



# POSTAL BULLETIN

Instructions and Information For Postal Employees  
Published Weekly



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20422

## All Postal Installations

### 5-Cent Nevada Statehood Commemorative Postage Stamp

The 5-cent stamp commemorating the 100th anniversary of Nevada Statehood will be first placed on sale through the Carson City, Nev., post office, on July 22, 1964.

**POSTMASTERS SHALL NOT PLACE THIS STAMP ON SALE BEFORE JULY 23, 1964**



Size: 0.84" x 1.44" (horizontal)

ISSUED IN PANES OF 50

Initial printing: 120 million

Color: Red, yellow, and blue

Reproduced on the stamp is a view of Virginia City, a major tourist attraction in the State.

To obtain first day cancellations, collectors may submit requests to the Postmaster, Carson City, Nev. 89701. See Postal Manual, section 145.3. Selected mint stamps will be available at the Philatelic Sales Agency, Post Office Department, Washington, D.C. 20260, on and after July 23, 1964.

All classes of post offices will receive an initial supply of this stamp under the automatic distribution schedule.

First- and second-class post offices requiring additional *bulk quantities* may submit a separate requisition (Form 3356) to the Bureau of Engraving and Printing (Item 438) with a memorandum, POD 31, stating that the stamps are required in addition to those automatically furnished.

All post offices requiring *less than bulk quantities* in addition to the au-

## All Postal Installations

### Jet Service Miami, Florida/Balboa, Canal Zone to Quito, Ecuador

Pan American/Panagra will inaugurate jet service Miami, Florida/Balboa, Canal Zone to Quito, Ecuador, on or about July 1, 1964. A philatelic cachet will be authorized and philatelic treatment will be provided as outlined in section 145.5 of the Postal Manual.

Persons desiring to send covers to Quito on this flight should prepare them in the usual manner. Address the covers to the persons who are to receive them in the Canal Zone, the United States, Canada, or Ecuador and prepay the postage at 15 cents per half ounce (the eleven-cent air letter sheet will also be accepted).

The covers should be enclosed in another envelope as follows:

*For dispatch from:* Airport Mail Facility Post Office Department, Miami, Fla.  
*Send covers to:* Superintendent, Airport Mail Facility, POD Miami, Fla. 33159  
Postmaster Miami, Fla. 33101.

Covers for this flight should reach either office not later than the day before the scheduled flight. Covers already postmarked, those not properly prepared, and those posted in the usual manner will not receive the cachet.

Covers may also be forwarded to the Director of Posts, Balboa Heights, Canal Zone, for dispatch from that office. However, instructions and payment for Canal Zone postage to be affixed by the Balboa Post Office must be included in the forwarding envelope and should reach that office at least 5 days before the scheduled flight.—*Bureau of Transportation and International Services, 6-11-64.*

automatic distribution may submit a separate requisition (Form 17) to their RDPO and endorse at top "Additional." All requisitions not so endorsed will be returned.—*Office of the Special Assistant to the Postmaster General, 6-11-64.*

## All Postmasters Issuing Savings Stamps to Treasury Savings Stamp Agents

### Accounting for Fixed Credits of Treasury Savings Stamp Agents

Postmasters are reminded of their responsibility to see that all savings stamps that have been issued to agents on a fixed credit basis are promptly accounted for at the end of each school semester.

If there are any uncanceled fixed credits as of June 15, immediately contact the agents involved. If the stamps are not fully accounted for by June 30, immediately notify the State Director of the Savings Bond Division, Treasury Department.

Regulations for the issuance of and accounting for savings stamps under this program are contained in section 423.9, Postal Manual.—*Bureau of Finance and Administration, 6-11-64.*

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## All Offices Having 50 or More Career Employees Operation Teamwork '65

To stimulate, develop and adopt suggestions which produce the most substantial returns and to conform with the President's directive for maximum use of manpower to increase efficiency and economy in postal operations, the plan—Operation Teamwork—was designed. It is called Operation Teamwork because problems can best be solved by people working as a team which uses all available talent, creative abilities and resources.

This plan was used in the 115 largest post offices during postal fiscal year 1964 and placed these offices in competition based on the number of suggestions received, processed and adopted and the dollar-value benefits per 100 employees. These factors, theoretically, equalized the competition without regard to the size of the office. In practice, however, the apparent opportunity in smaller offices to stimulate more suggestions through personal contact of the high level staff more than offset the advantage in larger offices of receiving suggestions which produce higher dollar-value benefits. For this reason offices have been grouped by size for the purposes of the expanded competition in Operation Teamwork '65. A slight modification has been made in the manner of computing the point value for dollar-value benefits.

Competitive groupings for postal fiscal year 1965 are: Group I, 10,000 employees and above; Group II, 4,500 to 9,999 employees; Group III, 1,000 to 4,499 employees; Group IV, 500 to 999 employees; and Group V, 50 to 499 employees. As can be seen readily, the challenge of being first is as great in one group as it is in another. It is planned to issue reports of standings for Groups I through IV after the close of each accounting period. Similar reports will be issued for Group V at the close of each quarter.

The manner of calculating the point values which will be used to determine standings will be: 1 point for each suggestion received, 10 points for each suggestion adopted and 1 point for each suggestion processed per 100 employees, and 1 point for each \$10 in dollar-value benefits per adopted suggestion. Point values will be calculated on the basis of cumulative data for the year. For example, an office with 510 employees has received 417 suggestions, adopted 79, processed 279, and realized dollar-value benefits of \$29,443. In the order mentioned, the points would be 81, 154, 54 and 37 for a total of 326 points.

