



POSTAL BULLETIN

Instructions and Information For Postal Employees
Published Weekly



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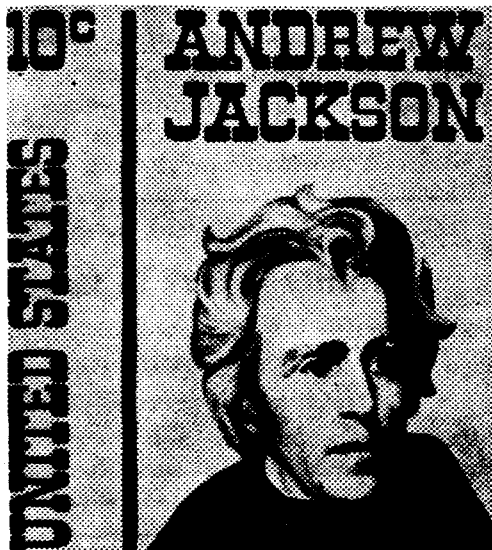
20576

All Postal Installations

10-Cent Andrew Jackson Regular Postage Stamp

The 10-cent stamp portraying Andrew Jackson, the ninth in the "Prominent Americans" series of regular stamps, will be first placed on sale on March 15, 1967, at Hermitage, Tenn., the site of the seventh President's stately home and on his 200th birthday anniversary. Jackson is buried there.

**POSTMASTERS SHALL NOT
PLACE THIS STAMP ON SALE
BEFORE MARCH 16, 1967**



Size: 0.75 x 0.87 of an inch (vertical)
Color: Lavender

ISSUED IN PANES OF 100

The design by Lester Beall is based on a photograph of a portrait by Thomas Sully.

Unlimited printing. The entire printing will be luminescent tagged.

To obtain first day cancellations, collectors may submit requests to the Postmaster, Hermitage, Tenn. 37076. 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

All Postal Personnel

RED CROSS CAMPAIGN

President Lyndon B. Johnson, Honorary Chairman of the American National Red Cross, has issued the following statement:

The American Red Cross has important responsibilities. The greatest of these is to express in practical terms our concern for our neighbors when they are beset by the upheavals of war and disaster. This is the mission assigned to the Red Cross in its congressional charter. This is the mission it has accomplished superbly for more than 85 years at home and abroad. The organization has earned our admiration and appreciation the hard way—through hard work.

Today men and women of the Red Cross are serving with our men in Vietnam, in the jungles, in the hamlets, in the military hospitals and in recreation units behind the lines. Other staff members and thousands of volunteers are helping with the problems and emergencies of American servicemen and their families in this country and at many overseas military installations.

Each year the Red Cross mobilizes its resources to extend emergency relief and recovery aid to the victims of some 300 major disasters, while through the Red Cross chapters assistance is given to those who suffer in thousands of smaller catastrophes. The unusually serious disasters of the past 2 years, the increasing requirements of the essential Blood Program and the continuing need of Americans for first aid and water safety training—all add up to a difficult and costly job for the Red Cross.

Overseas and within the Federal establishment in this country the Red Cross participates in the Combined Federal Campaign but about half of the 3,350 Red Cross chapters conduct independent March campaigns. All chapters use the month of March for educational campaigns to inform the public and to recruit blood donors and volunteers.

Therefore, March will, as always, be Red Cross Month.

As President of the United States and Honorary Chairman of the American National Red Cross, I urge all civilian employees of the Federal Government and members of the Armed Forces to support the Red Cross to the fullest extent possible consistent with the local situation.

I strongly urge all postal employees to support the 1967 Red Cross Campaign.

Lawrence F. Olson
Postmaster General.

and after March 16, 1967. The Philatelic Sales Unit does not service nor sell first day covers.

First- and second-class post offices requiring more than 7,000 stamps of this issue should order minimum lots of 10,000, or the multiples in section 422.321, Postal Manual, submitting Form 3356 (Use Item 050) to the Bureau of Engraving and Printing, Washington, D.C. 20226.

Offices requiring 7,000 stamps or less should submit a separate requisition on Form 17 to the accountable paper depository. Do not include stamps other than the 10-cent Jackson on above requisitions.

All requisitions should be restricted to such quantities as required to meet the philatelic demand as stock of the 1956 series 10-cent Independence Hall stamp should be depleted before placing the new 10-cent stamp on general sale.—Office of the Special Assistant to the Postmaster General, 2-16-67.

*All Postal Installations***Transfer of Official Personnel Records To NPRC**

Postmasters must insure that official personnel folders are complete and are prepared in accordance with Postal Manual, sections 782.224 and 783, before being sent to the National Personnel Records Center.

Recent studies show that post offices are sending the National Personnel Records Center papers on separated employees that should have been fastened in personnel folders when they were transferred to the NPRC. Papers included items such as Standard Form 85, *Security Investigation Data for Nonsensitive Positions* and Standard Form 1150, *Record of Leave Data Transferred*.

Post offices are also sending to NPRC papers which should be destroyed at post offices and not sent to NPRC, e.g., travel orders and placement and evaluation forms.

The preparation of the required Standard Form 127, *Request for Official Personnel Folder*, to accompany these stray papers sent to NPRC imposes an additional and largely avoidable workload on post offices as does the review and filing of the papers at NPRC on their staff.—*Bureau of Finance and Administration, 2-16-67.*

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

The following postal offender has been apprehended:

Harvey Allen Dart

Destroy the wanted circular on him.—*Bureau of the Chief Postal Inspector, 2-16-67.*

*All Holders of Facilities Handbook MS-24, Air Conditioning***Facilities Handbook MS-24, Air Conditioning**

The sample maintenance checklists in part 4.7, *Facilities Handbook MS-24, Air Conditioning*, show the form number as being 4996 A.

The correct identification is Form 4777, *Maintenance Checklist*. The frequency blocks in the upper right-hand corner of this form were adapted to show all frequencies.—*Bureau of Facilities, 2-16-67.*

*All Postal Installations***International Inaugural Service**

Caribbean Atlantic Airlines, Inc., will inaugurate service from San Juan, P.R., to Antigua, Leeward Islands, and from St. Thomas, V.I., to Fort de France, Martinique; St. Lucia, West Indies; and Bridgetown, Barbados, on or about March 2, 1967.

Official cachets *have not* been authorized. Souvenir covers *will be* accepted for this new service.

Covers

Covers are to be prepared in the usual manner addressed for delivery to addressees in the United States, Canada, Puerto Rico, U.S. Virgin Islands, Martinique, St. Lucia, Barbados, or Antigua. Affix postage at the rate of 13 cents per half ounce.

