



postal bulletin

PB 21420—September 8, 1983—16 Pages

5-CENT MOTORCYCLE COIL STAMP

The 5-cent Motorcycle coil stamp will be placed on sale October 10, 1983, in San Francisco, CA.

Do Not Sell Before October 11, 1983



Copyright U.S. Postal Service 1983.

Issued in coils of 500 and 3,000.
Collector information is on page 11.

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

| Offices receiving four-position stock in these quantities | Will receive coils in these quantities |
|---|--|
| 25,000-50,000 | 50 |
| 75,000-100,000 | 100 |
| 125,000-375,000 | 400 |
| 500,000-750,000 | 800 |

All other post offices should order sufficient quantities of this coil 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 735*) 200, 400 and multiples of 400 to maximum of 2,000; coils of 3,000

(*Item 736*) 32, 64 and multiples of 64 to maximum of 320.

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 Offices.—*Customer Services Dept., 9-8-83.*

All Authorized Passport Acceptance Facilities

Passport Acceptance

Two Passport Office forms and a customs brochure used in conjunction with the passport acceptance program have been revised and are now available in USPS Area Supply Centers. They are:

- M-343, *Notice to Applicant Concerning Birth Records (4-83)*
- M-264, *Visa Requirement of Foreign Governments (6-83)*
- DSP-IPS, *Customs Hints—Know Before You Go (1983-green)*

Please destroy all previous editions.

Note. Do not contact the Department of State or Passport Agencies for the new forms. All passport materials should be ordered from USPS Supply Centers during regular requisition cycles, using Form 7380, *Supply Center Requisition*. Refer to Section 422.28, ADMINISTRATIVE SUPPORT MANUAL for form numbers and titles.

Passport Agent's Manual. The latest edition is dated November, 1978. The Department of State is revising this manual and distribution will be automatic to all authorized passport acceptance offices. The date of distribution will be announced in the Postal Bulletin when the revision has been completed.

—*Delivery Services Dept., 9-8-83.*

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1984 Year Type for Hand Stamp and Canceling Machines

Postal installations must submit requirements for 1984 year type for hand stamp and canceling machines to their supporting area supply center not later than November 1, 1983, using Form 7380, *Supply Center Requisition*, and writing *Year Type* immediately below the return address block on the envelope.

This requisition must list year type only and include a self-addressed penalty label stapled to the requisition. Do not request any other items on this special requisition.

Indicate quantities required on the following:

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

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

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

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

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

Item 0702A, for steel postmarker, hammer type.

Item 0718A, for steel postmarker, rotary type.

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

Check Item 0635. Your set may already contain year type for 1984.

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

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

Postmasters must check the model number of the machine nameplate to make sure the proper year type for canceling machines is being requisitioned. P.O. Drawing 14-340, Year Type, for Hand Stamps and Canceling Machines, revised May 21, 1971, is in Publication 24, *Supply Catalog*, Exhibit D, as a guide to ensure that the correct type will be ordered.

Year type will be mailed from supply centers no later than December 9, 1983.

1984 Year Type for the Mark II Facer-Canceler is available under national stock number 7490-00-000-8884 from the Repair Parts Center, Western Area Supply Center, Topeka, KS, 66624-9602 and should be requisitioned from that activity on Form 4984, *Repair Parts Requisition*, by authorized offices only.—*Procurement and Supply Dept.*, 9-8-83.

Turn dials on protective equipment four complete turns.

Stamp Collecting Kits

Four new Stamp Collecting Kits will go on sale October 17, 1983, at most post offices normally selling philatelic products, at Philatelic Centers, and by mail order from the Philatelic Sales Division.

The kits are in the same 8½ x 11-inch format as we initiated last year. They will be sealed as a single unit and include all of the components. Each of the four kits contains 30 stamps, hinges for mounting the stamps, a 20-page illustrated album, and a new primer on stamp collecting entitled **GETTING STARTED IN STAMP COLLECTING**. Also included is an extra album page picturing several stamps not supplied with the kit and an order form for ordering additional collecting kits.

The kits will arrive at Stamp Distribution Offices by the last week in September. Each of the kits is priced at \$2.50 and is identified as follows:

1. Conquest of Air (Kit #851)
2. Creatures of The Sea..... (Kit #852)
3. Ships (Kit #853)
4. Winter Olympics..... (Kit #857)

The Stamp Collecting Kits will be shrink wrapped and shipped in five packages of ten kits each, 50 to a carton. To help promote the sale of these philatelic products, five additional collecting kit outer envelopes will be included in each carton. Stamp Distribution Offices should enclose one of these envelopes with each pack of ten kits ordered by an associate post office. Associate offices may display these envelopes in the 3-tier merchandiser or on a bulletin board in the lobby.

Associate offices should order sufficient quantities of these four Stamp Collecting Kits from their Stamp Distribution Offices, using Form 17, *Stamp Stock Requisition*. All sales of these philatelic products are to be reported in AIC 092, *Philatelic Product Sales*, and on the daily Form 1412-A as completed by retail sales facilities. Sales revenue will also be included on the quarterly Form 1079, *Philatelic Product Inventory Report*.—*Customer Services Dept.*, 9-8-83.

Employee Suggestion Program

All Forms 1729, *Employee Suggestion/Incentive Awards Data Entry*, for FY 1983 must be completed and submitted to the regional offices by COB October 3, 1984. It is imperative that all FY 1983 data on the Employee Suggestion Program and the Incentive Awards Program be submitted timely to ensure the accuracy of the fiscal year end report.

Effective the beginning of FY 1984, it will no longer be necessary to submit Form 1729 for Certificates of Appreciation.—*Employee Relations Dept.*, 9-8-83.

THE POSTAL SERVICE GUIDE TO U.S. STAMPS

The *Postal Service Guide to U.S. Stamps*, 10th Edition, Item #820 (pictured), will be placed on sale October 1, 1983, at all postal facilities normally selling philatelic products, at Philatelic Centers, and by mail order from the Philatelic Sales Division, Washington, D.C. 20265-9997. This date coincides with the beginning of the third annual National Stamp Collecting Month.



Distribution of the book should be completed by September 15, 1983, to all Stamp Distribution Offices (SDOs). All Associate Offices requiring this philatelic product should submit a Form 17, *Stamp Stock Requisition*, to their SDOs so that they will have the book available for the October 1 on-sale date. Point-of-sale promotional material will consist of a lobby poster, a screenline merchandiser insert, and a new trapezoid for the lobby three-tier merchandiser. In addition, a new ring and chain plastic lobby display is being procured to replace the existing lobby display and will be sent to all CAG A-H post offices, stations, and branches prior to December 1, 1983. The book also will be featured in the National Stamp Collecting Month promotional material and will be included in other print advertising prior to Christmas.

The *Postal Service Guide to U.S. Stamps* will retail for \$3.50, the same price as the past four years. All sales of this product should continue to be reported in AIC 092, *Philatelic Product Sales*, on the daily 1412A as completed by retail sales loca-

tions. It will also be included on the quarterly Form 1079, *Philatelic Product Physical Inventory Recap* as required.

