



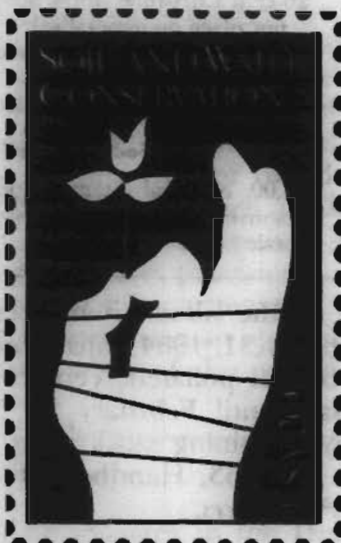
# postal bulletin

PB 21439—January 5, 1984—12 Pages

## 20-CENT SOIL AND WATER CONSERVATION COMMEMORATIVE STAMP

The 20-cent Soil and Water Conservation commemorative postage stamp will be placed on sale February 6, 1984, in Denver, CO.

**DO NOT SELL BEFORE FEBRUARY 7, 1984**



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Issued in panes of 50 stamps.  
Collector information is on page 7.

**Supply.** All post offices will receive their standard automatic distribution quantity for a 50-subject commemorative stamp. Since the total quantity of this issue will be distributed automatically, *supplemental requisitions will not be honored at the Bureau of Engraving and Printing for Item Number 457.*

The Soil and Water Conservation stamp is the second of four commemorative stamps printed simultaneously on the same press, as announced in POSTAL BULLETIN 21435 (12-8-83).

This issue is printed in the upper right position only.

Those post offices with authorized philatelic centers will receive four position stock in the upper right position as follows:

Offices receiving four position stock in these quantities	Will receive upper right position in these quantities
25,000 to 75,000.....	25,000
100,000 to 125,000.....	50,000
250,000 .....	100,000
375,000 .....	125,000
500,000 to 750,000.....	250,000

—Customer Services Dept., 1-5-84.

## ALL SERVICES

The screenline merchandisers with take-one pockets are now being shipped to all CAG A thru J post offices, stations and branches. Each office will receive one carton containing two merchandisers. It will be the end of December before all offices receive the merchandisers as they are being shipped at the rate of 500 cartons per day.

A limited number of merchandisers will be stocked in each area supply center. Any office needing to replace damaged merchandisers may order replacements from their area supply center.

The ALL SERVICES screenline insert (11"x14" poster) should be placed in the merchandiser and the lobby brochure in the *take-one* pocket. In 1984, we plan to issue a new ALL SERVICES poster and brochure each month, so the display must be updated monthly. In addition, the merchandisers must be checked daily to ensure that they are properly stocked with brochures.

—Customer Services Dept., 1-5-84.

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The orange and blue pouch is to be used for Express Mail Service only.

### 11-Cent Railroad Caboose Coil Postage Stamp

The 11-cent Railroad Caboose bulk rate coil postage stamp will be placed on sale February 3, 1984, in Chicago, IL. The 11-cent basic presort rate for third-class bulk mailings became effective May 22, 1983.

**DO NOT SELL BEFORE FEBRUARY 4, 1984**



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Issued in coils of 500 and 3,000 stamps.  
Collector information is on page 9.

**Supply.** An automatic distribution of nonpre-canceled coils of 500 stamps will be made to post offices with authorized philatelic centers. The automatic distribution is based on the Bureau of Engraving and Printing's schedule for a 50-subject commemorative stamp. Accordingly, 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 to 50,000.....	50
75,000 to 100,000.....	100
125,000 to 375,000.....	200
500,000 to 750,000.....	800

**Pre-canceled Bulk Quantities.** Post offices with 950 or more revenue units requiring this stamp in pre-canceled 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 stamps (*item number 792*) 200, 400, and multiples of 400 coils to a maximum of 2,000 coils per requisition; coils of 3,000 stamps (*item number 793*) 32, 64, and multiples of 64 coils to a maximum of 768 coils per requisition. See Section 523.13d, *Handbook F-1, Financial Handbook for Post Offices*, for proper procedures when ordering pre-canceled stamps. The memorandum described in that section must accompany Form 3356.