The covers should be enclosed in another envelope addressed as follows, and should reach that office not later than the day before the scheduled flight:

Postmaster
San Juan, P.R. 00902
Postmaster
St. Thomas, V.I. 00801

Covers already postmarked, those not properly prepared, and those posted in the usual manner will not be included in these dispatches of souvenir covers.—*Bureau of Transportation and International Services, 2-16-67.*

*All Postmasters***Lobby Display—Red Cross Campaign Poster**

Representatives of local chapters of the American Red Cross may soon furnish postmasters a 1967 campaign poster.

Display the poster in a prominent location in the public lobby from the date of receipt through March 31, 1967, as outlined in section 612.233, Postal Manual. Posters received by postmasters in buildings operated by GSA should be submitted to the superintendent of the building.—*Bureau of Facilities, 2-16-67.*

*All Postal Installations Operating Government-Owned Vehicles***Truck Displays**

During the month of March, truck posters for the Internal Revenue Service should be displayed on the curb side and posters for the Red Cross should be displayed on the street side. These posters will be sent under the usual automatic distribution.—*Office of the Special Assistant to the Postmaster General, 2-16-67.*

*All Postal Installations***Parcel Post for French Guiana, Guadeloupe and Martinique**

Effective at once, the weight limit of parcel post packages (surface and air) for French Guiana, Guadeloupe, and Martinique is increased from 11 to 44 pounds.

The Directory of International Mail will be appropriately amended.—*Bureau of Transportation and International Services, 2-16-67.*

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All Post Offices

**Parcels to Canada—
Indemnity Claims**

Postmasters will bring instructions in the Directory of International Mail, under CANADA, to the attention of all concerned to prevent these frequent errors:

1. Indemnity claims being filed on obsolete editions of Form 2855, *Claim for Indemnity—International Insured Mail*.

2. Accepting parcels containing coins, canceled and uncanceled postage stamps, or albums in which they are mounted, and articles for personal adornment valued over \$5 each.

3. Charging international insurance fees when domestic fees apply.

4. Accepting parcels in excess of 25 pounds. Parcel post to Canada must weigh over 8 ounces, but not over 25 pounds.

5. Accepting parcels for air parcel post. Air service is not available for parcel post to Canada. Airmail packages must be prepared as letter packages, prepaid at airmail letter rate, and may not be insured.—*Bureau of Transportation and International Services, 2-16-67.*

All Cost Ascertainment Offices

Cost Ascertainment

The Department has adopted a probability sampling plan for determining the revenue, pieces, and weight of mail. All offices participating in this new plan, which has been known as the "New System for Determining the Revenue by Classes of Mail," are urged to reinforce their efforts to obtain a high quality of reporting.

General information letters have been sent to all designated offices listing the reporting forms which are to be discontinued effective with the counting week beginning February 27, 1967. All other reports which were previously made must be continued.

Cost ascertainment weeks during fiscal year 1968 for designated offices continuing to report information are as follows:

- August 28–September 3, 1967
- November 13–19, 1967
- February 5–11, 1968
- May 20–26, 1968

—*Bureau of Finance and Administration, 2-16-67.*

All Offices With Postage Meters

**Quarterly Machine—
Listing of Postage
Meter Activity**

A review is now being made of the entire system of postage meter and meter revenue accountability. Pending further instructions to be issued as a result of this review, the following clarifies what information is to be included on the quarterly listing of postage meter activity when a mid-quarter change in postmasters occurs:

The incoming postmaster should show all meter activity for the entire first quarter in which he takes office. Presently, some postmasters are showing only the portion of meter activity that took place while they were in office. This practice is to cease as it has caused unnecessary correspondence from postal data centers to post offices requesting information for the entire quarter.

An incoming postmaster will not be held accountable for any errors subsequently discovered which are traced to that portion of the quarter which preceded his taking office.—*Bureau of Finance and Administration, 2-16-67.*

All Post Offices

POSTAL ZONE CHARTS

The following supplemental zone chart information must be added to the instructions and supplemental information published on pages 7, 8, and 9, of the December 22, 1966, and page 5 of the January 5, 1967, issues of the POSTAL BULLETIN under the heading Postal Zone Charts.

SUPPLEMENTAL ZONE CHART INFORMATION

Zone chart No.	Entry	Change to read
110-114.....	556-558.....5 559-576.....6	556-559.....5 560-576.....6
147.....	Add 549.....4	Add 549.....4
157.....	274.....3	270-274.....3
158.....	Puerto Rico.....8 Virgin Islands.....7	Puerto Rico.....7 Virgin Islands.....8
177.....	Delaware.....3	Delaware.....2
285.....	Add Oregon.....8	Add Oregon.....8
294.....	Puerto Rico.....8	Puerto Rico.....6
363.....	Ohio.....4	Delete.
490-491.....	370-385.....4	370-386.....4
556-558.....	894.....7 Vermont.....6	894-897.....7 Vermont.....5
586.....	572-584.....3	572-575.....3 576.....2 577-584.....3
792.....	North Dakota.....7	North Dakota.....5
902-905.....	656-655.....7	Delete.

—*Bureau of Operations, 2-16-67.*

*All Postal Installations***Uniform Items for Motor Vehicle Employees**

The Post Office Uniform Quality Control Office, U.S. Army Natick Laboratories, has revised specifications for uniform items for motor vehicle employees. Specifications for these newly revised items have been issued to the uniform industry. Requirements covering these items and the effective dates for wear and reimbursement are specified below:

I. Uniform Items

Only authorized and specified fabrics in color Post Office Blue 5000 shall be used in the manufacture of items A through E.

A. *Jacket*—PODUQC—No. 28: The color of the sleeve braid shall be ultramarine Blue Cable No. 65010.

B. *Trousers*—PODUQC—No. 30: There shall be no braid or reinforcing patches on these trousers.

C. *Cap*—PODUQC—No. 33: This cap must be manufactured in accordance with the requirements in POD Bulletin No. 22, item b, as follows:

(b) *Cap for Motor Vehicle Service Craft*:

1. *Cover*—Post Office Blue 5000, uniform fabric.

2. *Chinstrap*—Black extruded vinyl strap.

3. *Braid*—Ultramarine Blue No. 65010, flat rayon braid.

4. *One (1) Round Badge Eyelet*—Set centered 1¼ inches above top of band in bevel of cap at front.

