



POSTAL BULLETIN

Instructions and Information For Postal Employees
Published Weekly



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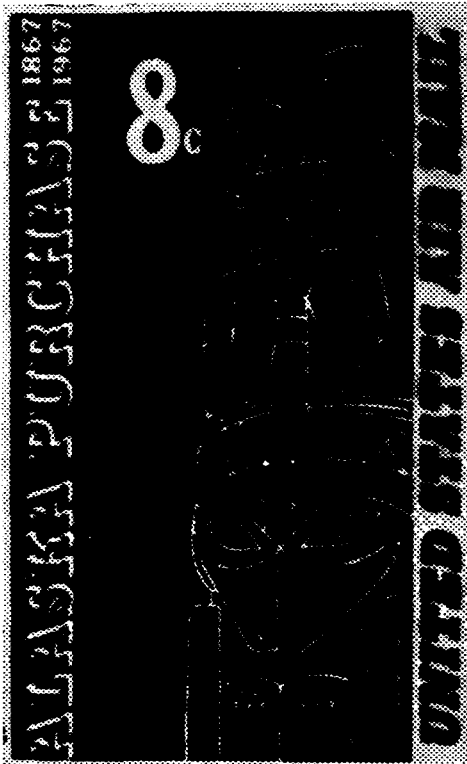
20575

All Postal Installations

8-Cent Alaska Purchase Commemorative Airmail Postage Stamp

This 8-cent airmail stamp commemorating the 100th anniversary of the purchase of Alaska from Russia will be first placed on sale on March 30, 1967, at Sitka, Alaska.

POSTMASTERS SHALL NOT PLACE THIS STAMP ON SALE BEFORE MARCH 31, 1967



Size: 0.84" x 1.44" (vertical)
Color: Bark Brown

ISSUED IN PANES OF 50

Designed by Willard Cox, a long-time resident of Alaska, who now lives in Tiburon, Calif.

Printing order: 60 million. This entire issue will be phosphor coated.

The issuance date is "Seward's Day," a State holiday honoring Sec-

Postmasters—All First-, Second-, and Third-Class Post Offices

1300 Series Lock Boxes

Postmasters having trouble with the single bolt stop brackets coming loose on steel drawer bodies of size number 3, 4, or 5 drawers of the 1300 Series Lock Boxes can correct the condition by replacing bracket bolts with a 10-32 thread 1/2-inch long bolt with lock washer and nut. The 1300 Series Lock Boxes procured in the last 2 years have 1-inch wide brackets and two bolts with lock washers of adequate length and should not require correction.

Postmasters are authorized to procure locally the bolts, lock washers and nuts under section 652.2, postal manual.—*Bureau of Facilities*, 2-9-67.

retary of State William H. Seward, who negotiated the sale. Formal transfer of Alaska occurred at Sitka.

To obtain first day cancellations, collectors may submit requests to the Postmaster, Sitka, Alaska 99835. 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 31, 1967. The Philatelic Sales Unit does not service nor sell first day covers.

First- and second-class post offices requiring more than 3,000 stamps of this issue should immediately order minimum lots of 5,000, or the multiples in section 422.322, Postal Manual, submitting Form 3356 (*use item 479*) to the Bureau of Engraving and Printing, Washington, D.C. 20226.

Offices requiring 3,000 stamps or less should submit a separate requisition immediately on Form 17 to the accountable paper depository. Do not include stamps other than the 8-cent Alaska Purchase on above requisitions.—*Office of the Special Assistant to the Postmaster General*, 2-9-67.

All Postal Installations Except Fourth-Class Post Offices

Medical Examinations

The 1966 Forms Catalog includes Standard Form 89, *Report of Medical History*. The Civil Service Commission has prohibited the use of Standard Form 89 for Civil Service applicants and civilian employees of the Federal Government, without prior approval by the Commission. Standard Form 89 will be deleted from the 1967 Forms Catalog to be issued about March 1967.

Postmasters and other appointing officers will use *only* Standard Form 78, *Certificate of Medical Examination*, as provided in section 711.64, Postal Manual. Postmasters and other appointing officers who have copies of Standard Form 89 should destroy them. They must not be used for any medical examinations for postal positions.—*Bureau of Personnel*, 2-9-67.

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All Postal Installations Where Building Area Is 50,000 Square Feet and Over and POD Has Responsibility For Building Operation and Payment of Utility Costs.

Heating And Cooling Chart Program

1. **Program.**—*Heating Chart*, Form 4853, has been revised and is being reactivated as a combined **heating and cooling chart**. It will give the same effective control over the cost of cooling a building as now provided only during the heating season.

2. Application

A. *Heating.*—For postal facilities having a building area of 50,000 square feet and over.

B. *Cooling.*—For postal facilities having a building area of 100,000 square feet and over.

3. Target

A. *Heating.*—To start, the target shall be the same as the *consumption factor* last used before *Facilities Handbook S-13, Heating Charts*, was obsolete. For those new buildings that never submitted heating charts previously, advise the chief, plant maintenance branch, the area and type fuel being used and a target will be furnished.

B. *Cooling.*—Ton-hours are used as a target. Ask the chief, plant maintenance branch, for the target for your building. When making the request, identify the buildings such as main office, terminal annex, etc., and give interior area, number of refrigeration machines, rating in tons of refrigeration each machine, type of machines, such as reciprocating or centrifugal, if electric or gas driven, or absorption, and, where electric-driven, the running and cutout amps of the compressor motor.

4. Instructions for Preparing.

These are on the back of the chart. Plotting is done in the same way as before.

NOTE.—*Cooling.*—Note that Form 4988, *Refrigeration Plant Operating Data*, is referred to in the instructions. This form will be furnished later, with suitable explanation.

5. **Action.**—You will be furnished copies of the new form shortly. Upon

All Postmasters

Lobby Display

The National Society for Crippled Children and Adults will soon distribute through its Easter Seal affiliated units a poster on the 1967 Easter Seal Campaign. Display the poster in a prominent location in the public lobby from the date of its receipt through March 26, 1967, under section 612.233, Postal Manual.

Postmasters in buildings operated by the General Services Administration should submit these posters upon receipt to the building superintendent.—*Bureau of Facilities*, 2-9-67.

All Postal Installations

Historical Records

Occasionally some post offices find old records that may be of historical interest. Though the National Archives has sufficient documentation on local post office operations since the Civil War, your local and State Historical Societies and libraries may be interested in receiving such records. Authority to transfer postal records to public institutions may be obtained from the Chief, Forms and Records Management Branch, Post Office Department, Washington, D.C. 20260. Postal Manual section 846.134 will be revised to include these instructions.—*Bureau of Finance and Administration*, 2-9-67.

receipt, use them immediately to derive the most benefit for the rest of the heating season.