**Pre-canceled Less-than-bulk Quantities.** All other post offices requiring this stamp should immediately submit a separate Form 17, *Stamp Requisition*, to their designated Stamp Distribution Offices.

—Customer Services Dept., 1-5-84.

### Stamps and Philatelic Products Removed From Sale

The following items will be withdrawn from sale at the Philatelic Sales Division on January 31, 1984.

Item Number	Description
<b>Commemorative Stamps</b>	
426 .....	20-cent Ponce de Leon stamp
<b>Regular and Special Stamps</b>	
001 and 702 .....	1-cent Quill Pen sheet and coil stamps*
034 .....	5-cent George Washington sheet stamp*
758 .....	5.9-cent Bicycle coil stamp (Do not place on general sale.)
534 .....	20-cent Christmas Snow Scenes stamp (Do not place on general sale.)
535 .....	20-cent Christmas Tiepolo stamp (Do not place on general sale.)
620 .....	\$4.00 Bighorn Sheep booklet*
<b>Souvenir Card</b>	
515 .....	\$2.00 National Stamp Collecting Month souvenir card (do not place on general sale.)

Any stock of the above items remaining on hand after January 31, 1984, must immediately be withdrawn from all philatelic centers and placed on general sale until February 29, 1984. After that date, any remaining stock must be handled according to Part 553, Handbook F-1, *Financial Handbook for Post Offices*.

Post offices may continue to sell the items marked with an asterick at their regular windows until the stock is exhausted.

The following philatelic products may have been removed from sale at the Philatelic Sales Division at an earlier date. These items are being withdrawn from general sale effective January 31, 1984. After that date, any remaining stock must also be handled according to Part 553, Handbook F-1.

Item Number	Description
899 .....	\$2.00 Space Achievement Folder
837 .....	\$1.25 Knoxville World's Fair Folder
948 .....	\$3.00 Women's Mint Set

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

—Customer Services Dept., 1-5-84.

### Philatelic Product Inventory Survey, Correction

The Philatelic Product Inventory Survey article in POSTAL BULLETIN 21437, 12-22-83, had a misprint. The price listed for Line 26, Column H, should be \$12.50.—Customer Services Dept., 1-5-84.

**INDEBTEDNESS TO THE UNITED STATES GOVERNMENT**

The Debt Collection Act of 1982, Public Law 97-365, authorizes all Federal agencies, including the Postal Service, to offset a Federal employee's pay as a means of satisfying debts owed to the United States (5 U.S.C. 5514(a)).

The Postal Service, on behalf of the Department of Education, will be sending notifications to *current postal employees* who have defaulted on student loans under either the Federally Insured Student Loan (FISL), National Direct (Defense) Student Loan (NDSL), or the Guaranteed Student Loan (GSL) program. The notification will be made by letter from Postmaster General William F. Bolger to each employee in January, and will be mailed to his/her home address. Where the letter is returned as undeliverable, arrangements will be made to have the letter delivered at the employee's office. The letter will notify each employee of the Department of Education's determination of the debt, as well as the employee's rights under the Debt Collection Act. Prior to implementing the offset provisions, it will be the responsibility of the Department of Education to give each postal employee an opportunity to:

(1) Request a copy of the records relating to the debt.

(2) Request reconsideration of the determination that the debt is owed.

(3) Request consideration that the repayment schedule may produce extreme financial hardship and propose an alternative repayment schedule.

(4) Schedule a hearing with the Department of Education regarding its determination of the existence or amount of the debt and the terms of any involuntary repayment schedule.

A Department of Education agent or office will be identified as a contact point for the employee to exercise any of the rights referred to above.

Settlement of this indebtedness is considered personal business, and employees must be in a *non-duty status* to exercise any of these rights. Supervisors should grant annual leave or leave without pay, as appropriate, if it is necessary for the employees to exercise these rights during their normal duty hours.