D. *Surcoat*—PODUQC—No. 29: The color of the sleeve braid shall be ultramarine Blue Cable No. 65010.

E. *Sweater*—PODUQC—No. 34: Type I—lightweight, type II—heavy-weight.

F. *Shirts*: These shirts shall be manufactured in the same color (Post Office Blue 5001), fabric and specifications worn by all uniformed categories.

G. Ties:

1. *Specifications* manufactured in accordance with specifications appearing in PODUQC—No. 7.

2. *Color*—Ultramarine Blue Cable No. 65010.

H. *Belt*—PODUQC—No. 32: Black leather. Type II, 1¼ inch minimum.

II. Insignia for Shirts, Jackets, Surcoats

A. Color shall be white letter, border, and figures on Ultramarine Blue Cable No. 65010 background.

B. *Sleeve Insignia*—Post Office Department embroidered circular insignia with horse in forward motion, and arc tab "MOTOR VEHICLE SERVICE," worn at shoulder of left sleeve.

C. *Breast Insignia*—Stitched one-half inch and centered above pockets. Rectangular embroidered insignia—"U.S. MAIL" above right breast pocket, "VEHICLE SERVICE" above left breast pocket.

III. Effective Dates

Effective April 1, 1967, items manufactured in accordance with the above specifications are authorized for wear. Reimbursement is authorized for purchases made on and after April 1, 1967. Until July 31, 1967, motor vehicle employees may continue to purchase and be reimbursed for uniform items which conformed to the specifications in effect prior to issuance of these new specifications. On and after August 1, 1967, reimbursement shall be made only for uniform items manufactured in conformity with the new specifications and color.

IV. Wearout Period

Uniform items which conform to the prior specifications may continue to be worn until no longer serviceable.

V. Quality Control Provisions

Employees are reminded that the quality control certificate number must be used on a label attached to each garment indicating that the garment has been manufactured in accordance with the new specifications.

VI. Shoes for Motor Vehicle Employees

It is reiterated that in the case of shoe purchases only safety-toe shoes are reimbursable for motor vehicle employees.

VII. Liners

Effective immediately lining not physically attached to the outer garment is not a uniform item and is not reimbursable. Liners with front zipper will no longer be a reimbursable item. Only liners which zip into the jacket without a self-closing front zipper, manufactured in accordance

*All Postal Installations***Spanish West Africa—Parcel Post Service**

Effective at once, parcel post service (surface and air) is established to Spanish West Africa. The weight limits are 22 pounds for air parcels and 44 pounds for surface parcels. The maximum size limits are 3½ feet in length, and 6 feet in length and girth combined. One customs declaration (Form 2966), one dispatch note (Form 2972), and one parcel post sticker (Form 2922) must be completed and attached to each parcel.

Service is limited to ordinary (unregistered and uninsured) parcels addressed to Sidi Ifni (Ifni Territory), and to Aaiun, Güera and Villa Cisneros (Spanish Sahara).

Parcel Post Rates

The surface parcel post rates are 90 cents for the first 2 pounds and 35 cents for each additional pound or fraction. (See chart 4, table II, in the Directory of International Mail.) The air parcel rates are \$1.78 for the first 4 ounces and 51 cents for each additional 4 ounces or fraction.

The articles prohibited or restricted to Spanish West Africa are the same as to Spain.

The Directory of International Mail will be appropriately amended.—*Bureau of Transportation and International Services, 2-16-67.*

To All Postmasters And Personnel Processing Mail For Dispatch Abroad

Foreign Orders

Post this name in POD Publication 43:

GREAT BRITAIN

February 16, 1967

London

J. Frederick, at 41 Beak Street (U)
Or any name, at 41 Beak Street (U)

with POD Bulletin No. 26, are reimbursable.

VIII. Raingear

New specifications for raingear are not yet available. Therefore, employees are authorized to purchase and be reimbursed for the presently authorized raingear.—*Bureau of Personnel, 2-16-67.*

*All Postal Employees***Monthly Consultative Meeting**

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

(1) *Restructure of Civil Service Examining Boards.*—Information is desired by N.A.P.S. as to the scope of operation; location and PFS levels that will apply to Civil Service Examiner positions at those offices where examining boards will be retained when the 71 Post Office Civil Service Examining Boards are consolidated into 15 regional boards effective July 1, 1967.

Disposition: A task force has been created to develop new position descriptions. In those offices where some of the functions have already been transferred, the local Examiner-in-Charge who will handle the remaining duties will be in salary level PFS-6 or PFS-5 depending on the applicable standard position. It is anticipated the regional boards will be located in the same cities as the regional offices. The remaining 39 Post Office Civil Service Examining Boards will be consolidated into 15 regional boards by July 1, 1967.

(2) When both N.A.P.S. and supervisors, Motor Vehicle Service, have formal recognition at an installation, how is the supervisor representative on the Welfare and Safety Committees determined?

Disposition: When more than one organization has formal recognition for supervisory groups in the same installation, each organization shall furnish a list of three names of its members, in the order of preference, to the installation head. The installation head, after giving due consideration to the orders of preference, appoints one of the persons nominated to represent supervisors.

This procedure shall be followed for both the Employee Welfare Committee and the Safety and Health Committee.

(3) *Annual Review of Stations and Branches.*—Since the annual review of stations and branches for the calendar year of 1966 has been completed, N.A.P.S. would like to have a recapitulation by regions of the downgradings and upgradings that occurred.

Disposition: Representatives of the National Association of Postal Supervisors were furnished the information requested—216 station superintendents and assistant station superintendents were upgraded—44 station superintendents and assistant station superintendents were downgraded.

(4) *Two-Division Plan Post Offices.*—N.A.P.S. would like to have a list of post offices now organized under the "two-division plan" concept and would like to know what the plans are for converting other offices to this type of organization.

Disposition: Representatives of the National Association of Postal Supervisors were furnished with the list requested. As a matter of policy generally, further implementation depends on the existence of appropriate vacancies.

(5) *Gateway Post Offices.*—N.A.P.S. would like a report on the present status of the "gateway phase-out program."

Disposition: Representatives of stated that the phaseout program is virtually completed.

(6) *Additional Supervisory Positions.*—N.A.P.S. would like assurances that an appropriate number of additional supervisory positions are being authorized in the field to provide adequate supervision to the 26,000 additional employees being added to the rolls.

Disposition: This matter is being given attention by the Department. Additional positions or upgradings will be authorized when justified.

(7) *Service Pins.*—The National Association of Postal Supervisors proposes that the Post Office Department furnish service pins after 25, 30, 35, 40, and 50 years of faithful service.

