7.4-CENT BABY BUGGY COIL POSTAGE STAMP

The 7.4-cent Baby Buggy regular coil stamp will be placed on sale April 7, 1984, in San Diego, CA. This stamp meets the new basic third-class rate for carrier route presort bulk mailings which became effective May 22, 1983.

Do Not Sell Before April 9, 1984



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Issued in coils of 500 and 3,000. Collector information is on page 5.

Supply. An automatic distribution of nonprecanceled 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	

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 stamps (item number 774) 200, 400, and multiples of 400 coils to a maximum of 2,000 coils per requisition; coils of 3,000 stamps (item number 775) 32, 64, and multiples of 64 coils to a maximum of 768 coils per requisition. See Section 523.13d, F-1 Handbook, Financial Handbook for Post Offices, for proper procedures when 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 immediately submit separate Form 17, Stamp Requisition, to their designated Stamp Distribution Offices.

—Customer Services Dept., 3-8-84.

Postmasters: Outside Sales

Effective in FY 1980, the requirement for the reporting of outside sales in offices with less than 190 revenue units (CAG K and L) was canceled. PS Form 1568, Outside Sales Report, is no longer required.

While the formal requirement for all CAG K and L offices to report outside sales was canceled, Title 18, Section 1721, of the U.S. Code provides penalty for Postal Service employees who knowingly and willfully engage in outside sales for the purpose of increasing their compensation

In order to comply with this provision of the law, it is necessary for offices to maintain internal records of all outside sales, in the event a change in the assigned grade level may occur due to an increase or decrease in revenue units.

-Employee and Labor Relations Group, 3-8-84.

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DOMESTIC ORDERS

False Representation. Enforced by Postmasters at cities listed.

State/city		Names covered	Products	
TX, San Antonio 3317.	78229-	Keystone Industries, a/k/a Wealthco, 8480 Fredericksburg Rd., Suite 205.	Employment in processing, stuffing and mailing enve- lopes.	
TX, New Braunfels 2937.	78130-	American Fidelity Co., a/k/a a AMFICO, 1040 Lone Star Drive.	Employment in processing, stuffing and mailing envelopes.	
TX, San Antonio 5710.	78217-	Consolidated Industries, 211 Eastley	Employment in processing, stuffing and mailing enve- lopes.	
TX, San Antonio 5022.	78216-	Jabaco Ltd., Suite 114, 7115 Blanco Road	Employment in processing, stuffing and mailing enve- lopes.	
OH, Wilberforce 0880.	45384-	Gumi Peters and Vicky Williams employing Any And All Of Various Names, P.O. Box 880.	Mailing of fictitious orders for merchandise for the purpose of receiving merchandise without payment	

-Judicial Officer, 3-8-84.

All Postal Installations

Post offices have been receiving form letters from R. L. Polk & Company, publishers, asking for employees' home addresses and/or the names of their spouses in order to update their City Directory Listings.

The firm has, on several occasions, been notified that the Postal Service's policy and the Privacy Act prohibits the release of the information being requested. In spite of this, however, requests continue to be received. Therefore, upon receipt of a request of this nature, the following action is authorized:

1. Discard the request letter and any other materials that do not contain information about employees.

2. Destroy by burning or shredding lists furnished by Polk that contain employee information (i.e., home address or marital status).

If contact is made by telephone concerning unfilled requests, explain that the Postal Service is prohibited from furnishing the information by the Privacy Act. Any questions or problems may be referred to the Records Officer (202-245-4142).

-Records Office, 3-8-84.

Express Mail Same Day Airport Service

Effective on February 10, 1984, the Boise, Idaho, airport mail facility was added to the Express Mail Same Day Airport Service network. Same Day Airport Service now is available to and from 62 airport mail facilities in 60 cities.

-Customer Services Dept., 3-8-84.

