



# POSTAL BULLETIN

Instructions and Information For Postal Employees  
Published Weekly



LXXXVIII

Washington, D.C. 20260, Thursday, August 24, 1967—Ten Pages

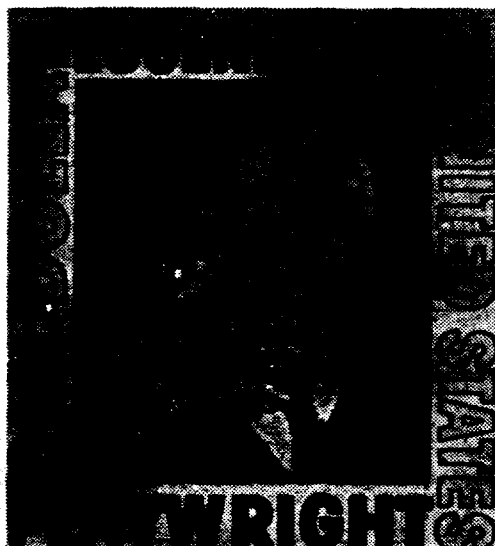
20604

## All Postal Installations

### \$1 Eugene O'Neill Regular Postage Stamp

The \$1 stamp portraying Eugene O'Neill, the 12th in the "Prominent Americans" series of regular stamp, will be first placed on sale on October 16, 1967, at New London, Conn., the playwright's boyhood home.

**POSTMASTERS SHALL NOT  
PLACE THIS STAMP ON SALE  
BEFORE OCTOBER 17, 1967**



Size: 0.75" x 0.87" (vertical)

Color: Deep purple

ISSUED IN PANES OF 100

Unlimited printing. None of these stamps will be tagged.

O'Neill is the first American playwright to be honored with a U.S. stamp. His plays received four Pulitzer Prizes and the top world award, the Nobel Prize for Literature.

Norman Todhunter, a member of the Postmaster General's Citizens' Stamp Advisory Committee, designed the stamp. It is based on a photograph of O'Neill that appeared in the books section of the New York Times, September 22, 1957.

To obtain first-day cancellations, collectors may submit requests to the Postmaster, New London, Conn. 06320. See Postal Manual, section

## All Postal Installations

### Delivery of September Social Security Checks

Deliver September social security checks on Saturday, September 2, 1967. Because the Labor Day holiday is on Monday, September 4, the Treasury Department has authorized a delivery date 1 day earlier than normal and has prepared special mailing envelopes for the September checks requesting delivery on the second day of the month. A facsimile of the type of special envelope to be used is reproduced below.

TREASURY DEPARTMENT  
BUREAU OF ACCOUNTS  
DIVISION OF DISBURSEMENT  
IS IN THE LINE  
NUMBER, NUMBER, NUMBER

OFFICIAL BUSINESS

POSTMASTER: 2  
PLEASE FORWARD

If addressee has moved and filed a regular change-of-address notice. If addressee is deceased, return the letter with date of death, if known.

ADDRESSEE: If you change your address, file regular change-of-address notice with Post Office immediately. Also report change of address promptly to the Social Security Payment Center indicated on the back of this envelope furnishing your Social Security claim number. (SEE REVERSE)

BUY AND HOLD  
28 U. S. SAVINGS BONDS

POSTAGE AND FEE PAID  
U. S. TREASURY DEPARTMENT

POSTMASTER:  
REQUESTED DELIVERY  
DATE IS THE  
**2nd**  
DAY OF THE MONTH  
OR THE FIRST  
DELIVERY DATE  
THEREAFTER

Postmasters will make necessary preparations to assure delivery of these checks on September 2.—Bureau of Operations, 8-24-67.

145.3. Selected mint stamps will be available at the Philatelic Sales Unit, City Post Office, Washington, D.C. 20013, on and after October 17, 1967.

