UNITED STATES POSTAL SERVICE

postal bulletin

PB 21394—March 10, 1983—16 Pages

20-Cent Joseph Priestley Commemorative Postage Stamp

The 20-cent Joseph Priestley commemorative stamp will be placed on sale April 13, 1983, in Northumberland, PA. Priestley is being honored during his 250th birth anniversary year for his pioneering contributions in chemistry. This is the second of three stamps to be printed privately under the terms of a contract awarded by Postal Service in April 1982.

Do Not Sell Before April 14, 1983.

Copyright U.S. Postal Service 1983

Issued in panes of 50. Collector information will be found on page 11.

Supply. A revised automatic distribution will be put into effect with this stamp. Post offices currently receiving 20,000 or fewer commemorative stamps will receive their automatic distributions of this and all subsequent stamp issues from their Stamp Distribution Offices rather than from the Bureau of Engraving and Printing. The postal data centers will provide Forms 3309, *Advice of Shipment-Stamp Invoice,* and related listings to Stamp Distribution Offices for the revised distributions.

Stamp quantities furnished automatically to Stamp Distribution Offices have been increased to provide sufficient stamp supplies to serve associate offices under the new distribution plan.

All Regional Directors, Customer Services, have been requested to notify Stamp Distribution Offices of the additional stamp quantities and number of associate offices involved with the distribution change.

Supplemental requisitions will not be honored for this stamp, Item 435.—Customer Services Dept., 3–10–83.

Three-Digit ZIP Code Areas

Effective immediately, additions of new 3-Digit ZIP Code areas or changes in the assignment of 3-Digit ZIP Code areas from one Sectional Center Facility (SCF) to another or from one Bulk Mail Center (BMC) to another, can only be made effective on January 1 or July 1 and require approval from Headquarters. The cutoff date for all approvals concerning such assignments are:

Effective January 1 for those approved before August 31.

Effective July 1 for those approved before February 28.

All additions or changes require clearance from the following organizations at National Headquarters: the Law Department, Office of Mail Classification, Office of Commercial Marketing (Express Mail), Office of Address Information and Management Control Systems (Delivery Services), Mail Processing, and the Address Information Systems Division.

The coordinator and contact for planned changes at National Headquarters is the General Manager, Address Information Systems Division, Delivery Services Department, Washington, DC 20260–7233.—*Delivery Services Dept., 3–10–83.*

Balloons Commemorative Stamps Poster

The Balloons Commemorative Stamps Poster #493 should be posted on March 24 and removed May 14.—*Customer Services Dept., 3–10–83.*

CONTENTS

5.2-Cent Nonprofit Embossed Stamped Envelope

The 5.2-cent Olive Leaf nonprofit embossed stamped envelope will be placed on sale March 21, 1983, in Memphis, TN. The 5.2-cent denomination meets the new basic rate for authorized nonprofit organization mailings which became effective January 9, 1983. This envelope will be available in sizes 6¾ and 10, regular and window.

Do Not Sell Before March 22, 1983.

Copyright U.S. Postal Service 1983

Collector information will be found on page 13.

Supply. There will be an automatic distribution made on both sizes of regular and window envelopes to post offices with philatelic centers. All post offices should order sufficient quantities of this envelope to meet anticipated local philatelic demand. Post offices with 950 or more revenue units requiring bulk quantities of this envelope must immediately submit Form 3205, *Requisition for Plain Stamped Envelopes,* to the U.S. Stamped Envelope Agency, Williamsburg, PA. See Financial Handbook for Post Offices, F-1, 526, for ordering quantities. All other post offices should immediately submit Form 17, *Stamp Requisition,* to their designated Stamp Distribution Offices.

Item numbers are listed in the charts below. Orders will be filled as fast as manufacturing and distribution facilities permit.

Printed Stamped Envelopes. Postmasters may accept customers' requests for this stamped envelope with printed return address. Orders must be for minimum lots of 500. Allow the usual four weeks for delivery. No orders will be dispatched before March 21, 1983.

Plain Stamped Envelopes

Style	Size	Denomination (cents)	Item No.	Prices 500	Prices 1,000
Regular	6¾	5.2	676	$31.85	$63.70
	10	5.2	176	32.85	65.70
Window..	6¾	5.2	677	32.35	64.70
	10	5.2	177	33.35	66.70

Printed Stamped Envelopes

Style	Size	Denomination (cents)	Item No.	Prices 500	Prices 1,000
Regular	6¾	5.2	676	$34.85	$69.70
	10	5.2	176	35.85	71.70
Window..	6¾	5.2	677	35.35	70.70
	10	5.2	177	36.35	72.70

—Customer Services Dept., 3-10-83.

Million-Mile Club Safe Driver Award

Postal Service employees, whose assignments include the driving of a government, contract, or privately owned motor vehicle, and who drive without being involved in a preventable motor vehicle accident, are eligible for nomination in the National Safety Council's Million-Mile Club. Nominees must have recorded either a minimum of 1,000,000 miles or 30 years of driving without a preventable motor vehicle accident.

Installation postal officials, responsible for the Safe Driver Award Program, are to submit nominations using the *National Safety Council's Million-Mile Club Enrollment Application Form.* The United States Postal Service edition of the application form is to be used to facilitate the procurement process.

National Safety Council rules are applicable. Criteria for making nominations appear on the enrollment application form.

Applications are to be obtained from and submitted to:

Million-Mile Club
National Safety Council
444 North Michigan Avenue
Chicago, Illinois 60611-3991

—Employee Relations Dept., 3-10-83.