Each postmaster having 50 or more career employees shall designate a planning committee composed of representatives of high level staff, local awards committee and employee organizations. The committee shall be charged with the preparation, in writing, of a plan for the development and implementation of a program which will best meet local needs. Generally, the plan should provide for establishing competitive units within the office; targets for participation and adoptions by units and for the office; complete and thorough orientation of employees, supervisors and top staff; and a policy statement showing the aims of the office for the year. A copy of the plan shall be sent to the Regional Director.

Supervisors should be reminded that they, through their use and vigorous support of this plan, can assure its success. In carrying out the details of the plan, supervisors should contact each employee under their supervision at least once quarterly to point out problem areas and to solicit solutions to the problems. To help them in this effort, POD Publication 58A, has been revised and will be supplied in sufficient quantities to provide a copy for each supervisor.

The regional suggestions and awards officer will provide supplementary information on the plan. Subchapter 770 of the Postal Manual is being revised to cover the successful points of Operation Teamwork '64. When received, it should be carefully reviewed.—*Bureau of Personnel, 6-11-64.*

## All Delivery Offices

### City and Rural Statistics

Statistics of the rural and city delivery service are required at the close of each fiscal year for use in the Postmaster General's Annual Report, for budgetary purposes, and for projecting growth trends.

Form 4028, *City Delivery Statistics* (March 1964 edition), and Form 4029, *Rural Delivery Statistics* (April 1964 edition), will be furnished postmasters by regional offices. Earlier editions of these forms are not to be used.

Do not complete either of these forms until the basic instructions on the reverse have been completely read. Minor changes have been made on both forms.

On Form 4028, for the first time carrier technician (PFS-5) positions must be shown separately from utility carrier (PFS-4) positions. These technician positions are authorized only by special directive from the Bureau of Operations through the regional offices.

Complete all items on Form 4028 covering fiscal year 1963 information before the end of this fiscal year. Check all entries for accuracy and compare the figures with the statistics on last year's report. Then as soon as possible complete that portion of the form which relates to fiscal year 1964 statistics. Watch for missing or misplaced decimal points in city delivery square mile area.

Check Form 4029 for compliance with instructions and verify decimal points in rural route lengths. The "evaluated hours per week" column under heavy duty routes in Item 10 on the reverse of the form should show the balance after subtracting any necessary relief time; the entry should be the workweek base on which heavy duty compensation is paid.

Double check all figures, with special attention to totals. Carefully review reports for accuracy and completeness and return to Regional Local Services Division not later than July 3, 1964.—*Bureau of Operations, 6-11-64.*

*All Postal Installations*

**Special Instructions for Closing FY 1964 Accounts**

(NOTE: All references to the regional finance division apply equally to the postal data centers in those areas where the centers have been activated.)

**Uniform Allowance Reimbursements**

Requests for uniform allowance reimbursements normally submitted to the regional controller on June 26 will be submitted on June 30, 1964 (Postal Manual, section 453.246b).

At the close of business June 30, 1964, all postal units handling uniform clothing allowances shall process all uniform allowance claims received from employees since the previous transmittal and immediately submit to the regional controller Form 1463, *Transmittal of Forms 1498*, with Forms 1498, *Uniform Allowance Payment Record*, for all approved claims.

The next uniform allowance claim submission after June 30, 1964, will be July 10, 1964, payday, and will include all uniform allowance claims received subsequent to the June 30 submission. Thereafter, postmasters will submit requests for uniform allowance reimbursements to their regional controller every payday.

**Travel Accounts to June 30, 1964**

At all postal installations, all travel vouchers for Accounting Period No. 13, ending June 19, 1964, must be submitted as soon as practicable. A separate travel voucher will be required for travel expenses incurred during or for the period June 20 through June 30, 1964.

Travel vouchers for Accounting Period No. 1 (June 20 to July 17) of Postal Fiscal Year 1965 will cover only expenses incurred from July 1 through July 17, 1964, inclusive. Subsequent travel vouchers will be submitted on the usual accounting period basis.

Travel vouchers for Accounting Period No. 13 must be submitted to the regional finance division through the proper administrative channels promptly, but in no case to be received later than June 25, 1964.

Travel vouchers covering expenses incurred during the 11-day period June 20 through June 30, 1964, must

be submitted in time to be received not later than July 6, 1964.

Travel involving movement of household goods, and related expenses incident to permanent change of station when the move actually begins on or before June 30, 1964, should be reported to the regional finance division not later than July 3, 1964. If it is not possible to submit a voucher to reach the regional finance division by July 3, 1964, a memorandum should be submitted furnishing the actual or estimated amounts and nature of the expenses.

**Payment or Submission of Bills**

It is important for the year-end closing of accounts that postmasters at all classes of offices promptly certify and transmit to the regional finance division those bills and receiving reports for goods and services received through June 19, 1964, that are to be paid by the regional controller. These bills should be submitted to be received no later than June 23, 1964.

Postmasters at all classes of offices are urged to pay promptly all approved bills for goods and services received through June 19 normally payable by the postmasters, and to include all such disbursements through June 19 in their Forms 1553 or 1555 for Postal Quarter IV or Accounting Period No. 13 ending June 19, 1964.

