



POSTAL BULLETIN

Instructions and Information For Postal Employees
Published Weekly



LXXXVIII

Washington, D.C. 20260, Thursday, March 30, 1967—Four Pages

20582

All Postal Installations

20-Cent Audubon Airmail Postage Stamp

The 20-cent international airmail stamp will be first placed on sale at New York, N.Y., on April 26, 1967. This stamp is needed to meet the increases in the international postage rates that become effective May 1. It will cover the airmail postage, one-half ounce, to Europe and Mediterranean Africa.

POSTMASTERS SHALL NOT PLACE THIS STAMP ON SALE BEFORE APRIL 27, 1967



Size: 0.84" x 1.44" (vertical)
Color: Blue, brown, and yellow

ISSUED IN PANES OF 50

Unlimited printing. Entire issue will be phosphor coated

In a postal innovation, the design of one of the most highly regarded stamps the Post Office Department has ever issued will be repeated in

All Postal Installations

Long Distance Telephone Service

On September 1, 1966, GSA discontinued the practice of having the FTS place and pay for commercial intercity long distance calls when the FTS network circuits were busy.

When the FTS network circuits are busy, long distance calls will be placed commercially by the caller and processed under section 632.341, Postal Manual.

Section 632.354 of the Postal Manual will be amended.—*Bureau of Research and Engineering, 3-30-67.*

this 20-cent stamp. A reproduction of John James Audubon's aquatint of the "Columbia Jay," which was brought out in 1963 as a 5-cent stamp, will reappear in this new denomination.

To obtain first-day cancellations, collectors may submit requests to the Postmaster, New York, N.Y. 10001. See Postal Manual, section 145.2. The first-day covers will be canceled "Audubon, New York," a station of the New York post office. Selected mint stamps will be available at the Philatelic Sales Unit, City Post Office, Washington, D.C. 20013, on and after April 27, 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 422.321, Postal Manual, submitting Form 3356 (USE ITEM 180) 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 20-cent Audubon airmail on above requisitions.—*Office of the Special Assistant to the Postmaster General, 3-30-67.*

All Postal Installations

Jet Airmail Service AM-8

On or after April 30, 1967, Delta Airlines will inaugurate jet mail service at Montgomery, Ala.

An official cachet will be furnished for application to philatelic covers transported only on the first jet flight departing Montgomery. 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.

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

Postmaster
Montgomery, Ala. 36104

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, 3-30-67.*

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

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

(1) *Postal source data system.*—Information is desired concerning the recording of time by supervisors under this system.

Disposition: No definite decision has been made. The National Association of Postal Supervisors' viewpoint will be considered.

(2) *Quality steps for postal supervisors.*—In some areas there is the thinking that supervisors should not receive quality step increases, whereas in others these are granted. NAPS would like a statement of policy on this subject.

Disposition: It is departmental policy that supervisors be recognized for quality step increases for outstanding efforts the same as any other employees.

(3) *Surplus mobile unit supervisors.*—It is the understanding of NAPS that the policy of the Department will authorize additional positions at stationary installations, to be reverted as vacancies occur, for the reassignment of excess mobile unit supervisors. NAPS would appreciate a confirmation of this policy.

Disposition: Additional temporary positions will be created to the degree they can be justified.

(4) *Route inspection teams.*—NAPS would appreciate information on the success of the pilot project in the San Francisco region and any plans for further implementation.

Disposition: There are plans to expand this experiment to three additional regions. However, the three additional regions have not been determined.

(5) *Withholding of local income taxes.*—NAPS proposes that withholding provisions be extended to provide for local income taxes.

Disposition: The Department stated that authority to withhold city income tax from employees' pay can only be obtained through legislative action.—Bureau of Personnel, 3-30-67.

*All City Delivery Offices***Misdelivery of Mail by City Carriers**

In most instances, misdeliveries occur on routes where house numbers are the same on several streets served by the same carrier or where streets are similarly named and have like house numbers. Most misdeliveries are due to substitute and utility carriers and carrier technicians not fully knowing the conditions on the route to which assigned.

Postmasters shall take immediate action with carrier supervisors to arrange for verification, not less than once a month, of the accuracy of mail cased by substitute carriers, utility carriers, and carrier technicians. Additional verifications may be made where conditions warrant. Verification of distribution may be extended to include carriers regularly assigned to a route when complaints have been received on his route. Spot checks may be made as often as necessary. The selective check must be done without interfering with the carrier performing his duties.

