375,000.....	400
500,000-750,000.....	800

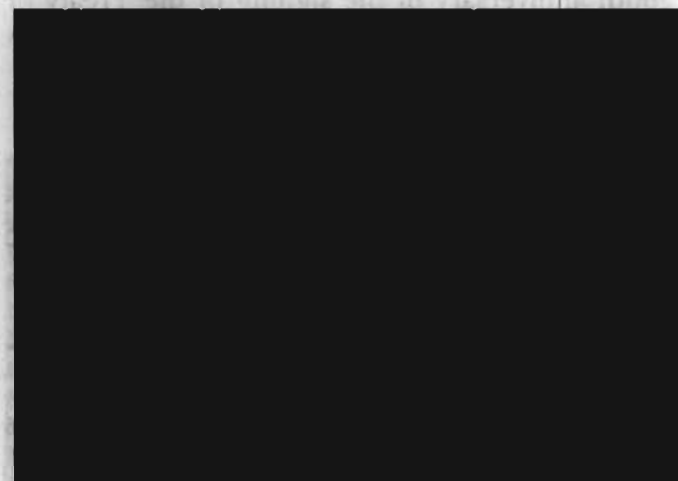
All other post offices should order sufficient quantities of this stamp to meet anticipated local philatelic demand.

**Bulk Quantities.** Post offices with 950 or more revenue units requiring this stamp or additional stock in bulk quantities should immediately submit Form 3356, *Stamp Requisition-Bulk Quantities*, to the Bureau of Engraving and Printing. Orders must be submitted in the following quantities: coils of 500 (item 783) 200, 400, and multiples of 400 to maximum of 2,000; coils of 3,000 (item 784) 32, 64, and multiples of 64 to maximum of 128.

**Less-than-bulk Quantities.** All post offices requiring less than the above bulk quantities should immediately submit a separate Form 17, *Stamp Requisition*, to their designated Stamp Distribution Office.—*Customer Services Dept. 2-24-83.*

### Authorization To Use Transo Fiberboard Envelope Carton for Presort

Effective immediately mailers are authorized to use corrugated fiberboard envelope cartons manufactured by Transo Envelope Company for traying letter-size machinable or nonmachinable presort First-Class or third-class mail when authorized by the accepting post office.



The trays are two feet long but will vary in width and height as they are customized to fit the mailing piece. Trays are clearly marked either **FIRST CLASS** or **THIRD CLASS** on both sides or both ends of each tray. The lettering is  $\frac{1}{2}$ " high.

The trays are equipped with label holders similar to the ones used by the U.S. Postal Service on MM trays or are equipped with pressure sensitive labels. The label holder or label must be affixed to the upper left end of the First-Class tray and to the top center of the third-class tray. No label, except the mailing label, may be affixed to the tray. The tare weight of each tray should be printed on both sides or ends.

Once the verification procedure has been completed, the filled tray must be banded in the long direction with plastic strapping that is strong enough to hold the lid to the tray until the tray reaches its final destination.

Each tray is for *One Time Use Only* and should *not be returned* to the mailer. Dispose of these trays in the same manner as unserviceable MM trays.

The mailer must advise the accepting post office of the initial mailing in advance. The mailer must also advise the accepting post office anticipated frequency of use. Requested delivery dates may be printed on both sides or ends of the tray.

All mailings must be presorted according to the **DOMESTIC MAIL MANUAL (DMM)**, 367.2, 367.3, and 367.4 for First-Class Mail, and 667.3, 667.4, and 667.43 for third-class mail.—*Mail Processing Dept., 2-24-83.*



## RUBBER LINE STAMPS

Immediately suspend submission of requisitions for rubber stamps, Items 500, 502, 502A, 518, 574, 575A and 645, under Contract No. 33710082VZ018 with Major Stamp Company, Inc., 3801 North 39th Street, Milwaukee, WI 53216.

Until further notice, all requirements for these items are to be met using local and informal purchase procedures, in accordance with POSTAL

CONTRACTING MANUAL, Pub. 41, Section 6. Requisitions (PS Form 1567) not yet completed and still on hand at the Major Stamp Company will be returned to the Eastern Area Supply Center for proper action. This includes all submissions from December and January and approximately one half of the November orders.