Promotion Actions

Installation heads are reminded that a legible and correctly prepared Form 5938-X, *Report of Non-Bargaining Unit Promotion,* must be submitted with the Form 50-A to ELRIC for *ALL* selections by competitive promotion to nonbargaining unit EAS positions. See POSTAL BULLETIN 21324 (11-05-81).*—Employee Relations Dept., 3-10-83.*

DMM Correction

Per Piece Rates

DOMESTIC MAIL MANUAL (DMM) Issue 11 contained an error in 411.332. It should read as follows:

411.332 Per Piece Rates

* * * * *

Level I—Carrier—Packages of six or more addressed pieces for carrier route or finer sort destinations, 3.3.

—Office of Data Management, 3-10-83.

5.2-Cent Nonprofit Coil Stamp

The 5.2-cent Sleigh nonprofit coil stamp will be placed on sale March 21, 1983, in Memphis, TN. The 5.2-cent denomination meets the new basic rate for authorized nonprofit organization mailings which became effective January 9, 1983.

Do Not Sell Before March 22, 1983

Copyright U.S. Postal Service 1983

Issued in coils of 500 and 3,000. Collector information will be found on page 13.

Supply. Automatic distributions of the coils of 500 will be made to only those post offices with authorized philatelic centers. Quantities 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 to 50,000	50
75,000 to 100,000	100
125,000 to 375,000	200
500,000 to 750,000	800

Precanceled Bulk Quantities. Post offices with 950 or more revenue units requiring this stamp in precanceled form 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 756*), 200, 400, and multiples of 400 to maximum of 2,000; coils of 3,000 (*Item 757*), 32, 64, and multiples of 64 to maximum of 768. See Financial Handbook for Post Offices, F-1, 523.13d, for proper procedures in ordering precanceled stamps. The memorandum described in that section must accompany Form 3356.

Precanceled Less-than-Bulk Quantities. All other post offices requiring this stamp should submit a separate Form 17, *Stamp Requisition,* to their designated Stamp Distribution Offices.—*Customer Services Dept., 3-10-83.*

Redemption of Semi-Domestic Money Orders

Some post offices have been refusing to cash valid postal money orders issued by countries with whom the Postal Service has *semi-domestic* money order arrangements. Under such an arrangement, each country is obliged to accept the other one's domestic money orders and to honor them for payment up to the prescribed monetary limit.

INTERNATIONAL MAIL MANUAL (IMM) 493.22 lists the various countries that exchange domestic money orders with the Postal Service on such a reciprocal basis. The countries involved are:

Antigua	Grenada
Bahamas	Jamaica
Barbados	Montserrat
Belize (Formerly British Honduras)	St. Kitts-Nevis-Anguilla
British Virgin Islands	St. Lucia
Canada	St. Vincent and the Grenadines
Dominica	Trinidad and Tobago

All retail units are reminded that money orders issued by any of the countries listed above *must* be accepted for payment at all USPS installations. See *Retail Training Module TD-104-A* for illustrations of the money order form used by each of the foreign postal administrations having a *semi-domestic* arrangement with the Postal Service.

—*Rates & Classification Dept., 3-10-83.*

All Personnel Processing Mail For Dispatch Abroad

Correction—Foreign Order Notice 88

FOREIGN ORDER NOTICE 88, POSTAL BULLETIN 21390 (2-10-83), listed the following names and addresses as *Lottery Orders* instead of *False Representation Orders*. Please correct accordingly:

