



POSTAL BULLETIN

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20511

All Postal Installations

6-Cent Franklin D. Roosevelt Regular Postage Stamp

A 6-cent stamp portraying Franklin D. Roosevelt, the second in the "Prominent Americans" series of regular stamps, will be first placed on sale through the Hyde Park, N.Y. 12538, post office, on January 29, 1966.

POSTMASTERS SHALL NOT PLACE THIS STAMP ON SALE BEFORE JANUARY 30, 1966



Size: 0.75 x 0.87 of an inch (horizontal)
ISSUED IN PANES OF 100
Color: Brown
Unlimited printing

The stamp, designed by Richard Clark of New York City, is based on a photograph made on August 15, 1941, aboard the battleship Prince of Wales, the day after FDR and Winston Churchill had signed the Atlantic Charter. World Wide Photos, Inc. of New York City supplied the print.

To obtain first-day cancellations, collectors may submit requests to the Postmaster, Hyde Park, N.Y. 12538. See Postal Manual, section 145.3. Selected mint stamps will be available at the Philatelic Sales Unit, City Post Office, Washington, D.C. 20013, on and after January 31, 1966.

First- and second-class offices requiring more than 7,000 stamps of this issue should order minimum lots of 10,000, or the multiples in section 422.321, Postal Manual, submitting Form 3356 (USE ITEM 038) to the

All Postal Personnel

1966 CAMPAIGN FOR INTERNATIONAL SERVICE AGENCIES

The 1966 on-the-job campaign in the Federal Government for International Service Agencies will be conducted during a 6-week period between now and April 30. The campaign dates may vary from one area to another according to local circumstances. *The campaign will not be carried out in areas which have participated in the Combined Federal Campaign since this campaign included International Service Agencies.*

The four international service agencies are: Radio Free Europe, Project Hope, the American-Korean Foundation, and CARE. The funds contributed to these agencies will be used to help our fellow men in their daily struggle against the tyrannies of hunger, sickness, ignorance, and fear. The demands on these agencies to provide services are increasing. They all have a long and distinguished record in their fields and their programs are an important part of American leadership abroad.

Endorsing this year's ISA Campaign, President Johnson said: "In our struggle to keep men free, it has been our purpose to bring material and spiritual aid to sustain the faith and courage of our fellow men."

The President further said: "The four private International Service Agencies . . . maintain voluntary programs to relieve suffering, to renew hope, and to carry on the ceaseless struggle for human dignity and freedom."

In addition to bringing the President's message to the attention of our employees, I wish also to appeal to the heads of our field installations for the same inspiring leadership that they have brought to past campaigns and to our employees for a continuance of past high levels of support and generosity.

While the campaign is, of course, based on the spirit of true voluntary giving, the goal of the campaign should be maximum participation. Designated gifts will be forwarded to the agency of the contributor's choice, while undesignated gifts will be divided equally among the four agencies.

It is my sincere hope that our Department's employees will respond to the 1966 ISA Annual Appeal and once again serve as an example of responsible and compassionate citizenship in action.

Lawrence F. Buin

Postmaster General.

Bureau of Engraving and Printing, Washington, D.C. 20226.

Offices requiring 7,000 stamps or less should submit a separate requisition on Form 17 to the accountable paper depository. Do not include stamps other than the 6-cent Franklin D. Roosevelt on above requisition.

All requisitions should be restricted

to such quantities as are required to meet the philatelic demand as stock of the 1955 series 6-cent Theodore Roosevelt stamp should be depleted before placing the new 1965 series 6-cent Franklin D. Roosevelt stamp on general sale.—Office of the Special Assistant to the Postmaster General, 1-6-66.

*All Postal Installations***Pan American World Airways, Inc.—Service**

Pan American World Airways, Inc., will inaugurate service between New York and Entebbe, Uganda, on or about February 1, 1966.

Official cachets and philatelic treatment are authorized for this flight as outlined in section 145.5 of the Postal Manual.

Covers

To send covers on the flight, prepare them in the usual manner for delivery to addressees in Uganda, the United States, or Canada, and prepay the postage at 25 cents per half ounce. The 11-cent aerogramme will also be accepted. The covers should be enclosed in another envelope addressed as follows and should reach the dispatching office not later than the day before the scheduled flight:

For Dispatch From:
New York City Post Office
Airport Mail Facility,
Kennedy International
Airport, N.Y.

Send Covers To:
Postmaster, New York
GPO., N.Y. 10001
Superintendent, Airport
Mail Facility, POD,
Kennedy International
Airport, Jamaica,
Long Island, N.Y.
11430

Covers may also be sent through the United Nations Post Office. They should be prepared as outlined above, except that UN (NOT UNITED STATES) postage must be affixed. The UN 11-cent aerogramme will also be accepted through this office. Send covers and requests for dispatch to: Superintendent, United Nations Post Office, Room 1B-26, United Nations Headquarters, New York, N.Y. 10017. They should reach the UN Post Office at least 5 days before the date of the schedule flights.

Covers already postmarked, those not properly prepared, and those posted in the usual manner will not receive the cachets.—*Bureau of Transportation and International Services, 1-6-66.*

*All Postal Installations***Arrest of Postal Offender**

The following postal offender has been apprehended:

Richard Huston Alkire, Jr.

Destroy the wanted circular concerning him.—*Bureau of the Chief Postal Inspector, 1-6-66.*

*All Post Offices***PI-16 "Mr. ZIP and the 5 Little Digits" (Revised)**

All area supply centers have been given quantities of a leaflet entitled "Mr. ZIP and the 5 Little Digits" (PI-16). (Revised)

All offices shall requisition on Form 1580 during the normal requisitioning cycle a sufficient supply to cover estimated needs. The public may then be informed through the local press of the availability of this leaflet.

