



POSTAL BULLETIN

Instructions and Information For Postal Employees
Published Weekly



LXXXVII

Washington, D.C. 20260, Thursday, February 17, 1966—Ten Pages

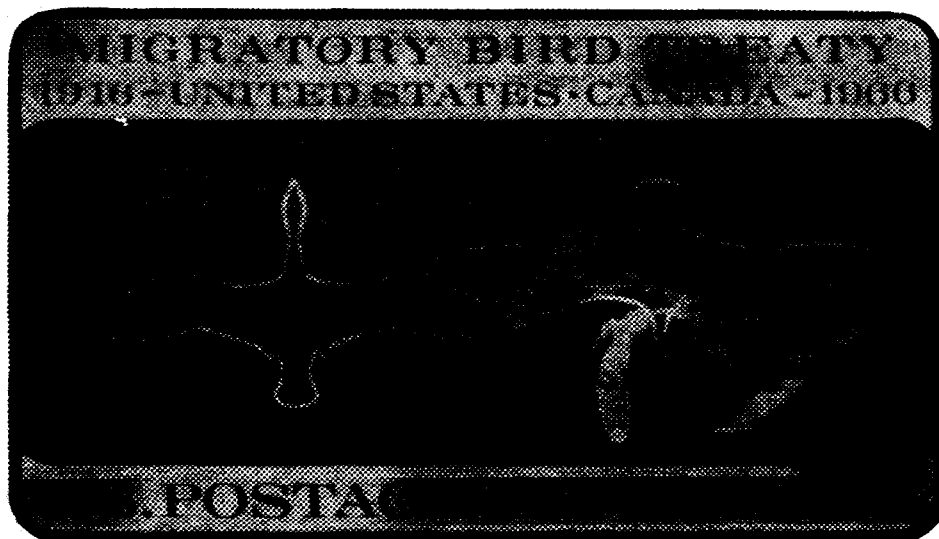
20517

All Postal Installations

5-CENT MIGRATORY BIRD TREATY COMMEMORATIVE POSTAGE STAMP

The 5-cent Migratory Bird Treaty commemorative stamp will be first placed on sale at Pittsburgh, Pa., on March 16, 1966, in conjunction with the North American Wildlife and Natural Resources Conference.

**POSTMASTERS SHALL NOT PLACE THIS STAMP ON SALE BEFORE
MARCH 17, 1966**



Size: 0.84" x 1.44" (horizontal)
ISSUED IN PANES OF 50
Color: Red, blue and black
Initial printing: 115 million

This stamp, designed by Burt E. Pringle of Jacksonville, Fla., commemorates the 50th anniversary of the treaty that protects migratory birds in Canada and the United States.

To obtain first-day cancellations, collectors may submit requests to the Postmaster, Pittsburgh, Pa. 15219. 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 March 17, 1966.

All classes of post offices will receive an initial supply of the stamps 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 464) with 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 automatic distribution may submit a separate requisition (Form 17) to their Accountable Paper Depository and endorse at top "Additional." All requisitions not so endorsed will be returned.—*Office of the Special Assistant to the Postmaster General, 2-17-66.*

All Postal Installations

New Highway Post Office

Effective February 26, 1966, a new highway post office service, designated the Houston and Corpus Christi, Tex., Highway Post Office, will be inaugurated to operate between the above offices.

First trip covers will be provided as follows:

Trip 5, departing Houston, Tex., 9:40 p.m., February 26, 1966

Trip 6, departing Corpus Christi, Tex., 9:25 p.m., February 27, 1966

Anyone desiring first-trip cancellations may obtain them by sending covers to the terminal office postmasters designated above, prepared as required by section 145.52, Postal Manual. No cachets or backstamps will be provided. **All covers intended for cancellation should be sent in time to reach the appropriate postmasters no later than February 25, 1966.**—*Bureau of Transportation and International Services, 2-17-66.*

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*All Postal Installations***New Airmail Service
Route Extension—AM-105**

On or about April 1, 1966, Bonanza Airlines will inaugurate new airmail service between Las Vegas, Nev., and Grand Canyon, Ariz.

An official cachet will be furnished for these post offices for application to philatelic covers transported on the first northbound and southbound flights. Northbound covers will be backstamped at Las Vegas, Nev.; southbound at Grand Canyon, Ariz.

The usual philatelic treatment, outlined in section 145.5, Postal Manual will be provided.

Patrons desiring to receive this cachet should forward their covers in another envelope as follows:

<i>For dispatch from:</i>	<i>Send covers to:</i>
Las Vegas Post Office	Postmaster, Las Vegas, Nev. 89101
Grand Canyon Post Office	Postmaster, Grand Canyon, Ariz. 86023

Covers should reach the office applying the cachet at least 5 days prior to flight date.

Covers already postmarked, those not properly prepared, and those posted in the usual manner will not receive the cachet.—*Bureau of Transportation and International Services, 2-17-66.*

*All Post Offices***ZIP Coding Data Processing
Card Mailing List**

Complaints continue to be received from mailers that data processing cards submitted for ZIP Coding by post offices are returned in mutilated condition, making them unusable in automatic equipment. All employees must be careful in handling these cards to avoid damaging them.

Particular care is needed in tying such cards into bundles so that indentations, tears, or other damages do not occur at the points where the twine is placed. The cards should be bundled securely, but the twine should not be pulled so tightly as to cause damage.—*Bureau of Operations, 2-17-66.*

*All Post Offices***Forwarding
International Mail**

Reports from exchange offices show that parcel post packages of both domestic and international origin are being redirected to addresses in other countries and dispatched, contrary to sections 231.82, 232.43, and 232.51, Postal Manual. When a parcel is undeliverable because the addressee or the sender has moved to another country, the parcel should be held and the facts reported to the International Service Division, Bureau of Transportation and International Services, so that the necessary forwarding postage can be requested.

Also, undeliverable domestic second- and third-class mail is being redirected to other countries and dispatched, although section 223.421, Postal Manual, limits such treatment to letters and post cards.