Disposition: The Department stated it could not further consider issuing service pins until other than manual means are developed for determining total service.—*Bureau of Personnel, 2-16-67.*

*All Postal Installations***Requisitioning Rubber and Steel Stamps, Fiscal Year 1967**

Contrary to previous instructions, many postmasters and others continue to submit Form 1567, *Requisition for Rubber and Steel Stamps Only*, to Departmental Headquarters in Washington. These orders should be submitted to the contractor or the designated area supply center.

Form 1567—September 1965 Edition

The instructions on the back of the September 1965 edition of Form 1567 clearly indicate which items are to be requisitioned from the contractor (Lloyd Manufacturing Co., Houtzdale, Pa. 16651, for fiscal year 1967), which items should be requisitioned from the area supply center, and which items are supplied by Departmental Headquarters. The POSTAL BULLETIN of June 30, 1966, 20539, contained the same information and stated that *only* the September 1965 edition of Form 1567 should be used. A review of the requisitions being received shows that 95 percent are of an earlier edition date, which do not have the current ordering data. The other 5 percent are on the latest edition but are misdirected by ordering offices.

Supply clerks should **immediately check the edition date** of Form 1567 on hand. If it is anything other than September 1965, requisition a supply on Form 4750, *Special Requisition for Supplies*, from area supply centers. Those installations who are about to submit their regular requisitions on Form 1580 should include it along with other forms required. All others, however, use Form 4750 *now*. Upon receipt of the new forms, destroy all old stock. It is false economy to attempt to use the old ones because of the time required in Headquarters to review the old requisitions and direct them to the proper places.—*Bureau of Facilities, 2-16-67.*

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

Annual Estimate of Work Hours—PFY 1968

I. FIRST- AND SECOND-CLASS OFFICES

A. Employment Categories

1. Separate estimates will be submitted and allowed and usage reported under the following categories.

a. *Clerk-Mailhandlers—Mail Processing (WMS offices only)*. Include all clerk-mailhandler hours used in WMS operations 1 through 28.

b. Clerk-Mailhandler—Other.

(1) *WMS Offices*. Includes all clerk-mailhandler hours used in WMS operations 30 through 50 and 52 through 55 plus vehicle operations employees below level PFS-6 not classified as vehicle service drivers.

(2) *Non-WMS First-Class and All Second-Class Offices*. Include all clerk-mailhandler hours used except those of employees qualified and qualifying for higher level pay as acting supervisors. The clerical hours needed to relieve the postmaster on the sixth day, so as to provide him a 5-day workweek, shall be included in this category.

c. *City Delivery Carriers*. Includes hours for all types of city delivery carrier service except those of carriers qualified and qualifying for higher level pay as acting supervisors.

d. *Vehicle Service Drivers*. Includes employees classified as vehicle operators below level PFS-6.

e. *Special Delivery Messengers*. Includes all hours of special delivery messengers plus any hours that regular and substitute clerks or carriers work as special delivery messengers, except when performed in connection with their normal or regularly assigned duties.

2. The hours of employees working in an employment category other than the one to which regularly assigned must be included under the employment category in which worked. For example, any hours that substitute clerks or regular and substitute special delivery messengers work exclusively as city delivery carriers must be included as city delivery carrier hours.

3. Estimates will not be submitted for supervisory, maintenance, mobile unit nor vehicle maintenance needs. Manpower used in these functions will be controlled through organization complement.

4. Do not include in clerk-mailhandler hours the hours needed to replace the postmaster. Replacement hours are those used to replace the postmaster when he is on leave, which are paid at higher level and are not those hours for his relief on the sixth day as specified in I-A-1b(2).

B. Hours To Be Estimated

1. *Work Hours*. Work hours are on-the-job hours of annual and hourly-rate employees combined, at regular rates of pay. Work hours also include Sunday and holiday hours described below.

2. *Overtime Hours*. Overtime hours are (1) hours worked by eligible annual-rate regular employees in excess of their regular work schedule that will be paid for at the overtime rate of pay, (2) hours (combination of work and leave hours) in excess of 40 pay hours a week of substitutes.

3. *Sunday Premium Hours*. Sunday hours are the hours of eligible regular employees whose regular work schedule includes Sunday as a scheduled day in their basic workweek. Include these hours with work hours I.B.1.

4. *Holiday Premium Hours*. Holiday hours are hours worked by eligible regular employees on national holidays or a day designated by presidential executive order as a holiday. Include these hours with work hours I.B.1. Also include the hours worked on Christmas Day by substitute employees.

5. *Christmas Assistant Hours*. Christmas assistant hours are hours worked by temporary employees placed on the rolls for the Christmas period only and paid at the Christmas assistant rate. These hours must be identified by the employment category in which used; that is, clerk-mailhandler, city delivery carrier, etc.

C. Paid Absence Hours Excluded

No estimate will be prepared, nor allowance granted, for paid absence hours to cover annual leave, sick leave, terminal leave, holiday leave, and other leave (paid jury duty, paid

court duty, paid blood donation time and paid military leave) or for hours loaned others.

D. Forms

The following forms will be used for estimating and reporting for PFY 1968.

1. Estimating Forms:

Form 110, *Work Hour Estimate*.
Form 111, *Work Hour and Work Load Estimate*.

2. Reporting Forms:

Form 109, *Manhour Budget Status (WMS Offices Receiving the Print-Out)*.
Form 113, *Daily Work Hour Report (First-Class Post Offices Not Receiving the Print-Out)*.
Form 113-B, *Daily Work Hour Record (Second-Class Post Offices)*.
Form 3997, *Daily Record of Carrier Absences, Replacements and Overtime*.
Form 3997-B, *Delivery Service Unit Operations Analysis*.
Listing-ADP (Automatic Data Processing) Pay Period Print-Out.

E. Estimating Procedure

1. Requirements.

a. Estimates will be prepared for each applicable employment category described in I-A covering the types of hours described in I-B.

b. First-class post offices reporting under Work Measurement System will use Forms 110 and 111, February 1967 edition, to submit their estimates.

c. Non-WMS first-class and all second-class post offices will submit estimates on Forms 110 only when requested by the Regional Director who will furnish instructions on completion of the forms. Unless notified to the contrary, allowances in work hours for these offices will be the same as the most recent annual allowance granted by quarters. This includes any additional allowances granted during a year, unless they were designated temporary when allowed.