Miscased Mail

Use Form 3966, *Verification of Distribution Performed*, suitably amended, for maintaining a record of carrier casing errors. Where checking reveals miscased mail, supervisors will find out the reason, such as incorrect or improper labels, insufficient training for substitutes, etc., and take necessary steps to correct the problem. In unusual situations, such as identical street numbers on adjoining streets, or similar street names, permission to use different colored labels may be requested from the regional office. Where checks disclose continued miscased mail after the above steps have been taken, counsel the carrier to achieve the necessary improvement needed to route mail accurately for delivery.—*Bureau of Operations, 3-30-67.*

Notice

Domestic Order (enforced only by postmaster at city listed)

Fraud

State and city
New York, N.Y.-----

*All Postmasters With Government-Owned Vehicles***1966 Procurement, Dodge 300-Cube Trucks**

Delivery of 1966 procurement, Dodge, 300-cube, 1-ton trucks, will begin shortly. Record information for these vehicles under make-model code 36.—*Bureau of Operations and Bureau of Facilities, 3-30-67.*

Authorized Users of GSA Stores Stock Catalogs

Discontinued GSA Items

Please refer to the GSA Advance Notice, February 15, 1967, listing items no longer available from GSA stores depot stocks. If you have not received a copy of this Advance Notice, request one from your supporting GSA region.—*Bureau of Facilities, 3-30-67.*

All Postal Installations

Condemnation and Destruction of Mailbags

All concerned are reminded that destruction or loss of mailbags must be reported to the Director, Transportation Division. See section 551.164, Postal Manual. This includes mailbags destroyed at all installations or while in custody of private contractors carrying U.S. mail.

The report shall list type and size of each bag lost or destroyed and the reason for destruction or loss.—*Bureau of Transportation and International Services, 3-30-67.*

INSURED MAIL SHOULD BEAR THE COMPLETE NAMES, ADDRESSES, AND ZIP CODE OF SENDER AND ADDRESSEE

POST OFFICE CHANGES NO. 42

(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	Chestnut	Monroe	4			36433	Add	3-24	PO disc. in P.B. 3-23-67 resc. PO conv. to RS.
AL	Whitney	St. Clair	4			35991	Delete	3-31	
AL	Ashville	do	2	Whitney	RS	35991	Add	3-31	
CA	San Francisco		1	APO 96376	B	96376	Add	2-20	To amend P.B. 3-9-67 and show correct APO number.
CA	do		1	FPO 96696 ¹	B	96696	Add	3-16	FPO estab.
CO	Cornish	Weld	4			80613	Delete	3-31	PO disc.
CO	(Mail to Briggsdale)	do	3			80611			
MD	Rockville	Montgomery	1	Pike	Sx	20852	Add	4-1	Sx estab.
NC	Asheville	Buncombe	1	Haywood Road	S	28806	Add	4-1	S estab.
PR	Barceloneta	Arecibo	2	Imbery	B	00617	Add	4-1	B estab.
PR	Bayamon	Bayamon	1	Rio Plantation	S	00619	Add	4-1	S estab.
PR	Morovis	Arecibo	2	Unibon	B	00717	Add	4-1	B estab.
TX	Village Mills	Hardin	4	Wildwood	RB	77663	Add	4-1	RB estab.
UT	Salt Lake City	Salt Lake	1	Fort Douglas	S	84113	Delete	3-1	S disc.
WV	Sweetsprings	Monroe	3			24980	Delete	5-1	Change in name.
WV	Sweet Springs	do	3			24980	Add	5-1	

¹ Footnotes A and F, pt. 127.2, Postal Manual, are applicable.

All Postal Field Installations

Retirement—Involuntary Separation

Questions have been asked by employees about eligibility for retirement based on involuntary separation, section 723.23, Postal Manual.

Postal employees may qualify for this kind of retirement (1) if placement can be made only by demotion to a lower level position at the same location; or (2) if placement requires the employee to move to another postal installation with a change of headquarters beyond the normal commuting distance from his place of residence.