Employees are encouraged to enter into voluntary agreements with the Department of Education to repay these debts to preclude the necessity of having to offset their salaries involuntarily.—*Office of the Postmaster General, 1-5-84.*

*DMM Revision*

**MIXED CLASSES OF MAIL**

The following changes in the DOMESTIC MAIL MANUAL (DMM) clarify the procedures governing mailing mixed classes:

**115 Mail Security**

**.231 Mail Sealed Against Inspection**

b. The terms include First-Class other than incidental First-Class (DMM 136.4), Express Mail, international letter mail (LC Postal Union mail, as defined in the International Mail Manual), and Mailgram messages.

d. When sealed mail is part of a mixed class mailing (DMM 136), the sealed mail component of the combination item shall be treated as sealed mail only if it is contained in its own envelope or other form of sealed container.

**.232 Mail Not Sealed Against Inspection**

b. The terms include second-, third-, and fourth-class mail, international parcel post mail, AO Postal Union Mail (as defined in the International Mail Manual), and incidental First-Class attachments or enclosures mailed under the provisions of 136.4.

**136 Mixed Classes of Mail**

**136.3 Mailing Enclosures of Different Classes**

**.32 With Third- and Fourth-Class Mail**

**.321 First-Class Enclosures.** Letters or other pieces of First-Class Mail may be enclosed with third- or fourth-class mail. Postage at the appropriate First-Class rate must be paid for each letter or other piece of First-Class Mail, except incidental First-Class attachments or enclosures as noted in 136.4.

**136.5 Treatment**

**.52 Forwarding.** Pieces of second-, third-, or fourth-class mail having other classes of mail attached or enclosed under the combination mail arrangements provided for by 136.2, 136.3, and 136.4 shall be forwarded as specified for the host piece in 159.2. Neither the enclosures nor the host piece should be provided the forwarding service of First-Class Mail.

These changes will be included in a future issue of the DMM.

—*Rates & Classification Dept., 1-5-84.*

## Proper Processing of Empty Sacks and Pouches

MSC Managers will be receiving a supply of three posters designed to aid employees in the proper method of handling and processing empty and defective sacks and pouches. They are: Posters 113A and 113B, *Examining Empty Sacks/Pouches*; Posters 114A and 114B, *Identifying and Labeling Defective Sacks/Pouches*; and Posters 115A and 115B, *Packaging and Labeling Empty Sacks/Pouches*.

Each poster comes in two sizes. The smaller size (Posters 113A, 114A, and 115A) may be placed at the rear of the sack racks used to process empty equipment, while the larger sizes may be wall-mounted or suspended overhead in the area where empty mail transport equipment is worked. The posters should be displayed as soon as they are received, and all employees and supervisors involved should be made aware of their content. Supervisors should use the posters as the subject of a service talk. Posters for each associate office, station and branch in your MSC are available through your respective Area Supply Center.

The posters are the first of a three-part program to increase employee awareness of the need to properly handle empty equipment. Additional information about this program will be published in future Postal Bulletins.

—Mail Processing Dept., 1-5-84.

## Express Mail Pouches

In order to alleviate the shortage of Express Mail pouches, 300,000 No. 1 Orange Air Mail pouches have been converted to Express Mail pouches through a screen printing process. This has been accomplished by screen printing one side of the mail pouch a lustre blue color and the other side a princeton orange color. An Express Mail logo will be printed on the orange side in black ink. These pouches will begin showing up in facilities immediately and are to be processed with the regular Express Mail pouches. The packing requirements are 14 pouches stuffed into the 15th pouch.—Mail Processing Dept., 1-5-84.

## Reporting Equipment Maintenance Allowance on 1984 Form W-2

Due to a recent Internal Revenue Service decision, Equipment Maintenance Allowance (EMA) paid to employees servicing rural routes must be reported on the 1984 Form W-2, *Wage and Tax Statement*.

Beginning in 1984, the EMA will appear in the "Other Compensation" block and is to be added to gross wages reported on income tax returns.