Postmasters will take action to prevent unauthorized forwarding of mail to other countries.—*Bureau of Transportation and International Services, 2-17-66.*

*All Postal Installations***Appointments—
Regional Office**

Mr. F. Alvin Webb has been appointed Regional Director, Washington Regional Office. Mr. Warren M. Bloomberg has been appointed Deputy Regional Director in that region. Both appointments were effective February 12, 1966.—*Office of the Deputy Postmaster General, 2-17-66.*

*All Postal Installations***Appointments—
Inspection Service**

The following appointments were effective February 12, 1966, Washington Division, Washington, D.C.:

Alton J. Murray, Postal Inspector in Charge

Ernest J. Bollie, Assistant Postal Inspector in Charge

—*Bureau of Chief Postal Inspector, 2-17-66.*

*Postmasters 314 Major Cities***ZIP Code Count**

The designated day for the ZIP Code count for A/P 9, PFY 1966, is Monday, February 21. The 314 post offices which should make the count are listed on page XII of the National ZIP Code Directory, POD Publication 65 (June 1965).

First-Class Mail

The count will be restricted to first-class mail. Random counts should approximate 4,000 but not exceed 5,000 pieces. The count should consist of a mixture of short and long letters. It is not necessary, however, to cull and count or report these separately.

**Reporting and Counting
Procedures**

A number of postmasters are submitting Form 3572 directly to the Department. Item A4, on the reverse of this form, instructs postmasters to submit original and one copy of Form 3572 to the Regional Director, Attention: Customer Relations Officer. Employees making the count should fully familiarize themselves with and carefully follow the counting and reporting procedures on the reverse of Form 3572.—*Bureau of Operations, 2-17-66.*

*Lobby Display***Red Cross Campaign Poster**

Representatives of local chapters of the American Red Cross may soon furnish postmasters a 1966 campaign poster.

Display the poster in a prominent location in the public lobby from the date of its receipt through March 31, 1966, as outlined in section 612.232, Postal Manual.

Posters received by postmasters in buildings operated by GSA should be submitted to the superintendent of the building.—*Bureau of Facilities, 2-17-66.*

Postal Installations Having Water Cooling Towers for Air-Conditioning Systems Under 100 Tons Capacity

Cooling Tower Water Treatment Chemicals

This instruction applies only to those installations where the Department is responsible for both the operation and maintenance of the air-conditioning equipment and where water treatment is being or will be performed under the Class B Instructions given on page 16 of Facilities Handbook S-18, *Air-Conditioning Systems With Water Cooling Towers*.

The handbook prescribes the use of certain chemicals for the treatment of the water that circulates through the condenser of the refrigeration machine from the cooling tower. These chemicals may be requisitioned from supply centers during authorized requisitioning cycles; however, offices needing the chemicals before the regular ordering period shall submit Form 4750, *Special Requisition for Supplies*. Do not include any other items on the Form 4750 request. **Item numbers and descriptions are as follows:**

1. **PHOSPHATE**.—The supply number is C-1871 and is furnished in

All WMS Offices

POD Schedule 8, 13-Period Year Calendar

A limited supply of POD Schedule 8, January 1966, is available from supply centers, on regularly scheduled requisitions, to WMS Offices needing the 13-Period Year Calendar for preparation of manpower estimates. Schedule 8 shows postal quarters and accounting periods for postal fiscal years 1965 through 1968.—*Bureau of Finance and Administration, 2-17-66.*

5-pound lots. Each 5-pound package contains a fiberglass mesh bag for suspending the compound in the cooling tower.

2. **PENTACHLOROPHENATE**.—The supply number is C-1870 and is furnished in 1-pound lots.

The table on page 16 of the handbook should be consulted for the quantities required for a cooling season. For any additional information, consult the Chief, Plant Maintenance Branch of your region.—*Bureau of Facilities, 2-17-66.*

All Postal Installations

Redesignation of Highway Post Office

Effective February 25, 1966, the San Antonio to Corpus Christi, Tex., and Mathis to McAllen, Tex., Highway Post Offices will be combined into one unit and redesignated the San Antonio and McAllen, Tex., Highway Post Office, operating between those two offices.

No first-trip covers will be furnished, but anyone desiring first-day cancellations may obtain them by sending covers to the terminal office postmasters named above, prepared as required by section 145.52, Postal Manual. **No cachets or back-stamps will be provided.**

First-trip departures are scheduled as follows:

Trip 2—from McAllen, 3:50 a.m., February 25, 1966.

Trip 1—from San Antonio, 12:15 a.m., February 26, 1966.

All covers intended for cancellation should be sent in time to reach the appropriate postmasters no later than February 24, 1966.—*Bureau of Transportation and International Services, 2-17-66.*

All Postal Installations

Publications

Please refer to Postal Manual 114.2 for source of supply and availability before you requisition any Post Office Department publications.—*Bureau of Finance and Administration, 2-17-66.*

HELP CORRECT MAIL IRREGULARITIES—COMPLETE FORM 1510 ACCURATELY AND LEGIBLY ON EVERY COMPLAINT OF LOST OR RIFLED MAIL

All Post Offices

Directory of Post Offices, POD Publication 26

(July 1965 Edition)

Cut and paste the following table to page VI of the 1965 Directory of Post Offices.—*Bureau of Operations, 2-15-66.*