6. **Distribution.**—Make an original and one copy of the chart. Send the copy to the chief, plant maintenance branch, for review at the end of each month except for the *first month only*. The copy for that month is to be sent directly to the Bureau of Facilities, Maintenance Division, Post Office Department, Washington, D.C. 20260, for review.

7. **Stockpiling.**—The new form is not to be stockpiled at any building. Headquarters will furnish a supply each year.—*Bureau of Facilities*, 2-9-67.

All Postal Installations

Appointment

Mr. David A. Bunn has been appointed Regional Director, Denver Regional Office, effective February 11, 1967.—*Office of the Postmaster General*, 2-9-67.

All Post Offices

Special Cancellation—Easter Seals

Postmasters who have Easter Seal die hubs shall use them during the period February 20 through March 26, 1967. After that time the die hubs shall be withdrawn and retained for future authorized use.

These special die hubs were bought by the sponsors and furnished to post offices designated by them. Postmasters who do not have such die hubs shall not request them without application by the sponsors under Part 146, Postal Manual.—*Bureau of Operations*, 2-9-67.

All Postal Installations

Jet Airmail Service—AM-8

On or after March 15, 1967, Delta Airlines will inaugurate jet mail service at Chattanooga, Tenn.

An official cachet will be furnished for application to philatelic covers transported only on the first jet flight departing Chattanooga. No directional service will be accorded. The covers will be backstamped at terminus of the flight.

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

Covers

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

Postmaster
Chattanooga, Tenn. 37401

First flight covers should reach the office applying the cachet at least 5 days before 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*, 2-9-67.

All Postal Installations

Holiday Service—Washington's Birthday

Wednesday, February 22, 1967, shall be observed as a national legal holiday at all postal installations.

The following instructions on providing postal service on that day must be observed closely:

1. No window service will be provided, except that a general delivery or call window may be opened for a period of not more than 2 hours to hand out mail to business firms whose mail is regularly handled as *holdouts* on primary or secondary distribution cases.

2. There will be no deliveries by city or rural carriers, and these employees will not be scheduled for duty to case mail for window delivery.

3. Normal holiday lockbox service must be maintained in all post offices and stations and branches.

4. Special delivery service will be provided.

5. Holiday schedules for the collection, receipt, and dispatch of mail shall be observed, except that collection schedules must be augmented as necessary to provide for the prompt and orderly movement of mail, with particular attention to the collection of mail in the business sections.

6. Regular employees whose basic workweek includes February 22, 1967, as a scheduled workday:

(a) As many regular employees as can be spared will be excused from duty on February 22, 1967. Each eligible regular employee in or below salary level PFS-10 who is required to work on that day shall be paid extra compensation at the rate of 100 per centum of the hourly rate of his basic compensation for any service up to 8 hours. For service in excess of 8 hours, the employee will receive pay at the established overtime rate of 150 per centum of the hourly basic rate of compensation.

(b) Eligible employees in salary levels PFS-11 through -14 who are required to work on February 22, shall be granted compensatory time in an amount equal to the time worked within 30 working days thereafter.

7. Regular employees whose basic workweek does not include February 22, 1967, as a scheduled workday:

(a) If Wednesday, February 22, is a scheduled day off for an annual rate

regular employee, or for an hourly rate regular employee normally scheduled for service on 5 or 6 days a week, the first scheduled workday preceding February 22 is designated as the employee's holiday for pay and leave purposes. As many as can be spared will be excused from duty on their designated holiday. Eligible regular employees who cannot be excused from duty on their designated holiday shall be compensated for work performed as follows:

(1) Regular employees in PFS-10 and below shall be paid extra compensation at the rate of 100 per centum of the hourly rate of their basic compensation for each hour of service up to 8 hours. For service in excess of 8 hours, the employees will receive pay at the established overtime rate of 150 per centum of the hourly basic rate of compensation.

(2) Eligible employees in PFS-11 through -14 who are required to work on their designated holiday shall be granted compensatory time in an amount equal to the time worked within 30 days.

(b) Employee schedules shall not be changed solely for the purpose of avoiding or providing payment of holiday premium to employees.

(c) The provisions of this paragraph are not applicable to postmasters or to rural carriers serving heavy-duty K routes for whom Wednesday is a regularly scheduled day off, or to hourly rate regular employees regularly scheduled for less than 5 days a week.

8. Substitute employees

Substitute employees shall be used to the maximum extent possible in covering required duty assignments on February 22.

Appropriate signs or notices should be placed in conspicuous places in lobbies or on doors advising patrons of the service to be provided.—*Bureau of Operations, 2-9-67.*

First, Second and Third Class Post Offices

Utility Rate Surveys

It is requested that each postmaster review the instructions contained in 631.26, Postal Manual, to assure that action has been taken to comply. The following is furnished for your guidance:

(1) Form 4841, *Fuel and Utilities Consumption Record*, must be maintained at all postal facilities when the cost of fuel and utilities is paid by the Government. If the consumption shows a material increase, request the utility company to make a rate survey.

(2) Each 2 years, and oftener if conditions should warrant, inquiry should be made to the utility company to ascertain if the rate used for billing purposes is the lowest obtainable where a choice of rates exists. A survey should be requested if a change in rate may result in savings to the Government.

(3) When a new building is occupied or if your present building is remodeled or enlarged or if new equipment is installed such as new lighting, air-conditioning or mechanization, a request must be made to the utility company to conduct a rate survey not later than 6 months after the changes.

(4) A rate survey by the utility company should provide information essential to a determination of the need for a change in rate when there is a choice of rates. The survey should show by month for the preceding 12 months the consumption and cost and what the cost would have been under any other rate which may be available. For buildings with changes indicated in (3) above, the consumption and cost for the 6 months following the changes should be obtained and compared with the same months in the preceding calendar year.

Postal Inspectors, Postal Service Officers and Regional personnel in the course of their duties will determine if postmasters have complied with these instructions.—*Bureau of Facilities, 2-9-67.*

Notice

Domestic Orders (enforced only by Postmaster at city listed)

Fraud

State and City
Oklahoma, Oklahoma City-----

Names covered by order

Protone;
P.O. Box 74;
Protone Laboratories;
Products Co.

Revocation of Fraud

State and City
California, San Francisco-----

Name covered by order

Mark Eden.