Effective January 1, 1984, employees receiving EMA should maintain an accurate expense record to offset the EMA when filing their 1984 tax returns.—Dept., of the Comptroller, 1-5-84.

## Travel Advances Issued From Local Funds or Imprest Funds

Effective with the date of this POSTAL BULLETIN, Handbook M-9, *Travel*, Part 512, and Handbook F-1, *Financial Handbook for Post Offices*, Section 446.32, are changed as follows:

### Handbook M-9

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

Cash Advances . . . should not exceed \$250. However, under emergency conditions, the amount may be increased to \$500. At Headquarters, . . .

### Handbook F-1

#### 446.32 Travel Advances

.321 When a postal employee is required . . . may make cash advances up to \$250 for travel expenses. For emergency . . . the amount may be increased not to exceed \$500. If employee . . .

—Dept., of the Comptroller, 1-5-84.

## Consumer's Resource Handbook

The Postal Service again participated with the U.S. Office of Consumer Affairs in publication of a Consumer's Resource Handbook. The handbook was developed to help consumers resolve their complaints about goods and services, both inside and outside of government.

In January, two copies will be distributed to all postmasters for use as a reference document in handling consumer inquiries. In addition, 240 copies will be sent to each of the 50 largest post offices for use in stations and branches and for free public distribution.

When the supply of this one-time distribution is exhausted at the 50 largest offices, and when inquiries are made at any other offices, customers should be informed that single free copies of the handbook may be ordered from the Consumer Information Center, Department 601M, Pueblo, Colorado 81009.—Customer Services Dept., 1-5-84.

**INTELPOST® SERVICE  
BY SATELLITE...  
THE FASTEST MAIL ON EARTH.**



### Privacy Act Annual Report

Each calendar year the U.S. Postal Service submits a report to the Office of Management and Budget concerning the administration of the Privacy Act. See POSTAL BULLETIN 21397 (3-31-83), page 11.

#### Who Must Submit a Report

Each records custodian must submit a report of all Privacy Act requests, *except those from current postal employees*, in which the requester specifically stated that the request was being made under the Privacy Act. Any request that did not cite the Privacy Act should not be reported.

#### Submission of Report

Reports are to be submitted to the Records Officer, USPS Headquarters, 475 L'Enfant Plaza West, S.W., Washington, DC 20260-5010, on or before March 1, 1984. The report should be clearly marked: Privacy Act Annual Report.

#### Content of Report

Please submit the required information in the following format:

Requests processed in which the Privacy Act was cited by the requester	Number of Requests	
	Received	Denied
(1) Requests received for access to and amendment of records.....	5	
(2) Custodian denied requests (in whole or in part) for access to and amendment of records.....		2

—Records Office, 1-5-84.

### All Post Offices

#### Bundling and Palletization

Because of a sack shortage in some areas of the country, postmasters may authorize mailers currently authorized to palletize mail, to palletize second-class mailings in accordance with the criteria below. This is to be done only in instances where sufficient sacks are not available and where mailers have regional authorization to palletize (see Domestic Mail Manual 467.51). These procedures are temporary and will expire February 14, 1984.

1. The mailer may prepare only the following types of pallets:

- 5-digit
- 3-digit
- SCF (Sectional Center Facility)
- SDC (State Distribution Center)
- State
- Mixed States

2. All pallets except mixed states pallets must weigh at least 300 pounds.

3. When there are at least 300 pounds of mail for one or more of the types of pallets listed in 1 above, a pallet for the finest level of sortation must be prepared before a pallet for the next level of sortation is prepared.

4. When possible, a wooden top cap will be put on pallets which weigh less than 1,000 pounds.

5. All pallets must be wrapped with shrinkable or stretchable plastic.

6. All packages and bundles may be secured with strapping only.

7. Packages, bundles, and pallets must be labeled in accordance with the requirements in DMM sections 467.113, 467.223, 467.233, and 467.243.

—Rates and Classification Dept., 1-5-84.

### DOMESTIC ORDER


False Representation. Enforced by Postmaster at city listed.