NUMBER OF POST OFFICES, BY CLASSES, IN EACH STATE AND TERRITORY AS OF JANUARY 1, 1966

States and Territories	First class	Second class	Third class	Fourth class	Total
Alabama	70	119	295	225	709
Alaska	8	21	51	134	214
Arizona	27	57	86	58	228
Arkansas	54	98	246	360	758
California	382	273	401	175	1,231
Caroline Islands	0	1	3	0	4
Colorado	43	82	173	154	452
Connecticut	92	100	64	3	259
Delaware	12	16	28	4	60
District of Columbia	1	0	0	0	1
Florida	115	134	180	58	487
Georgia	109	153	290	140	692
Guam	1	0	0	0	1
Hawaii	13	33	34	0	80
Idaho	25	53	100	117	295
Illinois	244	319	565	208	1,336
Indiana	130	213	305	148	795
Iowa	102	248	506	143	999
Kansas	65	162	375	159	761
Kentucky	65	122	312	966	1,465
Louisiana	66	116	240	145	567
Maine	39	95	257	167	558
Marianna Islands	0	1	0	1	2
Marshall Islands	0	0	1	0	1
Maryland	62	95	210	95	462
Massachusetts	148	166	142	27	483
Michigan	177	262	364	103	906
Minnesota	90	233	426	164	913
Mississippi	63	100	209	141	513
Missouri	99	194	443	333	1,069
Montana	28	59	154	164	405
Nebraska	43	129	295	120	587
Nevada	13	19	35	38	105
New Hampshire	31	64	132	44	271
New Jersey	236	165	129	14	544
New Mexico	27	33	98	214	372
New York	338	452	705	209	1,704
North Carolina	115	214	346	140	815
North Dakota	14	81	238	178	511
Ohio	198	299	460	161	1,118
Oklahoma	61	132	279	213	685
Oregon	58	93	159	75	385
Pennsylvania	333	424	847	354	1,958
Puerto Rico	18	59	23	2	102
Rhode Island	13	24	18	4	59
Samoa (Tutuila)	1	0	0	0	1
South Carolina	64	100	173	85	422
South Dakota	23	87	185	153	448
Tennessee	81	123	254	168	626
Texas	230	343	592	465	1,630
Utah	23	45	73	108	249
Vermont	21	60	152	77	310
Virginia	88	159	362	432	1,041
Virgin Islands	3	1	1	0	5
Wake Island	0	1	0	0	1
Washington	77	120	217	121	535
West Virginia	38	105	361	650	1,154
Wisconsin	129	254	352	84	819
Wyoming	21	21	64	94	200
Total	4,627	7,132	13,009	8,595	33,363

All Postal Installations

Postal Manual Amendments

The Postal Manual was revised by the following issues for the period August 20, 1965, through January 28, 1966:

Chapter 1, Post Office Services

Issue No.	Issue No.
887	908
890	909
892	917
895	919
899	921
906	

Chapter 2, International Mail

898	911
903	

Chapter 3, Postal Procedures

896	916
907	920
912	

Chapter 4, Financial and Cost Controls

914

Chapter 5, Transportation

889	915
897	

Chapter 6, Facilities

885	902
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Chapter 7, Personnel

891	905
900	913
901	

Chapter 8, Organization and Administration

894	910
904	918

If you are missing any of these issues, write to:

Directives Management Branch
Post Office Department
Washington, D.C. 20260

In order to expedite your request, be sure to state the number of copies you wish and include your ZIP Code as part of your address. **Do not include any other items on this request.** Finally, if you do not use a form 1286, submit a completed mailing label for use in sending the material to you.—*Bureau of Finance and Administration 2-17-66.*