POST OFFICE CHANGES NO. 35

(Supplemental to July 1966 Directory of Post Offices POD Publication 26)

Abbreviations: B=Branch, C=City Delivery, Conv.=Converted, Disc.=Discontinued, Estab.=Established, IC=Independent City, MOU=Money Order Unit, NP=Nonpersonnel, 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 1967 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
AL	Decatur	Morgan	1	Gateway	S	35601	Delete	6-30-66	S disc.
AL	Northport	Tuscaloosa	1	McCrary Village	S	35476	Delete	7-1-66	S disc.
CA	Mendota	Fresno	2			93640	Delete	4-8	} C est. } PO conv. to RB.
CA	do	do	2C			93640	Add	4-8	
CA	Navarro	Mendocino	4			95463	Delete	3-10	
CA	Philo	do	3	Navarro	RB	95463	Add	3-10	
DC	Washington	District of Columbia	1	Apex	SX	20004	Delete	1-31	SX disc.
FL	West Palm Beach	Palm Beach	1	Meadow Park	B	33406	Delete	2-15	B disc.
KY	South Hill	Butler	4			42282	Delete	2-24	PO disc.
KY	(Mail to Morgantown)	do	2			42261			
KY	Kingswood	Breckinridge	4			40147	Delete	3-10	PO disc.
KY	(Mail to Harned)	do	3			40144			
MD	Salisbury	Wicomico	1	Main Street	SX	21801	Add	2-11	SX estab.
MA	Pittsfield	Berkshire	1	Parcel Post	SX	01203	Delete	2-1	ST disc.
MN	Duluth	St. Louis	1	Piedmont Heights	S	55811	Delete	1-31	S disc.
MS	Jackson	Hinds	1	McWille	S	39206	Add	3-16-66	S estab.
NB	Pauline	Adams	4			68968	Delete	2-24	PO disc.
NB	(Mail to Glenvil)	Clay	3			68941			
NJ	Clementon	Camden	1	Laurel Springs	RB	08021	Delete	2-10	} Amend PB 1-19-67 which showed PO conv. to RB rather than BX.
NJ	do	do	1	do	BX	08021	Add	2-10	
NY	New York		1	APO 09048 ¹	B	09048	Add	1-10	APO estab.
NY	do		1	APO 09049 ¹	B	09049	Add	1-10	APO estab.
NY	do		1	APO 09051 ²	B	09051	Add	1-15	APO estab.
NY	do		1	APO 09150 ¹	B	09150	Add	1-5	APO estab.
NC	Harris	Rutherford	4			28074	Delete	2-24	} PO conv. to RB.
NC	Forest City	do	1	Harris	RB	28074	Add	2-24	
NC	Sugar Grove	Watanga	3	Beech Creek ³	RB	28679	Delete	2-15	
OR	Clatskanie	Columbia	2	Quincy	RB	97016	Delete	8-25-66	RB disc.
OR	Scotts Mills	Marion	3			97375	Delete	2-24	} PO conv. to RB.
OR	Silverton	do	1	Scotts Mills	RB	97375	Add	2-24	
PA	Barter	Jefferson	3			15820	Delete	2-10	PO disc.
PA	(Mail to Corsica)	do	3			15829			
PA	Rosedale	Chester	4			19368	Delete	2-10	PO disc.
PA	(Mail to Chadds Ford)	Delaware	2			19317			
PR	Caguas	Guayama	1	Bunker	S	00625	Delete	7-1-66	S disc.
PR	Cayey	do	1	La Luz	S	00633	Delete	7-1-66	S disc.
PR	Guaynabo	Bayamon	2	Sonadora	S	00657	Delete	7-1-66	S disc.
PR	Lares	Aguadilla	2	Casario Dr. Sein	S	00669	Delete	7-1-66	S disc.
PR	Luquillo	Humacao	2	Juan Martin	B	00673	Delete	6-30-66	B disc.
PR	Palmer	do	2	Zalzar	S	00721	Delete	7-1-66	S disc.
PR	San Juan	San Juan	1	Caribe	S	00927	Delete	6-30-66	S disc.
PR	do	do	1	El Comandante	S	00924	Delete	6-30-66	S disc.
TN	Chattanooga	Hamilton	1	East Brainerd	B	37421	Delete	5-16-65	B disc.
TN	do	do	1	White Oak	B	37415	Delete	5-7-65	B disc.
TN	Greenville	Greene	1	West Greene	S	37743	Add	3-16-66	S estab.
TN	Henderson	Chester	2	Freed-Hardeman College	S	38340	Delete	12-31-66	S disc.
TN	Murfreesboro	Rutherford	1	Jackson Heights	S	37130	Delete	5-16-64	S disc.
TX	Grosvenor	Brown	4			76847	Delete	2-24	} PO conv. to RB.
TX	Brownwood	do	1	Grosvenor	RB	76847	Add	2-24	

¹ Footnotes B and C, Part 127.2, Postal Manual, are applicable.
² Footnotes A, B, and I, Part 127.2, Postal Manual, are applicable.

³ Beech Creek is in Avery County.

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.

1,867,646,500 to 1,867,646,999
 1,870,497,330 to 1,870,497,499
 1,870,976,303 to 1,870,976,327
 1,875,375,708 to 1,875,376,249
 1,876,085,119 to 1,876,085,199
 1,876,876,210 to 1,876,876,225
 1,878,300,958 to 1,878,300,999
 1,880,415,574 to 1,880,415,999
 1,886,444,000 to 1,886,444,499
 1,889,292,489 to 1,889,292,499
 1,889,934,624 to 1,889,934,799
 1,890,360,380 to 1,890,361,999
 1,890,732,575 to 1,890,732,832
 27,669,100 to 27,669,499
 29,681,087 to 29,681,413
 2,259,820,041 to 2,259,820,099
 2,259,952,468 to 2,259,952,499
 2,262,450,178 to 2,262,450,199
 2,265,239,794 to 2,265,239,999
 2,265,674,000 to 2,265,674,799
 2,905,599,880 to 2,905,599,899
 2,911,981,200 to 2,911,981,499
 2,928,036,148 to 2,928,036,199
 2,931,681,612 to 2,931,681,749
 2,931,984,100 to 2,931,984,499
 31,727,454 to 31,727,499
 33,671,334 to 33,671,999
 33,672,890 to 33,672,999
 33,739,596 to 33,739,999
 33,774,358 to 33,774,499
 34,154,071 to 34,154,199
 34,173,800 to 34,173,999
 35,105,642 to 35,105,999
 3,689,242,514 to 3,689,242,599
 3,689,378,017 to 3,689,378,299
 3,689,637,529 to 3,689,637,799
 3,690,119,519 to 3,690,119,999
 3,690,461,926 to 3,690,462,049
 3,690,655,525 to 3,690,655,599
 3,690,799,900 to 3,690,799,999
 3,690,800,000 to 3,690,800,049
 3,690,861,900 to 3,690,862,299
 3,691,504,900 to 3,691,505,249
 3,691,545,159 to 3,691,545,199
 3,691,594,950 to 3,691,595,249
 3,691,799,400 to 3,691,799,499
 3,692,448,201 to 3,692,448,849
 3,692,501,678 to 3,692,502,299
 3,692,607,186 to 3,692,607,349
 3,693,091,000 to 3,693,091,999
 3,693,034,000 to 3,693,034,099
 3,693,241,827 to 3,693,241,999
 3,694,495,103 to 3,694,495,499
 3,697,583,900 to 3,697,583,999
 3,697,990,712 to 3,697,991,999
 3,698,006,000 to 3,698,009,999
 3,698,148,000 to 3,698,149,999
 3,698,367,000 to 3,698,367,599
 3,700,160,606 to 3,700,160,699
 3,700,335,571 to 3,700,335,699