Disposition of remaining 9th Edition—The *Postal Service Guide to U.S. Stamps*—Item 927.

As only the most recent edition of the Guide should be sold, withhold all remaining copies of the 9th Edition (Item 927) from sale at close of business on September 30 and take the following actions:

1. *Retail Outlets*—Collect all copies from stamp credits. Immediately return them to the main stock, using the reverse side of Form 17.

2. *Post Offices*—Consolidate all remaining copies in the main stock. Hold them for return to your Stamp Distribution Office during the week of October 10-14. List the quantity and value of the returned stock on the reverse of Form 17. Record the value of the returned stock in AIC 501, *Postage Stock Shipped*, and reduce stamp accountability accordingly. Also record the quantity of Item 927 shipped on the applicable Form 3295, *Daily Record of Stamps, Stamped Paper, and Non-postal Stamps on Hand*. Send original Form 17 to the Postal Data Center with the Statement of Account. The name and finance number of the Stamp Distribution Office, as well as that of the shipping office, must be shown on the Form 17.

3. *Stamp Distribution Offices*—Record the value of all copies received in AIC 005, *Postage Stock Received*, and increase stamp accountability accordingly.

4. *MSC Benjamin Franklin Stamp Club Project Coordinators*—Coordinators may submit a Form 17 for the number of Item 927 necessary for the Stamp Club Program. The products to be used in promoting the program are to be stamped *Not for Resale*. The person having custody of accountable paper will attest that each item has been so stamped and prepare a Form 3238, *Destruction Certificate*, endorsed *Philatelic Products Given to Benjamin Franklin Stamp Club*. Attach the related Form 17 to the office copy of Form 3238. The MSC club project coordinator will acknowledge receipt of Item 927 and is responsible for its control.

5. *Disposition*—Dispose of all remaining copies in accordance with Handbook F-1, *Financial Handbook for Post Offices*, 553.

Since disposition instructions have been issued annually for past issues of *Stamps & Stories* and *The Postal Service Guide to U.S. Stamps*, only the 10th Edition of the Guide should be in inventory after the above procedures are completed. If previous issues of *Stamps & Stories* or *The Postal Service Guide to U.S. Stamps* are on hand, they will be disposed of immediately, following Handbook F-1, 553.—Customer Services Dept. 9-8-83.

DMM Revision

MAIL ADDRESSED TO MILITARY POST OFFICES

Effective immediately, DOMESTIC MANUAL (DMM) 125.165 and Exhibit 125.2 are revised to reflect changes in the restrictions applied to mail that is addressed to military post offices overseas.

The changes are as follows:

125 Mail Addressed From, To, or Between Military Post Offices Overseas

125.1 Preparation and Handling

125.165 Mail addressed for delivery to retirees at military post offices overseas is limited to less than one pound in weight when the designation Box R is part of the address or when the letter R precedes the APO or FPO number. This restriction does not apply to mail that is endorsed *Free Matter for the Blind or Handicapped*.

Exhibit 125.2 Conditions Applied to Mail Addressed to Military Post Offices Overseas

| APO/FPO | Restrictions. (See Footnotes in DMM Exhibit 125.2.) |
|------------|---|
| 09163..... | G. |
| 09167..... | G. |
| 09182..... | B-C-D-U. |
| 09213..... | B-C-D-U. |
| 09243..... | B ² -C. |
| 09282..... | B. |
| 09283..... | B. |
| 09286..... | B. |
| 09306..... | G. |
| 09314..... | G. |
| 09373..... | G. |
| 09374..... | G. |
| 09401..... | B. |
| 09406..... | None. |
| 09460..... | G. |
| 09539..... | B. |
| 09540..... | B. |
| 09541..... | B. |
| 09550..... | None. |
| 09551..... | None. |
| 09558..... | Not Active. |
| 09694..... | B-C-F-U. |
| 34042..... | B-D-F-M. |
| 34090..... | None. |
| 34092..... | None. |

| APO/FPO | Restrictions. (See Footnotes in DMM Exhibit 125.2.) |
|------------|---|
| 96222..... | Not Active. |
| 96274..... | B-F-K. |
| 96277..... | B-F-K. |
| 96286..... | B-F-K-L. |
| 96298..... | B-F-K. |
| 96311..... | B-F-K-L. |
| 96333..... | Not Active. |
| 96408..... | B-F-K-L. |
| 96410..... | B-F-K-L. |
| 96431..... | B-F-K. |
| 96432..... | B-F-K. |
| 96519..... | B-M-W. |
| 96528..... | B-F-K. |
| 96629..... | None. |
| 96632..... | Not Active. |
| 96650..... | B-F-K. |
| 96651..... | B-F-K. |
| 96652..... | B-F-K. |
| 96654..... | B-F-K. |
| 96656..... | B-F-K. |
| 96658..... | B-F-K. |
| 96667..... | None. |
| 98703..... | Not Active. |

Exhibit 125.2 (p. 10) Conditions Applied to Mail Addressed to Military Post Offices Overseas

FOOTNOTES

- U. Parcels must weigh less than 16 ounces when addressed to Box R. This restriction does not apply to mail endorsed *Free Matter for the Blind or Handicapped*.
- U¹ Limited to First-Class Mail weighing 12 ounces or less when addressed to Box R. This restriction does not apply to mail endorsed *Free Matter for the Blind or Handicapped*. Video tapes prohibited when addressed to Box R regardless of weight.

—Rates and Classification Dept., 9-8-83.



PREVENT THEFT

LOCK WINDOW DRAWERS DURING ALL ABSENCES

F-1 Revision

MONEY ORDER FORM SETS DISTRIBUTION

Effective with this notice, F-1, *Financial Handbook for Post Offices*, 681.3 is revised as follows:

681.3 Ordering Domestic Money Order Form Sets

.31 Automatic Distribution to Stamp Distribution Offices (SDO's)

The Area Supply Centers will make automatic distribution of domestic money order form sets to SDO's. Shipments will have a minimum of 70,000 forms, and the total quantity shipped will consist of multiples of 70,000 forms. SDO's must contact the Area Supply Centers if over or understocking occurs; but quantities can only be adjusted in multiples of 70,000 forms. SDO's may request the Area Supply Centers to defer an automatic shipment by phone call or memorandum to resolve an overstocking condition. SDO's should not have more than a six-month inventory level on hand. Money orders may be stored in a secured area. Vault storage is not mandatory.

.32 Schedule of Distribution to SDO's

| PQI | PQII | PQIII | PQIV | 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 Associate Offices

Associate offices must mail their money order requirements to the SDO with stamp requisitions. Associate offices must limit requests to the SDO's 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 Ac-*

count. The accounting unit will dispatch the requisitions.

681.4 Distribution of Forms

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.

d. SDO's using the Accountable Paper Inventory Program (AINV) are not required to complete Form 6990 for shipments to associate offices.