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 | 434,547,479 to 434,547,499 | 6,453,298,088 to 6,453,298,349 |
| 1,861,105,973 to 1,861,105,999 | 434,752,823 to 434,752,999 | 6,454,703,490 to 6,454,703,499 |
| 1,863,045,716 to 1,863,045,999 | 436,206,329 to 436,206,399 | 6,455,956,963 to 6,455,957,999 |
| 1,863,682,608 to 1,863,682,999 | 437,020,296 to 437,020,406 | 6,458,364,400 to 6,458,364,699 |
| 1,864,437,751 to 1,864,437,999 | 437,386,681 to 437,387,999 | 6,458,748,000 to 6,458,749,999 |
| 1,865,695,092 to 1,865,695,499 | 438,274,209 to 438,274,999 | 6,460,583,340 to 6,460,583,399 |
| 1,867,632,000 to 1,867,633,999 | 438,682,831 to 438,682,999 | 6,462,962,960 to 6,462,962,999 |
| 1,867,646,500 to 1,867,646,999 | 4,550,662,800 to 4,550,663,999 | 6,465,272,500 to 6,465,273,999 |
| 20,542,241 to 20,542,399 | 4,552,156,684 to 4,552,156,999 | 6,465,767,376 to 6,465,767,599 |
| 22,222,600 to 22,222,999 | 4,557,275,103 to 4,557,275,999 | 6,466,096,133 to 6,466,096,999 |
| 26,686,739 to 26,686,799 | 4,565,154,071 to 4,565,159,999 | 6,467,183,564 to 6,467,183,599 |
| 27,669,100 to 27,669,499 | 4,565,525,320 to 4,565,525,599 | 6,467,293,958 to 6,467,293,999 |
| 27,881,164 to 27,881,199 | 4,570,591,200 to 4,570,591,999 | 6,467,398,400 to 6,467,398,999 |
| 29,681,087 to 29,681,413 | 4,575,477,565 to 4,575,477,999 | 6,468,845,410 to 6,468,845,599 |
| 29,681,956 to 29,681,999 | 4,576,130,000 to 4,576,131,999 | 6,468,988,122 to 6,468,988,299 |
| 2,240,080,303 to 2,240,080,499 | 4,585,202,874 to 4,585,203,999 | 6,471,267,314 to 6,471,267,400 |
| 2,248,393,500 to 2,248,393,699 | 4,595,240,000 to 4,595,241,999 | 7,384,582,458 to 7,384,583,999 |
| 2,249,512,201 to 2,249,512,499 | 4,595,638,366 to 4,595,638,399 | 7,388,138,197 to 7,388,139,999 |
| 2,252,423,969 to 2,252,423,999 | 4,596,486,100 to 4,596,486,199 | 7,389,180,317 to 7,389,180,499 |
| 2,253,774,064 to 2,253,774,085 | 4,597,341,874 to 4,597,341,999 | 7,390,556,000 to 7,390,559,999 |
| 2,254,547,500 to 2,254,547,999 | 4,597,439,684 to 4,597,439,799 | 7,400,841,098 to 7,400,841,999 |
| 2,254,552,237 to 2,254,552,999 | 4,600,982,163 to 4,600,982,499 | 7,405,962,636 to 7,405,962,699 |
| 2,254,692,425 to 2,254,692,499 | 4,601,010,935 to 4,601,011,999 | 7,406,190,260 to 7,406,190,499 |
| 2,256,082,248 to 2,256,082,299 | 4,601,083,400 to 4,601,083,999 | 7,406,952,668 to 7,406,952,999 |
| 2,260,630,500 to 2,260,631,999 | 4,604,160,694 to 4,604,160,899 | 7,407,529,301 to 7,407,529,999 |
| 2,900,926,600 to 2,900,927,999 | 4,608,194,000 to 4,608,195,999 | 7,408,477,042 to 7,408,477,999 |
| 2,903,555,532 to 2,903,555,999 | 5,535,977,660 to 5,535,977,699 | 7,713,538,224 to 7,713,538,999 |
| 2,906,611,149 to 2,906,611,209 | 5,536,009,841 to 5,536,009,899 | 7,717,247,500 to 7,717,247,999 |
| 2,915,447,802 to 2,915,447,899 | 5,541,128,000 to 5,541,128,399 | 7,718,237,089 to 7,718,237,499 |
| 2,916,715,000 to 2,916,715,499 | 5,541,305,722 to 5,541,305,799 | 7,721,188,301 to 7,721,188,499 |
| 2,917,259,428 to 2,917,259,999 | 5,542,078,812 to 5,542,079,999 | 7,725,870,000 to 7,725,871,999 |
| 2,917,940,457 to 2,917,940,499 | 5,542,086,355 to 5,542,086,999 | 7,407,774,684 to 7,407,774,728 |
| 2,918,193,400 to 2,918,193,749 | 5,542,947,134 to 5,542,947,499 | 7,407,774,912 to 7,407,774,995 |
| 2,920,593,500 to 2,920,593,549 | 5,544,898,748 to 5,544,898,899 | 8,301,574 to 8,301,999 |
| 2,921,426,000 to 2,921,426,499 | 5,546,958,341 to 5,546,958,499 | 897,140,491 to 897,140,692 |
| 2,921,674,133 to 2,921,674,299 | 5,910,509,769 to 5,910,509,999 | 8,302,835,900 to 8,302,835,999 |
| 2,921,820,000 to 2,921,820,037 | 5,910,706,319 to 5,910,706,999 | 8,302,849,851 to 8,302,849,899 |
| 3,665,798,735 to 3,665,798,999 | 5,913,350,894 to 5,913,351,999 | 8,459,818,019 to 8,459,818,060 |
| 3,678,010,873 to 3,678,010,899 | 5,918,337,288 to 5,918,337,499 | 8,461,875,857 to 8,461,875,999 |
| 3,678,907,736 to 3,678,907,999 | 5,920,905,327 to 5,920,905,599 | 8,470,485,297 to 8,470,485,599 |
| 3,678,960,506 to 3,678,960,599 | 5,921,029,954 to 5,921,029,999 | 8,472,008,900 to 8,472,009,999 |
| 3,945,607,637 to 3,945,607,699 | 5,923,103,680 to 5,923,103,999 | 8,476,541,104 to 8,476,541,999 |
| 3,951,300,735 to 3,951,301,999 | 5,923,238,095 to 5,923,238,999 | 8,480,664,600 to 8,480,665,899 |
| 3,953,216,084 to 3,953,216,499 | 5,923,322,300 to 5,923,322,499 | 908,057,711 to 908,057,899 |
| 3,953,948,804 to 3,953,948,851 | 5,925,030,737 to 5,925,030,759 | 916,638,030 to 916,638,999 |
| 3,959,623,784 to 3,959,623,999 | 5,925,925,867 to 5,925,925,999 | 917,464,640 to 917,464,999 |
| 3,962,580,400 to 3,962,580,999 | 5,925,992,248 to 5,925,992,299 | 918,932,520 to 918,932,999 |
| 3,966,248,307 to 3,966,248,499 | 5,926,018,566 to 5,926,019,999 | 921,283,247 to 921,283,499 |
| 3,967,254,589 to 3,967,254,999 | 5,926,148,600 to 5,926,148,999 | 924,012,141 to 924,012,217 |
| 3,967,423,058 to 3,967,423,099 | 5,926,272,755 to 5,926,272,999 | 925,001,364 to 925,001,399 |
| 3,967,823,138 to 3,967,823,999 | 5,926,559,400 to 5,926,559,599 | 925,049,461 to 925,049,519 |
| 3,968,670,736 to 3,968,670,999 | 5,927,966,567 to 5,927,966,577 | 925,414,000 to 925,415,999 |
| 3,969,426,097 to 3,969,426,154 | 5,930,462,000 to 5,930,462,148 | 931,079,901 to 931,079,999 |
| 3,969,606,328 to 3,969,606,999 | 5,930,462,507 to 5,930,462,759 | 931,819,000 to 931,819,397 |
| 3,969,807,123 to 3,969,807,999 | 5,930,463,320 to 5,930,463,779 | 932,023,269 to 932,023,299 |
| 3,970,985,233 to 3,970,985,399 | 6,424,277,027 to 6,424,277,249 | 935,184,952 to 935,185,999 |
| 426,743,838 to 426,743,900 | 6,435,207,358 to 6,435,207,399 | 936,151,826 to 936,151,999 |
| 431,633,861 to 431,633,999 | 6,442,158,719 to 6,442,158,800 | 938,671,844 to 938,671,899 |
| 432,414,700 to 432,414,799 | 6,449,398,792 to 6,449,398,999 | 940,007,591 to 940,007,999 |
| 432,538,030 to 432,538,199 | 6,451,537,950 to 6,451,537,999 | 945,734,009 to 945,734,059 |

All Postmasters at First- and Second-Class Offices Who Serve as Contracting Officers

Compliance With Service Contract Act of 1965

A. PURPOSE AND REQUIREMENT

To announce policy, procedures, and guidance necessary to comply with the Service Contract Act of 1965 (Public Law 89-286, 79 Stat. 1034) and implementing instructions issued by the Department of Labor. The Service Contract Act of 1965, and the implementing regulations issued by the Department of Labor, require that regardless of contract amount, no contractor or subcontractor holding a Federal service contract shall pay any of his employees engaged in such work less than a minimum wage of \$1.25 per hour, or in the case of contracts exceeding \$2,500 per year, the prevailing wage rates and fringe benefits as determined by the Labor Department, whichever is greater.