All blanket purchase orders issued by postmasters should be closed as of June 30, 1964, and new purchase orders issued for the period July 1 through July 17.

All bills and receiving reports for goods and services received on June 20 through June 30, 1964, that are to be paid by the regional finance division, should be submitted to be received not later than July 3, 1964, so that they may be included as obligations in the appropriation fiscal year ending June 30, 1964.

Make sure that the No. 4 Fiscal Copy of each Standard Form 147 Order - Invoice - Voucher, issued through June 30 has been submitted to the regional controller promptly (see Postal Manual, section 642.345) so that they will be received by the regional controller not later than July 3, 1964.

**Terminal Leave**

Postmasters will submit POD Forms 50, *Notification of Personnel*

**SUMMER POST OFFICES (Opening)**

CALIFORNIA

ZIP Code

93253 Mineralking, Tulare County (4th cl), 7-1-64.

MAINE

04914 Bayside, Waldo County (4th cl), 6-15-64.

04053 Merepoint, Cumberland County (4th cl), 6-25-64.

MARYLAND

21081 Highland Beach, Anne Arundel County (4th cl), 7-1-64.

MASSACHUSETTS

02636 Craigville, Barnstable County (3d cl), 6-1-64.

MICHIGAN

49754 Les Cheneaux Club, Mackinac County (4th cl), 6-16-64.

—Bureau of Operations, 6-11-64.

*All First-, Second-, and Third-Class Post Offices*

**Acquiring Hand Towels**

When the supplier of cloth towels in your locality can provide you with cost information which proves that cloth towels are more economical than paper towels, cloth towels may be used.—Bureau of Facilities, 6-11-64.

*All Post Offices*

**Uncanceled Stamps on Parcel Post**

The postmaster at Warren, Pa., reports that a large percentage of parcels received at his office bear uncanceled postage stamps.

The failure to cancel postage stamps properly, whether due to carelessness or neglect of the canceling equipment, represents a potential loss of revenue to the Department.

Postmasters are requested to take measures to insure that all stamps on outgoing parcels are completely canceled with a clear impression.—Bureau of Finance and Administration, 6-11-64.

*Action*, to be received by the regional finance division not later than July 3, 1964, for employees who separated on or before June 30, 1964, so that terminal leave can be properly obligated.—Bureau of Finance and Administration, 6-11-64.

*All Post Offices Having  
Government-Owned Vehicles*

## Vehicle Utilization Forms 4570, 4573, 4590, and 4592

Form 4570, *Government-Owned  
Vehicle Time Record*

Form 4573, *Number of Assigned  
Vehicle Days*

Form 4590, *Summary of Vehicle  
Use*

Form 4592, *Schedule of Inoper-  
able Vehicle Days*

Effective June 20, 1964, procedure for summarizing vehicle utilization is revised. Subchapter 340, Postal Manual, will be revised to show the new procedure; following are interim instructions:

**Form 4570, June 1964.** MVS operator hours are no longer required. The previous edition of this form may be used until stock is exhausted, but no entry will be made in the "MVS Operator Hours," column. Summarizing information from Forms 4570 on Forms 4590 will be by post offices instead of dispatch points. Form 4570 will follow each vehicle if it moves from one dispatch point to another or to a VMF garage, instead of closing out the form at one dispatch point and opening a new form at the new location.

**Offices With More Than One Dispatch Point.** Each dispatch point, immediately at the end of an accounting period will total vehicle hours and mileage on Form 4570 for each vehicle located there at the end of an accounting period. For vehicles at the VMF and not in use on the last day of the accounting period, this function will be performed by the dispatcher, if assigned, or the postal supervisor in charge of the facility.

Send the completed cards no later than the first day of the new accounting period to the chief accountant or other unit designated to prepare the Form 4590 submitted to the Postal Data Center.

**Offices With Only One Dispatch Point.** Follow Postal Manual, section 345.221c, omitting MVS operator hours.

**Form 4573, June 1964.** This new form will be prepared by the super-

intendent of vehicle operations, vehicle operations officer, or supervisor designated with vehicle operations responsibility. If this employee also prepares Form 4590, original only is necessary. Prepare original and one copy if another unit prepares Form 4590 and send original to that unit immediately at the end of the accounting period.

The form has entry lines for each day of the accounting period except Sundays, and a total line. No entry will be made for a holiday and a period with one holiday will have entries made for 23 days.

On the first day of the accounting period, determine the number of assigned vehicles in each make-model category indicated by the columns and enter the number of vehicles on the first entry line. This is not necessarily the number of vehicles used or available, but the total number of Government-owned vehicles assigned.

In the case of a perimeter office this includes vehicles used, vehicles being repaired or awaiting repairs either locally or at the VMF, reserve vehicles from the VMF assigned temporarily to the office, and Government-owned vehicles available for use but not used.

In the case of VMF, this does not include vehicles in from perimeter offices for repairs or servicing, reserve vehicles sent to perimeter offices to temporarily replace vehicles being serviced or repaired, and vehicles in Departmental storage awaiting disposal. It does include vehicles used, vehicles from the facility office in the garage for servicing or repairs, reserve vehicles, and Government-owned vehicles available for use but not used.

Note on the reverse of the form the reason for each deviation from the normal complement of vehicles, such as "Reserve vehicle No. 143051 sent to (received by) Office A, 6/22/64—returned 6/26/64."