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.—Dept. of the Controller/Rates & Classification Dept., 9-8-83.

**Notice to Driver: Drive Courteously;
Observe Traffic Regulations; Protect Children**

Express Mail Service—New Directory of Shipment Claim Locations

A new publication listing all postal facilities at which Express Mail Post Office to Post Office (A-Label) shipments may be claimed by customers will be distributed to all management sectional centers. When received, copies of the publication should be provided as quickly as possible to all Express Mail acceptance facilities and to customers who use Post Office to Post Office Service. The new publication is designated as Publication 272, *Express Mail Shipment Claim Locations*.

To use Post Office to Post Office Service, the local Next Day Service network destination directory should first be checked to determine if Next Day Service is available to the desired 3-digit ZIP Code area. If the 3-digit ZIP Code is listed in the directory and is not marked with an asterisk, Post Office to Post Office Service is available and Publication 272 should then be checked to see which claim facilities are available in the 3-digit area (the listings in Publication 272 are organized in ascending 3-digit ZIP Code sequence beginning with the lowest ZIP Code). Post Office to Post Office Service is not available to 3-digit ZIP Code areas not listed in the Next Day Service directory or to 3-digit areas marked with an asterisk in the directory (this indicates Post Office to Addressee service only).

With the issuance of Publication 272, listings of Post Office to Post Office claim facilities will no longer be included in Express Mail Next Day Service network directory updates issued by the St. Louis Postal Data Center. This will reduce the volume of information provided in an average directory by approximately 60%.

—Customer Services Dept., 9-8-83.

Domestic Orders

False Representation. Enforced by Postmasters at cities listed.

| State/city | Names covered |
|-------------------------------|---|
| NY, Lake George 12845-0112. | Elan Research P.O. Box 112 |
| VA, Richmond 23223-3224..... | Ramona Elizabeth Manginen 111 N. Laburnum Avenue Apartment #4 |
| VA, Richmond 23075-0148..... | Marquita C. Harris P.O. Box 148 |
| VA, Sandston 23173-0556 | Brenda O. Kennedy P.O. Box 556 |

—Judicial Officer, 9-8-83.

Stamps To Be Removed From Sale

The following stamps will be withdrawn from sale at the Philatelic Sales Division on November 30, 1983:

| Item No. | Commemoratives |
|-----------|----------------------------|
| 414 | 20¢ Libraries of America. |
| 419 | 20¢ Barrymores. |
| 420 | 20¢ Mary Walker. |
| 422 | 20¢ Jackie Robinson. |
| 423 | 20¢ Touro Synagogue. |
| 424 | 20¢ American Architecture. |
| 428 | 20¢ Wolf Trap. |

Any stock remaining on hand after November 30, 1983, must immediately be withdrawn from all philatelic outlets and placed on general sale until December 30, 1983. After that date, any remaining stock must be handled according to Section 553, Handbook F-1, *Financial Handbook for Post Offices*.

The Inspection Service will give attention in this area during audit review.

—Customer Services Dept., 9-8-83.

All Personnel Processing Mail For Dispatch Abroad

Foreign Order Notice 105

Keep all foreign order notices for use as reference.

FINAL ORDER

The tentative *Lottery Order* against the following has become final:

CANADA

L.S.E.
and
Lucky Strike Enterprises
P.O. Box 35220
Vancouver, B.C.

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 Postmaster, Claims, Inquiry & Undeliverable Mail, James A. Farley Building, Room 2029-A, New York, NY 10199-9543. 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, 9-8-83.

Handle indemnity claims and claim status inquiries promptly

CLOSING INSTRUCTIONS FOR PFY 1983

CAG A-G Offices

The normal statement of account, will be required from all CAG A-G offices for A/P 13 ending September 30, 1983. (See Section I.)

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

CAG H-L Offices

The normal Quarter IV statement of account will be required from all CAG H-L offices for the period ending September 30, 1983.

Accountbook

The Accountbook for Postal Fiscal Year 1983 will be continued through the close of business September 30, 1983, for all offices.

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

I. Statement of Account Activities

Postmasters of CAG A-G offices will submit a statement of account as of September 30, which includes financial transactions from September 3 through September 30. Identify this statement as A/P 13. Submit on current Forms 1555, *Statement of Account* (May 1982 edition). **Do not use forms with 1983 edition date.**

Postmasters of CAG H-L offices are required to submit a statement of account for Quarter IV—covering June 11 through September 30, 1983. CAG H and J offices submit Form 1554 and CAG K and L submit Form 1553, *Statement of Account* (May 1982). **Do not use forms with 1983 edition date.**

These statements of account must be submitted to reach the postal data center not later than Tuesday, October 4, 1983. The normal accounting period supporting detail items listed below must accompany these statements.

| AIC | Support documents required |
|----------|--|
| 131..... | Form 3605, <i>Statement of Mailing-Bulk Zone Rates</i> /Form 3602, <i>Statement of Mailing With Permit Imprints.</i> |
| 197..... | Form 1481, <i>Register of Checks Drawn On Symbol 9500</i> |
| 501..... | Form 17, <i>Stamp Requisition</i> , or Form 17F, <i>Accountable Paper Shipments.</i> |
| 502..... | Form 17 or 17F. |
| 505..... | Form 17F. |
| 510..... | Form 3238, <i>Destruction Certificate.</i> |
| 511..... | Form 3238. |

| AIC | Support documents required |
|----------|---|
| 537..... | Form 3238 and, if full value, letter of authority from USSEA. |
| 539..... | Form 1839, <i>Payment Record For Carrier Drive-Out Agreements.</i> |
| 593..... | Regional letter of authority and paid vouchers. |
| 600..... | Form 3508, <i>Requisition For Saleable Items (Other Than Stamps).</i> |
| 601..... | Copy of transmittal document. |
| 607- | Form 3236, <i>Uniform Allowance Cap Disbursements</i> (in |
| 612. | duplicate) and vendor's invoice. |
| 625..... | Memorandum and exchanged coupons. |
| 814..... | Form 1556, <i>Suspense Items Support Information</i> (in duplicate). |

Make sure required support documents are identified with AIC and finance number. Total of support documents must agree with amounts shown in the respective AIC. Arrange support documents in the same order as listed on statement of account.

A. Less Than Bulk Stamp Requisitions

Make every effort to eliminate intransit stamp shipments between the management sectional centers (MSC) and associate offices. Post offices should carefully estimate their requirements and requisition in sufficient time to permit shipments by the MSC no later than Friday, September 16. Check in stamp stock promptly upon receipt and enter in the Accountbook. In case of emergency shipment, the MSC must assure that the associate office makes the proper entries in its Accountbook. Forms 17 and 17-F for the period September 3 through September 30, 1983, must be submitted on a normal weekly basis to the Postal Data Center.

B. Bank Reconciliations

All banking post offices should reconcile their bank statements as of September 30 promptly to balances reflected on statements of account in AIC 802. (See 351, *Fiscal Handbook F-1, Financial Handbook for Post Offices*).