3,700,336,000 to 3,700,336,499
 3,701,897,100 to 3,701,897,999
 3,702,339,235 to 3,702,339,999
 3,702,427,212 to 3,702,427,499
 3,709,543,000 to 3,709,543,999
 3,710,320,400 to 3,710,320,999
 3,938,282,194 to 3,938,282,299
 3,977,513,583 to 3,977,513,999
 3,981,170,600 to 3,981,170,999
 3,981,296,621 to 3,981,297,999
 3,982,204,418 to 3,982,205,999
 3,982,374,000 to 3,982,374,999
 3,982,614,667 to 3,982,614,999
 40,959,120 to 40,959,449
 41,345,151 to 41,345,449
 41,377,547 to 41,377,799
 41,794,727 to 41,794,999
 41,795,000 to 41,795,099
 41,983,506 to 41,983,749
 42,104,517 to 42,104,649
 42,668,947 to 42,669,520
 45,150,000 to 45,151,999
 48,346,211 to 48,347,999
 438,909,357 to 438,909,380
 440,493,844 to 440,493,999
 443,508,104 to 443,508,499
 443,525,070 to 443,525,099
 444,650,947 to 444,650,999
 446,746,192 to 446,746,399
 456,443,590 to 456,443,999
 458,471,644 to 458,471,699
 4,575,477,565 to 4,575,477,999
 4,595,240,000 to 4,595,241,999
 4,604,863,809 to 4,604,863,999
 4,613,689,630 to 4,613,689,749
 4,614,992,488 to 4,614,993,999
 5,552,263,853 to 5,552,263,892
 5,560,874,209 to 5,560,874,299
 5,561,884,868 to 5,561,884,999
 5,562,096,451 to 5,562,096,499
 5,562,569,035 to 5,562,569,099
 5,562,660,000 to 5,562,660,499
 5,563,215,300 to 5,563,215,599
 5,563,256,002 to 5,563,256,081
 5,563,918,104 to 5,563,919,999
 5,564,353,029 to 5,564,353,999
 5,564,363,162 to 5,564,363,499
 5,564,374,834 to 5,564,374,999
 5,564,410,976 to 5,564,411,499
 5,565,035,300 to 5,565,035,499
 5,565,220,398 to 5,565,220,599
 5,565,439,554 to 5,565,439,999
 5,569,006,565 to 5,569,006,999
 5,570,066,483 to 5,570,066,549
 5,571,021,010 to 5,571,021,199
 5,573,073,331 to 5,573,073,499
 5,574,090,479 to 5,574,090,562
 5,583,514,274 to 5,583,515,999
 5,587,183,533 to 5,587,183,999
 5,910,509,769 to 5,910,509,999

5,913,350,894 to 5,913,351,999
 5,930,881,940 to 5,930,881,969
 5,934,114,600 to 5,934,114,799
 5,934,246,345 to 5,934,246,499
 6,458,748,000 to 6,458,749,999
 6,472,256,167 to 6,472,256,599
 6,482,096,746 to 6,482,096,999
 6,482,717,564 to 6,482,717,999
 6,482,821,000 to 6,482,821,499
 6,482,821,970 to 6,482,821,999
 7,388,138,197 to 7,388,139,999
 7,390,556,000 to 7,390,559,999
 7,406,164,978 to 7,406,165,734
 7,408,477,042 to 7,408,477,999
 7,409,290,800 to 7,409,290,999
 7,409,355,717 to 7,409,355,747
 7,409,564,795 to 7,409,564,999
 7,411,176,985 to 7,411,176,999
 7,412,233,659 to 7,412,233,799
 7,413,314,000 to 7,413,314,749
 7,417,757,000 to 7,417,757,449
 7,417,769,050 to 7,417,769,849
 7,418,053,259 to 7,418,053,399
 7,418,167,162 to 7,418,167,299
 7,419,058,271 to 7,419,058,399
 7,419,815,259 to 7,419,815,399
 7,419,878,971 to 7,419,879,699
 7,421,218,210 to 7,421,218,499
 7,421,679,012 to 7,421,679,049
 7,421,970,830 to 7,421,970,856
 7,423,811,750 to 7,423,811,899
 7,424,306,600 to 7,424,307,999
 7,424,599,360 to 7,424,599,599
 7,424,676,000 to 7,424,676,100
 7,425,594,075 to 7,425,594,099
 7,426,433,531 to 7,426,433,549
 7,426,790,000 to 7,426,793,999
 7,427,844,000 to 7,427,845,999
 7,713,538,224 to 7,713,538,999
 7,721,398,000 to 7,721,399,999
 7,726,888,131 to 7,726,888,200
 7,730,471,137 to 7,730,471,149
 7,730,471,461 to 7,730,471,599
 7,732,011,601 to 7,732,011,999
 8,306,166,000 to 8,306,166,999
 8,475,769,500 to 8,475,769,599
 8,480,664,600 to 8,480,665,899
 8,491,536,936 to 8,491,536,986
 8,505,643,527 to 8,505,644,999
 8,506,792,680 to 8,506,792,849
 8,508,280,904 to 8,508,280,940
 8,508,796,462 to 8,508,796,499
 8,511,307,299 to 8,511,307,999
 937,674,963 to 937,674,999
 947,591,000 to 947,591,499
 948,453,940 to 948,453,999
 12-76,735,627 to 12-76,736,000

*All Postal Installations***ALLOWANCES AND BENEFITS UNDER PUBLIC LAW 89-516****I. General**

A. Public Law 89-516, approved July 21, 1966, authorized several additional categories of moving expense allowances and increased the weight allowance for movement of household goods and personal effects. On October 12, 1966, the Bureau of the Budget issued Circular A-56, Revised, implementing Public Law 89-516. Regional offices have been furnished copies of that circular.