B. CONTRACTS COVERED

1. The minimum wage of \$1.25 per hour applies to any contract with the Federal Government, *the principal purpose of which is to furnish services through the use of service employees.*

2. "Service employees" includes guards, watchmen, or any person engaged in a recognized trade or craft, or other skilled mechanical craft, or in unskilled, semiskilled, or skilled manual labor occupations, including a foreman or supervisor in a position having trade, craft, or laboring experience as the paramount requirement.

3. Contracts such as job cleaners, snow or trash removal, window washing and other custodial services, vehicle maintenance, and air-conditioning maintenance, are subject to the Service Contract Act of 1965, in accordance with the procedures prescribed herein.

C. EFFECTIVE DATE

The instructions prescribed herein are effective as to all negotiations concluded or invitations to bid issued on or after publication of this POSTAL BULLETIN notice.

D. EXEMPTIONS

The following contracts are exempted from the procedures prescribed herein:

1. Any contract for construction, alteration, and/or repair (including painting and decorating) of public buildings or public works.

2. Any contract for the carriage of freight or personnel by vessel, airplane, bus, truck, express, railway line, or oil or gas pipeline where published tariff rates are in effect.

3. Any contract for public utility services, including electric light and power, telephone, water, steam, and gas.

4. Any contract, the principal purpose of which is the transportation, handling, or delivery of the mails, or the operation of postal contract stations. Specific instructions relating to these contracts will be issued separately.

E. REGISTER OF WAGE DETERMINATIONS AND FRINGE BENEFITS

The Administrator of the Wage and Hour and Public Contracts Divisions of the Department of Labor determines the minimum wages and specifies the fringe benefits to be furnished the various classes of service employees in the localities in which employed under the contracts specified in B.3., above. Each regional and field office of the Wage and Hour and Public Contracts Divisions maintains a register of such determinations. These regional and field offices are located as follows:

OFFICES OF THE DIVISIONS ARE LOCATED IN:

REGION I (Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont)

Regional Office: Boston, Mass.
Field Offices: Hartford, Conn.
Portland, Maine
Boston, Mass.
Springfield, Mass.
Manchester, N.H.
Providence, R.I.

REGION II (New Jersey, New York)

Regional Office: New York, N.Y.
Field Offices: Newark, N.J.
Paterson, N.J.
Trenton, N.J.
Bronx, N.Y.
Brooklyn, N.Y.
Buffalo, N.Y.
Hempstead, L.I., N.Y.
New York City, N.Y.
Syracuse, N.Y.

REGION III (Delaware, District of Columbia, Maryland, Pennsylvania)

Regional Office: Chambersburg, Pa.
Field Offices: Baltimore, Md.
College Park, Md.
Harrisburg, Pa.
McKeesport, Pa.
Philadelphia, Pa.
Pittsburgh, Pa.
Wilkes-Barre, Pa.

REGION IV (Alabama, Arkansas, Louisiana, Mississippi)

Regional Office: Birmingham, Ala.
Field Offices: Birmingham, Ala.
Mobile, Ala.
Montgomery, Ala.
Little Rock, Ark.
Baton Rouge, La.
New Orleans, La.
Shreveport, La.
Jackson, Miss.

REGION V (Michigan, Ohio)

Regional Office: Cleveland, Ohio
Field Offices: Detroit, Mich.
Grand Rapids, Mich.
Cincinnati, Ohio
Cleveland, Ohio
Columbus, Ohio

REGION VI (Illinois, Indiana, Minnesota, Wisconsin)

Regional Office: Chicago, Ill.
Field Offices: Chicago, Ill.
Springfield, Ill.
Indianapolis, Ind.
South Bend, Ind.
Minneapolis, Minn.
Madison, Wis.
Milwaukee, Wis.

REGION VII (Colorado, Iowa, Kansas, Missouri, Nebraska, North Dakota, South Dakota, Wyoming)

Regional Office: Kansas City, Mo.
Field Offices: Denver, Colo.
Des Moines, Iowa
Wichita, Kans.
Kansas City, Mo.
St. Louis, Mo.
Omaha, Nebr.
Sioux Falls, S. Dak.

REGION VIII (New Mexico, Oklahoma, Texas)

Regional Office: Dallas, Tex.
Field Offices: Albuquerque, N. Mex.
Oklahoma City, Okla.
Tulsa, Okla.
Corpus Christi, Tex.
Dallas, Tex.
El Paso, Tex.
Fort Worth, Tex.
Houston, Tex.
San Antonio, Tex.
Waco, Tex.

REGION IX (Alaska, Arizona, California, Hawaii, Idaho, Montana, Nevada, Oregon, Utah, Washington)

Regional Office: San Francisco, Calif.
Field Offices: Hollywood, Calif.
Long Beach, Calif.
Los Angeles, Calif.
Oakland, Calif.
San Francisco, Calif.
Whittier, Calif.
Honolulu, Hawaii
Portland, Oreg.
Salt Lake City, Utah
Seattle, Wash.

REGION X (Kentucky, Tennessee, Virginia, W. Virginia)

Regional Office: Nashville, Tenn.
Field Offices: Lexington, Ky.
Louisville, Ky.
Knoxville, Tenn.
Memphis, Tenn.
Nashville, Tenn.
Richmond, Va.
Roanoke, Va.
Charleston, W. Va.
Clarksburg, W. Va.