Application for Retirement

All postal employees are needed and are encouraged to continue their employment by change to another position when in excess of local needs. However, when for personal reasons an excess employee applies for retirement rather than accepting either a change to a lower salary level or re-assignment to a different location, his application for retirement should be accepted and his resignation reported on POD Form 50, *Notification of Personnel Action*. See section 781.341, Postal Manual. The Civil

All Postmasters and Personnel Processing Mail for Dispatch Abroad

Foreign Order

Post this name in POD Publication 43:

SWEDEN

March 30, 1967

Alvsjo

T. Backman, at Box 560 (U)

All Postal Installations

Arrest of Postal Offender

The following postal offender has been apprehended:

Raymond Peter Kwiatkowski

Destroy the wanted circulars on him.—*Bureau of the Chief Postal Inspector, 3-30-67.*

Service Commission will determine if the employee is, or is not eligible for retirement in such cases. If the retirement claim is not approved, cancel the resignation inasmuch as this instruction is for the sole purpose of carrying out the employee's wish to retire.—*Bureau of Personnel 3-30-67.*

All Post Offices

Delivery of Business Reply Mail

Business reply mail must always be given expeditious handling and delivery as first-class mail. Business reply mail often consists of orders and other important business transactions which must be handled promptly.

Post offices must schedule employees to process business reply mail early enough in the day to assure delivery the same day. Sufficient assistance must be assigned to processing postage-due mail promptly, especially on Tour 1 on Mondays.

Users of business reply mail pay an amount in addition to the first-class rate to cover the additional costs of this service, and care must be exercised at all times to see that such mail is delivered on the next scheduled delivery after arrival in the post office.—*Bureau of Operations, 3-30-67.*

SUPPORT OUR FIGHTING MEN IN VIETNAM BY BUYING U.S. SAVINGS BONDS

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.