2. How to Estimate.

a. Work Hours

The estimate of overall post office work hours by employment category will be the sum of the hours required for performing the work for all service requirements and the clerk-mailhandler hours needed to process the estimated workload at expected rates of performance.

b. *Workload (WMS offices only)*. The number of work hours necessary

to handle the mail volume should be determined by:

(1) First estimating the number of first-handling pieces (incoming and outgoing) anticipated.

(2) Then estimate the productivity rate (first handling pieces per clerk-mailhandler mail processing, work hour) that reasonably can be expected.

These estimates will be determined by the postmaster, based on advice and information furnished by the assistant postmaster, general superintendent of mails and the chief accountant (where authorized), taking into consideration current experience and future expectations. The workload for the post office as a whole will be based on the type of one-time volume count recorded on Form 2397, *Summary of Basic Operating Data*.

c. Christmas Assistant Hours.

Christmas assistant hours will be estimated and approved for pay period 26 in accounting period 6 and pay period 1 in accounting period 7.

3. Preparation.

a. Forms 110:

(1) Prepare separate Forms 110, in quadruplicate, for each of the four employee categories shown in the heading. WMS offices will include in the clerk-mailhandler category only the other than mail processing hours described in I-A-1b(1). Non-WMS first-class and second-class offices required to submit estimates will include all clerk-mailhandler hours as described in I-A-1b(2). Forms 110 may be prepared only for the office as a whole unless the postmaster feels that unit estimates as described in H-3, are needed to complete the consolidated office forms. All WMS offices will enter in columns C and F the number of hours by pay period that have been actually used through the last completed pay period. Use pay periods starting with number 15 and ending with number 14 to provide comparison with estimates for PFY 1968. Non-WMS offices will enter in these columns only totals for each quarter. Non-WMS offices will record on the back of Form 110, by quarters, the relief hours included in clerk-mailhandler hours on the face of the form and will specify the hours per week (2, 4, 6, etc.) used in arriving at the quarterly figures. Use a realistic estimate for the remaining

periods based on current rate of usage, taking into consideration workload fluctuations. Enter only the estimated quarterly and PFY totals in columns D and G. The pay period or accounting period figures will be inserted in these columns after you receive the approved allowances. Be sure to include in quarter II figures the hours for Christmas assistants also entered in the "Christmas Assistants Only" blocks.

(2) Complete the applicable quarterly figures for the estimate year in the lower left corner of each form prepared to show regular and substitute overtime, Sunday premium and holiday premium hours. The combined total of the regular and substitute overtime hours for each quarter and the PFY must equal the quarterly and PFY totals in column G of the same form (column G of Forms 110 and 111 for clerk-mailhandler hours at WMS offices). The Sunday and holiday premium hours of regular employees will be included with other work hours in column D of the same Form 110 and column D of Form 111 where applicable. Separate the hours for the second postal quarter between those applying to Christmas Day (or the day observed as Christmas) and other hours. The hours worked by substitute on such a day will be recorded under the heading "Holiday Premium."

b. Forms 111.

WMS offices only will prepare Forms 111, in quadruplicate, covering the mail processing hours described in I-A-1a and the workload described in I-E-2b. Only one set of Forms 111 should be prepared for the office as a whole. Upon receipt of approved allowances internal allocation to units may be made based on unit estimates as described in H-3. Enter in columns C and F, by pay periods, the current year hours used. Enter in column K, by accounting period, the current year number of pieces and productivity. Only the estimated quarterly and PFY totals will be entered in columns D, G, and L. The pay period and accounting period figures will be entered in these columns after you receive the approved allowances. Be sure to include in quarter II figures

the hours for Christmas assistants also entered in the "Christmas Assistants Only" blocks.

F. Submission of Annual Estimates

Completed Forms 110 (and Forms 111 where applicable) will be submitted in triplicate to the Regional Director on or before Friday, March 31, 1967, unless a later date of submission is authorized by the Regional Director.

G. Emergency Requests and Reversions

1. If, after due care and vigilance, emergency circumstances or substantial variations in workload make it necessary to request work hours for any postal quarter in addition to allowances granted for such quarter, submit a supplemental estimate, marked "Emergency Request." A detailed explanation of need for additional work hours as evidenced by unanticipated workload increases or increased service requirements must accompany the request.

2. When anticipated workload fails to materialize or productivity is better than estimated it should be possible to revert work hours from the allowance granted for any postal quarter. In such cases submit a supplemental estimate marked "Reversion."

3. Prepare and submit such supplemental estimates on Form 110 (and Form 111, where applicable). Number each supplemental estimate consecutively, beginning with No. 1 each fiscal year. Only the additional hours required or hours to be reverted will be shown in column D or G on Form 110, and column D or G on Form 111, if applicable. If your request for additional hours or reversion of hours includes Sunday premium, holiday premium, or overtime for regulars and substitutes, fill in section at lower left corner of Form 110 for these hours. The related change in volume will also be shown on Form 111. Requests must be forwarded promptly on knowledge of the situation and in *sufficient time for processing before the end of a quarter*. Regional Directors will notify postmasters of the action taken by the third working day after receipt of request.

H. Work-Hour Allowances

1. *How Issued.* The Regional Director, after review, will direct the granting and revision of work-hour allowances as follows:

a. Separate work-hour allowances will be granted for each employment category described in the headings of Forms 110 and 111, where applicable, for each of the four postal quarters in the postal fiscal year. The Regional Director will return the approved original and one copy of each of Forms 110 and 111, where applicable, for each employment category. The allowance granted will be shown as quarterly and PFY totals only in (1) columns E and H of Form 110, and (2) columns E, H, and N of Form 111 unless the amount requested was approved without adjustment. Allowance for absence hours will not be granted. However, this does not relieve the postmaster of the responsibility for proper management of leave hours.

b. Allowances will expire at the end of each postal quarter. Unused hours may not be carried forward from one postal quarter to a later quarter.

2. Interchange of Allowed Hours.

a. *Between Employment Categories.* Within the quarterly allowances, unused work hours and overtime hours may be used interchangeably in the following four categories described in the heading of Form 110: (1) Clerk-mailhandler (excluding mobile units), (2) city delivery carriers, (3) special delivery messengers and (4) vehicle service drivers, without an actual transfer of apportioned work or overtime hours on Forms 110, 111, 113, or 113-B. Only like hours may be interchanged, that is work for work or overtime for overtime. Work hours and overtime hours not used in one employment category and used in another account will be reported on the ADP Pay Period Print Out (Form 1232 must be submitted to the PDC at close of pay period) or recorded on Form 113 or 113-B as *Used* in the employment category in which hours were actually worked. No notice of this authorized use is required.

b. *Between Overtime Hours and Work Hours.* No interchange will be made between unused overtime and work hours.