CANADA

Traders Industrial Trade Directory
Box 100-268, 2 Bloor St. W.
Toronto, Ontario

Members Department
2384 Yonge Street
Box 266
Toronto

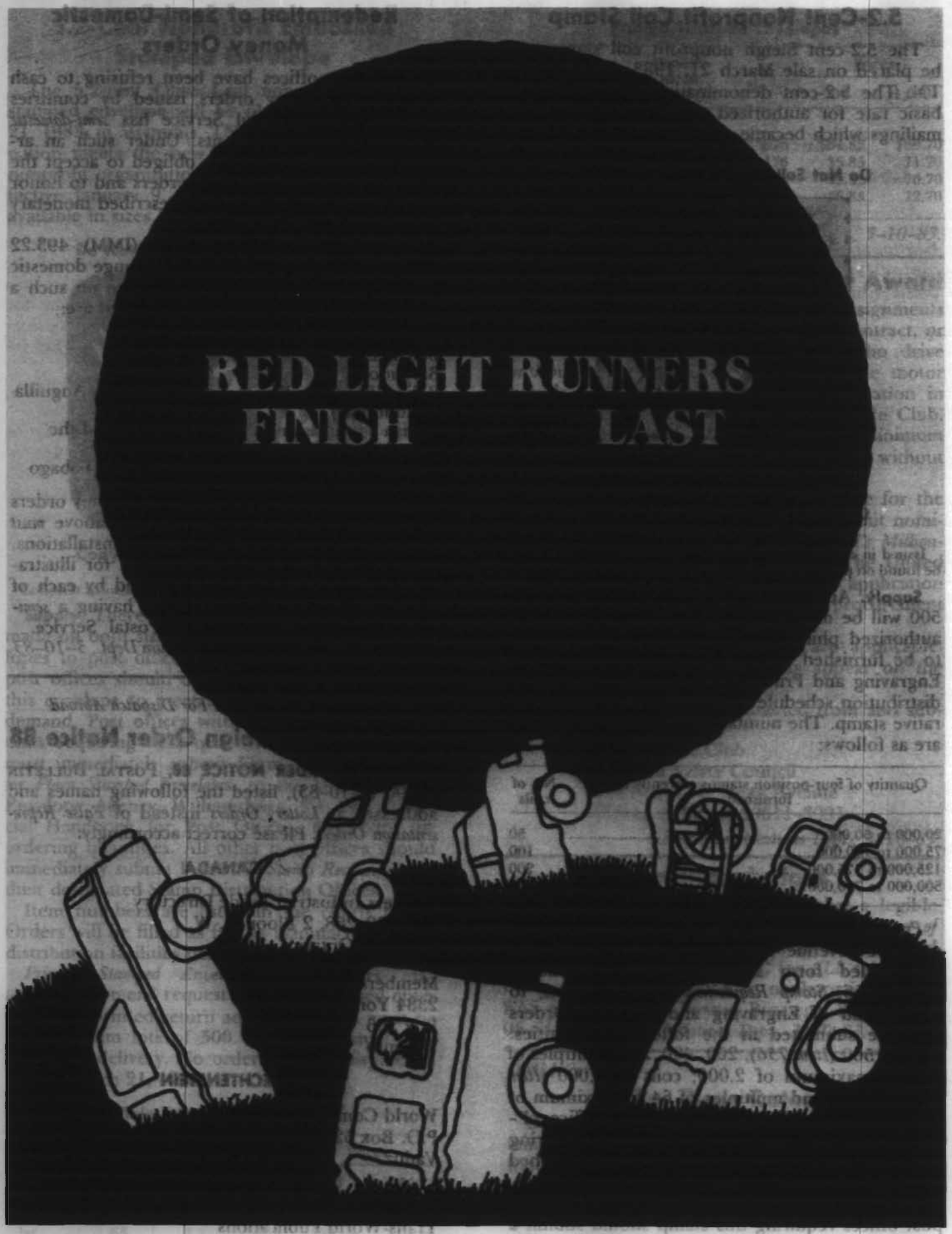
LIECHTENSTEIN

World Communication Systems
P.O. Box 529, FL-9490
Vaduz

HOLLAND

Trans-World Publications
P.O. Box 10552, 1001EN
Amsterdam

—*Judicial Officer, 3-10-83.*


RED LIGHT RUNNERS
FINISH LAST

F-1 Revision

MONEY ORDER SHIPMENTS

Effective immediately, Handbook F-1, *Financial Handbook for Post Offices*, 681.32 and 681.33, 681.41, and 681.42, is revised as follows (reference POSTAL BULLETIN 21371 (9-30-82) page 25):

* * * * *

681.32 When

Stamp Distribution Offices (SDOs) will order money order sets from the Eastern Area Supply Center according to the following quarterly schedule:

SDO requisitions are due at the Area Supply Center by the 10th of the stated month.

PQI	PQII	PQIII	PQIV	Requesting SDO
OCT	JAN	APR	JUL	AL, CA, HI, IN, KY, LA, MS, OH, TN, TX.
NOV	FEB	MAY	AUG	AK, AZ, CO, CT, DC, ID, ME, MD, MA, MT, NH, NV, NM, NY, OR, PR, RI, UT, VT, VA, WA, WV, WY.
DEC	MAR	JUN	SEP	AR, DE, FL, GA, IL, IA, KS, MI, MN, MO, NE, NJ, NC, ND, OK, PA, SC, SD, WI.

.33 How

a. Stamp Distribution Offices (SDOs)

Submit requests for money order forms to area supply center, using Form 17, *Stamp Requisition*, in duplicate. Forms must be ordered by the SDO and be in multiples of 70,000, with a minimum of 70,000.

b. Associate Offices

Associate offices must mail their money order requirements to the SDO with stamp requisitions. Associate offices must limit requests to the SDOs for money order sets to once a quarter, if adequate security can be provided (see 376.24). Associate offices must limit orders to multiples of 100. Send each order for money orders to the accounting unit for recording in Part III of the Accountbook. At offices using Form 1558, *Daily Financial Statement*, or equivalent, record this information on a control Form 25, *Trust Fund Account*. The accounting unit will dispatch the requisitions.

* * * * *

681.41 To Post Offices and SDO Stations/Branches

a. Distribute money order forms with stamp stock shipments.

b. Do not split a package of 100 money order forms between post offices or SDO issue locations.

c. Complete Form 6990, *Invoice Money Order Forms*, in quadruplicate, listing first and last serial numbers of the forms. Show the associate post office finance number on the line for station or branch. For shipments within the SDO post office, show the name of the station or branch in addition to the SDO finance number. Retain a copy, send one copy with each shipment, and send the original and one copy to the accountbook unit. Each Monday, the accountbook unit must send the previous week's original Forms 6990 to: Money Order Division, Blank Stock, P.O. Box 14975, St. Louis, MO 63182-9412.

681.42 To Stations and Branches

a. Do not split a package of 100 money order sets between Issue Locations.

b. Distribute forms to issuing units each A/P beginning with the lowest serial numbers, taking into consideration the supply of forms on hand in these units. Send the entire A/P supply of forms at one time if the issuing unit has adequate protective facilities.

c. Complete Form 6990, in triplicate (except SDO stations/branches, see 681.41c), listing first and last serial numbers of the forms. Retain the original and send one copy with each shipment and forward the other copy to the accounting unit.

d. Stations and branches must check the receipt of shipments according to procedures in 681.34.