State/city	Names covered	Products
IL, Washington 61571-0156.....	Peoria Scale Service, Bob's Scale Service, P.O. Box 156.	The Sale and Installation of Scales.

—Judicial Officer, 1-5-84.

**Make annual examinations of all locks and keys to assure that individual clerks' keys will not open locked drawers, safe compartments, or stamp cabinets of other employees.**



Fire Prevention Week is observed in October.   
Practice fire prevention the year round.

open locked drawers, safe compartments, or stamp  
cabinets of other employees.



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Issue Date: February 6, 1984  
 First Day City: Denver, Colorado  
 Designer: Michael David Brown  
 Rockville, Maryland  
 Art Director: Donald M. McDowell  
 Modeler: Clarence Holbert  
 Process: Gravure  
 Colors: Tan, red, blue, rust, green, and black  
 Image Area: .84 x 1.44 inches or  
 21.33 x 36.57 millimeters  
 Plate Numbers: One group (upper right position  
 only)  
 Stamps per Pane: 50  
 Selvage: ©U.S. Postal Service 1983  
 Use Correct ZIP Code®  
 Mr. ZIP® (running position)

## Soil and Water Conservation Commemorative Stamp

A 20-cent commemorative stamp honoring the 50th anniversary of the soil and water conservation movement in the United States will be issued on February 6 in Denver, Colorado. The first day ceremony will be held at the Denver Hilton Hotel in conjunction with the 38th annual convention of the National Association of Conservation Districts (NACD).

The Soil and Water Conservation stamp features a graphic representation of a hand and plant symbolizing the way careful preservation of soil and water resources can yield plentiful crops. Appearing inside the hand are bands of colors symbolizing water and layers of soil.

The production approach used for this stamp is unusual. The Soil and Water Conservation stamp will be one of four different panes of commemorative stamps printed simultaneously on the same sheet. This stamp will be printed in the upper right pane positions only. The three other 1984 commemorative stamps being printed by the

"quadrant printing" method honor the Federal Deposit Insurance Corporation (upper left pane), National Archives (lower left pane) and Federal Credit Union Act (lower right pane).

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

Customers are urged to buy stamps and affix them to their own covers. All covers must be addressed on the right side at least  $\frac{5}{8}$  of an inch up from the bottom. Insert a filler in each envelope and mail covers by March 7 to: Customer-Affixed Envelopes, Postmaster, Denver, CO 80202-9991. No remittance is required.