C. Stamp Stock Inventories

Make the verification of stamp stock records as of September 30. (See 534.5, *Handbook F-1, Financial Handbook for Post Offices*.)

D. Local Procurement of Supplies

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

E. Unpaid Expenses for the Period Ending September 30, and Prior

All unpaid expenses must be identified and established in appropriate trust funds in order to charge them to current fiscal year; otherwise, they will eventually be charged to PFY 1984.

If any bills normally paid at the post office for supplies and services procured for September 30, and prior are unpaid, record on the *Disbursements* side in the post office entry column for the appropriate expense AIC. Make an offsetting entry on the *Receipts* side in the post office entry column as *Trust Funds Received*. When these charges are paid, make an entry for the trust fund withdrawal.

Maintain an itemized list with other statement of account supporting documents at the post office listing the unpaid items for September 30 and prior entered under *Trust Funds Received*. Show the name of each vendor, invoice date, Account Identifier Code, and the total unpaid amount for carrier drive-outs, utilities, metered fuel, communications, etc. Record on 8½- by 11-inch paper and head with the post office, city, state, finance number, and accounting period. "Do not send to the Postal Data Center."

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

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

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

F. Utilities—Metered Fuel—Communications

Postmasters will make every effort to pay all utility bills on hand as of September 30. Unpaid bills and services for which bills were not received must be estimated as shown here.

Each postmaster must determine the service ending date of the last bill and post to the statement of account an estimated amount for bills to be received with service ending date of September 30 and earlier. (If all billings with service ending date through September 30 were paid, no estimate is required.)

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

G. Carrier Drive-Out Payments

Make every effort to make all carrier drive-out payments for service during Pay Period 19, ending September 16 and Pay Period 20 ending September 30, 1983. Submit Form 1839, *Payment Record for Carrier Drive-Out Agreements*, for payment made. If it is impossible to make all carrier drive-out payments by the close of business September 30, record the unpaid amounts in AIC 539 on the *Disbursements* side of the statement of account in the post office entry column. Make an offsetting entry on the *Receipts* side as *Trust Funds Received*.

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

H. Food Coupon Transaction Fees

Postmasters at post offices participating in the Federal food coupon program must submit all Authorization To Participate Vouchers (ATP) accepted through close of business Friday, September 23, 1982, to the MSC Food Coupon Office to arrive no later than September 30, 1983. (See 734, Handbook F-1.)

The MSC will compute the total of the transaction fees and include the amount in AIC 170, Food Coupon Transaction Fee, on the Statement of Account for September 30, 1983. Make an offsetting entry to AIC 814, Suspense.

Normal end of month procedures will be followed after close of business September 30, 1983.

I. Symbol 9500 Checks

Form 1481, *Register of Checks Drawn On Symbol 9500*, for the period September 3 through September 30, 1983, must be submitted to support the statement of account.

Form 1483, *Accounting Copy 9500 Card*, for the period September 24 through September 30,

1983, must be submitted on a normal weekly basis to the postal data center.

Special note: Other installations such as BMC's, etc., should submit documents on the same schedule as above.

II. Miscellaneous Activities

A. All Post Offices Using USPS-Owned Vehicles

All postmasters will submit vehicle forms to cover transactions through the close of the accounting period ending September 30, 1983. (Accounting Period 01, Fiscal Year 1984 will cover the period October 1 through 28, 1983.)

Transmission of microcomputer data to Postal Data Centers for A/P's 13-83 and 01-84 should be made in accordance with established schedules.

Forms 4508, *Vehicle Maintenance Facility Inventory Order*, carrying dates of September 30, 1983, or prior, for new commitments must be mailed in time to reach the appropriate support PDC not later than October 3, 1983.

Forms 4509, *VMF Inventory Purchases (Keypunch)*, must be submitted to the support PDC, with delivery ticket, each day following delivery. The cut-off for A/P 13-83 is Friday, C.O.B. September 30, 1983. These forms must be received at the appropriate support PDC not later than October 3, 1983.

Forms 4510, *Credit Card Purchases*, will be cut-off for A/P 13-83 on Friday C.O.B. September 30, 1983. These forms must be received at the appropriate support PDC not later than October 3, 1983.

All Forms 4541, *Contract Work Order Invoice Vehicle Repair*, for work completed by September 30 will be forwarded to the appropriate support PDC to be received no later than October 3.

All offices conducting their final vehicle sale for FY 1983, must submit SF 97A certificate of release of a motor vehicle, and symbol 9500 checks in time to reach the appropriate support PDC before close of business Friday, September 30, 1983.

B. All Mailbag Repair Units and Depositories

Each mailbag repair unit will prepare EASC Form 60, *Mailbag Repair Center Summary Cost of Material Used*, for the period ending September 30, 1983 (see 231.2, Handbook F-28, *Mailbag Accounting and Reporting*). The next reporting period, Accounting Period 01, Fiscal Year 1984 will cover October 1-28, 1983.

C. All Postal Installations

1. Payments or Submission of Bills

It is important for the year-end closing of accounts that all postal installations promptly certify and transmit to the PDC those bills and receiv-

ing reports for goods and services received through September 30, 1983, that are to be paid by the PDC. These bills should be submitted to be received no later than October 3, 1983. In order for the PDC to properly account for your remaining FY 83 procurement items, please note:

a. Expense Items

If goods or services were received on contracts, purchase or delivery orders, submit receiving reports to reach the PDC by October 3.

If invoices for services were received on BPAs, certify promptly and mail to reach the PDC by October 3.

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

If you have evidence of receipt of goods or services, but fail to notify the PDC Accounts Payable Branch, these costs will be charged to your FY 84 budget.

b. Capital Equipment Items

Capital equipment contracts awarded on or before September 30 must reach the PDC by October 3.

Capital equipment delivery or purchased orders placed, and dated September 30 or earlier must reach the PDC by October 3.

Note that capital items dated or awarded on or before September 30 will be charged to FY 83 budgets, but to have the costs recorded as such, the documents must reach the PDC by October 3.

As with expense items, if capital orders are received before September 30, notify the PDC by submitting appropriate receiving reports.

c. Service Contracts

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

If it is impossible to submit a receiving report or invoice before October 3, 1983, submit a memorandum to the PDC Accounts Payable Branch. Show the actual or estimated amount, the nature of expenses, and the purchase order number, if applicable, to insure inclusion in current fiscal year expense. When the actual invoice is finally submitted, include the statement, "Accrued to FY-83" on the face of the voucher.

Special Note: Project Authorization Commitments.

Submit all commitment documents, Forms 4211, *Facility and Fixed Mechanization Project Contract Commitment Order*, dated on or before September 30 to the St. Louis PDC no later than October 3 for processing. Commitment documents dated after September 30 will be processed in A/P 01, Fiscal Year 1984.