These changes will be incorporated in a future revision of F-1.—*Office of the Controller/Rates & Classification Dept., 3-10-83.*

FY 83 PQ II Philatelic Product—Inventory Survey

By the close of business April 2, 1983, all Management Sectional Centers (MSCs) must submit to the San Bruno Postal Data Center a completed Form 1079, *Philatelic Product Physical Inventory Recap*, for Quarter II. To meet this deadline, associate postmasters must forward their completed Forms 1079 to their MSC within one week following the close of Accounting Period 6 (3–18–83).

All Quarter II philatelic inventory reports must be submitted on a revised (Dec. 1982) edition of Form 1079, which has been printed on light beige paper for easy identification.

Because of the number of changes between the blue stock (Sept. 1982) and the new beige Form 1079 (Dec. 1982), it is important that all facilities use the new version. This is especially important since most of the products, by item number, occupy a different line on the new version of the Form 1079 (Dec. 1982).

Instructions for completing the Quarter II Form 1079 are printed on the reverse side of the form and are basically the same instructions that applied to completion of the Quarter I Form 1079. Particular care must be given to all Forms 1079 at the associate office, post office and consolidated MSC report levels to ensure that PQ II reports reflect the same numbers in Column C (On Hand at Beginning of Quarter) as were listed for the same products, or item numbers, in Column F on the PQ I, FY 1983, forms (On Hand at End of Quarter).

Special attention must also be directed to distribution of the completed Quarter II Form 1079 as follows: original (light beige paper) to San Bruno PDC; one copy to Philatelic Marketing Division, USPS Headquarters; and one copy to Regional Director of Customer Services, Attn: Manager, Retail Branch. Maintain one file copy at MSC for future reference. Where regional instructions have been issued to send the original beige copy to the regional office first, these instructions should be followed.

An automatic distribution of the Dec. 1982 edition of Form 1079 was made to all MSCs this week. Additional copies can be obtained from Area Supply Centers on Form 7380, *Requisition for Supplies, during regular requisitioning cycles.—Customer Services Dept., 3–10–83.*

Parcel post packages for Canada and Mexico, as well as other countries, must bear customs declarations

Performance Evaluation Program

Managers and supervisors are reminded to conduct a formal midyear review with each employee covered by the Merit Performance Evaluation Program. Conduct reviews for employees in the regular merit process (EAS–20 and above), by the end of Accounting Period 7. Conduct reviews for employees in the step merit program (EAS–19 and below) 6 months after the employee's last anniversary date in Fiscal Year 1983 (e.g., if the employee's last anniversary date was October 30, 1982, conduct the 6-month review on or about April 29, 1983).

The midyear review covers overall performance during the previous 6 months. For employees required to set objectives, the review should include a candid assessment of performance against the objectives. If modifications to objectives are necessary, the supervisor and the employee will document this by initialing the Form 2456, Individual Objective Setting/Employee Narrative, Part II. For employees not required to set objectives, the discussion will include an assessment of performance in the context of the employee's basic job requirements.

It is emphasized that the midyear review is simply a formalization of the ongoing responsibility of all managers and supervisors to communicate with employees regarding job expectations and performance. This should be two-way communication that provides employees the opportunity to express themselves and to explain their views regarding performance.

Handbook EL–402 (August 1982), *Supervisor's Guide, Merit Performance Evaluation*, provides helpful hints on conducting performance appraisals.

—Employee Relations Dept., 3–10–83.

Domestic Orders

False Representation. Enforced by Postmasters at cities listed.

State/City	Names Covered
CA, Van Nuys 91401–2710..	Dr. Karl Von Brunt 6219 Van Nuys Blvd.
KS, Wichita 67202–4324.....	Telecom Industries Corporation 321 East William St., Dept. 100

—Judicial Officer, 3–10–83.

Let's reduce costs, double check item numbers and quantities on all accountable paper requisitions.

VEHICLE MILEAGE REPORTS

A. The importance of reporting exact postal vehicle mileage cannot be overemphasized. This information is included in accident, energy, and vehicle reports. The reports are used by national, regional, and local managers in their respective programs.

B. **Form 4570**

Form 4570, *Vehicle Time Record,* is the official document for recording and reporting number of miles driven. The manager responsible for the vehicle is responsible for the accuracy and completeness of Form 4570. This form must be closed out each accounting period:

1. Enter beginning and ending odometer reading for the period and review the figures to assure that they are accurate.

2. Calculate the number of miles and compare this figure with the number of miles authorized for the period. *Reconcile any discrepancy.*

C. **Vehicle Input Worksheet** (Consolidated Form 4570)

1. VMFs will supply the location managers (or designees) with vehicle utilization worksheets prior to the end of each accounting period. Enter the following information from Form 4570 onto the Vehicle Input Worksheet in the blanks provided for each vehicle:

a. End of Period Odometer Reading
b. Days Used
c. Days Assigned
d. Hours Used

2. Round off Odometer Readings and Hours Operated to whole figures before entering the information on the vehicle input worksheets. The worksheet lists all vehicles assigned to a particular location. If a vehicle is not listed, list it on the bottom of the worksheet along with the corresponding entries. If a vehicle has been transferred to another location and is listed on the worksheet, line it out and note: *Transferred to* _____.

D. **Microcomputer**

Complete and return the worksheet to the VMF in time for entry into the microcomputer prior to accounting period close out. The operator assigned to enter the data into the microcomputer will:

1. Review each entry for reasonableness, paying close attention to the built-in edit features of the microcomputer.

2. Correct all vehicle reassignments and other discrepancies noted on the input worksheet before entering the information into the microcomputer.