If no vehicles are added to the fleet or taken from the fleet, entries on succeeding days will be the same except for reserve vehicles sent to or returned from perimeter offices. When the number of vehicles does not change in a column on succeeding days entries may be made by ditto marks or bringing down a vertical line.

For example, suppose a VMF has 20 mailster routes, perimeter office A has 10, and perimeter office B has 10, all vehicles in make-model code 01, then 10 vehicles each would be normally assigned to A and B and 22 to the VMF office, including two reserve vehicles. Suppose that on the first day of the accounting period, all assigned vehicles are at the perimeter offices operating as assigned and two of the facility office vehicles are being repaired or serviced. Form 4573 for each perimeter office would have an entry under Code 01 of 10 and the VMF office would have an entry of 22.

On the second day, one of the repaired vehicles is taken to office A to replace a vehicle brought into the facility for servicing. Then office A for the second day would show 11, (which includes both the vehicle in the garage for servicing and the replacement) office B would continue to show 10, and the facility office would show 21.

On the third day the facility returns the repaired vehicle to office A and brings back the reserve vehicle. Entries would then be 10 each for offices A and B and 22 for the facility office. Note that the total is 42 for the area each day, the number of vehicles in the area fleet—a vehicle will only be shown at one location so care must be exercised that each vehicle is charged at the proper location.

At the end of the accounting period, total each column and enter the total in the "Assigned Vehicle Days" column of Form 4590 on the appropriate line for the make-model code. In the example given, if entries for the rest of the accounting period were the same as the third day, office A would have a total of 241; office B, 240; and the VMF, 527; for entry on the line for Code 01 on Form 4590. Assuming the last Thursday in the accounting period to be a holiday; thus, in the example given, the total to be entered on Form 4590 would be for office A, 231; B, 230; and the VMF, 505.

**Form 4592.** The purpose of this form is to accumulate the number of inoperable vehicle days for entry on Form 4590. Instructions on the form define an inoperable vehicle day. The superintendent of vehicle operations, vehicle operations officer,

or supervisor designated with vehicle operations responsibility will prepare the form, in triplicate, for offices with 15 or more vehicles, or in duplicate for offices with less than 15 vehicles.

Send the original, immediately at the end of the accounting period, to the unit designated to prepare Form 4590 for the office. Retain the last copy for files. Offices preparing the form in triplicate will send the first copy with the original. The unit preparing Form 4590 will attach this first copy of Form 4592 to the copy of Form 4590 sent to the chief, vehicle services branch at regional headquarters.

**Form 4590, June 1964.** The unit that has been designated to prepare and submit this form to the regional controller will now prepare and submit the form to the appropriate postal data center. At offices with 15 or more vehicles, prepare the form in quadruplicate, and send the original to the postal data center; first copy to the chief, vehicle services branch, at regional headquarters (together with the copy of Form 4592); second copy to the superintendent of vehicle operations, vehicle operations officer, or supervisor designated with vehicle operations responsibility; and third copy for the file. Offices with less than 15 vehicles will make the same distribution except that no copy will be sent to the chief, vehicle services branch.

The form includes instruction for obtaining most entries. Entries for total miles operated and total hours operated will be obtained by sorting all Forms 4570 for the office into the make-model code categories shown on Form 4590, totaling the miles and hours for each category and entering these totals on Form 4590. This form should be dispatched to reach the postal data center on the first Tuesday morning of the new accounting period.

An initial supply of Forms 4573 and 4592 will be sent from the Government Printing Office to all offices having Government-owned vehicles shortly before June 20. Revised Forms 4590 will not be required until the end of the first accounting period. You will be advised later as to procuring Forms 4590.—*Bureau of Operations, 6-11-64.*

*All Postal Installations*

**Mail Bag Repair Centers and Depositories**

The following POSTAL BULLETIN item appeared in the June 14, 1956, issue:

“Effective July 1, 1956, the direction, supervision, and management of the mail bag repair centers and the mail bag depositories are the responsibility of the Bureau of Facilities. Subchapter 820, sections 823.4 and 823.44 of the Postal Manual, are being amended accordingly.

Present facilities shall continue to be utilized for these activities; and existing custodial services now supplied by postmasters shall be continued.

The Bureaus of Post Office Operations, Facilities, Personnel, and Finance will work out the details on the transfer of all positions and personnel and the procedures to be effective on and after July 1, 1956. All personnel permanently assigned to the mail bag repair centers and mail bag depositories on June 14, 1956, will be transferred with the function on July 1, unless they obtain approval for voluntary transfer to another postal activity.

Employees transferred to the jurisdiction of the Bureau of Facilities in accordance with the above shall retain all rights and seniority they would have had had they remained under the jurisdiction of the Bureau of Post Office Operations. Such rights shall be retained in the event of retransfer to the post office to a position similar to that from which transferred by this action.

The POSTAL BULLETIN of March 21, 1963, administratively extended the provisions of Article XII, POD Publication 53 to cover mail handlers. The effect of this extension of the March 21, 1963, item is to prevent employees from being reassigned into post offices in contravention of the rights granted to mail handlers in post offices.

However, the Department is obliged to honor the commitment made to mail handlers in the June 14, 1956, POSTAL BULLETIN who on or before July 1, 1956, were transferred to the Bureau of Facilities. Therefore the administrative extension of

*All Postmasters and Personnel Processing Mail for Dispatch Abroad*

**Foreign Orders**

Post these names in POD Publication 43.