All postal installations having vehicle hire must submit Forms 1804-B, *Postmaster's Certification of Vehicle Hire Service*, for the Accounting Period ending September 30 to the St. Louis PDC in the usual manner. Mail the next submission of Forms 1804-B for Accounting Period 01 ending October 28, on the normal schedule to the St. Louis PDC. Submit Forms 1804-C, *Postmaster's Certification of SDM Equipment Maintenance*, for special delivery messenger equipment maintenance to the St. Louis PDC according to the normal biweekly schedule through October 14.

2. Claims

All offices are requested to expedite the processing of tort claims. Forward completed tort claims to the appropriate PDC as rapidly as possible. Process all claims on hand and submit by the close of business September 30.

3. FEDSTRIP Procurement

All offices should anticipate their needs through September 30, and submit FEDSTRIP requisitions no later than September 16.

Do not submit requisitions for September 17 through September 30 except for items needed for emergencies.

4. Travel

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

a. Vouchers for all travel through September 30 must be received at the PDC no later than October 5.

b. Travel involving movement of household goods and related relocation expenses incident to permanent change of duty station, when the move actually begins on or before September 30, should be reported no later than October 5.

If it is impossible to submit a travel voucher according to these due dates, submit a memo to the PDC Accounts Payable Branch. Show the actual or estimated amount and nature of expenses (Relocation/Regular Travel) to insure in-

clusion in current fiscal year expense. Include social security number, finance number, account and subaccount for reference purposes. When the actual voucher is finally submitted, include the statement "Accrued to FY-83" on the face of the voucher. Offices controlling these memoranda should advise PDC's when their outstanding balance has been liquidated once all vouchers have been submitted for the prior fiscal year.

5. Uniform Allowances

Submit promptly invoices for uniform allowance payments for the period ending September 9 to the St. Louis PDC for payment on September 16. Submit promptly any uniform allowance claims on hand pertaining to September 9 or before, and those received for the period ending September 23, to St. Louis PDC for payment on September 30.

Submit uniform allowance invoices for the period ending October 7 on the normal schedule for payment on October 14.

6. Imprest Fund

Submit imprest fund reimbursement vouchers through September 30, to reach the PDC by October 3.

7. Money Orders

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

8. Special Reminders

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

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

c. Submission of the following forms to St. Louis PDC will be made on a normal accounting period schedule for A/Ps 13, FY 83, and 01, FY 84

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

(2) Form 5660, *Summary of Passport Applications Accepted*.—Department of Controller, 9-8-83.

Process Express Mail pouches daily—
Return all surplus to nearest concentration point



Copyright U.S. Postal Service 1983

Issue Date: October 10, 1983
 First Day City: San Francisco, California
 Designer: Walter Brooks
 Norwalk, Connecticut
 Modeler: Ronald C. Sharpe
 Engravers: Kenneth Kipperman (vignette)
 Dennis Brown (lettering and numerals)
 Process: Intaglio
 Color: Gray
 Image Area: .75 x .82 inches or
 19.05 x 20.82 millimeters
 Plate Number: One
 Stamps per Coil: 500 and 3,000

Motorcycle Regular Stamp

A five-cent regular stamp depicting a 1913 motorcycle will be issued October 10 in San Francisco, California. The first day of issue ceremony will be held at the Fairmont Hotel and Tower during the annual meeting of the Envelope Manufacturers Association of America.

The Motorcycle stamp is the 12th issue in the Transportation Series, initiated in 1981, which features early modes of transportation. The stamps in this series are issued in coil form only.

Walter Brooks based his design on a 1913 Pope Model L motorcycle which is housed in the Smithsonian Institution. The motorcycle was purchased for \$250 in 1913 by John R. Beattie of New Haven, Connecticut. He used it for about eight years and placed it in storage where it remained until it was given to the Smithsonian in 1964. The motorcycle was built by the Pope Manufacturing Company of Westfield, Massachusetts, which manufactured the machines from 1911 to 1918.

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

Customers are urged to buy stamps and affix them to their own covers. All covers must be addressed on the right side at least $\frac{5}{8}$ of an inch up from the bottom. Customers are reminded they must add at least 15 cents additional postage to their envelopes (eight cents additional postage if stamps are affixed to postal cards) to meet the minimum First-Class rate. Only uncanceled stamps issued prior to October 10 may be affixed for this purpose. Insert a filler in each envelope and mail covers by November 9 to: Customer-Affixed Envelopes, Postmaster, San Francisco, CA 94101-9991. No remittance is required.

The Postal Service will affix stamps when requested to do so. Mail orders by November 9 to: Motorcycle Stamp, Postmaster, San Francisco, CA 94101-9992. The cost is 20 cents per cancellation (four five-cent Motorcycle stamps will be affixed to covers to meet the minimum First-Class 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.



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 83-38
 Remove after November 9

PLEASE POST ON BULLETIN BOARD

Motorcycle
 1918
 1918



Copyright U.S. Postal Service 1988

Motorcycle Regular Stamp

Recent regular stamp depicting a motorcycle will be issued October 1 in San Francisco, California. The first sale ceremony will be held at the Hotel and Tower during the meeting of the Bicycle Museum Association of America.

Motorcycle stamp is the 15th in Transportation series, issued in which features early models of motor. The stamp is the first issued in coil form only.

The design on the stamp is based on the model B motorcycle which is in the Smithsonian Institution. The motorcycle was purchased for \$250 by John K. Beane of New Government. He used it for about 10 years and placed it in storage. It remained until it was given to Smithsonian in 1964. The motorcycle is by the Pope Manufacturing Co. of Westfield, Massachusetts. It was manufactured the machine from 1918.

Customers are urged to buy stamps and fill them to their own cars. All covers must be addressed on the right side at least 2 1/2 inches up from the bottom. Customers are reminded they must add at least 10 cents additional postage to their envelopes right over additional postage stamps are allowed to postal cards) to meet the minimum First-Class rate. Only cancelled stamps issued prior to October 10 may be affixed for this purpose. Insert a thin strip each envelope and mail covers to 94101-9901 to Customer-Affixed Envelopes Postmaster San Francisco, CA 94101-9901. No returnable is returned.

The Postal Service will sell stamps when found to be so. Mail orders by November 5 on Motorcycles Stamp, 94101-9901, San Francisco, CA 94101-9901. The cost is 20 cents per cancellation (four five-cent motorcycle stamps will be affixed to covers to meet the minimum First-Class rate). Personal checks in the amount will be accepted for orders up to the limit of 50 covers. Do not send Motorcycles Stamp are acceptable as payment.

...for cables...
 ...is as follows:
 ...to great...
 ...point

POST OFFICE CHANGES NUMBER 16

[Supplemental to 1985 National Five Digit Zip Code and Post Office Directory.]

Abbreviations: B=Branch. C=City Delivery. Conv.=Converted. CPO=Community Post Office. Disc.=Discontinued. Estab.=Establishment. F=Finance. Fac.=Facility. I=Independent Post Office. IC=Independent City. MOU=Money Order Unit. MPO=Main Post Office. MR=Mailing Restrictions (from Part 125 DMM) apply. NP=Nonpersonnel. NZCD=National Five Digit ZIP Code and Post Office Directory. P=Postal facility discontinued, name retained for address purposes. Resc.=Rescinded. S=Station. x=Classified. (Contract stations and branches do not have the symbol "x" following the symbol of type of installation.)