3. Allocation within Post Offices.

a. *Control Units.* For manpower

control purposes, each postmaster will define units at the highest organizational level at which work hours can be estimated and controlled effectively. Ideally, the number of such units will be the *minimum* whose estimating and control facilities contribute to, or materially improve the quality of control. This may be at the level of a major section, separate large facility, tour or station superintendent, general superintendent of mails or at the postmaster level. Control units will prepare and submit estimates on Form 110 (and Form 111 where applicable) for each applicable employment category described in I-A when requested by the postmaster.

b. *Apportionment by Period.* Upon receipt of approved work hour allowances, the postmaster will allocate the hours allowed for each quarter among periods in that quarter (pay periods at WMS offices; accounting periods at other offices). When the work hours allowed are different from those requested in the estimates, the postmaster must make corresponding adjustments in apportionments in units which he feels can best absorb the adjustment without impairing service. After making this apportionment, the postmaster must return to the Regional Director one of the approved Forms 110 and 111 showing the allocation of hours by appropriate periods in columns E and H of Forms 110 and 111. Notify each control unit supervisor of his apportionment by either returning a copy of his unit estimate properly changed in total hours only or initial issuance of Forms 110 with only the quarterly totals entered.

4. *Reduction of Work-Hour Usage.* Where workload anticipated in any regular or emergency request for an allowance does not materialize, maintain proper workload work-hour relationship so that actual usage will be proportionately below allowed work hours. When the usage of mail processing hours is not reduced proportionately with workload reduction, full explanation will be made by separate memorandum to the Regional Director.

5. *Exceeding Allowance.* As set forth in sections 853 and 854 and particularly 854.2, Postal Manual, it is the duty of responsible officials not to exceed allowances granted. Instructions in G-1 cover requests for

additional allowances to meet emergency needs. Accordingly, when work hours in excess of those authorized are used, the postmaster will submit a complete explanation of the circumstances to the Regional Director for consideration of administrative action to be taken as specified in 854.4, Postal Manual.

II. THIRD-CLASS POST OFFICES.

A. Allowances.

1. Postmasters at third-class post offices are not required to submit estimates of man-hour needs unless directed to do so by the Regional Director. When estimates are requested by the Regional Director, postmasters will include only hours which are required to operate the office including overtime, Christmas assistants, if any, and clerical hours to relieve the postmaster on the sixth day. Identify the relief hours separately by quarters and specify the hours per week (2, 4, 6 etc.) used in arriving at the quarterly figures. Do not include hours needed to replace the postmaster. The region will estimate such replacement hours. Unless notified to the contrary, allowances in hours, except absence hours, will be the same as the most recent annual allowance granted by quarters. Quarterly allowances will not be exceeded without notification to and proper authorization from the Regional Director. (See 853 and 854, Postal Manual.) Allowances will expire at the end of each postal quarter. Unused hours may not be carried forward from one postal quarter to a later quarter. The postmaster must limit the use of his clerical allowance to the actual needs of his office. Postmasters may authorize absence hours as earned. No formal allowance will be made for paid absence hours.

2. When necessary to increase or decrease allowances at third-class offices or advancement from fourth-class to third-class, prepare Form 112, *Estimate of Work Hours*, in triplicate and send the original and duplicate to the Regional Director.

B. Record of Clerical Hours Used.

Apportion the allowance received and keep a daily record of the clerical hours used on Form 3994, *Clerk Hours Used—Third-Class Post Offices*.

(Continued on p. 9, col. 1)

POST OFFICE CHANGES NO. 36

(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 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
AL	Russellville	Franklin	1	Littleville	RS	35654	Delete		} To correct Directory of Post Offices.
AL	do	do	1	do	RB	35654	Add		
CA	Goleta	Santa Barbara	1	Fairview	B	93017	Add	12-12-66	B estab.
CO	Colorado Springs	El Paso	1	Ivywild	B	80906	Delete	1-31	B disc.
GA	Tarrytown	Montgomery	4			30470	Delete	2-24	} PO conv. to RB.
GA	Soperton	Treutlen	2	Tarrytown ¹	RB	30470	Add	2-24	
ID	Lenore	Nez Perce	3	Gifford	RB	83541	Delete	10-31-66	RB disc.
ME	Turner Center	Androscoggin	3			04283	Delete	2-24	} PO conv. to RS.
ME	Turner	do	3	Turner Center	RS	04283	Add	2-24	
MD	Bushwood	St. Marys	4			20618	Add	2-10	PO disc. in PB 1-26-67 resc.
MD	Keedysville	Washington	3	Rohrersville	RB	21779	Delete	2-10	} PO conv. to RB in PB
MD	Rohrersville	do	4			21779	Add	2-10	
MD	Silver Spring	Montgomery	1	Ednor-Hollywood	S	20904	Delete	2-10	S disc.
MD	do	do	1	do	B	20904	Add	2-10	B estab.
MI	Grand Rapids	Kent	1	Cascade	B	49506	Delete	10-31-66	B disc.
MI	do	do	1	Cutlerville	B	49508	Delete	11-30-66	B disc.
MS	Biloxi	Harrison	1	Bay View Plaza	B	39531	Delete	12-31-65	B disc.
NY	Otter Lake	Oneida	4			13427	Delete	2-24	} PO conv. to RB.
NY	Forestport	do	3	Otter Lake	RB	13427	Add	2-24	
NC	Forest City	Rutherford	1	Harris	RB	28074	Delete	2-24	} PO conv. to RB in PB
NC	Harris	do	4			28074	Add	2-9-67 resc.	
OK	Antlers	Pushmataha	2	Finley	RB	74543	Delete	2-24	} PO conv. to RB in PB
OK	Finley	do	4			74543	Add	2-24	
OR	Silverton	Marion	1	Scotts Mills	RB	97375	Delete	2-24	} PO conv. to RB in PB
OR	Scotts Mills	do	3			97375	Add	2-24	
PR	Fajardo	Humacao	1	Florencio	S	00648	Delete	7-1-66	S disc.
RI	Providence	Providence	1	Center	SX	02903	Delete	3-1	Change in name.
RI	do	do	1	Weybosset Hill	SX	02903	Add	3-1	
SC	Filbert	York	4			29713	Delete	2-24	PO disc.
SC	(Mail to York)	do	1			29745	Add		
TN	Madison	Davidson	1	Madison Square	S	37115	Delete		} To correct Directory of Post Offices.
TN	do	do	1	do	B	37115	Add		
TN	Sewanee	Franklin	2	University of the South	S	37375	Delete		} To correct Directory of Post Offices.
TN	do	do	2	do	B	37375	Add		
TX	Brownwood	Brown	1	Grosvenor	RB	76847	Delete	2-24	} PO conv. to RB in PB
TX	Grosvenor	do	4			76847	Add	2-24	
VA	New Canton	Buckingham	3			23123	Add	2-10	PO disc. in PB 1-26-67 resc.
WA	Lynnwood	Snohomish	1	North Lynwood	B	98036	Delete	11-3-66	B disc.
WV	Beatrice	Ritchie	4			26131	Delete	3-10	PO disc.
WV	(Mail to Smithville)	do	3			26178	Add		

¹ Conversion does not change county location.