REGION XI (Florida, Georgia, North Carolina, South Carolina)

Regional Office: Atlanta, Ga.
 Field Offices: Jacksonville, Fla.
 Miami, Fla.
 North Miami, Fla.
 Tampa, Fla.
 Atlanta, Ga.
 Hapeville, Ga.
 Columbus, Ga.
 Savannah, Ga.
 Raleigh, N.C.
 Columbia, S.C.
PUERTO RICO: Santurce
 Mayaguez

F. ACTION REQUIRED BY POD CONTRACTING OFFICERS

1. *Service contracts where the estimated cost is less than \$2,500 per annum.*

a. Attach to or insert the following clause in all bid documents and contracts:

"SERVICE CONTRACT ACT OF 1965

"The Contractor and any subcontractor hereunder shall pay all of their employees engaged in performing work on the contract not less than the minimum wage specified under section 6(a)(1) of the Fair Labor Standards Act of 1938, as amended (\$1.25 per hour as of January 20, 1966), and are subject to the regulations of the Secretary of Labor thereunder (29 CFR Part 4)."

b. Comply with F-3, below.

2. *Service contracts where the estimated cost exceeds \$2,500 per annum.*

a. Obtain from the nearest regional or field office of the Department of Labor listed in paragraph E, above, a determination of the minimum monetary wages and fringe benefits to be furnished the service employees to be employed under the contemplated contract.

b. Not less than 30 days prior to the date for issuance of any invitation for bids, or as soon as practicable where exceptional circumstances prevent such notice within 30 days, forward by letter to the Administrator, Wage and Hour and Public Contracts Divisions, Department of Labor, Washington, D.C. 20210, a notice of intent to make a service contract. Such letter of intent shall contain the following data:

(1) A description of the service to be performed.

(2) The place where the contract is to be performed.

(3) The date that bids will be issued.

(4) A list of each class of service employees (such as custodial, auto mechanic, etc.), likely to be employed in the performance of the contract.

(5) A description of the minimum wages and fringe benefits to be included in the contract as specified in the determination obtained from the regional or field office of the Labor Department. If the regional or field office listed in paragraph E, above, is unable to provide a determination of the wages and fringe benefits to be furnished, contracting officers shall:

(a) Include a statement to that effect in the letter of intent. And,

(b) Furnish an estimate of the number of service employees (broken down by each class) likely to be employed, together with an estimate of local prevailing wage rates and fringe benefits for such services. (NOTE.—"Fringe benefits" include such items as overtime pay, vacation periods, retirement benefits, medical assistance, insurance and welfare benefits, providing of uniforms, work clothes, and tools.)

c. Prepare invitations for bid in accordance with Postal Manual 643.1. Attach to each invitation for bid a copy of POD Notice 82, Additional General Provisions for Service Contracts (see Exhibit A), which contains the required clause for service contracts falling within the scope of these instructions and incorporate by reference on SF 33. Notice 82 is now being printed and will be available from supply centers in the near future. Do not order Notice 82 from supply centers until instructed to do so in a subsequent POSTAL BULLETIN. Pending availability of Notice 82, the text of Exhibit A may be reproduced for local use if necessary.

d. Attach to Notice 82, a statement setting forth the minimum wages and fringe benefits obtained from the regional or field office of the Labor Department, modified, if necessary, by any instructions received from the Administrator, Wage and Hour and Public Contracts Division, Department of Labor, in response to the letter notice of intent described in paragraph F.2.b., above, *Provided*, such response is received prior to issuance of the invitation.

e. Paragraph a of the contract clause set forth in Notice 82 specifies that where there has been a wage

determination for one or more but not all of the classes of service employees to be employed under the contract, that the contractor shall seek such agreements as may be necessary to insure that the employees not covered by a wage determination are, in fact, paid wages and furnished fringe benefits conforming generally to those classes of employees that are covered by the wage determination. The contractor is also required by the same contract clause to render a report to the contracting officer as to the nature of such agreement. If the interested parties do not agree on a classification for the employees not covered by the wage determination, the contracting officer shall forward a letter report, together with his recommendation, to the Administrator of the Wage and Hour and Public Contracts Divisions, Department of Labor, Washington, D.C. 20210.

f. *Notice of Award.*—Forward a notice of service contract award to the Administrator of the Wage and Hour and Public Contracts Divisions, Department of Labor, Washington, D.C. 20210, on Standard Form 99, Notice of Award of Contract, completed as indicated in Exhibit B. Standard Form 99 may be requisitioned from area supply centers during regular requisitioning cycles.

3. Enforcement

a. Contracting Officers shall ascertain that the contractor is fully informed of the labor standards provisions of the contract. Unless it is clear that the contractor is fully informed, the contractor shall be so informed by conference, letter, or otherwise by the contracting officer, as soon as possible after the award of the contract.

b. Contracting officers shall be alert to insure that service contractors comply particularly with paragraphs a and c of the clause set forth in Notice 82, or the clause set forth in paragraph F.1.a., above, whichever is applicable. Any violation of such contract stipulations renders the contractor responsible for a sum equal to the amount of any underpayment of compensation due to any employee engaged in the performance of the contract. Funds may be withheld from the contractor in order to satisfy such underpayments to his employees. Upon discovery of any possible violation of the contract's stipulations:

(1) Contracting officers shall for-

ward an immediate report with full particulars to the Procurement and Supply Officer, together with a recommendation as to the desirability of withholding payments to the contractor.

(2) Procurement and Supply Officers shall:

(a) Review the report and if the facts warrant, authorize the PDC in writing to withhold such payments as may be necessary.

(b) Instruct the Contracting Officer to notify the contractor in writing that such payments are being withheld in accordance with the applicable clause of the contract.

(c) Forward a full report of action taken to the Director, Procurement Division, Attn: Chief, Inventory and Distribution Branch, for resolution and further guidance.

c. Any failure by the contractor to comply with the requirements of the Service Contract Act of 1965 may be grounds for termination; however, contracting officers shall not terminate any contract or issue any stop-work notice without prior advice and approval from the Director, Procurement Division.

d. Contracting officers and other postal employees shall cooperate with

representatives of the Department of Labor in the examination of records, interviews with service employees, and all other aspects of investigations undertaken by the Department of Labor with respect to the Service Contract Act of 1965. Violations by contractors that come to the attention of contracting officers shall be reported promptly to the Director, Procurement Division, Attn: Inventory

and Distribution Branch; however, in no event shall complaints by individual employees be disclosed to the employer.