E. **Preliminary Vehicle Utilization Report**

1. Print and check a *preliminary* Vehicle Utilization Report after all information from the Vehicle Input Worksheet has been entered.

2. Give special attention to vehicle entries showing missing odometer readings, indicated by 0 miles driven, and vehicle entries indicating an abnormal number of miles driven.

3. Make corrections by entering the correct data via the regular Vehicle Utilization menu.

F. **Final Vehicle Utilization Report**

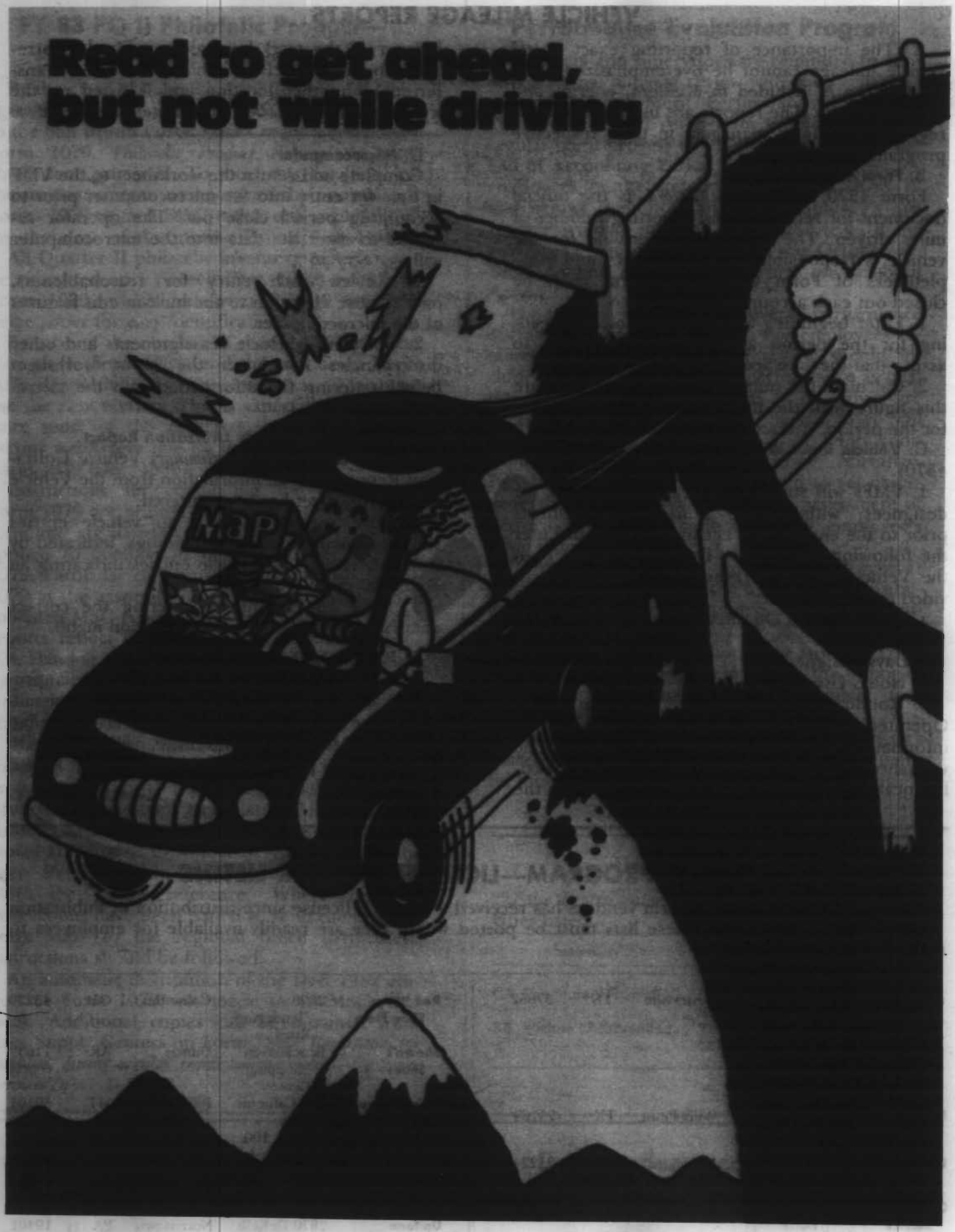
The final Vehicle Utilization Report is produced after all accounting period data is transmitted to the PDC. This report, which also lists *Fuel Used* and *MPG* for each vehicle, will be sent to each location assigned a vehicle.—*Delivery Services Dept., 3-10-83.*

UNIFORM PROGRAM—LICENSED VENDOR LISTING

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.

Com-Tec Emergency Products and Uniforms, Inc.	941 Dolly Parton Parkway	Sevierville	TN	37862
Fairway Shoe Store	239 North 4th Street	Wills Point	TX	75169
Levy's Shoe Store, Inc.	3710 Eastern Avenue	Baltimore	MD	21224
Orthopedic Service Centers, Inc.	5501 Johnson Drive	Mission	KS	66202
Red Wing Shoe Store	2090 Henderson Road	Columbus	OH	43220
Shawn's Shoes	Brookhaven Shopping Center	Dumas	AR	71639
Steiner Corp.	348 Calhoun Lane	Billings	MT	59101
T/C Police Supply, Inc.	Suite 3, 100 Westchester Drive	Austintown	OH	44515
Uniform Outlet	1029 Pontiac Road	Drexel Hill	PA	19026
Uniform Outlet	2870 DeKalb Pike	Norristown	PA	19401

—*Labor Relations Dept., 3-10-83.*


Read to get ahead,
but not while driving
MaP

DMM Revision

Dating of Metered Mail

Effective immediately, DOMESTIC MAIL MANUAL (DMM) 144 is revised to permit metered reply postage on First-Class letters, flats, and postcards which do not exceed 12 ounces. The use of .00 postage meter stamps to redate metered mail is now permitted. Manufacturer supplied applications for postage meter licenses must now contain the same information and format as Form 3601-A, *Application for a Postage Meter License.* These changes are as follows:

144 Postage Meters and Meter Stamps

144.1 Postage Meters

* * * * *

.112 Meter stamps may be used to prepay reply postage on First-Class letters, flats, and postcards which do not exceed 12 ounces under the following conditions: *Remainder of 144.112 is unchanged.*

* * * * *

.113 Delete the last sentence.