First- and second-class post offices requiring more than 7,000 stamps of this issue should immediately order minimum lots of 10,000, or the multiples in section 422.321, Postal Manual, submitting Form 3356 (USE ITEM 086) to the Bureau of Engraving and Printing, Washington, D.C. 20226.

Offices requiring 7,000 stamps or less should immediately submit a separate requisition on Form 17 to the accountable paper depository. Do not include stamps other than the \$1 O'Neill on above requisitions.

All requisitions should be restricted to such quantities as are required to meet the philatelic demand as stock of the 1955 \$1 Patrick Henry stamp should be depleted before placing the new \$1 stamp on general sale.—Office of the Special Assistant to the Postmaster General, 8-24-67.

### Postmasters at Airport Mail Facilities and Air Stop Points

#### Bill Container for Outside Registered Articles

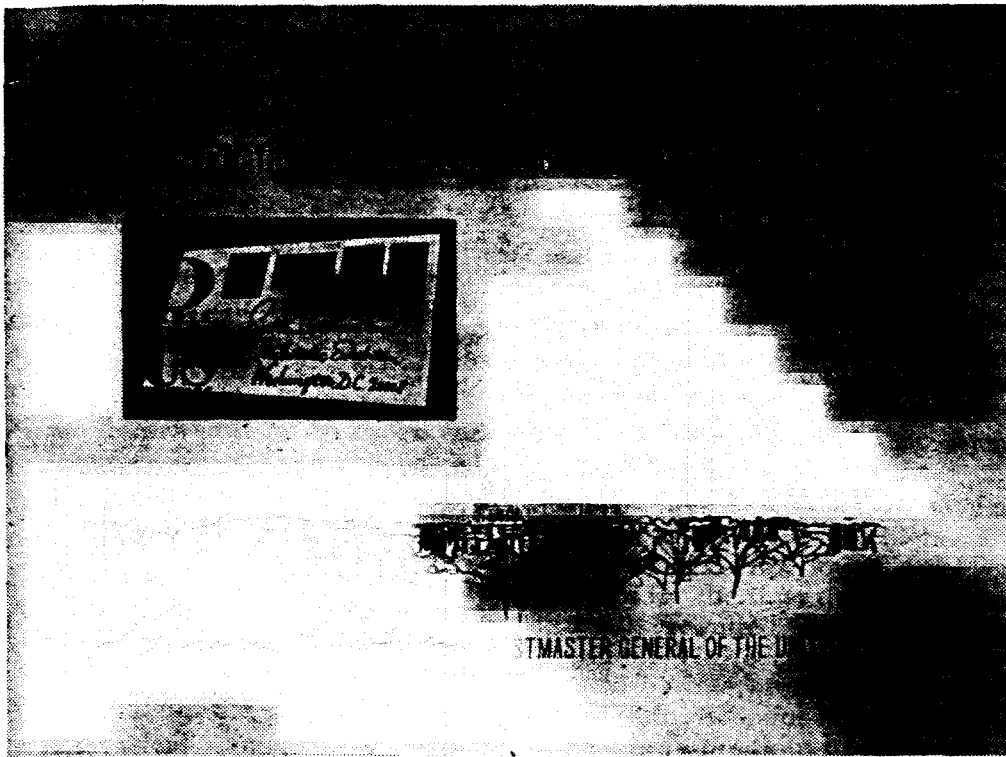
There is now available at area supply centers for use by postmasters having airport mail facilities and air stop points a supply of P-11, registered outside mail envelopes, which are to be used as a combination registry bill container, outside label, and routing directive, in the dispatch of all outside registered airmail articles.