SAFETY IS NO ACCIDENT

IMM Correction

International Express Mail Service— Uruguay

POSTAL BULLETIN 21447 (3-1-84) page 2, announced International Express Mail Service to Uruguay. The rate for two pounds On Demand service was incorrectly given as \$23.00. The correct rate is \$23.70. Change the two pound line in the On demand rate column to read \$23.70.

-Customer Services Dept., 3-8-84.

Correction

Timekeeping Procedures

Timekeeping Procedures, POSTAL BULLETIN 21447 (3-1-84) page 3, incorrectly specified the number of boxes allocated to Week 1 in Section B of Form 1377, Request for Payment of Leave Replacement/or Postmaster Overtime at CAG L Office. Change paragraph C.2 to read as follows:

2. RSC "E" or "F" Postmaster (D/A 08-0) or Officer-in-Charge (OIC) (D/A 88-0). When these employees take leave, they must complete Form 1377 at the top and in Section B as shown in Exhibit 1. In Section B, note that the first 6 boxes are for Week 1 and the second 6 boxes are for Week 2, as the Form 1377 must be submitted each week for that week's activity. An alpha letter is entered for the type of leave used each day. If one-half day of leave is taken, also enter 1/2 in the box. The Code "OL" is used for meeting time, Free Saturday, etc. Enter an explanation of "OL" in the space provided. The Free Saturday entry can only be used when the employee was on leave the prior Friday or the following Monday. Check off the box at the bottom if leave was taken on the prior Friday.

M-9 Revision

Travel—Approval

Postal Bulletin 21430 (11-3-83) page 13, did not identify PCES executives in charge of MSCs and BMCs as officials who may be delegated the authority to approve travel advances up to \$750 for employees in a training status when lodging is provided by USPS (not payable by the trainee). Handbook M-9, Travel Methods Handbook, is revised as follows:

§ 13.11 (c) Field Service. All PCES executives in Postal Data Centers, Automatic Data Processing Centers, Area Supply Centers, District Offices, and Inspectors-in-Charge.

Regional Postmasters General may redelegate this authority to PCES executives in charge of Management Sectional Centers, Bulk Mail Centers, and Managers in charge of Transportation Management Offices, Procurement Services Offices, Area Overhaul Centers, and Building Management Engineering Offices; and Branch Managers reporting directly to Regional Directors. Copies of any delegations of authority must be furnished to the Accounts Payable Branch Manager of the servicing Postal Data Center.

—Dept. of the Controller, 3-8-84.

Rural Offices Only

Form 3577—Justification of Use

Postmasters are reminded that when a customer's address is changed due to a Postal Service adjustment, customers should be furnished Form 3576, Change of Address, Notice to Correspondents, Businesses and Publishers. Postmasters should also complete Form 3577, Correction of Error in Address Because of Postal Service Adjustments, for those mailers that regularly send publications and volume mailings into the area. This will ensure more efficient processing of the mail. (Refer to DMM 159.132, DMM 491.1 POM 636.3, M-38, 824.43.)—Delivery Services Dept., 3-8-84.

Express Mail International Service— Egypt

We have been advised by the postal administration of Egypt that Express Mail International Service now is available to all addresses in the city of Port Said as well as those destinations listed in POSTAL BULLETIN 21443. Delivery will be the day following arrival in Egypt.

-Customer Services Dept., 3-8-84.

Express Mail International Service— Malaysia

We have been advised by the postal administration of Malaysia that Express Mail International Service now is available to all addresses in Penang, as well as Kuala Lumpur. Items addressed to Penang City and received in the morning will be delivered the same day. Items arriving after noon will be delivered the following working day. Items addressed to other addresses in Penang will be delivered the following working day. Items addressed to Kuala Lumpur arriving in the morning will be delivered the same day, while items arriving after noon will be delivered the following day. Items containing merchandise will require additional processing time. There is no Express Mail delivery on Sundays and holidays.

-Customer Services Dept., 3-8-84.