Symbol: (1)=Officially closed on date shown. Notice is for administrative record purposes. (2)=Officially established on date shown. Notice is for administrative record purposes. (3)=All services previously terminated. Date shown is official discontinued date for administrative purposes.

| State | Name of post office | County/Parish | Name of station, branch, or unit | Type S/B | ZIP Code | Change action | Effective date | Explanation of change |
|-------|---------------------|---------------|----------------------------------|----------|----------|---------------|----------------|---|
| Al | Gadsden | Etowah | Southside | S | 35901 | Delete | 6-1-83 | S conv to B. Retain ZIP Code. |
| Al | do | do | do | B | 35901 | Add | 6-1-83 | |
| Al | Huntsville | Madison | Hayland (PO Boxes) | Sx | 35815 | Add | 7-1-83 | |
| AZ | Bapchule | Pinal | Bapchule | I | 85221 | Delete | 9-30-83 | PO conv to CPO Retain ZIP Code. |
| AZ | Sacaton | do | do | CPO | 85221 | Add | 9-30-83 | |
| AZ | Inspiration | Gila | Inspiration | I | 85537 | Delete | 10-1-83 | PO disc. Change ZIP Code only. Continue address of Inspiration, AZ. |
| AZ | Claypool | do | do | F | 85532 | Add | 10-1-83 | |
| CA | Burlingame | San Mateo | (PO Boxes) | I | 94011 | Add | 5-1-83 | New ZIP Code estab. for all PO Box delivery. |
| CA | Menlo Park | do | (PO Boxes) | I | 94026 | Add | 4-1-83 | |
| CA | Branscomb | Mendocino | do | I | 95417 | Delete | 9-25-83 | PO conv. to CPO. Retain ZIP Code. |
| CA | Laytonville | do | Branscomb | CPO | 95417 | Add | 9-25-83 | |
| CA | Agoura | Los Angeles | do | I | 91301 | Delete | 12-8-83 | PO name changed. Retain ZIP Code. |
| CA | Augoura Hills | do | do | I | 91301 | Add | 12-8-83 | |
| CA | San Francisco | San Francisco | APO 96519 | B | 96519 | Change | 7-30-83 | MR=Delete "A". |
| DC | Washington | DC | Hechinger Mall | Sx | 20002 | Add | 10-1-83 | Sx estab. New ZIP Code assigned for PO Box delivery at Sx. |
| DC | do | DC | Hechinger Mall (PO Boxes) | Sx | 20040 | Add | 10-1-83 | |
| DC | do | DC | Washington Square | Sx | 20036 | Add | 10-1-83 | |
| DC | do | DC | Washington Square (PO Boxes) | Sx | 20035 | Add | 10-1-83 | |
| FL | Brooksville | Hernando | Shady Hills (Pasco County) | B | 33526 | Add | 10-1-83 | B estab. |
| FL | Bradenton | Manatee | Cortez Road | S | 33507 | Add | 10-1-83 | |
| FL | Melrose | Alachua | do | I | 32666 | Delete | 5-1-83 | Change county location of PO. |
| FL | do | Putnam | do | I | 32666 | Add | 5-1-83 | |
| FL | Jacksonville | Duval | Cedar Hills | S | 32210 | Add | 6-13-83 | S estab. |
| FL | do | do | University | S | 32216 | Add | 6-27-83 | |
| FL | Kissimmee | Osceola | Poinciana | CPO | 32741 | Delete | 7-1-83 | CPO ZIP Code changed. |
| FL | do | do | do | CPO | 32758 | Add | 7-1-83 | |
| FL | Longwood | Seminole | Spring Plaza | B | 32750 | Delete | 7-1-83 | B ZIP Code changed. |
| FL | do | do | do | B | 32779 | Add | 7-1-83 | |
| FL | Maitland | Orange | Forest City (Seminole County) | CPO | 32751 | Delete | 7-1-83 | CPO parent PO and ZIP Code changed. |
| FL | Altamonte Springs | do | do | CPO | 32714 | Add | 7-1-83 | |
| FL | Fort Lauderdale | Broward | Davie | Bx | 33314 | Delete | 4-22-83 | Bx ZIP Code changed. |
| FL | do | do | do | Bx | 33328 | Add | 4-22-83 | |
| FL | Gainesville | Alachua | Millhopper | S | 32605 | Add | 5-1-83 | S estab. |
| FL | Hialeah | Dade | Hialeah Gardens | B | 33016 | Add | 4-29-83 | |
| FL | Hollywood | Broward | Surf | S | 33020 | Add | 12-20-82 | S estab. |
| FL | Miami | Dade | Little Havans | S | 33156 | Delete | 4-18-83 | |
| FL | do | do | do | S | 33150 | Add | 5-16-83 | S estab. |
| FL | do | do | Dadeland | B | 33156 | Add | 5-23-83 | |
| FL | do | do | Miller Square | B | 33175 | Add | 4-1-83 | B estab. |
| FL | do | do | Miami Beach (delivery area) | Bx | 33109 | Add | 10-1-83 | |
| FL | Merritt Island | Brevard | North Merritt Island | B | 32952 | Delete | 7-1-83 | New ZIP Code assigned for Bx ZIP Code area split. |
| FL | do | do | do | B | 32953 | Add | 7-1-83 | |
| FL | Orlando | Orange | Union Park | B | 32817 | Delete | 7-5-83 | B conv. to Bx. Retain ZIP Code. |
| FL | do | do | do | Bx | 32817 | Add | 7-5-83 | |
| FL | do | do | Taft | CPO | 32809 | Delete | 7-1-83 | CPO ZIP Code changed. |
| FL | do | do | do | CPO | 32824 | Add | 7-1-83 | |
| FL | do | do | Williamsburg | B | 32809 | Delete | 7-1-83 | B ZIP Code changed. |
| FL | do | do | do | B | 32821 | Add | 7-1-83 | |
| FL | Titusville | Brevard | Astronaut Trail | Sx | 32780 | Delete | 7-1-83 | S ZIP Code changed. |
| FL | do | do | do | Sx | 32796 | Add | 7-1-83 | |
| FL | Zephyrhills | Pasco | Neukoms | S | 33599 | Delete | 7-1-83 | S conv. to B. ZIP Code changed. |
| FL | do | do | do | S | 34248 | Add | 7-1-83 | |
| FL | do | do | Wesley Chapel | S | 33599 | Delete | 7-1-83 | S estab. |
| FL | do | do | do | B | 34249 | Add | 7-1-83 | |
| FL | Pompano Beach | Broward | Cypress | S | 33060 | Add | 3-7-83 | S estab. |
| FL | do | do | Palm Aire | S | 33060 | Add | 3-7-83 | |
| FL | Saint Augustine | Saint Johns | Saint Augustine South | B | 32084 | Delete | 7-1-83 | B ZIP Code changed. |
| FL | do | do | do | B | 32086 | Add | 7-1-83 | |
| FL | Tampa | Hillsborough | Carrollwood | Bx | 33624 | Change | 1-1-84 | New ZIP Code assigned to Bx ZIP Code area split. |
| FL | do | do | Carrollwood (delivery area) | Bx | 33625 | Add | 1-1-84 | |
| FL | do | do | Country Square | B | 33624 | Delete | 4-1-83 | |
| GA | Decatur | De Kalb | Snappinger | B | 30035 | Delete | 7-1-83 | B disc. Retain ZIP Code. |
| GA | Gray | Jones | Wayside | CPO | 31052 | Delete | 6-17-83 | |
| GA | Madras | Coweta | Madras | I | 30254 | Delete | 9-30-83 | CPO disc. Retain ZIP Code. |
| GA | Newman | do | do | CPO | 30254 | Add | 9-30-83 | |
| GA | Moultrie | Colquitt | MPO (PO Boxes) | I | 31776 | Add | 9-1-83 | PO conv. to CPO Retain ZIP Code. |
| GA | do | do | do | I | 31776 | Add | 9-1-83 | |
| GA | Tifton | Tift | Eldorado | CPO | 31794 | Delete | 3-13-83 | New ZIP Code assigned for PO Box delivery at MPO. |
| GA | Waynesboro | Burke | Alexander (Mail to Sardis) | CPO | 30801 | Delete | 4-30-83 | |
| | | | | I | 30436 | | 5-1-83 | CPO and ZIP Code disc. |