1,870,976,303 to 1,870,976,327	3,709,187,378 to 3,709,187,499	5,577,160,153 to 5,577,161,099
1,875,375,708 to 1,875,376,249	3,709,233,100 to 3,709,233,499	5,577,185,608 to 5,577,185,999
1,876,085,119 to 1,876,085,199	3,709,543,000 to 3,709,543,999	5,577,791,600 to 5,577,791,999
1,876,876,210 to 1,876,876,225	3,709,546,725 to 3,709,546,899	5,577,829,570 to 5,577,829,599
1,878,300,958 to 1,878,300,999	3,709,899,253 to 3,709,899,599	5,578,810,850 to 5,578,811,099
1,880,415,574 to 1,880,415,999	3,710,263,651 to 3,710,263,999	5,583,514,274 to 5,583,515,999
1,883,639,173 to 1,883,639,999	3,710,320,400 to 3,710,320,999	5,584,555,713 to 5,584,555,799
1,886,444,000 to 1,886,444,499	3,710,340,500 to 3,710,341,999	5,586,293,950 to 5,586,293,999
1,888,742,000 to 1,888,742,024	3,710,948,000 to 3,710,948,399	5,587,183,533 to 5,587,183,999
1,889,292,489 to 1,889,292,499	3,711,712,000 to 3,711,713,999	5,910,509,769 to 5,910,509,999
1,889,934,624 to 1,889,934,799	3,711,800,517 to 3,711,800,999	5,913,350,894 to 5,913,351,999
1,889,988,399 to 1,889,988,437	3,716,818,039 to 3,716,819,999	5,934,114,600 to 5,934,114,799
1,890,360,380 to 1,890,361,999	3,717,354,700 to 3,717,354,999	6,458,748,000 to 6,458,749,999
1,890,732,575 to 1,890,732,832	3,938,282,194 to 3,938,282,299	6,458,919,533 to 6,458,919,999
27,699,100 to 27,699,499	3,981,170,600 to 3,981,170,999	6,482,096,746 to 6,482,096,999
29,681,087 to 29,681,413	3,981,296,621 to 3,981,297,999	6,482,432,361 to 6,482,432,399
2,259,952,468 to 2,259,952,499	3,982,374,000 to 3,982,374,999	6,482,717,564 to 6,482,717,999
2,262,450,178 to 2,262,450,199	40,959,120 to 40,959,449	7,388,138,197 to 7,388,139,999
2,265,239,794 to 2,265,239,999	41,345,151 to 41,345,449	7,390,556,000 to 7,390,559,999
2,270,328,000 to 2,270,331,999	41,377,547 to 41,377,799	7,406,164,978 to 7,406,165,734
2,905,599,880 to 2,905,599,899	41,794,727 to 41,794,999	7,408,477,042 to 7,408,477,999
2,911,981,200 to 2,911,981,499	41,795,000 to 41,795,099	7,412,233,659 to 7,412,233,799
2,931,681,612 to 2,931,681,749	41,983,506 to 41,983,749	7,413,314,000 to 7,413,314,749
33,739,596 to 33,739,999	42,104,517 to 42,104,649	7,417,757,000 to 7,417,757,449
35,105,642 to 35,105,999	42,668,947 to 42,669,520	7,417,769,050 to 7,417,769,849
3,689,242,514 to 3,689,242,599	46,349,350 to 46,349,999	7,418,053,259 to 7,418,053,399
3,689,378,017 to 3,689,378,299	48,346,211 to 48,347,999	7,418,167,162 to 7,418,167,299
3,689,637,529 to 3,689,637,799	49,753,966 to 49,753,999	7,419,058,271 to 7,419,058,399
3,689,652,628 to 3,689,652,649	443,508,104 to 443,508,499	7,419,815,259 to 7,419,815,399
3,690,119,519 to 3,690,119,999	443,525,070 to 443,525,099	7,419,878,971 to 7,419,879,699
3,690,461,926 to 3,690,462,049	456,392,367 to 456,392,499	7,421,059,216 to 7,421,059,499
3,690,655,525 to 3,690,655,599	456,443,590 to 456,443,999	7,421,218,210 to 7,421,218,499
3,690,799,900 to 3,690,799,999	458,471,644 to 458,471,699	7,421,679,012 to 7,421,679,049
3,690,800,000 to 3,690,800,049	469,972,109 to 469,972,199	7,421,970,830 to 7,421,970,856
3,690,861,900 to 3,690,862,299	4,575,477,565 to 4,575,477,999	7,423,811,750 to 7,423,811,899
3,691,342,036 to 3,691,342,049	4,595,240,000 to 4,595,241,999	7,424,306,600 to 7,424,307,999
3,691,545,159 to 3,691,545,199	4,604,863,809 to 4,604,863,999	7,424,599,360 to 7,424,599,599
3,691,594,950 to 3,691,595,249	4,614,992,488 to 4,614,993,999	7,424,676,000 to 7,424,676,100
3,691,688,398 to 3,691,688,449	5,552,263,853 to 5,552,263,892	7,425,594,075 to 7,425,594,099
3,691,799,400 to 3,691,799,499	5,560,874,209 to 5,560,874,299	7,426,433,531 to 7,426,433,549
3,692,448,201 to 3,692,448,849	5,561,884,868 to 5,561,884,999	7,427,844,000 to 7,427,845,999
3,692,501,678 to 3,692,502,299	5,562,096,451 to 5,562,096,499	7,428,148,716 to 7,428,148,999
3,692,607,186 to 3,692,607,349	5,562,569,035 to 5,562,569,099	7,713,538,224 to 7,713,538,999
3,693,091,000 to 3,693,091,999	5,562,660,000 to 5,562,660,499	7,726,888,131 to 7,726,888,200
3,693,034,000 to 3,693,034,099	5,563,215,300 to 5,563,215,599	7,732,011,601 to 7,732,011,999
3,693,241,827 to 3,693,241,999	5,563,256,002 to 5,563,256,081	8,315,931,851 to 8,315,931,878
3,694,495,103 to 3,694,495,499	5,563,918,104 to 5,563,919,999	8,480,664,600 to 8,480,665,899
3,697,990,712 to 3,697,991,999	5,564,353,029 to 5,564,353,999	8,505,643,527 to 8,505,644,999
3,698,006,000 to 3,698,009,999	5,564,363,162 to 5,564,363,499	8,506,792,680 to 8,506,792,849
3,698,148,000 to 3,698,149,999	5,564,374,834 to 5,564,374,999	8,508,280,904 to 8,508,280,940
3,698,367,000 to 3,698,367,599	5,564,410,976 to 5,564,411,499	8,508,796,462 to 8,508,796,499
3,700,160,606 to 3,700,160,699	5,565,035,300 to 5,565,035,499	8,511,307,299 to 8,511,307,999
3,700,335,571 to 3,700,335,699	5,565,220,398 to 5,565,220,599	8,511,574,332 to 8,511,574,499
3,700,336,000 to 3,700,336,499	5,565,439,554 to 5,565,439,999	8,515,827,000 to 8,515,827,199
3,701,897,100 to 3,701,897,999	5,568,748,091 to 5,568,748,199	937,674,963 to 937,674,999
3,702,339,235 to 3,702,339,999	5,569,006,565 to 5,569,006,999	948,453,940 to 948,453,999
3,702,427,212 to 3,702,427,499	5,570,066,483 to 5,570,066,549	947,591,000 to 947,591,499
3,704,958,052 to 3,704,958,249	5,571,021,010 to 5,571,021,199	12-76,735,627 to 12-76,736,000
3,705,023,230 to 3,705,023,242	5,573,073,331 to 5,573,073,499	
3,705,214,295 to 3,705,214,399	5,574,090,479 to 5,574,090,562	