DMM Revision

Physical Characteristics of Pallets for Fourth-Class Mail

Regulations governing preparing pallets of fourth-class mail have been revised to give mailers the option of using corrugated cardboard to enclose mail on pallets. Domestic Mail Manual (DMM) 767.535 is revised to read as follows:

767.53 Pallet Preparation

.535 Physical Characteristics. Pallets must be constructed of high quality material, designed to handle loads equal to a gross weight of 2,000 pounds with volumes up to 65 cubic feet. The dimensions must be 48 inches by 40 inches. The pallets must be designed for four way entry by fork trucks and two way entry for pallet jacks. Pallet mailings must be wrapped with shrinkable or stretchable wrap or be enclosed in corrugated cardboard which will retain integrity throughout transportation and handling. Wooden top caps the same size as the pallet are required on pallets with gross weights of less than 1,000 pounds. Top caps must be affixed to the pallet with nylon strapping.

This change will be incorporated into a future

revision of the DMM.

-Rates and Classification Dept., 3-8-84.

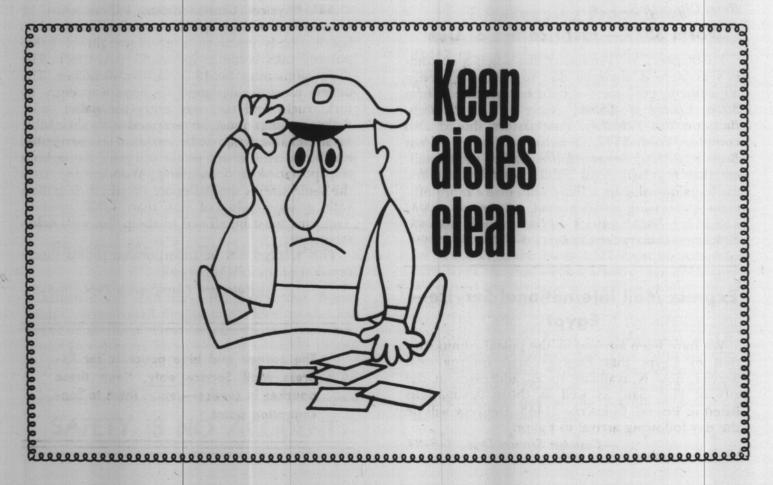
The orange and blue pouch is for Express Mail Service only. Keep these pouches in service—return them to concentration point.

EXPRESS MAIL—CENTRALIZED ADVANCE DEPOSIT INVALID ACCOUNT NUMBERS

To be posted and used by retail/acceptance clerks. This supersedes all previous notices. Destroy PB 21447 listing. Retail/acceptance clerks must not accept Express Mail shipments bearing any of the "invalid" numbers (listed below) in the "customer number" or "agreement number" section of the label or form.

000002	201601	480051	594028	705112	802153	850287	921220
064005	206005	481007	600981	706016	802209	850366	921226
064011	206006	482130	631048	741317	802211	900005	921250
065028	208054	503102	631096	770005	802226	900143	926339
070475	209031	503145	631143	770034	802232	900300	927190
079022	212055	551105	631166	770049	802290	900348	931168
079112	232091	554004	631246	770334	802291	900829	937078
100615	331232	554032	631249	770351	802303	900888	950091
101500	333317	554064	631266	770406	802310	900935	950136
101932	335519	554067	631283	770517	802325	900967	951133
111028	338027	554081	631300	770666	802340	902357	951137
111033	352181	554098	631301	770804	802347	902358	951141
113024	372036	554099	641195	770809	802348	902359	951147
113039	372105	554124	641533	782191	802379	902360	968132
114027	372112	554161	662021	785149	802390	902361	
114052	380215	554215	662504	787167	841143	910100	
114079	380238	590003	680029	787239	841208	921035	
117025	380239	590007	681021	787274	850047	921091	BOL BER
117115	432032	590028	681076	797090	850082	921099	
117116	432061	590029	681091	797092	850102	921106	
117117	432070	590038	681094	802076	850173	921147	
191045	432071	590051	681099	802090	850197	921189	
193068	432094	590061	705080	802104	850212	921200	
201500	452059	594013	705082	802120	850261	921204	

-Customer Services Dept., 3-8-84.