—Procurement & Supply Dept., 2-24-83.

## UAA Mail—Moved, Left No Address

When a customer moves and does not leave a forwarding order, the carrier must hold the customer's mail for up to 10 days, pending receipt of a change of address. (Exception: U.S. Treasury checks—return to sender immediately in accordance with printed instructions on the envelope. This also applies to other mail pieces bearing similar specific instructions from the sender.)

If a change of address is not received after ten days, all carriers must complete Form 3575, *Change of Address Order* and Form 3982, *Changes of Address*. Rural carriers should, in addition, complete Form 4232-A, *Customer's Name and Address (Card)*, or Form 1564, *Address Change Sheet*, if appropriate. Indicate on the forms *Moved, Left No Address* or *MLNA* in the space provided for the new address.

After the initial 10 day holding period, place the completed Form 3575, endorsed *Moved, Left No Address*, on top of the bundle of mail and submit to the Computer Forwarding or Central Markup unit. Subsequent pieces of mail received for these customers who have moved and left no address should be placed either into the A-Z separations on the carrier case or the *No Obvious Value Mail* separation as appropriate.

All employees *must* be instructed in the proper procedure for handling MLNA mail. These instructions supercede instructions found in Handbooks M-41, *City Delivery Carrier's Duties and Responsibilities*, and M-38, *Management of Rural Delivery Service*.—*Delivery Services Dept.*, 2-24-83.

*All personnel processing mail for dispatch abroad*

## Foreign Order Notice 90

Keep all foreign order notices for use as reference.

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

### CANADA

CANUSA of Canada  
Box 39  
208 Provencher Blvd.  
and  
Box 39  
208 Provencher Blvd.  
Winnipeg, Manitoba

Berkshire Consultants  
P.O. Box 3000  
Bowmanville, Ontario  
and  
P.O. Box 31  
Etobicoke, 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 Claims, Inquiry and Undeliverable Mail, J.A. Farley Building, Room 2029-A, New York, NY 10199-9543, Attention: Mrs. B. Graves. 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 MSCs and designated International Exchange Offices.—*Judicial Officer*, 2-24-83.

## SPECIAL CANCELLATIONS

Postmasters having any of the special cancellation die hubs listed here are authorized to use them for the periods designated. At the end of the period, the die hubs should be withdrawn from use and stored. Postmasters who do not have these special die hubs must not request them without application by the sponsors.

### Easter Seals

March 1 to April 3, 1983.

### Red Cross

March 1 to March 31, 1983.—*Rates & Classification Dept.*, 2-24-83.

## 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 21390 article.

377,011,946 to 2,400	404,196,001 to 6,100	423,268,880 to 8,950	434,705,391 to 5,400
377,901,546 to 1,600	404,403,804 to 3,900	423,271,694 to 1,720	435,360,501 to 0,516
379,786,742 to 6,760	404,578,200 to 8,500	423,788,619 to 8,650	435,846,201 to 6,500
380,821,401 to 2,200	404,625,122 to 5,200	424,525,587 to 5,700	437,715,638 to 5,700
383,053,831 to 3,900	404,668,701 to 8,900	425,662,674 to 2,700	437,877,904 to 8,100
390,557,101 to 7,170	404,999,031 to 9,080	426,135,358 to 5,400	438,898,651 to 8,700
390,581,961 to 2,040	405,694,037 to 4,100	426,927,641 to 7,700	439,289,301 to 9,400
391,923,323 to 3,500	405,831,365 to 1,400	427,359,785 to 9,900	439,540,951 to 1,000
393,018,120 to 8,400	405,885,847 to 5,900	427,458,701 to 0,200	439,869,239 to 9,248
393,811,801 to 2,000	406,576,200 to 6,300	427,543,201 to 3,300	440,058,501 to 9,300
393,912,375 to 2,400	406,922,234 to 2,300	428,028,257 to 8,600	440,309,901 to
394,914,633 to 4,700	407,769,001 to 9,100	428,967,385 to 7,500	310,000
394,914,702 to 4,800	413,266,631 to 6,642	429,210,006 to 0,016	440,448,564 to 8,700
396,770,501 to 0,600	413,578,841 to 9,500	429,325,683 to 5,700	441,134,301 to 5,200
396,823,334 to 3,500	414,910,275 to 0,400	429,969,931 to 0,100	442,524,373 to 4,700
396,944,758 to 5,000	415,905,421 to 5,499	430,369,318 to 9,400	443,032,901 to 3,200
397,148,601 to 9,400	416,927,580 to 7,800	431,035,001 to 5,100	443,235,401 to 5,500
397,207,301 to 7,400	417,239,361 to 9,700	431,221,481 to 1,500	443,368,079 to 8,100
397,929,301 to 9,400	417,446,291 to 6,300	431,400,001 to 5,000	443,818,425 to 8,446
399,599,901 to 9,910	418,319,358 to 9,400	431,500,461 to 0,483	445,659,601 to 9,900
399,721,678 to 1,710	418,393,772 to 3,800	431,528,428 to 8,450	447,776,701 to 7,100
400,896,730 to 6,800	418,580,719 to 0,800	431,959,837 thru	450,497,601 to 7,800
400,980,701 to 0,800	419,922,570 to 2,900	431,960,000	451,298,301 to 8,430
401,295,335 to 5,400	420,218,901 to 9,200	432,562,701 to 4,900	451,990,004 to 0,100
402,885,601 to 5,900	422,355,201 to 5,300	433,724,191 to 4,200	
403,243,638 to 3,900	422,553,959 to 4,000		