**BELGIUM**  
June 11, 1964

Brussels  
Quartier Leopold, at B.F. 28 (U)

Ixelles  
Quartier Leopold, at B.P. 4 (U)

**CANADA**  
June 11, 1964

St. Laurent, Montreal  
Enjoyment Unlimited, at P.O. Box 183 (U)

Toronto, Ontario  
Lewis, Sharon, at Box 273, Station F (F)

**GREAT BRITAIN**  
June 11, 1964

London  
David, Jean Paul, at Musical Services, 2 Denmark Place (U)

“NOW” International Television Journal, at 2 Denmark Place (U)  
Richmond, Surrey

David, Jean Paul, at 8 Quadrant Road (U)

**FRANCE**  
June 11, 1964  
Cannes, A.M.

Palgnton, John, at Martinez Hotel (U)

**PANAMA**  
June 11, 1964  
Panama City

Box 5698 (F)  
The Secretary Treasurer (F)

Article XII of POD Publication 53 is modified as follows:

Those mail handlers who were on the rolls and were transferred on or before July 1, 1956, to the Mail Bag Repair Centers and Mail Bag Depositories shall upon return to positions of mail handler in the post office from which they were transferred retain all rights and seniority they would have had had they remained under the jurisdiction of the Post Office.

This amendment to the March 21, 1963, POSTAL BULLETIN does not apply to employees in Mail Bag Repair Centers and Mail Bag Depositories who became employees in such installations after July 1, 1956.—*Bureau of Personnel, 6-11-64.*

*All Post Offices***Replacement and Repair,  
Malfunctioning Money-  
Order Print  
Punch Machines**

1. The following instructions, to be effective as of June 30, 1964, are furnished as was stated in the Postal Bulletin of September 26, 1963.

2. Postmasters at offices not serving Friden Service Centers will continue to send malfunctioning machines to the most convenient of the offices listed below. In each instance, the office sending the malfunctioning equipment will receive a replacement in good order as exchange. Original shipping cartons, retained for the purpose, will be utilized. Machines will be transported under penalty label as "Outside Mail."

Albany, N.Y.  
Albuquerque, N. Mex.  
Anchorage, Alaska  
Atlanta, Ga.  
Baltimore, Md.  
Birmingham, Ala.  
Boise, Idaho  
Boston, Mass.  
Buffalo, N.Y.  
Charleston, S.C.  
Charleston, W. Va.  
Charlotte, N.C.  
Chattanooga, Tenn.  
Chicago, Ill.  
Cincinnati, Ohio  
Cleveland, Ohio  
Dallas, Tex.  
Denver, Colo.  
Des Moines, Iowa  
Detroit, Mich.  
Duluth, Minn.  
El Paso, Tex.  
Erie, Pa.  
Fargo, N. Dak.  
Fort Wayne, Ind.  
Grand Rapids, Mich.  
Great Falls, Mont.  
Hartford, Conn.  
Honolulu, Hawaii  
Houston, Tex.  
Indianapolis, Ind.  
Jackson, Miss.  
Jacksonville, Fla.  
Kansas City, Mo.  
Little Rock, Ark.  
Los Angeles, Calif.  
Louisville, Ky.  
Memphis, Tenn.  
Miami, Fla.  
Milwaukee, Wis.  
(Minneapolis, Minn.)

New Orleans, La.  
New York, N.Y.  
(Newark, N.J.)  
Oklahoma City, Okla.  
Omaha, Nebr.  
Peoria Heights, Ill.  
Philadelphia, Pa.  
Phoenix, Ariz.  
Pittsburgh, Pa.  
Portland, Maine  
Portland, Oreg.  
Providence, R.I.  
Reno, Nev.  
Richmond, Va.  
Roanoke, Va.  
St. Louis, Mo.  
Salt Lake City, Utah  
San Antonio, Tex.  
San Diego, Calif.  
(San Francisco, Calif.)  
San Juan, P.R.  
Seattle, Wash.  
Sioux Falls, S. Dak.  
Spokane, Wash.  
Syracuse, N.Y.  
Washington, D.C.  
Wichita, Kans.

3. At the offices listed in para. 2, mechanics will examine the malfunctioning machines, make adjustments, install such small parts as carriage screws and retaining rings, correct improper ribbon installation, and clean out perforation chaff. Machines made operative by such attention will be retained to maintain the local stock on hand. Machines found to require additional repairs will be sent in original shipping cartons to one of the three designated repair points, as follows:

<i>Offices in Regions</i>	<i>Ship to Post Office at</i>
Atlanta, Boston, New York, Philadelphia, Washington, D.C.	Newark, N.J. 07102
Chicago, Cincinnati, Memphis, Minneap- olis, St. Louis, Wich- ita.	Minneapolis, Minn. 55401
Dallas, Denver, San Francisco, Seattle.	San Francisco, Calif. 94101

4. Postmasters at Minneapolis, Newark, and San Francisco will, upon receipt of a malfunctioning machine, promptly forward a replacement in original shipping carton, to the sending office. Mechanics of the three designated offices will then repair the malfunctioning machine (subject to certain specified cost limitations) and place it in local stock available as a replacement. Machines determined to be beyond repair (as defined) will be scavengered for parts.