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Issue Date: April 7, 1984

First Day City: San Diego, California

Designer: Jim Schleyer Burke, Virginia

Art Director: Mary Margaret Grant Typographer: Bradbury Thompson

Modeler: Frank J. Waslick

Engravers: Kenneth Kipperman (vignette)

Dennis Brown (lettering and numer-

als)

Process: Intaglio Color: Brown

Image Area: .75 x .82 inches or 19.05 x 20.823

millimeters

Plate Numbers: One

Stamps per Coil: 500 and 3,000

Baby Buggy Regular Stamp

A 7.4-cent regular coil stamp featuring an 1880's Baby Buggy will be issued April 7 in San Diego, California, during the SANDICAL-EXPO '84 stamp show. No first day of issue ceremony is planned.

The Baby Buggy stamp is the 14th in the Transportation Series, which features early modes of transportation. The series was initiated in 1981 with the release of the 18-cent Surrey stamp.

The stamp features a pen and ink rendering of a baby buggy offered by the St. Nicholas Toy Company of Chicago, Illinois, in its spring 1887 mail order catalog.

The 7.4-cent denomination meets the new basic third-class rate for carrier route presort bulk mailings, which took effect last May.

Procedures for ordering first day cancellations are as follow:

Customers are urged to purchase stamps at their post offices and affix them to their envelopes. Covers bearing customer-affixed stamps will be given preferential service. Customers are reminded that at least 13 cents additional postage must be affixed to envelopes to meet the minimum First-Class rate. Uncanceled stamps issued prior to April 7 may be affixed for this purpose. Orders containing envelopes to which stamps issued after April 7 are affixed will be returned unserviced.

Insert a filler in each envelope and mail covers by May 7 to: Customer-Affixed Envelopes, Postmaster, San Diego, CA 92199-9991. No remittance is required.

The Postal Service will affix stamps when requested to do so. Mail orders by May 7 to: Baby Buggy Stamp. Postmaster, San Diego, CA 92199-9992. The Postal Service will affix the 7.4-cent Baby Buggy coil stamp and a 13-cent Liberty Bell stamp to meet the minimum First-Class mailing rate. The cost is 21 cents for each cover. 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.



DMM Revision

UNDELIVERABLE FOREIGN ORIGINATING DEAD LETTERS

Effective immediately, Section 159.521 of the Domestic Mail Manual is revised to change the dispatch routing for dead letters which were originally mailed in Canada. Such letters were formerly sent to a U.S. Postal Service dead letter branch while all other foreign originating dead letters were sent to a U.S. foreign exchange office. With this change, Canadian dead letters are now sent, along with all other foreign dead letters, to an appropriate U.S. Postal Service foreign exchange office. DO NOT SEND DEAD LETTERS OF ANY FOREIGN ORIGIN TO U.S. DEAD LETTER BRANCHES.

The revised regulations follow:

159 Undeliverable Mail

159.5 Dead Mail

159.52 Treatment at Last Office of Address 159.521 Disposition

f. Foreign Mail

(1) Originating in Canada. Enclose dead letters which originated in Canada in a penalty envelope. Show the city and state of the office making the return. Address the envelope to one of the following Canadian undeliverable mail offices. Dispatch by ordinary mail to the U.S. Postal Service foreign exchange office serving the appropriate Canadian undeliverable mail office:

Dead letters which originated in the Provinces or Territories of	Address to
Alberta British Columbia Manitoba	Undeliverable Mail Office Canada Post Corporation Mail Processing Plant—
Northwest Territories	5th Floor
Saskatchewan	349 W. Georgia St.
Yukon	Vancouver, B.C. V6B1Z0 CANADA
Labrador	Undeliverable Mail Office
New Brunswick	Canada Post Corporation
Newfoundland	21 Front St., West
Nova Scotia	Toronto, Ontario 5MJ 1A5
Ontario	CANADA
Prince Edward Island	
Quebec or	on the Help of S
If the origin cannot be deter- mined	

Delete current 159.522b(4) Renumber 159.522b(5) as 159.522b(4).