Notices will be published in the POSTAL BULLETIN as additional brochures and leaflets regarding the Postal Service become available.—*Office of the Special Assistant to the Postmaster General, 1-6-66.*

Post offices in Pennsylvania and West Virginia

Alien Address Report

The list of Immigration and Naturalization offices in the POSTAL BULLETIN of December 9, 1965, is changed to show the Pittsburgh, Pa., office as:

2130 New Federal Office Building
1000 Liberty Avenue
Pittsburgh, Pa. 15222

Postmasters in the designated counties of western Pennsylvania and in the State of West Virginia are requested to send Alien Address Report cards received during January to the new address shown above.—*Bureau of Operations, 1-6-66.*

*All Post Offices***Failure To Postmark Business Reply Mail**

Reports indicate much business reply mail is being dispatched without a postmark. Section 332.4, Postal Manual, provides that this mail shall be postmarked at the post office where deposited for mailing.

Postmasters should call this to the attention of employees concerned to see that these pieces are properly postmarked.—*Bureau of Operations, 1-6-66.*

*All Postal Installations***Valid SF-46**

U.S. Government Motor Vehicle Operator's Identification Card, SF-46

Driving a motor vehicle on official business requires possession of a valid SF-46 by all postal personnel. Postal employees driving rented, leased, Government-owned or personal vehicles on official business are included in this requirement.

Vehicles used on official business must be furnished with an Accident Report Kit (Item 87-H) and contents for use in case of accident. All personnel operating vehicles on official business shall be instructed in the proper use of the accident forms and the procedures to be followed in reporting motor vehicle accidents. This instruction will be incorporated in Part 762, P.M. (Ref: Postal Manual, sections 762.2, 762.71, and 762.93).—*Bureau of Personnel, 1-6-66.*

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*All Contracting Officers***SF 147, Order for Supplies or Services**

Due to the delay in revising chapter 6, Postal Manual, the following instructions regarding the use and distribution of Standard Form 147, *Order for Supplies or Services*, June 1964 edition, are reprinted.

Contracting officers shall observe the following:

1. Description

Standard Form 147, *Order for Supplies or Services*, is a carbon-interleaved six-copy form as follows:

- a. Standard Form 147, No. 1 (White) Original—Invoice, with Receiving Report on reverse
- b. Standard Form 147, No. 2 (Blue) With Receiving Report on reverse
- c. Standard Form 147, No. 3 (Yellow)
- d. Standard Form 147, No. 4 (Green)
- e. Standard Form 147, No. 5 (Pink) With Receiving Report on reverse
- f. Standard Form 147, No. 6 (Blue) With Receiving Report on reverse

2. Distribution

a. Original Order—Invoice, No. 1 (White). Deliver to vendor and request that if this copy is used as an invoice, it be properly annotated as indicated on the reverse of the form and mailed directly to the Director, Postal Data Center, Attention: Accounts Payable, immediately after completing and shipping the order. If this is not practical, the vendor must send an invoice containing the purchase order number to the PDC.

b. Vendor's Copy of Order, No. 2 (Blue). Deliver with original to vendor. This is vendor's file and record copy.

c. Procurement Office Copy, No. 3 (Yellow). Retain at ordering office.

d. Information Copy, No. 4 (Green). Retain at point of delivery for file and record. For capital property see also section 664.2, Postal Manual.

e. Fiscal Copy, No. 5 (Pink). Mail to Director, Postal Data Center, Attention: Accounts Payable, immediately after issuance of order.

*All Postmasters***Lobby Display**

The Treasury Department will distribute in the near future a poster calling attention to the availability of Series E U.S. Savings Bonds for Federal Income Tax Refunds. Display the poster as outlined in section 612.232 of the Postal Manual from the date of its receipt through April 15, 1966.

Postmasters in buildings operated by the General Services Administration should submit the posters upon their receipt to the superintendent of the building.—*Bureau of Facilities, 1-6-66.*

*All Postmasters And Personnel Processing Mail For Dispatch Abroad***Revocation of Foreign Unlawful Order**

The following should be removed from POD Publication 43:

CANADA

January 6, 1966
Vancouver, B.C.

Canadian Sunbathing Association, at
Box 766 (U)
CSA SEC., at Box 766 (U)

f. Receiving Report, No. 6 (Blue). **THIS COPY MUST BE LEGIBLE.** Retain at point of origin, or send to place where purchase will be delivered. Immediately after receipt of goods and inspection, complete Receiving Report on reverse of No. 6 Copy and mail to the Director, Postal Data Center, Attention: Accounts Payable. Delivery tickets, if used by the vendor, shall be attached and submitted with No. 6 Copy.

3. Funds

Field installations maintaining budgetary control of funds under special instructions from their Regional Director are reminded that prior to the issuance of Forms 147, determination will be made that funds are available.

Personnel engaged in procurement activities shall retain these instructions for reference until section 642.3 of the Postal Manual is revised.—*Bureau of Facilities, 1-6-66.*

*All Postal Employees***Monthly Employee Management Meeting**

During the December consultative meeting with the National Association of Postal Supervisors the following items were discussed and disposed of as indicated:

- (1) Promotion appeal procedures.

Disposition: The appeal procedures appearing in Postal Bulletin of July 2, 1965, are applicable to all postal employees. A clarifying Postal Bulletin will be issued.

- (2) Lateral reassignment of Supervisors.

Disposition: The parties discussed methods of providing for the lateral assignment of supervisors based on continuing applications on file without posting in each instance. Consideration will be given to posting only the last vacancy after lateral reassignments have been made. Instructions will be issued when agreement is reached.