B. Employees who transferred on and after July 21, 1966, will receive relocation payments based only upon Public Law 89-516. No relocation payments will be made under Public Law 89-301 to such employees. Relocation payments will only be made under Public Law 89-301 to those employees who transferred on and after July 1, 1965, to on or before July 20, 1966. Employees who transferred on or after July 21, 1966, and who submitted vouchers which have already been paid, or who have submitted vouchers not yet paid which did not claim the benefits to which they are entitled under Public Law 89-516 may submit new or amended vouchers for the unclaimed benefits. Employees who transferred on and after July 21, 1966, and who have held off submitting vouchers pending the issuance of these regulations, may submit vouchers in accord with these instructions. POSTAL BULLETIN notices dated February 24, 1966 (Postal Employees Relocation Expenses Under the New Pay Law) and April 21, 1966 (Claiming Relocation Expenses Under Public Law 89-301) are hereby rescinded.

C. The provision for 5 days of leave with pay provided for Postal Field Service employees under Public Law 89-301, is still in effect. This is the only benefit under Public Law 89-301 not superseded by Public Law 89-516.

D. So that postal employees will be aware of the additional benefits due, the major changes are set out below.

II. Conditions and Limitations Regarding Payment of the Additional Benefits

A. Employees and certain new appointees, otherwise eligible under existing regulations for payment of

travel and transportation expenses upon permanent transfer of official duty station or appointment to a permanent duty station, are eligible for the additional benefits under Public Law 89-516.

B. Entitlement to the allowances provided under Public Law 89-516 is conditioned upon (a) an employee or new appointee reporting for duty at his new official station (which constitutes the effective date of the transfer or appointment) on or after July 21, 1966, and (b) expenses that are reimbursed under Public Law 89-516 and the implementing regulations being incurred on or after July 21, 1966.

C. A former employee separated by reason of reduction in force or transfer of function who is reemployed within 1 year of the separation date to a nontemporary appointment effective on or after July 21, 1966, at a different permanent duty station from that where the separation occurred, is eligible (under Public Law 89-516) for payment of expenses as though he had been transferred in the interest of the Government to the permanent duty station where reemployed, from the permanent duty station where separated, without a break in service.

D. Before the travel order is approved and before any payments are made for expenses for travel, transportation, moving and/or storage of household goods and personal effects, and other allowances, the employee must agree in writing to remain in the service of the Government for 12 months following the effective date of transfer, unless separated for reasons beyond his control and acceptable to the Department. The travel order must be annotated in the remarks section to show the agreement has been signed and is on file. Copies of the agreement should not be sent to the PDC.

E. In case of violation of such agreement, any moneys expended by the United States for travel, transportation, and allowances will be recoverable from the individual concerned as a debt due the United States. A signed agreement for 12 months shall be required in connection with each permanent change of station.

F. All travel, including that for the immediate family, and transportation,

including that for household goods and personal effects allowed under Circular A-56, Revised, must be accomplished within 2 years from the effective date of the employee's transfer or appointment.

III. Authorized Allowances for Subsistence and Transportation

A. Per diem in lieu of subsistence for the employee and his immediate family (see III B for definition of immediate family) while en route between his old and new official stations will be allowed as follows, except that no per diem will be allowed for immediate families of new appointees—

1. For travel of 24 or more hours, per diem in lieu of subsistence while en route to the new official station shall be at the rates of \$16 for the employee, \$12 for each member of his immediate family, age 12 or older, and \$8 for each member of his immediate family under age 12, computed in accordance with Standardized Government Travel Regulations.

2. For travel of less than 24 hours, where a night's lodging is not required, per diem in lieu of subsistence while en route to the new official station shall be at the rates of \$8 for the employee and \$6 for each member of his immediate family, computed in accordance with Standardized Government Travel Regulations.

3. When the spouse travels to the new official station unaccompanied by the employee, per diem in lieu of subsistence while en route to the new official station shall be at the rate of \$16 or \$8 for the spouse depending on whether III A 1 or 2 is applicable. However when more than one privately owned automobile is used, the spouse will be considered to have been accompanied by the employee if travel is performed on the same days along the same general route.

B. Immediate family is defined as meaning any of the following named members of the employee's household at the time he reports for duty at his new permanent duty station: Spouse; children (including stepchildren and adopted children) unmarried and under 21 years of age or physically or mentally incapable of supporting themselves, regardless of age; or de-

pendent parents of the employee and on or after October 12, 1966, dependent parents of the employee's spouse.

IV. Use of Privately Owned Automobile in Connection with Permanent Change of Station

A. When an employee or new appointee, with or without immediate family, who is eligible for travel allowances, uses a privately owned automobile for permanent change of station travel, such use is deemed to be advantageous to the Government and a comparative cost to common carrier is not necessary.

B. Mileage will be allowed only for the most direct route. Mileage and per diem will not be allowed for side trips, indirect routing, or layovers en route.

C. When circumstances warrant, use of more than one privately owned automobile may be authorized as follows:

1. If there are more members of the immediate family than can reasonably be transported in one vehicle, together with luggage.

2. If because of age or physical condition special accommodations are necessary in transporting a member of the immediate family in one vehicle, and a second vehicle is required for travel of other members of the family.

3. If an employee must report to his new official station before his immediate family is able to travel to the new station. The delay in travel by the immediate family must be for a reasonable and acceptable reason, such as need to complete a school term, settlement of personal affairs, sale of property, disposal or shipment of household good, etc.

When the use of more than one automobile is authorized, the allowances stated in paragraphs D 1 and 2 following will apply for each automobile and the occupants thereof. If the use of more than one automobile is not justified, the allowances in paragraphs D 1 and 2 following will be paid as if all the persons involved had traveled in one automobile.

D. Payment of mileage and per diem allowances, when authorized in connection with a transfer will be allowed as follows:

	<i>Mileage rate (cents)</i>
1. <i>Mileage Allowances:</i>	
a. <i>Occupants of automobile:</i>	
Employee only, or 1 member of immediate family	6
Employee and 1 member, or 2 members of immediate family	8
Employee and 2 members, or 3 members of immediate family	10
Employee and 3 or more members or 4 or more members of immediate family	12

b. When an employee is expected to use his privately owned automobile on official business at the new duty station a rate of 9 cents a mile may be authorized instead of the amounts prescribed above.