G. REGULATIONS AFFECTED

Instructions contained herein will be incorporated in the postal manual, chapter 6, and in POD Procurement Regulations.—*Bureau of Facilities, 2-17-66.*

EXHIBIT B

Standard Form 99 Revised June 1959 99-103		This notice of award is required pursuant to Article 201.1204 of Regulations Part 201, issued under 41 U. S. C. 205-20	
DEPARTMENT OF LABOR Wage and Hour and Public Contracts Division			
NOTICE OF AWARD OF CONTRACT			
1. Department or Agency POST OFFICE DEPARTMENT		2. Branch, Bureau, Division, etc. POST OFFICE	
3. Address (Street) (City) (State) FAIRFAX VIRGINIA 22030		4. Contract No. 51-30960-6-001	
5. Contractor (Name) JOHN JONES CLEANING SERVICE		6. Institution for bids No. 1	
7. Address (Street) (City) (State) FAIRFAX VIRGINIA 22030		8. Manufacturer (Name and Address) (City) (State) SERVICE	
9. To be manufactured or supplied by: (Other establishments subject to Act) (Firm name) (Street) (City) (State)			
10. Commodity description (Indicate also Federal Supply Class No.) CUSTODIAL SERVICES			
11. Amount of Contract \$3,475.00		12. Date of Award June 20, 1965	
		13. Completion Date June 30, 1966	
		14. Date Forms PG 12 and 12 made Not Applicable	

COD SERVICE IS NOT AVAILABLE FOR ARTICLES HAVING AN APO OR FPO DESIGNATION AS PART OF THE ADDRESS (SECTION 163.25, POSTAL MANUAL)

EXHIBIT A

POST OFFICE DEPARTMENT

Additional General Provisions for Service Contracts

This contract, to the extent that it is of the character to which the Service Contract Act of 1965 (P.L. 89-286) applies, is subject to the following provisions and to all other applicable provisions of the act and the regulations of the Secretary of Labor thereunder (29 CFR Part 4).

(a) *Compensation.* Each service employee employed in the performance of this contract by the Contractor or any subcontractor shall be paid the minimum monetary wage and shall be furnished fringe benefits in accordance with the wages and fringe benefits determined by the Secretary of Labor or his authorized representative, as specified in any attachment to this contract. If there is such an attachment, any class of service employee which is not listed therein but which is to be employed under this contract, shall be classified or reclassified and paid wages conformably to the determination of the Secretary of Labor as specified in such attachment, by agreement between the interested parties, and the Contracting Officer shall report the action to the Administrator of the Wage and Hour and Public Contracts Divisions of the Department of Labor. If the interested parties do not agree on a classification or reclassification which is, in fact, conformable, the Contracting Officer shall submit the question, together with his recommendation, to the Administrator of the Wage and Hour and Public Contracts Divisions of the Department of Labor or his authorized representative for final determination. In addition, non-service employees shall be paid not less than the minimum wage specified under section 6(a)(1) of the Fair Labor Standards Act of 1938, as amended (\$1.25 per hour as of January 20, 1966).

(b) *Obligation to furnish fringe benefits.* The Contractor or subcontractor may discharge the obligation to furnish fringe benefits specified in the attachment by furnishing any equivalent combinations of fringe benefits, or by making equivalent or differential payments in cash, pursuant to applicable rules of the Administrator of the Wage and Hour and Public Contracts Divisions of the Department of Labor.

(c) *Minimum wage.* In the absence of a minimum wage attachment for this contract, neither the Contractor nor any subcontractor under this contract shall pay any of his employees performing work under the contract (regardless of whether they are service employees) less than the minimum wage specified by section 6(a)(1) of the Fair Labor Standards Act of 1938 (\$1.25 per hour as of January 20, 1966). Nothing in this provision shall relieve the Contractor or any subcontractor of any other obligation under law or contract for the payment of a higher wage to any employee.

(d) *Notification to employees.* The Contractor shall notify each service employee commencing work on this contract of the minimum monetary wage and any fringe benefits required to be paid pursuant to this contract, or shall post a notice of such wages and benefits in a prominent and accessible place at the worksite, using such poster as may be provided by the Department of Labor.

(e) *Safe and sanitary working conditions.* The Contractor shall not permit any part of the services called for by this contract to be performed in buildings or surroundings or under working conditions provided by or under the control or supervision of the Contractor which are unsanitary or hazardous or dangerous to the health or safety of service employees engaged to furnish these services.

(f) *Records.* Each Contractor or subcontractor performing work subject to the act shall make and maintain for 3 years from the completion of the work the records identified below for each service employee performing work under the contract, and shall make them available for inspection and transcription by authorized representatives of the Administrator of the Wage and Hour and Public Contracts Divisions of the U.S. Department of Labor.

(1) His name and address.

(2) His work classification or classifications, rate or rates of monetary wages and fringe benefits provided, rate or rates of fringe benefit payments in lieu thereof, and total daily and weekly compensation.

(3) His daily and weekly hours so worked.

(4) Any deductions, rebates, or refunds from his total daily or weekly compensation.

(g) *Withholding of payments and termination of contract.* The Contracting Officer may withhold or cause to be withheld from the Government Prime Contractor under this or any other Government contract such sums as are necessary to pay underpaid employees. Additionally, any failure to comply with the requirements of the paragraphs of this clause relating to the Service Contract Act of 1965 may be grounds for termination of his right to proceed with the contract work. In such event, the Government may enter into other contracts or arrangements for completion of the work, charging the Contractor with any additional cost.

(h) *Subcontractors.* The Contractor agrees to insert these paragraphs relating to the Service Contract Act of 1965 in all subcontracts. The term "Contractor" as used in these paragraphs in any subcontract, shall be deemed to refer to the subcontractor, except in the term "Government Prime Contractor."