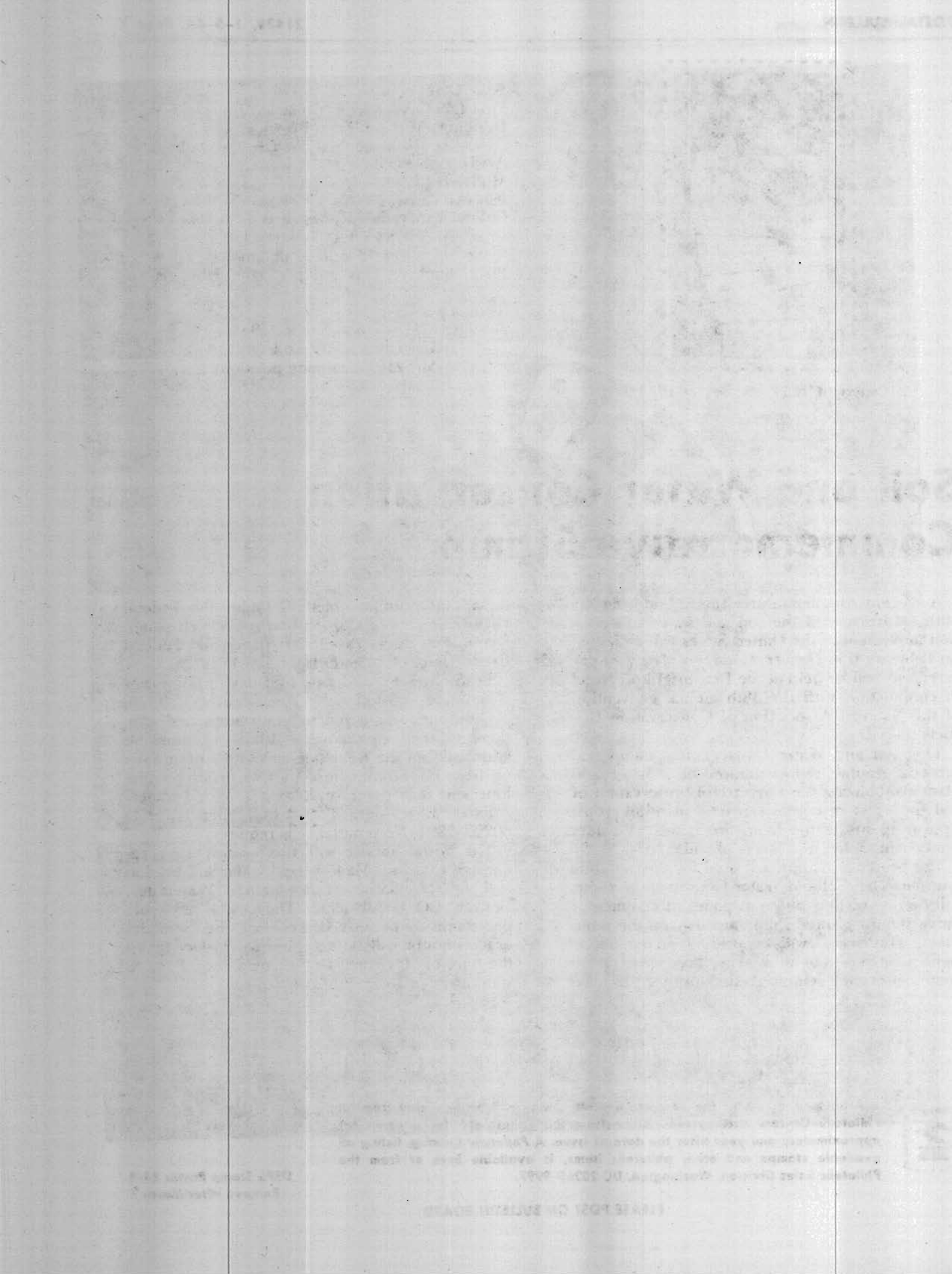
The Postal Service will affix stamps when requested to do so. Mail orders by March 7 to: Soil and Water Conservation Stamp, Postmaster, Denver, CO 80202-9992. The cost is 20 cents per stamp to be affixed. Personal checks in the exact amount will be accepted for orders up to the limit of 50 covers. Do not send cash. Postage stamps are unacceptable as payment.



After local stocks of the item are depleted, they 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 84-8  
Remove after March 7

PLEASE POST ON BULLETIN BOARD







Copyright U.S. Postal Service 1983

Issue Date: February 3, 1984  
 First Day City: Chicago, Illinois  
 Designer: James Schyler  
 Burke, Virginia  
 Art Director: Mary Margaret Grant  
 Modeler: Clarence Holbert  
 Engravers: Gary J. Slaght (lettering)  
 Joseph S. Creamer, Jr. (vignette)  
 Process: Intaglio  
 Color: Red  
 Image Area: .71 x .82 inches or  
 18.03 x 20.82 millimeters  
 Plate Number: One  
 Stamps per Coil: 500 and 3,000

## Railroad Caboose Regular Stamp

An 11-cent regular stamp featuring an 1890s railroad caboose will be placed on sale February 3 in Chicago, Illinois, during the CHICAGO '84 Stamp Show. The stamp is being issued in the Transportation Series of coil stamps. No first day ceremony is planned.

The stamp features the type of caboose used by a logging company railroad in the Sierra Nevada Mountains in California to transport train crews and carry equipment, such as axes and saws needed for logging. Such railroads often built their own rolling stock to meet specific needs and stay within their limited budgets. The logging caboose depicted on the stamp is an example of one of these custom-built cars. Many of the small logging railroads were built to run only between the vast forests and the timber mills. Today, a number of these narrow gauge railroads still exist and operate primarily as tourist attractions.