POST OFFICE CHANGES NUMBER 16—Continued

| State | Name of post office | County/Parish | Name of station, branch, or unit | Type S/B | ZIP Code | Change action | Effective date | Explanation of change |
|-------|-----------------------|-------------------|----------------------------------|----------|----------|---------------|----------------|--|
| HI | Hilo..... | Hawaii..... | Downtown (PO Boxes)..... | Sx | 96721 | Add..... | 4-30-83 | New ZIP Code assigned for PO Box delivery at Sx. |
| HI | Kailua Kona..... | do..... | MPO (PO Boxes)..... | I | 96745 | Add..... | 4-30-83 | New ZIP Code assigned for PO Box delivery at MPO. |
| HI | Lahaina..... | Maua..... | Downtown (PO Boxes)..... | Sx | 96767 | Add..... | 4-30-83 | New ZIP Code assigned for PO Box delivery at MPO. |
| IL | Bloomington..... | McLean..... | MPO (PO Boxes)..... | I | 61702 | Add..... | 9-25-83 | New ZIP Code assigned for PO Box delivery at MPO. |
| IL | Egan..... | Ogle..... | Egan..... | I | 61026 | Delete..... | 10-1-83 | PO disc. Change ZIP Code only. Continue address of Egan, IL. (S) |
| IL | Leaf River..... | do..... | | P | 61047 | Add..... | 10-1-83 | |
| IL | Galesburg..... | Knox..... | MPO (PO Boxes)..... | I | 61402 | Add..... | 9-25-83 | New ZIP Code assigned for PO Box delivery at MPO. |
| IL | Normandy..... | Bureau..... | Normandy..... | I | 61347 | Delete..... | 10-1-83 | PO disc. Change ZIP Code only. Continue address of Normandy, IL. |
| IL | Walnut..... | do..... | | P | 61376 | Add..... | 10-1-83 | |
| IL | Pekin..... | Tazewell..... | MPO (PO Boxes)..... | I | 61555 | Add..... | 9-25-83 | New ZIP Code assigned for PO Box delivery at MPO. |
| IN | Burr Oak..... | Marshall..... | Burr Oak..... | I | 46509 | Delete..... | 9-30-83 | PO disc. Change ZIP Code only. Continue address of Burr Oak, IL. |
| IN | Culver..... | do..... | | P | 46511 | Add..... | 9-30-83 | |
| KY | Louisville..... | Jefferson..... | Plainview..... | Bx | 40224 | Add..... | 9-21-83 | Bx estab. |
| LA | Abbeville..... | Vernilion..... | MPO (PO Boxes)..... | I | 70511 | Add..... | 7-1-83 | New ZIP Code assigned for PO Box delivery at MPO. |
| LA | Crowley..... | Acadia..... | MPO (PO Boxes)..... | I | 70527 | Add..... | 7-1-83 | New ZIP Code assigned for PO Box delivery at MPO. |
| LA | Opelousas..... | Saint Landry..... | MPO (PO Boxes)..... | I | 70571 | Add..... | 7-1-83 | New ZIP Code assigned for PO Box delivery at MPO. |
| MD | Hagerstown..... | Washington..... | MPO (PO Boxes)..... | I | 21741 | Add..... | 9-1-83 | New ZIP Code assigned for PO Box del. at MPO. |
| MD | do..... | do..... | Northern (PO Boxes)..... | Sx | 21742 | Add..... | 9-1-83 | New ZIP Code assigned for PO Box del. at Sx. |
| MD | Mount Wilson..... | Baltimore..... | Mount Wilson..... | I | 21112 | Delete..... | 10-1-83 | PO disc. Change ZIP Code only. Continue address of Mt. Wilson, MD. |
| MD | Baltimore..... | do..... | | P | 21208 | Add..... | 10-1-83 | |
| MA | Siasconset..... | Nantucket..... | Siasconset..... | I | 02564 | Delete..... | 10-1-83 | PO conv. to Bx. Retain ZIP Code. |
| MA | Nantucket..... | do..... | | Bx | 02564 | Add..... | 10-1-83 | |
| MA | Peabody..... | Essex..... | MPO (PO Boxes)..... | I | 01961 | Add..... | 7-1-83 | New ZIP Code assigned for PO Box del. at MPO. |
| MA | Springfield..... | Hampdon..... | Forest Park (PO Boxes)..... | Sx | 01138 | Add..... | 7-1-83 | New ZIP Code assigned for PO Box del. at Sx. |
| MA | do..... | do..... | Highland..... | Sx | 01139 | Add..... | 7-1-83 | |
| MA | Westport..... | Bristol..... | South Westport..... | Sx | 02790 | Delete..... | 10-1-83 | Sx disc. Retain ZIP Code. |
| MI | Marquette..... | Marquette..... | Carlshend..... | CPO | 49811 | Delete..... | 6-30-83 | CPO and ZIP Code disc. |
| MN | Minneapolis..... | Hennepin..... | Lowry Hill..... | Sx | 55405 | Delete..... | 7-1-83 | Sx disc. Retain ZIP Code. |
| MO | Arnold..... | Jefferson..... | Bayshore..... | S | 65010 | Delete..... | 6-26-83 | S disc. Retain ZIP Code. |
| MO | Aurora..... | Lawrence..... | Jenkins (Barry County)..... | CPO | 65677 | Delete..... | 6-9-83 | CPO and ZIP Code disc. |
| MO | Imperial..... | do..... | OTTO..... | CPO | 65052 | Delete..... | 6-26-83 | |
| MO | do..... | do..... | Antonia..... | CPO | 65052 | Delete..... | 6-26-83 | CPO disc. Retain ZIP Code. |
| MO | Mount Moriah..... | Harrison..... | Mount Moriah..... | I | 64665 | Delete..... | 9-19-83 | |
| MO | Trenton..... | Grundy..... | | CPO | 64665 | Add..... | 9-19-83 | PO conv. to CPO. Retain ZIP Code. |
| MO | Marthasville..... | Warren..... | Lake Sherwood..... | CPO | 63957 | Delete..... | 6-26-83 | CPO disc. Retain ZIP Code. |
| MO | Saint Louis..... | IC..... | Old Post Office..... | Sx | 63101 | Add..... | 9-15-83 | |
| MO | do..... | IC..... | Old Post Office (PO Boxes)..... | Sx | 63169 | Add..... | 9-15-83 | New ZIP Code assigned for PO delivery at Sx. |
| NV | Lee..... | Elko..... | Lee..... | I | 89829 | Delete..... | 10-1-83 | PO disc. Change ZIP Code only. Continue address of Lee, MO. |
| NV | Elko..... | do..... | | P | 89801 | Add..... | 10-1-83 | |
| NH | North Chichester..... | Merrimack..... | North Chichester..... | I | 03258 | Delete..... | 10-1-83 | PO disc. Change ZIP Code only. Continue address of North Chichester, NH. (S) |
| NH | Pittsfield..... | do..... | | P | 03263 | Add..... | 10-1-83 | |
| NH | Portsmouth..... | Rockingham..... | Pease AFB..... | Bx | 03801 | Add..... | 10-1-83 | Bx estab. |
| NH | do..... | do..... | Naval Shipyard..... | Bx | 03804 | Delete..... | 7-1-83 | |
| NH | do..... | do..... | do..... | Bx | 03801 | Add..... | 7-1-83 | Bx ZIP Code changed. |
| NJ | Parsippany..... | Morris..... | MPO (PO Boxes)..... | I | 07056 | Add..... | 1-1-84 | New ZIP Code assigned for PO Box delivery at MPO. |