(Continued from p. 8, col. 3)

III. DISTRIBUTION OF FORMS

A. Present Supplies.

Forms 110 and 111 with edition dates prior to February 1967 shall be disposed of as waste.

B. Initial Supplies.

1. *WMS Offices.* Initial supplies of revised Forms 110 and 111 will be sent direct to each WMS office, without requisition, on or about March 10, 1967.

2. *Other First- and Second-Class Offices.* Initial supply of revised

Form 110 will be furnished by the Regional Director if submission of estimate is required.

C. Additional Supplies.

Additional supplies may be requisitioned from supply centers during regularly scheduled periods.

Emergency requests for small quantities may be submitted to Regional Controllers.

Part 471, Postal Manual will be revised.—Bureau of Finance and Administration, 2-16-67.

All Post Offices

Disposition of Exchanged Reply Coupons

Postmasters must forward all foreign issue international reply coupons redeemed through December 31, 1966, with Form 2961, *Statement of Foreign-Issue Reply Coupons Exchanged*, to their postal data center with their statement of account for accounting period 10. See Postal Manual, section 424.5.—Bureau of Finance and Administration, 2-16-67.

*All Post Offices***Warning Notice—Unrecovered Stolen Canadian Money Order Forms**

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

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

B-86,627,252 to B-86,627,300	B-95,235,477 to B-95,235,700	C-11,095,797 to C-11,096,000
B-87,037,328 to B-87,037,340	B-96,319,830 to B-96,320,000	C-11,114,001 to C-11,114,700
B-87,762,301 to B-87,762,500	B-96,460,782 to B-96,461,000	C-12,615,282 to C-12,615,300
B-87,996,497 to B-87,996,600	B-96,886,322 to B-96,886,500	C-13,288,467 to C-13,288,500
B-88,467,358 to B-88,467,400	B-97,350,455 to B-97,350,500	C-14,252,857 to C-14,253,000
B-88,492,118 to B-88,492,500	B-97,624,647 to B-97,624,750	C-14,440,844 to C-14,441,000
B-88,710,964 to B-88,711,000	B-98,618,820 to B-98,618,900	C-15,900,001 to C-15,900,200
B-89,967,451 to B-89,967,500	B-99,254,301 to B-99,254,500	C-16,392,932 to C-16,393,000
B-90,067,976 to B-90,068,000	B-99,529,129 to B-99,529,200	C-16,451,401 to C-16,451,500
B-90,168,702 to B-90,168,800	C-00,212,881 to C-00,212,900	C-16,660,696 to C-16,661,000
B-90,347,179 to B-90,347,550	C-02,341,121 to C-02,341,220	C-16,737,951 to C-16,738,050
B-90,576,041 to B-90,576,080	C-02,511,535 to C-02,511,800	C-17,108,192 to C-17,108,400
B-90,714,551 to B-90,714,600	C-03,652,248 to C-03,652,300	C-17,218,994 to C-17,219,000
B-90,962,321 to B-90,962,328	C-04,037,840 to C-04,038,000	C-18,180,600 to C-18,180,800
B-91,012,346 to B-91,012,378	C-05,377,264 to C-05,377,300	C-18,223,762 to C-18,224,000
B-91,074,346 to B-91,074,650	C-05,506,901 to C-05,506,940	C-19,303,771 to C-19,303,793
B-91,592,219 to B-91,592,300	C-05,515,737 to C-05,516,000	C-19,303,799 to C-19,303,800
B-91,603,938 to B-91,604,000	C-05,609,774 to C-05,609,850	C-19,383,919 to C-19,384,000
B-91,979,501 to B-91,979,650	C-06,162,231 to C-06,162,288	C-19,474,160 to C-19,474,200
B-92,593,331 to B-92,593,500	C-07,081,041 to C-07,081,300	C-19,483,610 to C-19,483,700
B-93,077,501 to B-93,077,800	C-07,251,677 to C-07,251,700	C-19,819,311 to C-19,819,500
B-93,584,422 to B-93,584,460	C-07,503,248 to C-07,503,300	C-20,313,801 to C-20,314,000
B-94,245,421 to B-94,245,500	C-08,944,545 to C-08,944,600	C-21,753,331 to C-21,753,500
B-94,736,330 to B-94,736,450	C-10,941,929 to C-10,942,000	C-22,703,303 to C-22,703,500
B-94,741,941 to B-94,742,000	C-11,001,151 to C-11,001,200	C-23,504,435 to C-23,504,500
B-95,183,511 to B-95,183,800		C-25,080,512 to C-25,080,550

*All Postal Installations Except Fourth-Class Offices***Supervisor's Safety Handbook**

The 1967 edition of Personnel Handbook Series P-13, Supervisor's Safety Handbook, is now being distributed to all postal installations except fourth-class offices. In some copies the illustrations in the second column at the bottom of page 44 and in the first column at the top of page 45 have been transposed. When you receive your copies of this handbook, check and see if those illustrations are correct.

The illustration on page 44 should show the wrong way (a man bending over the gurney) to remove heavy packages and the illustration on page 45 the right way (tipping the gurney).—2-16-67.