2. Per Diem Allowances:

(a) The per diem allowances for the employee and his immediate family are set out in III A. (New appointees' immediate families will not receive per diem payments.)

(b) Per diem allowances will begin when the employee (or dependents if traveling at a later date) actually leaves home or office, and will end on arrival at the new residence or point of temporary quarters.

(c) Per diem allowances will be computed on the basis of a reasonable driving distance of 300 miles per calendar day. However, the payment cannot exceed the amount computed in the regular manner using time of departure and time of arrival, broken down by 6-hour segments. For example, if the distance is 1,500 miles, 5 days is the maximum allowable. If the employee only used 4½ days, arriving at his destination at 11:30 a.m., he would only be entitled to 4½ days per diem.

(d) When the distance between the old and the new official duty stations is not evenly divisible by the average minimum distance of 300 miles, the per diem payment will be one-fourth of the prescribed per diem rate (III A) for each one-fourth of the prescribed minimum distance. For the employee this would be \$4 or \$2 (less than 24 hours) for each 75 miles or fraction thereof, subject to the limitation in the preceding paragraph (c).

V. Round Trip Between Old and New Official Stations To Seek Permanent Residence Quarters

A. When circumstances warrant, the head of a bureau or office (or comparable position in the Postal Field Service) may authorize travel

and transportation expenses for one round trip by the employee and spouse together, or either one of them, for the purpose of seeking residence quarters at the new official station. Such a trip should be justified and should be authorized *only* when circumstances indicate it is actually needed. If temporary quarters are authorized, a trip for seeking permanent residence quarters may not be necessary.

B. A trip for this purpose shall not be authorized if (1) the employee has not signed the 12-month agreement or (2) the distance between the old and new duty stations is less than 75 miles via a usually traveled surface route.

C. In no case will the advance round trip at Government expense be allowed in excess of 6 calendar days, including travel time. In authorizing a mode of transportation, consideration will be given to providing minimum time en route and maximum time at the official station locality.

D. If use of a privately owned automobile is permitted, mileage will be allowed as shown in IV D. Per diem allowance will be allowed as shown in III A. No reimbursement will be made for expenses of local transportation in the locality of the new official station, except normal costs of transportation between depots, airports, etc., and place of lodging.

E. A permanent change of station order should be issued which includes authorization for the advance round trip, mode of transportation, and period of time allowed for the trip. The order must indicate the employee has signed the required 12-month agreement. The employee will be in a duty status during the approved round trip period of absence.

F. If after making such a trip the employee declines the transfer, he is liable (under subsection 1.3c(1) of Circular A-56) for collection of any moneys expended by the United States for such travel and allowances.

VI. Subsistence Expenses While Occupying Temporary Quarters When an Employee Is Transferred to a New Official Station (Not Applicable for New Appointees)

A. Conditions and Limitations

1. When circumstances warrant, the head of a bureau or office (or

comparable position in the Postal Field Service) may authorize the payment of subsistence expenses while an employee and members of his immediate family are using temporary quarters in connection with the employee's transfer to a new official station. As a general policy, allowances for temporary quarters should be reduced or avoided if a round trip to seek permanent residence quarters has been made or if, as a result of extended temporary duty at the new official station (detail), or other circumstances, the employee has had adequate opportunity to complete arrangements for permanent quarters.

2. Subsistence expenses for a period of not more than 30 days may be allowed the employee and each member of his immediate family while occupying temporary quarters, provided the new official station is located in the 50 States, the District of Columbia, U.S. territories or possessions, the Commonwealth of Puerto Rico and the Canal Zone, and the necessary 12-month agreement has been signed.

3. Such expenses as provided in (2) may be allowed for an additional period of not to exceed 30 days if the employee is transferred to or from Hawaii, Alaska, a territory or possession, Puerto Rico or the Canal Zone, to the extent deemed necessary.

4. Temporary quarters refer to lodging obtained temporarily, after a transfer has been authorized and after the employee and/or members of his immediate family vacate the residence quarters, in which they were residing at time of transfer.

5. The specified time limits in paragraphs 2 and 3 are maximum periods and the normal length of necessary occupancy of temporary quarters is expected to average much less. Temporary quarters should be regarded as an expedient to be used *only if, or for as long as, necessary* until the employee can move into permanent type residence quarters.

6. The first day either the employee, the spouse, or any member of the immediate family occupies temporary quarters at Government expense, begins the counting of the specified time limit authorized, and the time shall run *concurrently*. The time shall terminate when the employee moves into permanent type residence quarters or

the allowable time limit expires, whichever occurs first.

7. If the employee is occupying temporary quarters at the new location and members of the immediate family are occupying quarters at the old location, the time will terminate when the employee moves into permanent type residence quarters, or the allowable time limit expires, whichever occurs first.

8. The use of temporary quarters may begin as soon as the employee's transfer has been authorized and the required written agreement signed. To be eligible for the temporary quarters allowance, use of such quarters must begin not later than 30 days from the date the employee reported for duty at the new official station.

9. If the distance between the old residence and new official station is less than 40 miles further than the distance between the old residence and the old official station, temporary quarters expenses will not be allowed. (All measurements will be made according to map distance along a usually traveled surface route.) However, the employee and immediate family would be eligible for expenses of temporary quarters occupied for the period during which the employee is awaiting arrival of his household goods shipped from the old residence.

10. In no case shall subsistence expenses be allowed under these provisions which duplicate in whole or in part payments made under other laws or regulations covering similar costs.

B. Allowable Amounts

1. Subsistence allowances for temporary quarters shall be on an actual expense basis and accurate records must be kept. Allowable subsistence expenses include only charges for meals, lodging, fees, and tips incident to meals and lodging, laundry, cleaning and pressing of clothing. Receipts are required for lodging, and where practicable to obtain them, for each item of subsistence expense (other than meals or tips) in excess of \$5. Expenses of local transportation incurred for any purpose during occupancy of temporary quarters shall be disallowed.

2. The maximum amount to be reimbursed for subsistence expenses for temporary quarters shall be as follows:

a. For the first 10 days—

Reimbursement of actual expenses but not in excess of \$12 per day for the employee and \$8 per day for each member of the employee's immediate family.

b. For the second 10 days—

Reimbursement of actual expenses but not in excess of \$8 per day for the employee and \$5.32 per day for each member of the employee's immediate family.

c. For the third 10 days and for any portion of the additional 30-day period—

Reimbursement of actual expenses but not in excess of \$6 per day for the employee and \$4 per day for each member of the employee's immediate family.