POST OFFICE CHANGES NUMBER 16—Continued

| State | Name of post office | County/Parish | Name of station, branch, or unit | Type S/B | ZIP Code | Change action | Effective date | Explanation of change |
|-------|---------------------|---------------|----------------------------------|----------|----------|---------------|----------------|---|
| NY | Cherryplain | Rensselaer | | I | 12040 | Delete | 8-30-83 | PO name changed. Retain ZIP Code. |
| NY | Cherry Plain | do | | I | 12040 | Add | 8-30-83 | |
| NY | Syracuse | Onondaga | Colvin | S | 13205 | Delete | 6-1-83 | S disc. Retain ZIP Code. |
| NY | do | do | Elmwood | S | 13207 | Delete | 6-1-83 | |
| NY | do | do | Colvin Elmwood | Sx | 13207 | Add | 6-1-83 | Sx estab. |
| NC | Raleigh | Wake | Avent Ferry Road | Sx | 27606 | Add | 10-1-83 | Sx estab. |
| NC | do | do | Avent Ferry Road (PO Boxes) | Sx | 27627 | Add | 10-1-83 | New ZIP Code assigned for PO Box delivery at Sx. |
| NC | Wilmington | New Hanover | University of NC (PO Boxes) | S | 28407 | Add | 7-1-83 | New ZIP Code assigned for PO delivery at S. |
| NC | Wilson | Wilson | Parkwood (PO Boxes) | Sx | 27895 | Add | 8-1-83 | New ZIP Code assigned for PO Box delivery at Sx. |
| OK | Oklahoma City | Oklahoma | Warick (PO Boxes) | S | 75138 | Add | 4-30-83 | New ZIP Codes estab. for PO Box delivery at S. |
| OK | do | do | Outlet (PO Boxes) | S | 75138 | Add | 4-30-83 | |
| OK | do | do | Springlake (PO Boxes) | S | 75135 | Add | 4-30-83 | |
| OR | Portland | Multnomah | Tigard (New delivery area) | Bx | 97224 | Add | 1-1-84 | New ZIP Code assigned to Bx. ZIP Code area split. |
| PA | Carlisle | Cumberland | Carlisle Barricks | MOU | 17015 | Delete | 7-15-83 | MOU conv. to Bx. Retain ZIP Code. |
| PA | do | do | do | Bx | 17015 | Add | 7-15-83 | |
| PA | Northpoint | Indiana | Northpoint | I | 15763 | Delete | 10-2-83 | PO disc. Retain ZIP Code. Continue address of Northpoint, PA. |
| PA | Punxsutawney | Jefferson | | P | 15763 | Add | 10-3-83 | |
| PA | Scranton | Lackawanna | Southside | Sx | 18505 | Delete | 6-26-83 | Sx disc. Retain ZIP Code. |
| PR | San Juan | San Juan | Levittown (TOA Baja County) | B | 00692 | Delete | 7-2-83 | B conv. to Bx and ZIP Code changed. |
| PR | do | do | do | Bx | 00949 | Add | 7-2-83 | |
| TX | Arlington | Tarrant | Overland Plaza | Sx | 76003 | Add | 8-1-83 | Sx estab. |
| TX | Brownwood | Brown | Early (PO Boxes) | Bx | 76801 | Add | 1-1-84 | Bx estab. |
| TX | do | do | do | Bx | 76803 | Add | 1-1-84 | New ZIP Code assigned for PO boxes. |
| TX | Denison | Grayson | MPO (PO Boxes) | I | 75021 | Add | 7-1-83 | New ZIP Code assigned for PO Box delivery at MPO. |
| TX | Houston | Harris | Fairbanks (PO Boxes) | Sx | 77240 | Add | 10-1-83 | New ZIP Code assigned for PO box delivery at Sx. |
| TX | do | do | Albert Thomas | Bx | 77058 | Delete | 3-1-83 | Bx name changed. Retain ZIP Code. |
| TX | do | do | Naasau Bay | Bx | 77058 | Add | 3-1-83 | |
| VA | Chesapeake | IC | Jolliff | Sx | 23321 | Add | 9-17-83 | Sx estab. |
| VA | Virginia Beach | IC | Cape Henry | S | 23454 | Add | 9-7-83 | S estab. |

—Delivery Services Dept., 9-8-83.

IS YOUR POST OFFICE AN EASY TARGET?



- Make sure all safes are locked
- Make sure all windows and doors are equipped with proper locks
- Make sure alarms are working and turned on
- Advise police of office hours

If you have any questions contact your Postal Inspector in charge

UNITED STATES POSTAL SERVICE

WASHINGTON, DC 20260-1571

OFFICIAL BUSINESS

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



FIRST CLASS

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