## REASONABLE ACCOMMODATION FOR THE HEARING IMPAIRED

For many years the Postal Service has acted affirmatively by hiring severely disabled individuals to work in a variety of postal positions according to their abilities. A large number of these individuals, as well as those who entered our work force through competitive procedures, are hearing impaired.

Management has an obligation to reasonably accommodate hearing impaired employees and applicants who request assistance in communicating with or understanding others in work-related situations, such as: during investigatory interviews which may lead to discipline; during some aspects of training; during portions of PAR programs and EEO counselings; and in critical elements of the selection process such as during testing and interviews.

A variety of accommodations are available for hearing impaired employees and applicants, such as:

1. In some states, the Division of Vocational Rehabilitation (DVR) provides interpreters at no charge.

2. Volunteer interpreters or individuals skilled in signing may be obtained from the work force from the community.

3. In some situations written communications may be used.

4. Supervisors, training specialists, and PAR and EEO counselors may be trained in sign language.

5. Training films may include inserts with certified interpreters.

6. In appropriate situations, telecommunications devices such as the Superphone Communication Terminal may be obtained and used.

7. Hearing impaired applicants may be scheduled for a specific examination time when an interpreter will be available or seated in the front row and given a copy of the directions for conducting the examination.

8. Any reasonable innovative approach should be explored.

Postal installation heads are authorized to pay for certified interpreters if the situation warrants it (such as during investigatory interviews which may lead to discipline and when other means of accommodation are inadequate or unavailable).

— Employee Relations Dept., 2-24-83.





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Issue Date: March 25, 1983  
 First Day City: Rochester, New York  
 Designer: Walter Brooks  
 Norwalk, Connecticut  
 Modeler: Clarence Holbert  
 Engravers: Edward P. Archer (vignette)  
 Thomas J. Bakos (lettering and numerals)  
 Press: Intaglio  
 Color: Green  
 Image Area: .75 x .82 inches or  
 19.05 x 20.82 millimeters  
 Plate Number: One  
 Stamps Per Coil: 500 and 3,000  
 Selvage: U.S. Postal Service 1982°

## Railroad Handcar Regular Stamp

A three-cent regular postage stamp featuring an early railroad handcar will be issued March 25 in Rochester, New York. The first day of issue ceremony will be held during the opening ceremonies of the ROPEX stamp show there.

The stamp was designated by Walter Brooks of Norwalk, Connecticut, who based the work upon a railroad handcar manufactured in the 1880s by the Bucyrus Foundry and Manufacturing Company in Bucyrus, Ohio. This company manufactured handcars from the 1880s to about 1900.

The railroad handcar played an essential role in American railway history. In the early years, it was indispensable to the everyday workings and development of the railway industry. The handcar often carried men and supplies needed by the track gangs and signal, fence, water tank and bridge repair crews. It also served as a handy conveyance for inspection parties.