3. When claiming reimbursement for occupying temporary quarters, all allowable subsistence items should be added together for each 10-day subsistence period represented by the voucher. This total will be compared with the maximum allowable for the period subject to the limitations set forth in paragraph 2 above. The amount to be claimed will be the lesser of the two amounts. For example, an employee with spouse and one dependent child, occupying temporary quarters for 15½ days could claim actual expenses up to the maximum amount computed as follows:

Employee, 10 days at \$12_____	\$120.00
Spouse, 10 days at \$8_____	80.00
Child, 10 days at \$8_____	80.00

Maximum subsistence allowable, 10 days_____	280.00
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Employee, 5½ days at \$8_____	44.00
Spouse, 5½ days at \$5.32_____	29.26
Child, 5½ days at \$5.32_____	29.26

Maximum subsistence allowable, 5½ days_____	102.52
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Maximum subsistence allowable _____	382.52
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4. An advance of funds may be authorized in connection with subsistence expenses allowed under this section as well as for per diem and transportation allowances.

VII. Allowance for Miscellaneous Expenses

A. A miscellaneous expense allowance shall be payable to an employee for whom a permanent change of station is authorized, regardless of where the old or the new official stations are located, and provided the required 12-month agreement is signed. (Does not apply to new appointees.)

B. Allowances in the following amounts will be paid without being supported by receipts or itemized statements:

1. \$100 or the equivalent of 1 week's basic compensation, whichever is the lesser amount, for an employee without immediate family.

2. \$200 or the equivalent of 2 weeks' basic compensation, whichever is the lesser amount, for an employee with immediate family.

C. An allowance amount in excess of that specified may be authorized or approved, if supported by an acceptable statement of facts or paid bills justifying payment of such amount. The total amount of the allowance authorized in B, plus the excess amount claimed, cannot exceed the employee's basic salary rate at the time he reported for duty—for 1 week if he has no immediate family, for 2 weeks if he has immediate family. In no instance shall the allowance exceed the maximum rate of Grade GS-13 in the General Schedule of the Classification Act of 1949, as amended.

D. If more than the expense allowance stated in B is claimed, the entire amount (the regular allowance and the excess) must be supported by paid bills or other acceptable evidence of expenses incurred.

E. Types of costs intended to be reimbursed under this allowance include, but are not limited to (1) disconnecting and connecting appliances, (2) cutting and fitting rugs or draperies moved from one residence to another, (3) utility fees or deposits not offset by eventual refunds, (4) forfeiture losses on medical, dental, or food locker contracts that are not transferable.

F. Approving officers should use the guidelines in section 3 of Bureau of the Budget Circular A-56, Revised, when approving or disapproving such claims.

G. This miscellaneous expense should be claimed on the voucher claiming travel and per diem, or on voucher claiming temporary quarters if any, but not on voucher claiming real estate transaction reimbursement.

VIII. Allowances for Expenses Incurred in Connection With Real Estate Transactions and Unexpired Leases

A. Conditions and Requirements for Payment

To the extent allowable under regulations prescribed by Bureau of the Budget, the Government will reimburse an employee for expenses required to be paid by him in connection with the sale of one residence at his old official station; purchase of one dwelling at his new official station; or the settlement of an unexpired lease at his place of residence at the old official station; *provided*:

1. A permanent change of station is authorized and employee has signed the required agreement, and the new and old official station are located within the 50 States, District of Columbia, territories or possessions, Puerto Rico or Canal Zone. (Does not apply to new appointees.)

2. The title to the residence at the old and new official station or the interest in a cooperatively owned dwelling or in an unexpired lease, is in the name of (a) the employee alone, (b) jointly with one or more members of his immediate family, (c) solely in the name of one or more members of his immediate family. The employee's interest in the property must have been acquired before he was first definitely informed of his transfer.

3. The dwelling at the old official station was the employee's actual residence at the time he was first definitely informed of his transfer.

4. The settlement dates for the sale and purchase or lease termination transactions are not later than 1 year after date employee reported for duty at the new official station.

5. The expenses were actually paid by the employee. If any expense is shared, reimbursement is limited to that actually paid by the employee.

B. Reimbursable and Nonreimbursable Expenses

1. A broker's fee or real estate commission paid by the employee for services in selling his residence, not in excess of generally charged rates in that locality, is reimbursable. No such fee or commission is reimbursable in purchase of a home at the new official station.

2. Costs of advertising for sale of the residence at the old official station are reimbursable if not part of the broker's fee or real estate commission. Customary appraisal costs are reimbursable.

3. Customary settlement fees (not included in broker's fees or for which

reimbursement is claimed under other categories), are reimbursable with respect to either sale of residence at old official station or purchase of a dwelling at the new official station, but not both. Litigation costs are not reimbursable.

4. Certain financing costs such as fees for loan applications, credit reports, etc., are reimbursable to the extent such costs are customarily paid by the seller at the location of the old official station or by the purchaser at the location of the new official station; however the same types of costs are not reimbursable at both locations.

5. Losses due to prices or market conditions at the old and new posts of duty are not reimbursable.

6. Expenses incurred for settling an unexpired lease on residence quarters occupied by the employee at the old official station are reimbursable when (1) the terms of the lease provide for payment of such expenses, (2) such costs cannot be avoided by subleasing or other arrangements, and (3) the employee did not fail to give timely notice of intent to move.

C. Overall Limitations

The total amount of expenses reimbursed in connection with the sale of the residence at the old official station shall not exceed 10 percent of the actual sale price or \$5,000, whichever is the lesser; and for the purchase of the home at the new official station the total amount shall not exceed 5 percent of the purchase price or \$2,500 whichever is the lesser.

D. Claim for Reimbursement

1. The employee must submit an application for reimbursement. This application must describe each of the items of expense incurred and each item must be supported by documentation showing the expense was in fact incurred. Included in the required supporting documents are a copy of (a) purchase agreement, (b) sales agreement, (c) property settlement documents, (d) loan closing statements, and (e) invoices or receipts for bills paid.

2. Reimbursement may be claimed in two parts—

(a) for eligible expenses incurred in the sale of the former residence or cost of settling an unexpired lease, and

(b) eligible expenses incurred in the purchase of a new dwelling.

3. No advance of funds can be authorized in connection with the allowances provided in this section.

IX. Transportation and Storage of Household Goods and Personal Effects

The maximum weight limit of household goods and personal effects which may be transported or stored at Government expense has been increased from 7,000 to 11,000 pounds net weight for employees with immediate families effective July 21, 1966, and from 2,500 to 5,000 pounds net weight for employees without immediate families effective October 12, 1966.