- (3) Payment for compensatory time accumulated prior to effective date of Public Law 89-301 by supervisors in levels 8 to 14.

Disposition: Matter still receiving attention in the Department because of the legal question involved.

- (4) Merging of Civil Service Examining Boards.

Disposition: The NAPS officials expressed concern with the possible adverse effect on employees as a result of this proposed merger. They were advised that the standard personnel procedures would be followed in these cases. To the extent possible reassignment within the same level will be made. Where appropriate the salary protection procedures will apply. No postal employee will lose his employment as a result of a merger. No details are now available.—*Bureau of Personnel, 1-6-66.*

*All First- and Second-Class Post Offices***Revised Procedures for Requisitioning Bulk Quantities of Postal Cards and Aerogrammes****I. Effective Date**

On January 29, 1966, a new procedure will be placed in operation for use by first- and second-class post offices in requisitioning *domestic*, regular, and airmail postal cards and aerogrammes direct from:

Electronic Data Processing Section
Office of the Comptroller
Government Printing Office
Washington, D.C. 20401

After that date these items will no longer be available from the U.S. Postal Agent, Stop 2, Washington, D.C. 20260.

II. Quantities Available**A. Regular Packing**

The minimum bulk quantity of postal cards and aerogrammes to be requisitioned from the Electronic Data Processing Section, Government Printing Office, Washington, D.C. 20401, has been reduced from truck-load lots listed in section 422.4, Postal Manual, to 5,000 postal cards and aerogrammes, except that the No. 8-4¢ sheet postal card must be ordered in minimum lots of 10,000. Postmasters shall requisition postal cards and aerogrammes in the following ordering levels:

Postal Cards—Cut

Type	Size and denomination	Item No.	Ordering levels	Maximum per requisition
Airmail-cut-----	No. 4—6¢-----	206	5,000 and multiples thereof to maximum.	500, 000
Reply-cut-----	No. 6—8¢-----	268	5,000 and multiples thereof to maximum.	3, 750, 000
Single-cut-----	No. 8—4¢-----	284	5,000, 10,000 and multiples of 10,000 to maximum.	7, 500, 000

Postal Cards in Sheets

Type	Size and denomination	Item No.	Ordering levels	Maximum per requisition
Reply-sheet-----	No. 6—8¢-----	269	5,000 and multiples thereof to maximum.	3, 750, 000
Single-sheet-----	No. 8—4¢-----	289	10,000 and multiples thereof to maximum.	7, 500, 000

Aerogrammes

Type	Size and denomination	Item No.	Ordering levels	Maximum per requisition
Airmail sheet-----	11¢-----	211	5,000 and multiples thereof to maximum.	2, 000, 000

Requisitions for incorrect ordering levels will be reduced to the next lower correct ordering level.

B. Special Packing

Postmasters at accountable paper depositories, and post offices where the position of Chief Accountant is authorized, may requisition specially packaged No. 6—8¢ reply, cut postal cards and No. 8—4¢ single, cut postal

cards in addition to the regular packing above.

Size No. 6—8¢ Reply, Cut
Cartons of 1,000 and 2,000

Size No. 8—4¢ Single, Cut

20 cartons of 500 each in a master carton of 10,000

10 cartons of 1,000 each in a master carton of 10,000

Cartons of 2,000 and 5,000

The specially packaged postal cards are suitable for mailing to area post offices, stations and branches, without further packaging. However, all requisitions for special packing must be for minimum quantities of 10,000 and multiples thereof, to the maximums shown in the chart above.

III. Requisitioning Schedule**A. When to Order**

All first- and second-class post offices have been assigned a specific date each quarter for requisitioning postal cards and aerogrammes in the quantities listed in II above, from the Electronic Data Processing Section, Office of the Comptroller, Government Printing Office, Washington, D.C. 20401. The requisitioning schedule published in *POSTAL BULLETIN* No. 20490, dated September 9, 1965, for ordering bulk quantities of accountable paper from Washington, D.C., will be used and appears on page 5 col. 1.

Under this schedule postmasters in Postal Region 12 will be the first to submit requisition Forms 3216 to the Government Printing Office. The requisitioning date for Region 12 is February 1. Region 12 will be followed by Region 15 etc. Postmasters may mail Forms 3216 to reach the Government Printing Office *no sooner* than 1 week prior to the scheduled requisitioning dates. Requisitions may be sent via airmail to assure arrival on schedule. The shipment of postal cards and aerogrammes that are requisitioned off cycle will be delayed.

B. Emergency Requisitions

Requests for emergency supplies of postal cards and aerogrammes should be held to an absolute minimum. *The processing of emergency requisitions is costly and time consuming.* However, when the need for postal cards and aerogrammes is urgent enough to justify the expense of priority handling, enclose memorandum Form 31 with the requisition (**DO NOT ATTACH**). State the cause and importance of the emergency requirement, and how long existing stocks will last. Failure to do this will result in the requisition being handled and shipped routinely via regular mail as an off-cycle requisition.