5. Postmasters at Minneapolis, Newark, and San Francisco will pro-

cure parts, using Standard Form 147, from Friden, Inc., San Leandro, Calif. Parts will be stocked on the basis of six months expected needs. Effort will be made to minimize the number of orders sent to the manufacturer. All parts will be recorded on Form 1586, *Record of Supplies*, and so stored as to preclude misuse.

6. Postmasters at Minneapolis, Newark, and San Francisco, will each be furnished an initial stock (additional to any currently on hand) of twenty machines to be available as replacement under the procedures described herein.

7. Postmasters at the other 65 offices which have been serving Friden Service Centers will be forwarded a list of certain small parts which they may requisition by memorandum from their respective repair office. Parts will be ordered by these offices only as needed, and will not be stocked.

8. Transfer of malfunctioning and replacement machines need not be reported on Form 340, *Shipping Instructions for Excess Property*, since each transaction will represent an exchange of equipment. However, the offices at Minneapolis, Newark, and San Francisco will report to their respective regional controllers on Form 969, *Disposal of Personal Property—Capital Items*, each machine taken out of use as unrepairable.

9. After June 30, 1964, Friden Service Centers will not be utilized for repair and maintenance of print punch machines. No machines will be delivered to any of the centers after June 25, 1964. The centers will deliver machines on hand, in operable condition, to their respective postmasters by 5 p.m. of June 30, 1964.

10. These instructions should be retained as the list of post offices contained herein will not be printed in the Postal Manual.—*Bureau of Facilities, 6-11-64.*

*All Post Offices***Iran—Prohibitions**

The postal administration of Iran now admits foreign (i.e., non-Iranian) banknotes by registered mail. Iranian banknotes are prohibited.

The Directory of International Mail will be amended.—*Bureau of Transportation and International Services, 6-11-64.*

*All First-Class Post Offices, Regional Offices and Post Office Establishment Boards*

**Handbook X-118B  
Qualification Standards—  
Details**

The POSTAL BULLETIN No. 20407, dated February 27, 1964, on this subject states that:

Appendix B (maintenance) positions involving promotion or reassignment will be filled on a detail basis until the regional office has furnished the post office with training in such actions.

Details made on the basis of this POSTAL BULLETIN instruction shall be terminated not later than June 30, 1964. By that time all training on the use of Qualification Standards in Handbook X-118B should be completed.

In accordance with the foregoing it will be the responsibility of each regional office to complete the training by June 30, 1964, or make arrangements for review of individual personnel actions to assure that Handbook X-118B Standards are met in all promotion and reassignment actions.—*Bureau of Personnel, 6-11-64.*

*All First-Class Post Offices*

**Handbook X-118B  
Qualification Standards—  
Amendment**

Part 1, Handbook X-118B, *Postal Field Service Qualification Standards*, lists the following 4 positions under Code 0085a as being restricted to veterans:

- Guard PFS-3
- Lieutenant Guard PFS-4, 5
- Captain Guard PFS-5, 6
- Watchman (Mail Handling Areas) PFS-3

The position of Watchman (Mail Handling Areas) PFS-3, SP2-216, falls within the mail handler occupational group, as distinguished from maintenance positions, and is not restricted to veterans.

Pending revision of Handbook X-118B, please change the first sentence of this qualification standard to read:

All Guard positions are restricted by law to persons entitled to veteran preference; watchman (mail handling areas) positions are not so restricted.

Any problems on qualification standards should be referred to the Director, Personnel Division, Regional Office.—*Bureau of Personnel, 6-11-64.*

check should be dated and dispatched as early as possible on Monday.

Apparently the dispatch of some checks is now being delayed because the postmaster is not always readily available to sign them. To prevent this delay, arrangements should be made with the local bank to have one or more alternates authorized to sign the checks.

These offices will continue making separate remittances of Savings Stamp Albums.

*Offices Using Local Banks but Not in the Direct Deposit Plan.*

At first-class offices when the check-book shows a balance of at least \$4,000, draw the remittance check in even thousands of dollars and dispatch it promptly along with any paid money orders and U.S. Savings Stamp Albums. These offices will no longer make separate remittances of Savings Stamp Albums. This changes the instructions which appeared in the Postal Bulletin of April 16—No. 20414.

Second-, third-, and fourth-class offices will continue remitting on the present basis.

*Offices With No Local Bank Account.*

Greater care should be exercised in the preparation of remittances containing cash, and/or checks, paid money orders and U.S. Savings Stamps. Coin should not be remitted unless absolutely necessary. All currency should be segregated by denomination and uniformly faced. The portrait side of the currency should be showing, with the portraits of each denomination facing in the same direction. Properly faced currency enables the person at the Federal Reserve Bank to count it and check for counterfeits without any delay.

These remittances should be completely verified against the POD Form 1901 and the enclosure in the envelope witnessed whenever possible. Be sure the original of Form 1901 is enclosed.

*All Offices.*

Inquiries concerning remittances should be made to the appropriate Regional Controller or Postal Data Center Director. Federal Reserve Banks cannot furnish information about postal remittances without considerable extra work.—*Bureau of Finance and Administration, 6-11-64.*

*All Post Offices*

**No COD Service  
With Canada**

The Canadian postal authorities report the recent receipt of many COD parcels from this Country.

There is no COD service with Canada or any other country. See page Canada (4) of the Directory of International Mail and part 244 of the Postal Manual.