X. Submission of Vouchers

All allowances authorized in connection with transfer to a new official station need not be claimed on one voucher. For example, claim may be made for the travel of the employee and family, per diem en route and movement of the household effects. A second voucher could be submitted at a later date for authorized temporary quarters allowances, and a third voucher would cover any real estate transactions.

XI. General Ledger Accounts

In addition to other accounts set up for movement of household effects, the accounts shown below are to be used for all other relocation expenses:

Account No.	Allottee
71585	Regional Administration.
71785	Postal Data Centers.
81085	DPMG.
81845	Inspection Service.
81898	Internal Audit-Field.
52485	Regional Directors.
95685	Regional Director (memo).
86185	Director, Research Development and Engineering.

—Bureau of Finance and Administration, 2-9-67.

All Post Offices

Directory of Post Offices, POD Publication 26 (July 1966 Edition)

Cut and paste the following table to page VI of the 1966 Directory of Post Offices.—Bureau of Operations, 2-9-67.

Number of Post Offices, by Classes, in Each State and Territory as of January 1, 1967

States and territories	Presidential			Total	Fourth class	Total
	First class	Second class	Third class			
Alabama	73	119	298	490	209	699
Alaska	7	21	55	83	120	203
Arizona	29	58	85	172	50	222
Arkansas	55	98	247	400	344	744
California	387	270	396	1,053	162	1,215
Caroline Islands	0	1	3	4	0	4
Colorado	45	78	175	298	146	444
Connecticut	95	100	61	256	3	259
Delaware	12	16	29	57	2	59
District of Columbia	1	0	0	1	0	1
Florida	119	134	181	434	49	483
Georgia	106	158	288	552	131	683
Guam	1	0	0	1	0	1
Hawaii	14	34	32	80	0	80
Idaho	24	54	101	179	105	284
Illinois	250	319	590	1,159	196	1,355
Indiana	131	209	310	650	133	783
Iowa	103	244	504	851	140	991
Kansas	67	155	376	598	153	751
Kentucky	65	124	316	505	924	1,429
Louisiana	67	119	244	430	122	552
Maine	39	97	255	391	156	547
Marianas Islands	0	1	0	1	1	2
Marshall Islands	0	0	1	1	0	1
Maryland	65	97	208	370	85	455
Massachusetts	152	163	137	452	24	476
Michigan	177	261	371	809	89	898
Minnesota	90	232	426	748	155	903
Mississippi	64	102	208	374	138	512
Missouri	99	198	446	743	312	1,055
Montana	29	60	152	241	160	401
Nebraska	43	130	295	468	114	582
Nevada	13	20	36	69	33	102
New Hampshire	31	68	129	228	35	263
New Jersey	242	169	120	531	10	541
New Mexico	26	34	100	160	197	357
New York	342	460	703	1,505	179	1,684
North Carolina	123	208	352	683	123	806
North Dakota	15	31	232	328	175	503
Ohio	199	307	456	962	148	1,110
Oklahoma	61	131	283	475	202	677
Oregon	58	89	163	310	70	380
Pennsylvania	338	429	837	1,604	313	1,917
Puerto Rico	17	59	22	98	2	100
Rhode Island	14	22	20	56	3	59
Samoa	1	0	0	1	0	1
South Carolina	71	96	175	342	69	411
South Dakota	23	84	184	291	154	445
Tennessee	83	121	257	461	160	621
Texas	231	344	592	1,167	441	1,608
Utah	24	43	76	143	98	241
Vermont	22	59	155	236	68	304
Virginia	91	156	367	614	409	1,023
Virgin Islands	3	1	1	5	0	5
Wake Island	0	1	0	1	0	1
Washington	76	119	217	412	112	524
West Virginia	40	102	373	515	617	1,132
Wisconsin	132	254	348	734	76	810
Wyoming	21	21	64	106	85	191
Total	4,706	7,113	13,019	24,838	8,013	32,851

All Postal Savings Depositories and Postal Data Centers

Postal Savings Interest Schedules—Correction

Postal savings interest schedules for 1954 series certificates, PS 100-C for all offices and also PS 100-C for Mississippi, distributed in December 1966, contained errors on the schedule for April, May, and June 1967. The amounts shown for April of each year before 1966 (except 1955 and 1956 on the Mississippi schedule) are

incorrect since they were erroneously computed and printed as separate line items on the schedules. The amounts for April should be the same as for May and June.

Corrected schedules have been printed and will be distributed to all postal savings depositories and postal data centers in the same quantities as

the schedules distributed in December 1966. Immediately upon receipt, substitute the corrected April, May, and June 1967 schedule for the incorrect schedule. Failure to do this may result in overpayment of interest on certificates issued in the month of April.—Bureau of Finance and Administration, 2-9-67.

*All City Delivery Offices***Route Inspections**

All city delivery supervisors at carrier-based units are expected and required to actively participate in annual inspections of letter, collection, and parcel post routes. When establishing or adjusting route examiner complements, branch and station superintendents or their assistants, and delivery and collection foremen, must be included as members of the route inspection or mail count supervisory teams. Postmasters shall see that all of these supervisors become thoroughly familiar with every aspect of the count of mail, inspection of routes, and route adjustment procedures.

Prompt Route Adjustments

The assistance of delivery superintendents and foremen will make it possible to complete mail counts, route inspections, and necessary adjustments in the shortest practicable time. It will also give the unit supervisors a better knowledge of the delivery territory, route conditions, and adequacy of service to the public, as well as allowing more flexibility in scheduling inspections to take advantage of normal mail volume periods and more representative weather conditions.

Local and Regional Attention

Postmasters will review local practices and will take immediate steps to see that the provisions of this notice

*All Post Offices***Special Cancellation**

Postal Bulletin 20572, January 19, 1967, authorized postmasters who have special cancellation die hubs reading, *Save Your Vision Week*, to use them during the period February 1 through March 1, 1967.

The usage period should have been specified as February 1 through March 11, 1967.—*Bureau of Operations, 2-9-67.*

are put into effect. Regional offices shall give followup attention regularly. (See sections 352.711 and .712, and 843.512a, *Postal Manual.*)—*Bureau of Operations, 2-9-67.*

BUY U.S. SAVINGS BONDS—FROM THESE SAVINGS HAVE COME NEW HOMES, COLLEGE EDUCATIONS, DREAM VACATIONS, PAID-UP HOSPITAL BILLS, MORE SATISFYING RETIREMENTS.