Region No.	Offices located in following States and possessions	Requisitioning dates			
		Feb. 15	May 17	Aug. 16	Nov. 15
1	Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont.	Feb. 15	May 17	Aug. 16	Nov. 15
2	New York, Puerto Rico, Virgin Islands.	Feb. 22	May 24	Aug. 23	Nov. 22
3	Delaware, New Jersey, Pennsylvania.	Mar. 1	May 31	Aug. 30	Nov. 29
4	Indiana, Kentucky, Ohio-----	Mar. 8	June 7	Sept. 6	Dec. 6
5	District of Columbia, Maryland, Virginia, West Virginia.	Mar. 15	June 14	Sept. 13	Dec. 13
6	Florida, Georgia, North Carolina, South Carolina.	Mar. 22	June 21	Sept. 20	Dec. 20
7	Illinois, Michigan-----	Mar. 29	June 28	Sept. 27	Dec. 28
8	Arkansas, Iowa, Missouri-----	Jan. 4	Apr. 5	July 5	Oct. 4
9	Minnesota, North Dakota, South Dakota, Wisconsin.	Jan. 11	Apr. 12	July 12	Oct. 11
10	Kansas, Nebraska, Oklahoma---	Jan. 18	Apr. 19	July 19	Oct. 18
11	Louisiana, Texas-----	Jan. 25	Apr. 26	July 26	Oct. 25
12	California, Guam, Hawaii, Nevada.	Feb. 1	May 3	Aug. 2	Nov. 1
13	Alabama, Mississippi, Tennessee.	Jan. 4	Apr. 5	July 5	Oct. 4
14	Arizona, Colorado, New Mexico, Utah, Wyoming.	Jan. 18	Apr. 19	July 19	Oct. 18
15	Alaska, Idaho, Montana, Oregon, Washington.	Feb. 8	May 10	Aug. 9	Nov. 8

6. Do not fold, staple, bend, clip, spindle, or otherwise mutilate Form 3216.

7. Verify the correctness of *Item Number and Quantity*.

8. Sign and date requisition—**DO NOT POSTMARK.**

9. Maintain a record of all Forms 3216 (including lost or spoiled) as specified in section 422.91, Postal Manual. Endorse spoiled forms "Spoiled" and retain at post office for 2 years.

10. Mail the requisition(s). Several Forms 3216 may be mailed in one envelope P-10-C.

V. Shipment of Postal Cards and Aerogrammes

Normally, shipments will be made during the week following the scheduled requisitioning date. Allow 3 weeks after scheduled requisitioning date for receipt. If not received by this time, notify the Electronic Data Processing Section, Office of the Comptroller, Government Printing Office, Washington, D.C. 20401, by memorandum Form 31, stating requisition number, item number, quantity, and date of requisition.

Nearly all shipments will be made via motor carrier or rail, to 1 of 51 destination points where the cartons of postal cards and aerogrammes will be dropped in the mail stream for forwarding to post offices. **So that full utilization may be made of truck-load shipments, please order bulk quantities of postal cards and aerogrammes in accordance with the requisitioning schedule.** The shipment of orders that are submitted off schedule will be delayed.

A. Advice of Shipment

You will receive GPO Form 2325, *Advice of Shipment—Postal Card and Aerogramme Invoice*, covering shipments of postal cards and aerogrammes to your office. The Advice of Shipment will be mailed the day before the stock is shipped and should arrive at your post office prior to receipt of the postal cards and aerogrammes.

B. Receipt and Examination of Stock

Verify that the stock received agrees with Form 2325, *Advice of Shipment*. Immediately report any discrepancy to the Procurement Division, Bureau of Facilities, Post Office

C. Need for Postal Cards and Aerogrammes During Transition Period

If stocks of postal cards and aerogrammes on hand will not last until your post office is scheduled to requisition these items from the Government Printing Office, use Form 17, *Stamp Requisition*, to order whatever stock needed, from your accountable paper depository. Place these orders according to the ZIP Code requisitioning schedule used to order less-than-bulk quantities of accountable paper from your APD.

Once your post office appears on the bulk requisitioning schedule for ordering postal cards and aerogrammes from the Government Printing Office, the maximum quantity cut postal cards, and aerogrammes that can be requisitioned from the APD will be 3000.

IV. How to Order

Use Form 3216, *Order for Postal Cards and Aerogrammes—Bulk Quantities*, to requisition postal cards and aerogrammes from the Electronic Data Processing Section, Office of the Comptroller, Government Printing Office, Washington, D.C. 20401 in accordance with the requisitioning schedule in III-A.

A. Preparation of Form 3216

1. Prepare legible requisitions, using typewriter if available.

2. Identify postal cards and aerogrammes by the item numbers shown in the schedule of quantities available (II-A). Copy the item number **EXACTLY** as it appears in the schedule. For example, No. 8-4¢ single cut postal cards may be ordered by entering 284 in the block designated "Item No." An error in entering the item number will cause you to receive the wrong postal cards or aerogrammes. The item numbers completely identify all items of postal cards and aerogrammes available from the Government Printing Office.

3. Order only one item per requisition.

4. Enter in the "Quantity Requisitioned" block, one of the proper ordering levels specified in II-A above. Post offices where the position of Chief Accountant is authorized, may requisition specially packaged postal cards by encircling one of the blocks on Form 3216. Separate requisitions must be prepared for special packing—only one packing level per requisition.

5. Do not write messages on Form 3216. Messages written on the card will not be seen as the forms are processed mechanically. When necessary to supplement Form 3216 with a message, use memorandum Form 31 and enclose with the card form. **DO NOT ATTACH.**

Department, Washington, D.C. 20260. The receiving employee and the witness, if any, must sign Form 2325 in the space indicated and enter date of receipt. Record receipt of postal cards and aerogrammes as specified in section 422.9 Postal Manual.

C. Errors in Ordering

When errors are made in ordering, and bulk quantities of postal cards and aerogrammes are received in excess of normal requirements, notify the Procurement Division, Bureau of Facilities, Post Office Department, Washington, D.C. 20260. State the requisition number, item number, quantity, and value of postal cards and aerogrammes in excess of needs. Record total stock received in accordance with section 422.9, Postal Manual. **Hold until notified of the disposition to be made. Do not return to the Government Printing Office.**

VI. New Forms and Supplies

Postal data centers will furnish postmasters an initial supply of Form 3216 and Form 3217, without requisition.