Postmasters are requested to take the necessary measures to prevent the acceptance of such parcels.—*Bureau of Transportation and International Services, 6-11-64.*

*To All Postmasters*

**Preparation of Remittances  
to Regional Depositories**

These instructions are designed to accelerate the flow of postal receipts into the Treasury and to facilitate their handling at Federal Reserve Banks.

*Offices on the Direct Deposit Plan, Section 443.33, Postal Manual.*

As soon as possible after receipt of the POD Forms 1412 from the direct depositing units, determine the amount to be remitted. If the check-book balance is \$4,000 or more, draw the remittance check in even thousands of dollars and have the postmaster or other authorized person sign it, and dispatch it. Care should be taken not to date or dispatch the check until the day the local bank is due to process the deposits. In cases where the direct depositing units prepare their deposits on Friday, and the bank does not receive and process them until Monday, the remittance

*All Postal Installations*

**Arrest of Postal Offender**

The following postal offender has been apprehended:

Isidore Mandel

Destroy the wanted circular concerning him.—*Bureau of the Chief Postal Inspector, 6-11-64.*

Changes to post offices will hereafter appear in the following format to simplify the maintenance of files by data processing equipment.

POST OFFICE CHANGES NO. 1

(Supplemental to July 1964 Directory of Post Offices)

A=Add. B=Branch. C=City Delivery. D=Delete. I=Independent for receipt or dispatch of mails. R=Rural Station. S=Station. x=Classified, if "x" is not shown for a station or branch, it is a contract unit. 1-, 2-, 3-, or 4-class of post office. 5-digit number represents ZIP Code. Parish, district, or independent city is shown when county is not applicable. Effective date is 1964 unless otherwise shown.)

Add or delete	Station or branch	Type	Post office name	Class	ZIP Code	County	State	Effective Date	Explanation
A	Shumaker Park	R	Camden		71701	Onachita	Arkansas	7- 1	Estab. R. Sta.
D	University	Bx	Goleta		93017	Santa Barbara	California	7- 3	Transfer Class. Br. to another office.
A	do	Bx	Santa Barbara		93107	do	do	7- 4	
A	Saint Matthew	Sx	San Mateo		94401	San Mateo	do	7- 1	Est. Class. Sta.
A	South Whittier	Bx	Whittier		90605	Los Angeles	do	4-13	Est. Class. Br.
	Pine Hills	B	Orlando			Orange	Florida	5-23	Date of disc. amended to 5-23 instead of 4-30 as shown in PB of 3-26-64.
A	Carrollwood	B	Tampa		33618	Hillsborough	do	6-16	Est. Br.
			Shelley	2	83274	Bingham	Idaho		Rescind Order to est. city del. as shown in PB of 4-2.
D	No. 41	S	Indianapolis			Marion	Indiana	6-19	Disc. Sta.
D	No. 1	S	Ottumwa			Wapello	Iowa	6-30	Disc. Sta.
D			Brandenburg	2	40108	Meade	Kentucky	8- 1	Est. City Del.
A	do		do	2C	40108	do	do	8- 1	
D	Annex	Sx	Shreveport		71107	Caddo	Louisiana	6-20	Name change.
A	Industrial	Sx	do		71107	do	do	6-20	
D	No. 5	S	Portland			Cumberland	Maine	6-13	Disc. Sta.
A	Linden Hills	S	Minneapolis		55410	Hennepin	Minnesota	7- 1	Est. Sta.
D			Wheaton	2	56296	Traverse	do	7-18	Est. City Del.
A	do		do	2C	56296	do	do	7-18	
D	Eden	RI	Eden	4	39065	Yazoo	Mississippi	6-30	Convert P.O. to Ind. R. Sta.
A	Short Falls	RI	Yazoo City	1	39065	do	do	6-30	
D	No. 1	S	Gossville		03239	Merrimac	New Hampshire	6-30	Disc. R. Sta.
A			Brick Town		08723	Ocean	New Jersey	6-16	Est. Sta.
D			Manahawkin	2	08050	do	do	7-18	Est. City Del.
A			do	2C	08050	do	do	7-18	
D			Franklin Lanes	2	07417	Bergen	do	7-11	Est. City Del.
A			do	2C	07417	do	do	7-11	
D			Quaker Bridge (Mail to Salamanca, N.Y.)	4	14771	Cattaraugus	New York	9-30	Disc. P.O.
D	No. 16	B	Rochester			Monroe	do	6-13	Disc. Br.
A	Dick-Urban	B	Depew		14043	Erie	do	6- 1	Est. Br.
D	Station A	S	Poughkeepsie		12601	Dutchess	do	5-28	Change designation.
A	Branch A	B	do		12601	do	do	5-28	
D	Station B	S	do		12601	do	do	5-28	Change designation.
A	Branch B	B	do		12601	do	do	5-28	
D			Germano	4	43825	Harrison	Ohio	7- 3	Convert P.O. to Ind. R. Sta.
A	Jollyville	RI	Jewett	2	43825	do	do	7- 3	
D		S	Fremont			Sandusky	do	7- 3	Disc. Sta.
D			Darling (Mail to Glen Mills)	3	19332	Delaware	Pennsylvania	7- 3	Disc. P.O.
D			Conway	2	19342	do	do	6-20	Est. City Del.
A			do	2C	15027	Beaver	do	6-20	
A	Northwest	B	State College		16801	do	do	6-16	Est. Br.
A	No. 1	S	Waco		76711	Centre	Texas	6-20	Est. Sta.
D	Wedgewood	Sx	Fort Worth		76133	McLennan	do	6- 1	To correct spelling PB 12
A	do	Sx	do		76133	Tarrant	do	6- 1	12-63.
D	No. 1	S	Waynesboro			Ind. City	Virginia	10-19-62	Disc. Sta.
D			Remo (Mail to Heaths-ville, Va.)	4	22541	Northumberland	do	7- 3	Disc. P.O.
D	No. 1	S	Williamsburg	2	22473	do	do	9-24-62	Disc. Sta.
D			Reese (Mail to Villas)	4	28666	Ind. City	do	6-30	Disc. P.O.
				3	28692	Watauga	North Carolina		