The envelope, which has pressure-sensitive gum on the back, is to be attached to the address side of the article, but not in a manner which will interfere with the address or endorsements. Once the P-11 envelope has been affixed to the outside registered article it is not to be removed, but will ultimately be delivered to the addressee with the article. Dispatch card, Form 3830 or Form 3830-A, describing the article, is to be placed

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## All Postal Installations

## 5-Cent SIPEX Souvenir Sheet



The 5-cent souvenir sheet issued on May 23, 1966, at Washington, D.C., in complement to the Sixth International Philatelic Exhibition (SIPEX) is valid for postage when affixed to mail matter. Many reports have been received of patrons being required to pay postage due on mail bearing the souvenir sheet.—*Office of the Special Assistant to the Postmaster General, 8-24-67.*

## All Postal Installations

## U.S. Coast Guard Examination

The U.S. Coast Guard is announcing its annual competition for appointment to the Coast Guard Academy. Installation heads are asked to make the following information available to all postal employees who, in turn, may wish to pass it along to interested friends or relatives.

Applications for appointment to the U.S. Coast Guard Academy at New London, Conn., are now being accepted.

Annual competition for the appointment of cadets will begin with the administration on December 2, 1967, of the college entrance examination board tests at more than 3,000 test centers in the United States and abroad.

Appointment to the Academy is obtained through competitive examination only; there are no congress-

sional appointments or State quotas. The 4-year curriculum at the Academy leads to a bachelor of science degree and the commission of ensign in the U.S. Coast Guard.

The examination is open to any unmarried, qualified young man, military or civilian, who will have reached his 17th but not his 22d birthday on July 1, 1968, who is in good physical condition, and who is sincerely interested in a career as an officer in America's oldest continuous seagoing service.

Any young man coming within the prescribed age limits who believes he meets the scholastic, physical, and character standards and is interested in a professional career as a Coast Guard officer is encouraged to make application.

Requests for information concerning the examination and the require-

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## All Post Offices

## Mail for Navy Nos. 09505 and 96605

Section 127.2, Postal Manual, footnote O, restricts mail addressed to vessels through Navy Nos. 09505 and 96605 to unregistered airmail and unregistered first-class and certified mail. All other classes of mail, including newspapers, magazines, and parcels, are prohibited when addressed to FPO New York 09505 or FPO San Francisco 96605. Prohibited matter to these destinations found in the mails will be returned to the sender suitably endorsed.—*Bureau of Operations, 8-24-67.*

ments may be addressed to the Director of Admissions, U.S. Coast Guard Academy, New London, Conn. 06320. All such inquiries will be given prompt attention.—*Special Assistant to the Postmaster General, 8-24-67.*

*All Post Offices*

## Catalogs Mailed With Unattached Address Labels

The following clarifying instructions are issued in connection with the optional system in section 135.122, Postal Manual, for local fourth-class catalog mailings with unattached address labels:

a. Postal employees and postal vehicles may not be used in picking up catalogs from the railroad station, freight depot, or other private shipping points.

b. The mailer is not required to pay return postage on excess catalogs picked up at the post office by a local representative.

c. Excess catalogs should not be delivered to the local address of the mailer's representative free of charge. If not called for within 15 days, the excess catalogs should be returned rated postage-due at the single-piece catalog rate.

d. Local changes of address should not be treated as undeliverable and the labels returned to sender. Where a local change is involved the catalogs should be delivered to the new local address.

e. Labels should not be used as notices to call for the catalog at the post office.

f. An annual bulk-mailing fee should not be collected for these catalog mailings.

g. Undeliverable labels should not be sent to the postmaster serving the catalog mailer. They should be sent direct to the mailer, under cover, rated postage-due at the rate of 8 cents for each label.

Postmasters where these mailings are being accepted are requested to review the foregoing instructions as well as sections 135.122 and 352.54, Postal Manual, with the employees involved.—*Bureau of Operations, 8-24-67.*

**GET WITH THE MILLIONS OF AMERICANS WHO HAVE FOUND U.S. SAVINGS BONDS A SOLID BASE FOR THE FUTURE OF THEIR FAMILIES**

*All First-Class Offices*

## Higher Level Details

Postmasters at all first-class post offices having two or more supervisory employees are directed to review each detail of a lower level employee to a higher level supervisory position and be prepared to provide justification for such details. Regional Directors will promptly review the supervisory staffing in all first-class post offices to see that staffing is consistent with actual requirements and that any adjustments necessary, including the rescheduling of supervisory employees, are immediately made to preclude any excessive details under section 204(b).