A. Form 3216, Requisition for Postal Cards and Aerogrammes—Bulk Quantities (Exhibit 1)

This requisition is an accountable form. It is prepunched and interpreted with requisition number, region number, finance number, city and State, and ZIP Code. **DO NOT** borrow these forms from another post office. Postal cards and aerogrammes ordered on Form 3216 will be charged according to the finance number that is punched in the cards. Instructions for preparation of Form 3216 appear in IV-A.

B. Form 3217, Order for Forms 3216, (Requisition for Postal Cards and Aerogrammes—Bulk Quantities)

Each post office will be furnished a Form 3217 (Exhibit 2). The Form 3217 contains the same prepunched and interpreted information as Form 3216 except that the next requisition number to be assigned your post office appears in the form. Use Form 3217 to request a one year

supply of Form 3216. Order in lots of 50 and multiples thereof. Send Form 3216 to Electronic Data Processing Section, Office of the Comptroller, Government Printing Office, Washington, D.C. 20401. Allow 30 days for delivery. Mail in envelope P-10-C described in C below. A Form 3217 will be furnished with each supply of Forms 3216. If Form 3217 is lost, reorder by memorandum Form 31, stating that Form 3217 is lost and specifying the quantity of Forms 3216 to be supplied. Also, state the next requisition number following the number printed on the last unused Form 3216 on hand.

C. Special Envelope P-10-C

Area supply centers will automatically furnish first- and second-class post offices an initial year's supply of preaddressed P-10-C envelopes. Thereafter, postmasters shall order supplies of P-10-C envelopes from area supply centers on their regularly scheduled requisitions. The P-10-C envelope is to be used only for mailing Form 3216 and Form 3217 to the Electronic Data Processing Section, Office of the Comptroller, Government Printing Office, Washington, D.C. 20401. Chapter 4, Postal Manual will be revised.—*Bureau of Facilities, 1-6-66.*

EXHIBIT 1

CITY, STATE AND ZIP CODE		ST. OFFICE
REQ. NO.		FINANCE NO.
REQUISITION FOR POSTAL CARDS AND AEROGGRAMMES — BULK QUANTITIES		
ITEM NO.	QUANTITY REQUESTED	AMOUNT
ENCLOSED AREA TO BE COMPLETED BY POSTMASTER		
SPECIAL PACKING — Available only to offices where Chief Accountant position is authorized. (Circle one if special packing requested)		
No. 6	1,000	2,000
No. 8	500-10M	1,000-10M
	2,000	5,000
	10,000	
USE SEPARATE CARD for each postal card and aerogramme item number.		
EMERGENCIES — Emergency requisition MUST be justified on Memo Form 31.		
No. 4 airmail postal cards and aerogrammes are available only in cartons of 5,000.		
MAIL — Requisition in pre-addressed envelope P-10-C, to: Electronic Data Processing Section, Office of the Comptroller, Government Printing Office, Washington, D. C. 20401.		
DO NOT lend this card to another office as it is punched with your office name and finance number.		
DO NOT fold, clip, staple, bend or write messages on this card.		
NO. OF CASH	POSTMASTER'S ACCOUNTABILITY	SHIPPING DATE
QUANTITY SUPPLIED	REQ. NO.	FINANCE NO.
NO. OF CASH	ST. OFFICE	ZIP CODE
	CITY	ST.
	ITEM NO.	QUANTITY REQUESTED
	DATE	DATE

EXHIBIT 2

CITY, STATE AND ZIP CODE		ST. OFFICE
NEXT REQ. NO.		FINANCE NO.
ORDER FOR FORMS 3216 (Requisition for Postal Cards and Aerogrammes — Bulk Quantities)		
POSTMASTER—COMPLETE THE FOLLOWING		DATE OF REQUEST
QUANTITY REQUESTED		ST. OFFICE
DATE		ZIP CODE
CITY		ST.
1. Use this card to order additional Forms 3216 in quantities of 50 or multiples thereof. Allow 30 days for delivery.		
2. Place this card in your file of unused Forms 3216 to serve as a replenishment reminder.		
3. Fill in quantity of forms requested (50 or multiples thereof), date, sign and mail in envelope P-10-C, to: Electronic Data Processing Section, Office of the Comptroller, Government Printing Office, Washington, D. C. 20401. Another copy of this order form will accompany your new supply of forms 3216.		
NEXT REQ. NO.	FINANCE NO.	ZIP CODE
ST. OFFICE	CITY	ST.

POST OFFICE CHANGES NO. 30

(Supplemental to July 1965 Directory of Post Offices)

Abbreviations: B=Branch, C=City Delivery, Conv.=Converted, I=Independent (Ind.) for receipt or dispatch of mail, MOU=Money Order Unit, Resc.=Rescinded, R=Rural Station, S=Station, x=Classified (clfd.) Contract (ct.) stations and branches do not have the symbol "x" following the symbol for type of installation. Effective date is 1965 unless otherwise shown