KNOWLEDGE PLUS JUDGMENT  
EQUALS SAFETY



All Post Offices

**Warning Notice—Unrecovered Stolen Canadian Money Order Forms**

This current list is to be posted and used by window clerks. Destroy all previous notices. Interim notices of individual series received from the Inspection Service should be inserted in proper sequence pending publication of a new consolidated listing.

**THE CANADIAN POSTAL ADMINISTRATION HAS DECLARED THE FOLLOWING ORDERS VOID: ORDERS WITHOUT LETTER PREFIX AND ORDERS WITH PREFIX "A". ORDERS WITH PREFIX "B" WHICH ARE IN A SERIES BELOW TWENTY-NINE MILLION. THESE ORDERS SHOULD NOT BE CASHED; HOLDERS THEREOF SHOULD BE ADVISED TO SEND THEM TO THE POST OFFICE DEPARTMENT AT OTTAWA, CANADA, FOR RE-VALIDATION.**

- |                              |                              |                              |
|------------------------------|------------------------------|------------------------------|
| B-29,111,977 to B-29,112,000 | B-40,574,843 to B-40,575,000 | B-49,691,077 to B-49,691,150 |
| B-29,627,501 to B-29,627,800 | B-40,905,751 to B-40,906,000 | B-49,790,351 to B-49,790,360 |
| B-29,864,949 to B-29,865,100 | B-40,946,472 to B-40,946,500 | B-50,378,825 to B-50,379,000 |
| B-30,669,801 to B-30,669,900 | B-41,049,001 to B-41,049,250 | B-52,224,596 to B-52,224,600 |
| B-30,684,642 to B-30,684,750 | B-41,287,773 to B-41,287,800 | B-54,423,701 to B-54,423,800 |
| B-30,895,701 to B-30,896,000 | B-41,834,183 to B-41,834,200 | B-54,813,950 to B-54,814,000 |
| B-30,983,216 to B-30,983,300 | B-42,100,990 to B-42,101,000 | B-56,824,855 to B-56,824,900 |
| B-31,285,594 to B-31,285,700 | B-42,336,415 to B-42,336,500 | B-57,085,551 to B-57,085,650 |
| B-32,453,501 to B-32,454,000 | B-42,350,463 to B-42,350,500 | B-57,117,393 to B-57,117,500 |
| B-32,501,149 to B-32,501,200 | B-42,902,001 to B-42,902,500 | B-58,675,762 to B-58,675,800 |
| B-32,583,874 to B-32,583,900 | B-43,189,693 to B-43,189,750 | B-59,058,493 to B-59,058,500 |
| B-32,779,999 to B-32,780,100 | B-43,635,115 to B-43,635,300 | B-60,091,224 to B-60,091,300 |
| B-33,061,002 to B-33,061,050 | B-44,897,592 to B-44,897,600 | B-60,567,934 to B-60,568,000 |
| B-34,172,603 to B-34,172,650 | B-45,188,725 to B-45,188,800 | B-62,408,655 to B-62,409,000 |
| B-34,280,301 to B-34,280,600 | B-45,413,502 to B-45,413,600 | B-62,531,551 to B-62,531,600 |
| B-35,289,704 to B-35,289,707 | B-46,421,737 to B-46,421,800 | B-62,644,501 to B-62,644,800 |
| B-35,308,460 to B-35,308,500 | B-46,583,236 to B-46,583,500 | B-63,392,001 to B-63,392,250 |
| B-35,473,125 to B-35,473,200 | B-46,733,549 to B-46,733,600 | B-63,392,461 to B-63,392,500 |
| B-36,535,555 to B-36,535,600 | B-47,256,706 to B-47,256,727 | B-63,565,939 to B-63,565,950 |
| B-36,541,185 to B-36,541,200 | B-47,820,601 to B-47,820,750 | B-63,666,758 to B-63,666,810 |
| B-36,936,241 to B-36,936,249 | B-47,832,469 to B-47,832,500 | B-64,026,415 to B-64,026,500 |
| B-37,020,430 to B-37,020,500 | B-49,387,871 to B-49,388,000 | B-64,407,501 to B-64,408,000 |
| B-37,126,323 to B-37,126,350 | B-49,427,951 to B-49,428,000 | B-64,918,093 to B-64,918,746 |
| B-37,200,802 to B-37,201,000 | B-49,472,981 to B-49,473,000 | B-64,918,752 to B-64,918,800 |
| B-37,720,068 to B-37,720,500 |                              |                              |
| B-38,965,251 to B-38,965,400 |                              |                              |

**IF IT SAVES TIME,  
SEND IN THE SUGGESTION!**