In addition to the above changes in DMM 159.563a, change the reference "159.55" of the Domestic Mail Manual to "159.53."

These changes will be included in a future revision to the *DMM*.

All holders of Management Instruction DM 150-81-1, Operating Procedure for Dead Mail Branches, should make a pen and ink change by deleting subparagraph II-A-1-f on page 3.

This change will be included in the next revi-

sion to this Management Instruction.

-Rates and Classification Dept., 3-8-84.

* TO JOIN THE TEAM * BUY U.S. SAVINGS BONDS

DMM and POM Corrections

ALL SECOND-CLASS MAIL TO BE HANDLED AS SURFACE PREFERENTIAL MAIL

POSTAL BULLETIN 21447 (3-1-84) pages 10 and 11, contains an error regarding acceptance of surface preferential mail. Change the section headed **Acceptance** to read:

Acceptance

Beginning March 1, 1984, and continuing throughout the transition period, second-class mail may be accepted at GMFs. SCFs, and other facilities designated to accept daily or weekly publications, provided the make up of second-class mail is in accordance with current requirements for newspaper treatment second-class mail. Pink labels must be used for newspaper treatment mail and all other second-class mail in the surface preferential mail network. Labels for newspaper treatment second-class mail must have the designation "NEWS" and all other second-class mail must have the designation "2C" on the contents line. Regions and all field installations must take the necessary steps to ensure that staffing and space are provided to accommodate the increased volumes resulting from this change.

During the transition period, second-class mail currently labeled ORD P and made up according to the former requirements for ordinary second-class will continue to be ac-

cepted at BMCs.

References to past deadline dates have been removed from 462.3 Sacking Requirements and the example given for News Carrier Routes sack labels has also been corrected. The section should read:

462.3 Sacking Requirements

.31 Required Sack Sortation and Labeling. Carrier route packages must be placed in carrier route or carrier routes sacks as follows:

a. Carrier Route Sacks. Sacks containing at least one package of six or more pieces for the same

carrier route must be labeled in the following manner:

Line 1: City, state, and 5-digit destination.

Line 2: Contents (2C or NEWS) followed by the type of route (the words CARRIER ROUTE, RURAL ROUTE, POST OFFICE BOX SECTION, HIGHWAY CONTRACT ROUTE, or GENERAL DELIVERY UNIT) and the applicable route, section, or unit number. The words POST OFFICE BOX SECTION, HIGHWAY CONTRACT ROUTE, and GENERAL DELIVERY UNIT may be abbreviated as follows: BOX SECT, HWY CONTR RT, GEN DEL UNIT.

Line 3: City and state of the post office of mailing.

Example:

TARAZANA CA
2C CARRIER ROUTE 01
BAKERSFIELD CA
91356

b. Carrier Routes Sacks. Sacks containing qualifying carrier packages for more than one carrier route must be labeled in the following manner:

Line 1: City, state, and 5-digit destination.

Line 2: Contents (2C or NEWS) followed by the words CARRIER ROUTES. The words CAR-RIER ROUTES must not be abbreviated.

Line 3: City and state of the post office of mailing.

Example:

TARAZANA CA
NEWS CARRIER ROUTE
BAKERSFIELD CA
91356

-Operations Group, 3-8-84.

Insurance claims may be filed at any post office, branch, or station. They do not have to be filed at the office of mailing or the office of address.

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 21447 listing. PB 21376 listing for B Old Style (Gray) and C. Counterfeit, remains valid.