Action	Name of station, branch, or unit	Type	Name of post office	Class	ZIP code	County or parish	State	Effective date	Explanation
Delete	Fairford	R	Fairford	4	36531	Washington	Alabama	12-30-65	} Conv. to R.
Add	Fairford		McIntosh	2	36531	do	do		
Delete	Kendrick	RI	Kendrick	4	32655	Marion	Florida	12-30-65	} Conv. to RI.
Add	Kendrick		Ocala	1GC	32670	do	do	12-30-65	
Add	Lake Jem	RI	Mount Dora	1	32745	Lake	do	12-31-65	
									RI estab. Amend PB 11-18-65 and PB 12-2-65.
Delete			Hartland (Mail to Woodstock)	4 1GC	60032 60098	McHenry	Illinois	12-30-65	P.O. disc.
Delete			Bellerose	2	70341	Assumption	Louisiana	2- 1-66	} Name changed.
Add			Belle Rose	2	70341	do	do	2- 1-66	
Delete			Clifton (Mail to Franklinton)	4 1	70432 70438	Washington	do	12-30-65	P.O. disc.
Add			Andrews	4	21605	Dorchester	Maryland	12-30-65	Disc. in PB 12-9-65 is rescinded.
Delete			Larussell	3	64848	Jasper	Missouri	2- 1-66	} Name changed.
Add			La Russell	3	64848	do	do	2- 1-66	
Delete			Watson	4	64496	Atchison	do	12-30-65	} Correct PB 12-30-65.
Add	Watson	RI	Rock Port	2	64496	do	do	12-30-65	
Delete			Webster (Mail to Baker)	4 2	59352 59313	Fallon	Montana	12-30-65	P.O. disc.
Delete			Wabash (Mail to Murdock)	4 3	68459 68407	Cass	Nebraska	12-30-65	P.O. disc.
Delete	Separ	RI	Lordsburg	2C	88045	Hidalgo	New Mexico	1-31-66	RI disc.
Add	MOU No. 3		Tacoma	1GC	98433	Pierce	Washington	12-13-65	MOU No. 3 est. Located at Fort Lewis.
Delete			Shrewsbury	3	25184	Kanawha	West Virginia	12-30-65	} Conv. to R. Sta.
Add	Shrewsbury	R	Belle	2	25184	do	do		

All Postal Installations

FTS Telephone Service

General Services Administration advises that effective immediately controls are being established to reduce the cost for overflow calls placed on the FTS system that require handling over commercial toll facilities.

When user seeks FTS operator assistance, in placing such calls, the operator will complete the call only when the appropriate FTS leased circuits are available. If all facilities are busy, the operator will say, "I am sorry all of my leased circuits are in use; however, if your call is of an emergency or urgent nature, I may complete it over commercial toll facilities." Should the user say that the call is such that it must be completed, the operator will complete the call via commercial toll. The FTS operator will accept the assertion of the caller at all times and will make

no effort to verify assertion that call is of an emergent nature.

On all emergency calls being placed over commercial toll facilities, the operator will prepare a memorandum ticket for each call showing the date, caller's name and agency, the calling FTS number (user's 10 digit FTS number), and the called number (called party's 10 digit FTS number). At the end of each month, agency responsible for operation of the FTS switchboard will separate the memorandum tickets by agency and forward them to the agency concerned.

The above information applies to locally originated calls only. Incoming on-to-off net FTS network calls will continue to be handled as before.

The review of memorandum tickets, as indicated above, should be made by field personnel responsible for the operation of the telephone facilities.

Proper administrative control will assure good service.—Office of Research and Engineering, 1-6-66.

All Multi-ZIP Coded Post Offices

Charge for ZIP Coding Mailing Lists

Postmasters are reminded that section 123.552, Postal Manual, states that a charge of \$1.50 per thousand addresses or fraction thereof must be collected for mailing lists accepted on and after January 1, 1966, for sorting by five-digit ZIP Code delivery units at multi-ZIP Coded post offices. Accounting for such funds shall be in accordance with section 437.42, Postal Manual.—Bureau of Operations, 1-6-66.

**CHECK ON YOUR
PACKAGE AND
CLOSURE
IMPROVEMENT
PROGRAM
SEE P.B. OF
OCTOBER 28, 1965**

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 SIXTY 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-60,091,224 to B-60,091,300	B-74,221,080 to B-74,221,100	B-88,710,964 to B-88,711,000
B-60,567,934 to B-60,568,000	B-74,293,166 to B-74,293,250	B-89,967,451 to B-89,967,500
B-62,408,655 to B-62,409,000	B-74,470,863 to B-74,470,866	B-90,067,976 to B-90,068,000
B-62,531,551 to B-62,531,600	B-74,902,833 to B-74,903,000	B-90,168,702 to B-90,168,800
B-62,644,501 to B-62,644,800	B-75,004,735 to B-75,004,760	B-90,347,179 to B-90,347,550
B-63,392,001 to B-63,392,250	B-75,501,301 to B-75,501,400	B-90,576,041 to B-90,576,080
B-63,392,461 to B-63,392,500	B-75,944,415 to B-75,944,600	B-90,714,551 to B-90,714,600
B-63,565,939 to B-63,565,950	B-76,559,433 to B-76,559,500	B-90,834,356 to B-90,834,400
B-63,666,758 to B-63,666,810	B-76,625,651 to B-76,625,800	B-90,962,321 to B-90,962,328
B-64,026,415 to B-64,026,500	B-77,636,808 to B-77,637,000	B-91,012,346 to B-91,012,378
B-64,407,501 to B-64,408,000	B-78,037,468 to B-78,037,500	B-91,074,346 to B-91,074,650
B-64,918,093 to B-64,918,746	B-78,075,695 to B-78,075,850	B-91,592,219 to B-91,592,300
B-64,918,752 to B-64,918,800	B-78,162,685 to B-78,162,763	B-91,603,938 to B-91,604,000
B-65,456,144 to B-65,456,200	B-78,322,416 to B-78,322,440	B-91,979,501 to B-91,979,650
B-66,440,558 to B-66,440,700	B-78,805,001 to B-78,806,000	B-92,593,331 to B-92,593,500
B-66,993,741 to B-66,993,749	B-80,119,778 to B-80,119,850	B-93,077,501 to B-93,077,800
B-67,553,198 to B-67,553,200	B-80,254,160 to B-80,254,199	B-93,584,422 to B-93,584,460
B-67,792,248 to B-67,792,300	B-80,988,683 to B-80,988,750	B-94,245,421 to B-94,245,500
B-68,220,364 to B-68,220,390	B-81,173,077 to B-81,173,100	B-94,736,330 to B-94,736,450
B-68,616,723 to B-68,616,725	B-81,812,618 to B-81,812,633	B-94,741,941 to B-94,742,000
B-69,486,854 to B-69,486,900	B-81,841,753 to B-81,842,000	B-95,183,511 to B-95,183,800
B-69,569,738 to B-69,570,000	B-82,377,340 to B-82,377,500	B-95,235,477 to B-95,235,700
B-69,856,039 to B-69,856,040	B-82,436,490 to B-82,436,500	B-96,319,830 to B-96,320,000
B-70,432,212 to B-70,432,500	B-83,281,139 to B-83,281,500	B-96,460,782 to B-96,461,000
B-70,451,583 to B-70,451,800	B-85,809,458 to B-85,809,500	B-96,502,290 to B-96,502,300
B-71,848,521 to B-71,848,800	B-86,627,252 to B-86,627,300	B-96,789,932 to B-96,789,950
B-71,955,001 to B-71,955,010	B-87,037,328 to B-87,037,340	B-96,886,322 to B-96,886,500
B-72,129,497 to B-72,129,500	B-87,762,301 to B-87,762,500	B-96,943,631 to B-96,943,730
B-72,780,031 to B-72,780,100	B-87,996,497 to B-87,996,600	B-97,350,455 to B-97,350,500
B-73,156,912 to B-73,157,000	B-88,467,358 to B-88,467,400	B-97,624,642 to B-97,624,750
B-74,060,582 to B-74,060,900	B-88,492,118 to B-88,492,500	B-98,618,820 to B-98,618,900