(i) *Service employee.* As used in these paragraphs relating to the Service Contract Act of 1965, the term "service employee" means guards, watchmen, and any person engaged in a recognized trade or craft, or other skilled mechanical craft, or in unskilled, semiskilled, or skilled manual labor occupations; and any other employee including a foreman or supervisor in a position having trade, craft, or laboring experience as the paramount requirement; and shall include all such persons regardless of any contractual relationship that may be alleged to exist between a Contractor or subcontractor and such persons.

POD Notice 82, January 1966

POST OFFICE CHANGES NO. 36

(Supplemental to July 1965 Directory of Post Offices POD Publication 26)

Abbreviations: B=Branch. C=City Delivery. Conv.=Converted. I=Independent for receipt or dispatch of mail. MOU=Money Order Unit. RB=Rural Branch. Resc.=Rescinded. RS=Rural Station. S=Station. X=Classified. (Contract stations and branches do not have the symbol "x" following the symbol for type of installation.) Effective date is 1966 unless otherwise shown.

State	Name of post office	County-parish	Class	Name of station, branch, or unit	Type S/B	ZIP Code	Change action	Effective date	Explanation of change
AR	Texarkana		1	Mandeville	R	71850	Delete	2-11	Correct PB 2-3-66.
AR	Texarkana*		1	Mandeville**	RS	71850	Add	2-11	
AZ	Yuma	Yuma	1	Yuma Proving Ground.	B	85304	Add	3-16	B estab.
CA	Ivanpah	San Bernardino	4			92350	Delete	2-25	P.O. disc. Correct PB 12-23-65. Nipton 3d- not 1st-cl. P.O. R disc. RB estab.
CA	Mail to Nipton)		3			92366	Add	1-15	
CA	Nipton	San Bernardino	1	Mountain Pass	R	92366	Delete	1-15	
CA	do	do	3	do	RS	92366	Add	1-15	
CA	Redding	Shasta	1	Buckeye	R	96001	Delete	12-31-65	R disc. RB estab.
CA	Redway	Humboldt	3	Ruby Valley	RB	95560	Add	3-1	
CO	Loretto	Denver	2			80130	Delete	3-11	P.O. conv. to Sx. P.O. conv. to RB.
CO	Denver	do	1	Loretto	Sx	80236	Add	3-11	
CO	Milner	Routt	4			81644	Delete	2-25	
CO	Steamboat Springs	do	1	Milner	RB	80477	Add	2-25	
FL	Jacksonville	Duval	1	Santa Monica	B	32216	Delete	2-28	B disc. PB 2-3-66 resc.
FL	Shamrock	Dixie	3			32687	Add	2-25	
GA	Atlanta	Fulton	1	Gordon Road	S	30310	Add	3-1	S estab. Correct PB 2-3. ZIP 31093 not 31094.
GA	Warner Robins	Houston	1	South Base	B	31094	Delete	2-5	
GA	do	do	1	do	B	31093	Add	2-5	
IL	Joliet	Will	1	Shorewood	RS	60436	Add	3-1	RS estab. RB estab.
IL	Roselle	Du Page	1	Schaumburg	RB	60172	Add	3-1	
LA	Jonesville	Catahoula	2			71343	Delete	3-12	City delivery estab.
LA	do	do	2C			71343	Add	3-12	
MD	Oakley	Saint Marys	4			20665	Delete	2-25	P.O. disc.
MD	(Mail to Avenue)		3			20609	Add		
MI	Goodells	Saint Clair	3	Ruby	RB	48027	Add	3-1	RB estab. RB estab.
MI	Niles	Berrien	1	Barron Lake	RB	49120	Add	3-1	
MN	Hubbard	Hubbard	4			56454	Delete	2-25	P.O. conv. to RB. B disc.
MN	Park Rapids	do	1	Hubbard	RB	56454	Add	2-25	
MN	Minneapolis	Hennepin	1	Winnetka	B	55427	Delete	2-18	
MO	Alton	Oregon	2	Riverton	RB	65432	Add	3-1	RB estab.
NB	Harbine	Jefferson	4			68360	Add	2-25	PB 1-27 resc.
NM	Madrid	Santa Fe	4			87083	Delete	3-11	P.O. disc.
NM	(Mail to Cerrillos)		4			87010	Add		
NY	Albany	Albany	1	Westmere	S	12203	Delete	9-30-65	Correct PB 1-27. West- mere B not S.
NY	do	do	1	do	B	12203	Delete	9-30-65	
NC	New Bern	Craven	1	Clark	RS		Delete	2-28	RS disc.
PA	Eynon	Lackawanna	1			18418	Delete	3-25	P.O. conv. to Sx.
PA	Archbald	do	2	Eynon	Sx	18403	Add	3-25	
TN	Fulton	Lauderdale	4			38035	Delete	2-25	P.O. conv. to RB. PB 2-3-66 resc.
TN	Henning	do	3	Fulton	RB	38035	Add	2-25	
TN	Persia	Hawkins	3			37844	Add	2-25	
TX	Normandy	Maverick	4			78875	Delete	4-22	P.O. conv. to RB.
TX	Eagle Pass	do	1	Normandy	RB	78875	Add	4-22	
TX	San Antonio	Bexar	1	West Side	Sx	78237	Add	3-1	
VA	Free Union	Albemarle	3			22940	Delete	2-25	P.O. conv. to RB.
VA	Charlottesville	Independent City	1	Free Union	RB	22940	Add	2-25	
WA	North Bend	King	2	Snoqualmie Pass	RB	98045	Add	3-1	RB estab.
WI	Dellwood	Adams	4			53927	Delete	3-11	P.O. conv. to RB. Sx estab. Sx disc.
WI	Friendship	do	2	Dellwood	RB	53927	Add	3-11	
WI	Milwaukee	Milwaukee	1	Bradley	Sx	53223	Add	3-17	
WI	do	do	1	Granville	Sx	53224	Delete	3-16	

*Texarkana is a border town located in Bowie County, Texas and Miller County, Arkansas.
**Mandeville is located in Miller County, Arkansas.

BE SURE THAT PROPER POSTAGE IS PAID ON ALL LETTERS AND PACKAGES