Warning Notice—Unrecovered Stolen Canadian Money Order Forms

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

The following money orders are void and should not be cashed: (1) All card type orders. (2) New Style orders 000,000,001—399,999,999. Advise holders to send them to Canada Post Office, Ottawa, Canada, KIA OB1.

The new money order serial numbers consist of the first nine digits. The 10th digit is a check digit only. Destroy the PB 21447 article.

4	116,927,580 to 7,800	431,528,428 to 8,450	448,613,614 to 3,623	457,449,708 to 9,800
	17,239,361 to 9,700	431,679,001 to 9,100	448,613,625 to 3,700	459,203,201 to 3,300
	117,446,291 to 6,300	431,853,801 to 4,200	448,625,178 to 5,200	459,219,301 to 9,900
	118,319,358 to 9,400	431,854,252 to 4,300	448,765,470 to 5,800	459,831,901 to 2,500
	118,393,772 to 3,800	431,959,837 thru	449,085,304 to 5,400	460,008,060 to 8,075
	118,580,719 to 0,800	431,960,000	449,290,106 to 0,117	A. B. B
	119,922,570 to 2,900	432,562,701 to 4,900	450,473,901 to 4,000	461,137,601 to 7,900
	120,218,901 to 9,200	433,724,191 to 4,200	450,497,601 to 7,800	461,170,981 to 1,000
	422,355,201 to 5,300	435,360,501 to 0,516	450,513,701 to 3,800	461,304,906 to 5,100
	422,553,959 to 4,000	435,586,001 to 6,100	450,576,903 to 6,916	461,393,102 to 3,400
	423,268,880 to 8,950	435,846,201 to 6,500	450,992,139 to 2,300	461,757,001 to 7,500
	423,271,694 to 1,720	437,877,936 to 8,100	451,086,101 to 6,800	461,882,656 to 3,200
	423,788,619 to 8,650	438,898,651 to 8,700	451,703,868 to 4,000	462,378,501 to 8,600
	424,525,587 to 5,700	439,289,301 to 9,400	451,711,701 to 2,500	463,196,321 to 6,340
	425,662,674 to 2,700	439,540,951 to 1,000	453,029,303 to 9,400	463,221,045 to 1,200
4	426,135,358 to 5,400	440,058,501 to 9,300	453,172,830 to 2,845	463,792,231 to 2,300
4	426,927,641 to 7,700	440,309,901 to	453,359,865 to 9,900	465,721,001 to 1,200
4	427,359,785 to 9,900	310,000	453,362,001 to 2,100	467,078,146 to 8,400
4	427,458,701 thru	440,448,564 to 8,700	454,004,768 to 4,800	467,224,173 to 4,200
	427,460,200	441,134,301 to 5,200	455,061,216 to 1,300	467,229,732 to 9,800
4	427,543,201 to 3,300	442,524,373 to 4,700	455,077,052 to 7,300	467,245,501 to 6,000
4	428,967,385 to 7,500	443,235,401 to 5,500	455,668,788 to 9,000	467,246,033 to 6,100
4	429,210,006 to 0,016	443,368,079 to 8,100		
4	429,325,683 to 5,700	443,709,901 to	455,813,401 to 3,500	469,711,848 to 2,100
4	429,969,931 thru	710,000	456,037,318 to 7,327	469,899,682 to 9,720
	429,970,100	443,738,072 to 8,100	456,154,616 to 4,700	470,922,901 to 3,300
	430,369,318 to 9,400	443,818,425 to 8,446	456,737,881 to 7,900	473,509,501 to
	431,035,001 to 5,100	445,025,501 to 5,600	456,777,209 to 7,300	473,510,100
	431,400,001 to 5,000	446,955,331 to 5,360	457,206,031 to 6,100	475,972,101 to 2,160
4	431,500,461 to 0,483	447,435,179 to 5,200	457,399,061 to 9,110	475,977,186 to 7,240

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



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

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Send Form 7380 to:

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Washington, DC 20402

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Washington, DC 20402