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 nine cents additional postage to their envelopes (two cents additional postage if stamps are affixed to postal cards) to meet the minimum First-Class rate. Only uncanceled stamps issued prior to February 3 may be affixed for this purpose. Insert a filler in each envelope and mail covers by March 4 to: Customer-Affixed Envelopes, Postmaster, Chicago, IL 60607-9991. No remittance is required.

The Postal Service will affix stamps when requested to do so. Mail orders by March 4 to: Railroad Caboose Stamp, Postmaster, Chicago, IL 60607-9992. The cost is 20 cents per cancellation (a nine-cent Freedom to Assemble stamp 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.

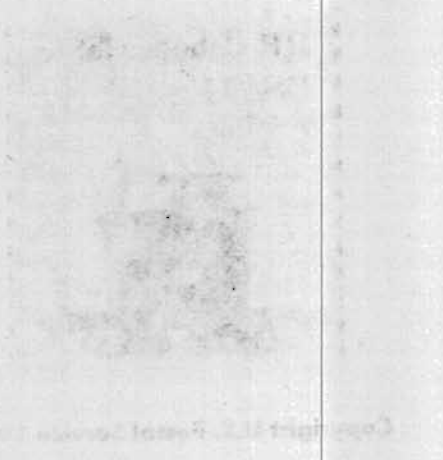


A *Philatelic Catalog*, listing all available stamps and other philatelic items, is available here or from the Philatelic Sales Division, Washington, DC 20265-9997.

USPS Stamp Poster 84-7  
 Remove after March 4

PLEASE POST ON BULLETIN BOARD

Postage and Fees: \$1.00  
 First-Class Mail<sup>®</sup> Permitted  
 Return to: [Faded Address]  
 [Faded Name]  
 [Faded Address]  
 [Faded City, State, Zip]  
 [Faded Phone Number]  
 [Faded Email Address]