* * * * *

144.2 Meter License

* * * * *

.21 Application. *The first sentence is changed to:* A customer may obtain a license to use a postage meter by submitting Form 3601-A, *Application for a Postage Meter License,* (or a form supplied by the manufacturer containing the same information and format) to the post office where the metered mail will be deposited.

* * * * *

144.4 Meter Stamps

* * * * *

.471 *After the last sentence, add:* When a .00 postage meter impression is used to correct the date of metered mail, the date in that impression shall be considered to be the actual date of deposit.

* * * * *

144.5 Mailings

* * * * *

.534 Examination. *Add to the last sentence:* or add .00 meter impressions with the correct date. These impressions must be placed on the reverse side of envelopes opposite the improperly dated meter stamp; or adjacent to the postage meter stamp on flats or parcels.—*Rates & Classification Dept., 3-10-83.*

Approved Source Manufacturer—Receiving Boxes

The following manufacturer has been approved and should be added to the list of approved manufacturers of receiving boxes, Publication 16 (March 1980), *Mail Chutes And Receiving Boxes: Rules, Regulations, And Specifications,* page 6:

G. MANUFACTURERS

* * * * *

2. Approved Manufacturers

Receiving Boxes

Capitol Division of Meta-Lite, Inc.
69 Route 17
Hasbrouck Heights, NJ 07604-2802

This manufacturer was previously approved as an authorized manufacturer of mail chutes.—*Procurement and Supply Dept., 3-10-83.*

Bulk Stamp Requisitions

New minimum quantities for stamps ordered in bulk from the Bureau of Engraving and Printing were announced in POSTAL BULLETIN 21383 (12-23-82), page 11. A review of bulk requisitions disclosed that many postmasters continue to order bulk stock from the Bureau in less than the new minimum quantities.

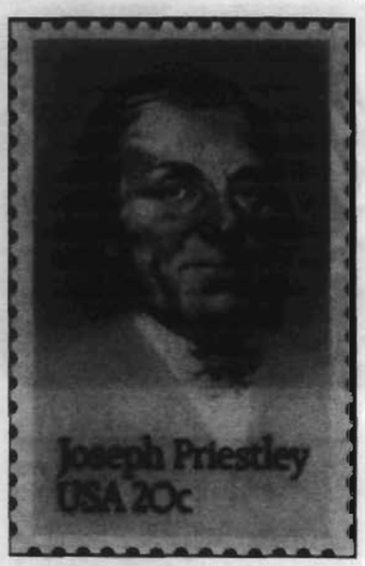
The Bureau will institute a program to reject all requisitions for less than the revised authorized minimum stamp quantities. To prevent out-of-stock conditions caused by the return of such orders, postmasters should review the December 23 POSTAL BULLETIN article and order stamp stock in compliance with those instructions. Postmasters should also order bulk quantities of plain stamped envelopes and postal cards as prescribed in the referenced article.—*Customer Services Dept., 3-10-83.*

Correction

Delivery of OCCUPANT Mail in Apartment Buildings

The article on this subject, POSTAL BULLETIN 21393 (3-3-83), page 37, should be corrected to show the handbook reference as M-37 instead of M-3.—*Delivery Services Dept., 3-10-83.*


In our facility, nearly everyone wears sensible shoes with slip resistant heels and soles



Issue Date: April 13, 1983
First Day City: Northumberland, Pennsylvania
Designer: Dennis Lyall
Norwalk, Connecticut
Modeler: Richard C. Sennett
Press: Gravure
Colors: Tan, yellow, red, blue, brown and black
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 1983©
®Use Correct ZIP Code
®Mr. ZIP (running position)

Joseph Priestley Commemorative Stamp

A 20-cent commemorative stamp honoring the 250th birth anniversary year of pioneer chemist Joseph Priestley will be issued April 13 in Northumberland, Pennsylvania. The first day of issue ceremony will be held at the Joseph Priestley House which is listed on the National Register of Historical Places and is operated by the Pennsylvania Historical and Museum Commission.

Joseph Priestley was born in England in 1733 and immigrated to the United States in 1794 for greater political and religious freedom.

He is best known for his discovery of oxygen in 1774. In addition, he discovered several other gases including nitrogen, ammonia, nitrogen dioxide, nitrous oxide, hydrogen chloride and sulfur dioxide. In education, Priestley was the first to give formal instruction in modern history and to make advancements in the teaching of science by using the field trip as a tool for learning.

Dennis Lyall based this stamp design on a circa 1801 painting of Priestley by Rembrandt Peale. The painting hangs in the American Philosophical Society Library in Philadelphia, Pennsylvania.