The Railroad Handcar stamp will be issued in the Transportation Series, which was initiated in 1981 to feature early modes of transportation. The stamps in this series are issued in coil form only.

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 17 cents additional postage to their envelopes (10 cents additional postage if stamps are affixed to a post card) to meet the minimum First-Class rate. Uncanceled stamps issued before March 25 may be affixed. Orders containing envelopes to which stamps issued after March 25 are affixed will be returned unserviced. Insert a filler in each envelope and mail it to: Customer-Affixed Envelopes, Postmaster, Rochester, NY 14692-9991 by April 24. There is no charge.

The Postal Service will affix stamps when requested to do so. Mail orders by April 24 to: Railroad Handcar Stamp, Postmaster, Rochester, NY 14692-9992. The cost is 20 cents per cancellation (17-cent Electric Auto 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. A *Philatelic Catalog*, listing all available stamps and other philatelic items, is available here or from the Philatelic Sales Division, Washington, DC 20265-9997.

USPS Stamp Poster 83-7  
 Remove after April 24

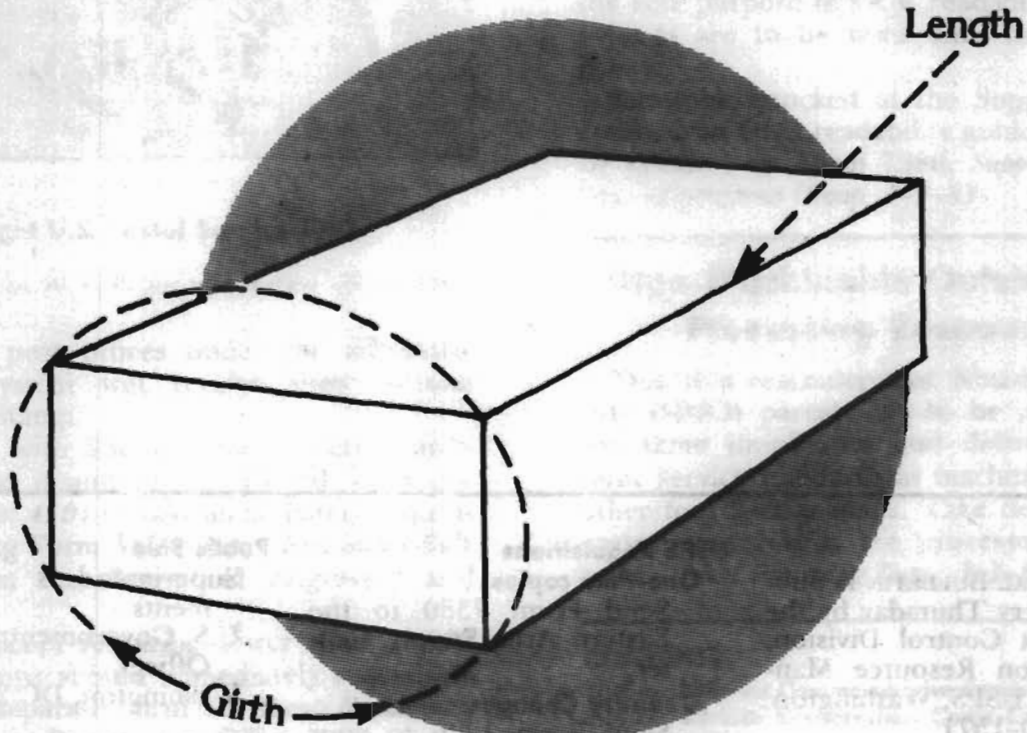
PLEASE POST ON BULLETIN BOARD



# Announcing...

## New Uniform Weight and Size Limits for Parcel Services\*

# 70 lbs. / 108 in.



**Length + Girth = Size**

*\*Parcel Post, Express Mail, Priority Mail,  
Special Fourth-Class, and Library.*



**EFFECTIVE FEBRUARY 27, 1983**



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



# FIRST CLASS

### Schedule

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

### Distribution

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

### Effective Period

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

### Index

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

### USPS Requisitions

#### One-time copies:

Send Form 7380 to the Eastern Area Supply Center.

#### Quantity Changes:

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

#### Address Changes:

Send Form 1286 to your Regional Administration Branch.

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