Notice

Domestic Orders (enforced only by postmaster at city listed)

Fraud

<i>State and city</i>	<i>Names covered by order</i>
Minnesota, Minneapolis-----	Astral Co.;
	Black Magic Shop;
	B. M. S. Astral Co.

BE SURE THAT ALL FORMS INCLUDE ZIP CODE IN ADDRESS

All Post Offices

MISSING OR STOLEN MONEY ORDER FORMS—DO NOT CASH THESE ORDERS

To be posted and used by window clerks; destroy previous notices. Insert in proper sequence any interim notices from Inspection Service.

- | | | |
|--------------------------------|--------------------------------|--------------------------------|
| 15,496,881 to 15,496,999 | 3,969,606,328 to 3,969,606,999 | 6,454,703,490 to 6,454,703,499 |
| 1,861,105,973 to 1,861,105,999 | 3,969,807,123 to 3,969,807,999 | 6,458,364,400 to 6,458,364,699 |
| 1,865,695,092 to 1,865,695,499 | 426,743,838 to 426,743,900 | 6,458,748,000 to 6,458,749,999 |
| 20,542,241 to 20,542,399 | 431,633,861 to 431,633,999 | 6,460,580,277 to 6,460,580,299 |
| 21,168,175 to 21,169,982 | 432,414,700 to 432,414,799 | 6,460,583,340 to 6,460,583,399 |
| 22,222,600 to 22,222,999 | 432,538,030 to 432,538,199 | 6,462,962,960 to 6,462,962,999 |
| 22,335,194 to 22,335,499 | 434,752,823 to 434,752,999 | 6,465,272,500 to 6,465,273,999 |
| 22,511,100 to 22,511,349 | 436,206,329 to 436,206,399 | 6,465,767,376 to 6,465,767,599 |
| 26,686,739 to 26,686,799 | 437,020,296 to 437,020,406 | 6,467,183,564 to 6,467,183,599 |
| 27,699,100 to 27,699,499 | 4,550,662,800 to 4,550,663,999 | 6,467,293,958 to 6,467,293,999 |
| 27,991,879 to 27,991,999 | 4,552,156,684 to 4,552,156,999 | 6,467,398,400 to 6,467,398,999 |
| 2,236,214,910 to 2,236,214,953 | 4,557,275,103 to 4,557,275,999 | 6,468,845,410 to 6,468,845,599 |
| 2,240,080,303 to 2,240,080,499 | 4,565,154,071 to 4,565,159,999 | 6,468,988,122 to 6,468,988,299 |
| 2,248,393,500 to 2,248,393,699 | 4,565,525,320 to 4,565,525,599 | 7,384,582,458 to 7,384,583,999 |
| 2,249,512,201 to 2,249,512,499 | 4,570,591,200 to 4,570,591,999 | 7,388,138,197 to 7,388,139,999 |
| 2,249,572,177 to 2,249,572,199 | 4,575,477,565 to 4,575,477,999 | 7,389,180,317 to 7,389,180,499 |
| 2,252,423,969 to 2,252,423,999 | 4,576,130,000 to 4,576,131,999 | 7,390,556,000 to 7,390,559,999 |
| 2,253,774,064 to 2,253,774,085 | 4,584,597,500 to 4,584,597,999 | 7,400,841,098 to 7,400,841,999 |
| 2,254,547,500 to 2,254,547,999 | 4,585,202,874 to 4,585,203,999 | 7,403,777,402 to 7,403,777,599 |
| 2,254,552,237 to 2,254,552,999 | 4,589,058,176 to 4,589,058,299 | 7,404,121,462 to 7,404,121,999 |
| 2,256,082,248 to 2,256,082,299 | 4,590,135,447 to 4,590,135,999 | 7,404,153,214 to 7,404,153,499 |
| 2,903,555,532 to 2,903,555,999 | 4,595,240,000 to 4,595,241,999 | 7,404,195,648 to 7,404,195,999 |
| 2,904,967,509 to 2,904,967,999 | 4,595,638,366 to 4,595,638,399 | 7,405,962,636 to 7,405,962,699 |
| 2,905,243,861 to 2,905,243,999 | 4,596,486,100 to 4,596,486,199 | 7,406,190,260 to 7,406,190,499 |
| 2,906,611,149 to 2,906,611,209 | 4,600,982,163 to 4,600,982,499 | 7,406,952,668 to 7,406,952,999 |
| 2,908,213,792 to 2,908,213,999 | 4,601,083,400 to 4,601,083,999 | 7,407,529,301 to 7,407,529,999 |
| 2,908,552,051 to 2,908,552,499 | 4,604,160,694 to 4,604,160,899 | 7,713,538,224 to 7,713,538,999 |