The Joseph Priestley stamp is the sixth to be produced in recent years by the private firms American Bank Note Company and J. W. Fergusson and Sons acting in partnership. The plate numbering system, as with all the stamps printed by the partnership, features the letter *A* as a prefix.

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 ⅝ of an inch up from the bottom. Insert a filler in each envelope and mail them by May 13 to: Customer-Affixed Envelopes, Postmaster, Northumberland, PA 17857-9991. There is no charge.

The Postal Service will affix stamps when requested to do so. Mail orders by May 13 to: Joseph Priestley Stamp, Postmaster, Northumberland, PA 17857-9992. 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.

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 83-10
Remove after May 13

PLEASE POST ON BULLETIN BOARD

Issue Date: March 21, 1983
First Day City: Memphis, Tennessee
Designer: George Mercer
U.S. Postal Service
Press: VH
Color: Orange

Issue Date: March 21, 1983
First Day City: Memphis, Tennessee
Designer: Walter Brooks
Norwalk, Connecticut
Modeler: Ronald C. Sharpe
Engravers: Robert G. Culin, Sr. (lettering and numerals)
Edward P. Archer (vignette)
Press: Intaglio
Color: Red
Image Area: .75 x .82 inches or
19.05 x 20.82 millimeters
Plate Number: One
Stamps to Coil: 500 and 3,000

5.2-Cent Nonprofit Organization Regular Stamp and Embossed Envelope

A 5.2-cent regular postage stamp and a 5.2-cent embossed stamped envelope intended for use in bulk mailings by nonprofit organizations will be issued March 21 in Memphis, Tennessee. The 5.2-cent denomination meets the third-class minimum per-piece rate for nonprofit organizations effective January 9. No first day of issue ceremony is planned.

The stamp was designed by Walter Brooks and features an antique sleigh of the 1880s. The Sleigh stamp is being issued in the Transportation Series, which was begun in 1981 and features early modes of transportation. The stamps in this series are issued in coil form only.

The envelope was designed by U.S. Postal Service artist George Mercer and features "USA" and "5.2c" flanked by olive branches. The envelope will be available in sizes 6¾ and 10, regular and window.

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 ⅝ of an inch up from the bottom. Customers are reminded that 15 cents additional postage must be affixed to envelopes to meet the minimum First-Class rate. Uncanceled stamps issued prior to March 21 may be affixed. Orders containing envelopes to which stamps issued after March 21 are affixed will be returned unserviced. Insert a filler in each envelope and mail it by April 20 to: Customer-Affixed Envelopes, Postmaster, Memphis, TN 38101-9991. There is no charge.

Customers may purchase the 5.2-cent nonprofit envelope at a philatelic center and mail their orders no later than April 20 to: Customer-Provided Stationery, Postmaster, Memphis, TN 38101-9991. At least 15 cents additional postage must be affixed to each envelope to meet the minimum First-Class rate. There is no charge.

The Postal Service will affix stamps when requested to do so. Mail orders by April 20 to: Sleigh Stamp, Postmaster, Memphis, TN 38101-9992. The cost is 21 cents per cancellation (four 5.2-cent Sleigh coil stamps 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.

The Postal Service will provide the envelope and affix three 5.2-cent Sleigh stamps to meet the minimum First-Class mailing rate. The cost is 25 cents for each envelope requested (5.2 cents plus 4-cents for the envelope and three 5.2-cent stamps). The 6¾ regular envelope will be supplied unless the Number 10 envelope or a window envelope is specifically requested. Do no send cash. Postage stamps are unacceptable as payment. Orders must be postmarked no later than April 20. To eliminate the requirement for Postal Service personnel to apply return addresses, customers are requested to send self-addressed stamped envelopes of an appropriate size or addressed return labels with their orders.

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 83-11
Remove after April 13

PLEASE POST ON BULLETIN BOARD

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5.2-Cent Nonprofit Organization Regular Stamp and Embossed Envelope

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 83-11 Remove after April 13

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 21393 listing. PB 21376 listing for B Old Style (Gray) and C. Counterfeit, remains valid.