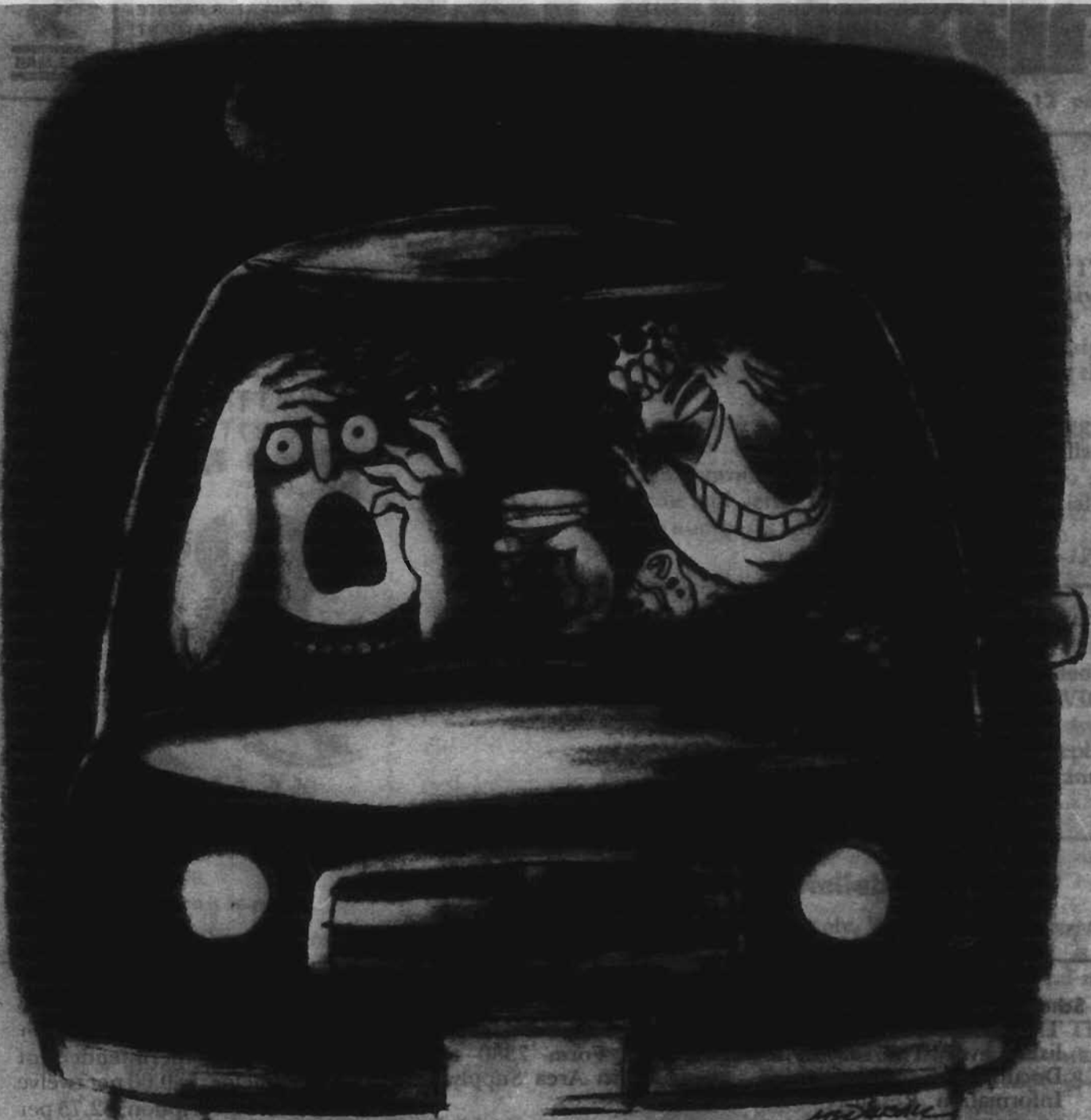
# Keilwood Capose Regular Stamp

The Keilwood Capose Regular stamp is a 1-cent postage stamp. It features a portrait of a man, likely a historical figure, and is part of the United States Postal Service's regular stamp series. The stamp is available in various denominations and is used for mailing letters and small packages.

An 11-cent regular stamp featuring a portrait of a man, likely a historical figure, is shown. The stamp is part of the United States Postal Service's regular stamp series. It is used for mailing letters and small packages.

The Keilwood Capose Regular stamp is a 1-cent postage stamp. It features a portrait of a man, likely a historical figure, and is part of the United States Postal Service's regular stamp series. The stamp is available in various denominations and is used for mailing letters and small packages.

An 11-cent regular stamp featuring a portrait of a man, likely a historical figure, is shown. The stamp is part of the United States Postal Service's regular stamp series. It is used for mailing letters and small packages.



**The life of the party  
can be deadly  
behind the wheel**



U.S. Government Printing  
Office  
Washington, DC 20540

POSTAL BULLETIN  
OFFICE FOR THE  
WASHINGTON, DC 20540

A quarterly index of the  
the articles appear  
the month of January  
1964 and October

**UNITED STATES POSTAL SERVICE**

WASHINGTON, DC 20260-1571  
OFFICIAL BUSINESS

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



**FIRST CLASS**

**Schedule**

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

**Distribution**

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**Effective Period**

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

**Index**

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

**USPS Requisitions**

**One-time copies:**

Send Form 7380 to the Eastern Area Supply Center.

**Quantity Changes:**

Send Form 7380 (signed by the designated approving manager) to:

Document Control Division, Information Resource Management, USPS Headquarters, Washington, DC 20260-1571.

**Address Changes:**

Send Form 7380 to: Document Control Division, Information Resource Management, USPS Headquarters, Washington, DC 20260-1571.

**Public Sale**

Send a check or money order payable to Superintendent of Documents, \$80.00 per twelve month subscription; \$2.75 per individual issue, to:

Superintendent of Documents  
U.S. Government Printing Office  
Washington, DC 20402

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Washington, DC 20402