| 2,911,526,682 to 2,911,526,999 | 4,608,194,000 to 4,608,195,999 | 7,716,274,659 to 7,716,274,689 |
| 2,911,749,000 to 2,911,749,199 | 5,535,977,660 to 5,535,977,699 | 7,717,247,500 to 7,717,247,999 |
| 2,911,981,200 to 2,911,981,499 | 5,536,009,841 to 5,536,009,899 | 7,718,237,089 to 7,718,237,499 |
| 2,914,467,050 to 2,914,467,199 | 5,541,128,000 to 5,541,128,399 | 7,721,188,301 to 7,721,188,499 |
| 2,915,447,802 to 2,915,447,899 | 5,541,305,722 to 5,541,305,799 | 7,725,870,000 to 7,725,871,999 |
| 2,916,715,000 to 2,916,715,499 | 5,542,078,812 to 5,542,079,999 | 8,301,574 to 8,301,999 |
| 2,917,259,428 to 2,917,259,999 | 5,542,086,355 to 5,542,086,999 | 897,140,491 to 897,140,692 |
| 2,917,940,457 to 2,917,940,499 | 5,542,947,134 to 5,542,947,499 | 8,302,835,900 to 8,302,835,999 |
| 2,918,193,400 to 2,918,193,749 | 5,544,898,748 to 5,544,898,899 | 8,302,849,851 to 8,302,849,899 |
| 2,920,593,500 to 2,920,593,549 | 5,546,958,341 to 5,546,958,499 | 8,459,818,019 to 8,459,818,060 |
| 2,921,426,000 to 2,921,426,499 | 5,910,706,319 to 5,910,706,999 | 8,461,875,857 to 8,461,875,999 |
| 2,921,674,133 to 2,921,674,299 | 5,913,350,894 to 5,913,351,999 | 8,462,737,251 to 8,462,737,999 |
| 2,921,820,000 to 2,921,820,037 | 5,916,229,294 to 5,916,229,999 | 8,470,097,619 to 8,470,097,699 |
| 3,665,798,735 to 3,665,798,999 | 5,918,337,288 to 5,918,337,499 | 8,470,485,297 to 8,470,485,599 |
| 3,674,760,531 to 3,674,760,799 | 5,920,905,327 to 5,920,905,599 | 8,470,728,893 to 8,470,728,999 |
| 3,675,111,897 to 3,675,111,999 | 5,922,927,251 to 5,922,927,274 | 8,472,008,900 to 8,472,009,999 |
| 3,676,359,700 to 3,676,359,849 | 5,923,103,680 to 5,923,103,999 | 8,476,541,104 to 8,476,541,999 |
| 3,678,010,873 to 3,678,010,899 | 5,923,238,095 to 5,923,238,999 | 908,057,711 to 908,057,899 |
| 3,678,960,506 to 3,678,960,599 | 5,923,322,300 to 5,923,322,499 | 916,638,030 to 916,638,999 |
| 3,945,607,637 to 3,945,607,699 | 5,925,030,737 to 5,925,030,759 | 917,464,640 to 917,464,999 |
| 3,951,300,735 to 3,951,301,999 | 5,925,992,248 to 5,925,992,299 | 918,932,520 to 918,932,999 |
| 3,953,216,084 to 3,953,216,499 | 5,926,148,600 to 5,926,148,999 | 921,283,247 to 921,283,499 |
| 3,953,948,804 to 3,953,948,851 | 5,926,272,755 to 5,926,272,999 | 923,517,490 to 923,517,999 |
| 3,957,002,808 to 3,957,002,999 | 5,926,559,400 to 5,926,559,599 | 924,012,141 to 924,012,217 |
| 3,959,623,784 to 3,959,623,999 | 6,424,277,027 to 6,424,277,249 | 925,001,364 to 925,001,399 |
| 3,961,535,975 to 3,961,535,999 | 6,435,207,358 to 6,435,207,399 | 925,049,461 to 925,049,519 |
| 3,962,580,400 to 3,962,580,999 | 6,439,817,975 to 6,439,817,999 | 925,414,000 to 925,415,999 |
| 3,966,230,683 to 3,966,230,799 | 6,442,158,719 to 6,442,158,800 | 927,263,552 to 927,263,999 |
| 3,966,248,307 to 3,966,248,499 | 6,449,398,792 to 6,449,398,999 | 931,079,901 to 931,079,999 |
| 3,967,254,589 to 3,967,254,999 | 6,449,912,000 to 6,449,913,999 | 931,819,000 to 931,819,397 |
| 3,967,423,058 to 3,967,423,099 | 6,451,537,950 to 6,451,537,999 | 932,023,269 to 932,023,299 |
| 3,967,823,138 to 3,967,823,999 | 6,453,298,088 to 6,453,298,349 | 935,184,952 to 935,185,999 |
| 3,969,426,097 to 3,969,426,154 | 6,453,889,801 to 6,453,889,999 | 936,151,826 to 936,151,999 |