170 635 7000 to 7099
213 578 4229 to 4399
217 288 7000 to 7024
217 510 0002 to 0099
217 667 3400 to 3599
219 726 9924 to 9999
227 332 8000 to 8099
229 350 0600 to 0699
238 169 7587 to 7599
241 908 2486 to 2499
243 766 6730 to 6799
247 490 1960 to 1999
247 490 2086 to 2099
248 102 6984 to 6999
251 518 6281 to 6399
252 891 1159 to 1199
256 751 9503 to 9599
256 754 0030 to 0099
257 157 2164 to 2499
257 405 2600 to 2899
257 474 8312 to 8399
257 933 5300 to 5399
258 122 7638 to 7799
258 444 7185 to 7199
258 450 6755 to 6799
258 643 2765 to 2774
259 340 0828 to 0999
259 373 3861 to 3899
259 628 0936 to 0999
259 745 1300 to 1499
260 743 5000 to 5099
260 894 8061 to 8099
261 095 2236 to 2283
261 175 6200 to 6299
261 506 0686 to 0699
261 533 2067 to 2299
261 965 4168 to 4199
262 240 6607 to 6665
262 240 6677 to 6696
262 604 1515 to 1599
262 931 7066 to 7076
262 949 9200 to 9299
262 963 4912 to 4999
263 323 0768 to 0799
263 407 7000 to 7099
264 132 9200 to 9299
264 205 4017 to 4099
264 223 9121 to 9199
264 366 7033 to 9499
264 405 9660 to 9699
264 406 1201 to 1299
264 496 5357 to 5399
264 499 2331 to 2349
264 642 5304 to 5399
264 786 2900 to 2999
265 151 4134 to 4199
265 338 9048 to 9099
265 370 8800 to 8999
265 387 1531 to 1599
265 394 0669 to 0691
265 541 8254 to 8299
265 719 5370 to 5399
265 956 3900 to 3999
266 369 4447 to 4499
266 399 5845 to 5899
266 442 2360 to 2399
266 547 6565 to 6599
266 775 2669 to 2699
266 805 8372 to 8399
266 942 9343 to 9399
266 942 9754 to 9799
266 942 9900 to 9999
267 841 9022 to 9099
267 917 1874 to 1999
268 202 3665 to 3699
268 224 1500 to 1699
268 243 7679 to 7699
268 246 8600 to 8699
268 299 0000 to 4999
268 329 6466 to 6499
268 657 2928 to 2999
268 834 6500 to 7999
268 881 7700 to 7799
269 009 2568 to 2599
269 414 2084 to 2099
269 416 3526 to 3599
269 527 9532 to 9599
269 553 1200 to 1299
269 795 1977 to 1999
269 821 1147 to 1199
269 878 5666 to 5699
269 911 1140 to 1199
269 911 1262 to 1299
269 942 9300 to 3099
269 960 4957 to 4999
270 130 0028 to 0074
270 130 0089 to 0199
270 233 5700 to 5799
270 500 0040 to 0099
270 894 5717 to 5799
271 104 2220 to 2295
271 152 7058 to 7069
271 152 7076 to 7091
271 171 3205 to 3299
271 186 6354 to 6499
271 319 5039 to 5099
271 325 5500 to 5599
271 505 9478 to 9499
271 519 3200 to 3299
271 665 1296 to 1399
271 735 3760 to 3899
271 739 0000 to 0099
271 816 7383 to 7399
272 046 9552 to 9599
272 059 8000 to 8199
272 060 0800 to 0999
272 067 9254 to 9299
272 068 6009 to 6099
272 075 3700 to 3899
272 133 0400 to 0599
272 277 4600 to 5299
272 501 5083 to 5099
272 643 2986 to 2999
273 109 8710 to 8799
273 142 4076 to 4099
273 304 8587 to 8599
273 312 4974 to 4999
273 312 7600 to 7799
273 391 2300 to 2399
273 568 4736 to 4799
273 610 1573 to 1599
274 034 4655 to 4699
274 034 4752 to 4799
274 034 4900 to 4999
274 229 8903 to 8914
274 372 3943 to 3999
274 507 3213 to 3299
274 609 4285 to 4299
274 990 9045 to 9099
274 999 9031 to 9199
275 130 1326 to 1355
275 313 4737 to 5199
275 541 0100 to 0299
275 543 0902 to 0999
275 628 6344 to 6399
276 073 5200 to 5699
276 091 7917 to 7999
276 100 9400 to 9899
276 256 9083 to 9099
276 418 1877 to 1899
276 495 4800 to 4849
276 540 8653 to 8699
277 121 1000 to 2999
277 138 2424 to 2499
277 182 3933 to 3999
277 579 5683 to 5699
278 329 7023 to 7099
278 329 7119 to 7199
278 364 7000 to 7099
278 965 4400 to 4499
278 965 4900 to 4917
278 965 5300 to 5499
279 083 2729 to 2799
279 198 7861 to 7899
279 256 2135 to 2199
279 436 9365 to 9399
279 795 6200 to 6399
279 905 5100 to 5199
279 941 8435 to 8499
280 255 8618 to 8647
280 261 3139 to 3199
280 274 3300 to 3399
280 340 7356 to 7899
280 453 1007 to 1099
281 075 2000 to 2199
281 104 4550 to 4599
281 119 4800 to 4999
281 128 0237 to 0299
281 496 8376 to 8399
281 860 9330 to 3299
282 292 5000 to 5399
282 304 0900 to 0999
282 336 2000 to 2499
282 361 5000 to 5099
282 532 1100 to 1199
282 625 7560 to 7581
282 786 5300 to 5399
282 888 9400 to 9528
282 950 8000 to 8999
283 016 9846 to 9899
283 322 3449 to 3499
283 368 9471 to 9499
283 369 1000 to 1899
283 459 4125 to 4199
283 459 4280 to 4299
283 566 7600 to 7699
283 583 1377 to 1399
283 583 1400 to 1499
283 646 6500 to 6699
283 869 6900 to 6999
283 885 3000 to 3199
283 927 6358 to 6399
283 990 4000 to 4199
284 092 4600 to 4699
284 125 2431 to 2699
284 413 5078 to 5499
284 677 6432 to 6499
284 893 3362 to 3399
284 907 0935 to 0999
285 011 6122 to 6139
285 011 6141 to 6199
285 028 6847 to 6899
285 353 6899 to 6913
285 370 9400 to 9499
285 406 1011 to 1099
285 508 9680 to 9699
285 508 9813 to 9899
285 667 6900 to 6999
285 739 7600 to 7699
285 841 7300 to 7599
286 366 7304 to 7799
287 112 9320 to 9399
287 171 3334 to 3399
288 998 5000 to 9999
289 657 9041 to 9099
801 579 6056 to 6098
801 629 1900 to 1999
802 029 5199 to 8999
802 265 0575 to 1999
802 678 2605 to 2699
802 751 1128 to 1299

UNITED STATES POSTAL SERVICE
WASHINGTON, DC 20260-1571
OFFICIAL BUSINESS

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

U.S.MAIL

FIRST CLASS

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