**U.S. SAVINGS BONDS EARN
INTEREST AT A
GUARANTEED RATE**

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 | 3,701,897,100 to 3,701,897,999 | 5,930,881,940 to 5,930,881,969 |
| 1,870,497,330 to 1,870,497,499 | 3,702,339,235 to 3,702,339,999 | 5,934,114,600 to 5,934,114,799 |
| 1,870,976,303 to 1,870,976,327 | 3,702,427,212 to 3,702,427,499 | 5,934,246,345 to 5,934,246,499 |
| 1,875,375,708 to 1,875,376,249 | 3,709,543,000 to 3,709,543,999 | 6,458,748,000 to 6,458,749,999 |
| 1,876,085,119 to 1,876,085,199 | 3,710,320,400 to 3,710,320,999 | 6,472,256,167 to 6,472,256,599 |
| 1,876,876,210 to 1,876,876,225 | 3,938,282,194 to 3,938,282,299 | 6,482,096,746 to 6,482,096,999 |
| 1,878,300,958 to 1,878,300,999 | 3,977,513,583 to 3,977,513,999 | 6,482,717,564 to 6,482,717,999 |
| 1,880,415,574 to 1,880,415,999 | 3,981,170,600 to 3,981,170,999 | 6,482,821,000 to 6,482,821,499 |
| 1,886,444,000 to 1,886,444,499 | 3,981,296,621 to 3,981,297,999 | 6,482,821,970 to 6,482,821,999 |
| 1,889,292,489 to 1,889,292,499 | 3,982,204,418 to 3,982,205,999 | |
| 1,889,934,624 to 1,889,934,799 | 3,982,374,000 to 3,982,374,999 | |
| 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 | 40,959,120 to 40,959,449 | 7,388,138,197 to 7,388,139,999 |
| 29,681,087 to 29,681,413 | 41,345,151 to 41,345,449 | 7,390,556,000 to 7,390,559,999 |
| 2,259,820,041 to 2,259,820,099 | 41,377,547 to 41,377,799 | 7,406,164,978 to 7,406,165,734 |
| 2,259,952,468 to 2,259,952,499 | 41,794,727 to 41,794,999 | 7,408,477,042 to 7,408,477,999 |
| 2,262,450,178 to 2,262,450,199 | 41,795,000 to 41,795,099 | 7,409,290,800 to 7,409,290,999 |
| 2,265,239,794 to 2,265,239,999 | 41,983,506 to 41,983,749 | 7,409,355,717 to 7,409,355,747 |
| 2,905,599,880 to 2,905,599,899 | 42,104,517 to 42,104,649 | 7,409,564,795 to 7,409,564,999 |
| 2,911,981,200 to 2,911,981,499 | 42,668,947 to 42,669,520 | 7,412,233,659 to 7,412,233,799 |
| 2,928,036,148 to 2,928,036,199 | 45,150,000 to 45,151,999 | 7,413,314,000 to 7,413,314,749 |
| 2,931,681,612 to 2,931,681,749 | 48,346,211 to 48,347,999 | 7,417,757,000 to 7,417,757,449 |
| 2,931,984,100 to 2,931,984,499 | 438,909,357 to 438,909,380 | 7,417,769,050 to 7,417,769,849 |
| | 443,508,104 to 443,508,499 | 7,418,053,259 to 7,418,053,399 |
| | 443,525,070 to 443,525,099 | 7,418,167,162 to 7,418,167,299 |
| | 444,650,947 to 444,650,999 | 7,419,058,271 to 7,419,058,399 |
| | 446,746,192 to 446,746,399 | 7,419,815,259 to 7,419,815,399 |
| | 456,443,590 to 456,443,999 | 7,419,878,971 to 7,419,879,699 |
| | 458,471,644 to 458,471,699 | 7,421,218,210 to 7,421,218,499 |
| | 4,575,477,565 to 4,575,477,999 | 7,421,679,012 to 7,421,679,049 |
| | 4,595,240,000 to 4,595,241,999 | 7,421,970,830 to 7,421,970,856 |
| | 4,604,863,809 to 4,604,863,999 | 7,423,811,750 to 7,423,811,899 |
| | 4,613,689,630 to 4,613,689,749 | 7,424,306,600 to 7,424,307,999 |
| | 4,614,992,488 to 4,614,993,999 | 7,424,599,360 to 7,424,599,599 |
| | 5,552,263,853 to 5,552,263,892 | 7,424,676,000 to 7,424,676,100 |
| | 5,560,874,209 to 5,560,874,299 | 7,425,594,075 to 7,425,594,099 |
| | 5,561,884,868 to 5,561,884,999 | 7,426,433,531 to 7,426,433,549 |
| | 5,562,096,451 to 5,562,096,499 | 7,426,790,000 to 7,426,793,999 |
| | 5,562,569,035 to 5,562,569,099 | 7,427,844,000 to 7,427,845,999 |
| | 5,562,660,000 to 5,562,660,499 | 7,428,148,716 to 7,428,148,999 |
| | 5,563,215,300 to 5,563,215,599 | 7,713,538,224 to 7,713,538,999 |
| | 5,563,256,002 to 5,563,256,081 | 7,721,398,000 to 7,721,399,999 |
| | 5,563,918,104 to 5,563,919,999 | 7,726,888,131 to 7,726,888,200 |
| | 5,564,353,029 to 5,564,353,999 | 7,730,471,137 to 7,730,471,149 |
| | 5,564,363,162 to 5,564,363,499 | 7,730,471,461 to 7,730,471,599 |
| | 5,564,374,834 to 5,564,374,999 | 7,732,011,601 to 7,732,011,999 |
| | 5,564,410,976 to 5,564,411,499 | |
| | 5,565,035,300 to 5,565,035,499 | 8,315,931,851 to 8,315,931,878 |
| | 5,565,220,398 to 5,565,220,599 | 8,475,769,500 to 8,475,769,599 |
| | 5,565,439,554 to 5,565,439,999 | 8,480,664,600 to 8,480,665,899 |
| | 5,568,748,091 to 5,568,748,199 | 8,491,536,936 to 8,491,536,986 |
| | 5,569,006,565 to 5,569,006,999 | 8,505,643,527 to 8,505,644,999 |
| | 5,570,066,483 to 5,570,066,549 | 8,506,792,680 to 8,506,792,849 |
| | 5,571,021,010 to 5,571,021,199 | 8,508,280,904 to 8,508,280,940 |
| | 5,573,073,331 to 5,573,073,499 | 8,508,796,462 to 8,508,796,499 |
| | 5,574,090,479 to 5,574,090,562 | 8,511,307,299 to 8,511,307,999 |
| | 5,577,160,153 to 5,577,161,099 | 8,511,574,332 to 8,511,574,499 |
| | 5,583,514,274 to 5,583,515,999 | |
| | 5,587,183,533 to 5,587,183,999 | 937,674,963 to 937,674,999 |
| | 5,910,509,769 to 5,910,509,999 | 947,591,000 to 947,591,499 |
| | 5,913,350,894 to 5,913,351,999 | 948,453,940 to 948,453,999 |
| | | 12-76,735,627 to 12-76,736,000 |