The intent of section 204(b), Public Law 68, is to provide higher level compensation for lower level employees for the time their services are actually required in a higher level position. This section of the law is not to be interpreted as authorizing automatic hour-for-hour details to supervisory positions to cover normal absences and vacancies. In no case is this section of the law to be used merely to supplement the salaries of lower level employees. A real service or operational need must exist for each detail authorized. Postmasters are reminded that it is their responsibility to see that every detail under section 204(b) is thoroughly documented and justified.

Whenever it is determined that supervisory absences or vacancies must be covered by the detail of a lower level employee, the detail of the employee to the higher level position must be accomplished only by a written management order directing the employee to perform the work of the higher level position. If Form 1723 is used for this purpose, a statement must be included on the form specifically defining the reason for the detail. The procedures on detailing employees to positions other than the position which they occupy are outlined in section 714.4, Postal Manual. A thorough review of these procedures should be made by all postmasters.

In many instances normal supervisory absences are being covered by detail of lower level employees when it would be more practical and more

(Continued from p. 1)

## Bill Container for Outside Registered Articles

in the envelope. The card form will be completed to show the registration number of the article preceded by the capital letter "O", and the offices of origin and destination, the latter preceded by the word "To".

After the card has been enclosed in the envelope, tuck the flap of the envelope inside. Make sure the flap is placed under the card to prevent the card from slipping out of the envelope. **Do not use Label 87, and do not list the article on any other bill.**

All postmasters at airport mail facilities and air stop points should immediately requisition from their area supply centers, on Form 4750, Special Requisition for Supplies, the registered outside mail envelopes, P-11. Postmasters having airport mail facilities should initially requisition 4,000 envelopes, and those having air stop points should requisition 200. Additional envelopes should be requisitioned when needed.

The envelopes are to be placed in use as soon as they are received. **Make sure the envelope is securely stuck to the article.**—*Bureau of Operations, 8-24-67.*

economical, while providing more efficient management, to have higher level supervisors absorb the duties of the absent supervisor. Senior line supervisors, particularly, should absorb the absences of their assistants and immediate subordinates since they are best qualified to perform the duties and responsibilities of the positions. Every effort must be made to cover supervisory absences from the "top down" rather than from the "bottom up".

It is not the intent of the foregoing instructions to eliminate any details which are essential to the maintenance of efficient operations. Instead, it must be made explicitly clear that these instructions are intended to remind and caution postmasters and other officials of their responsibility to see that every hour of higher level pay incident to a detail of a lower level employee to cover a higher level position is fully documented and justified at all times.—*Bureau of Operations, 8-24-67.*

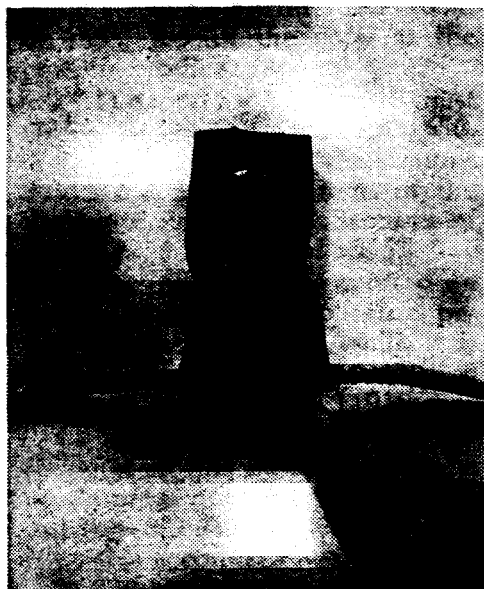
*All Post Offices***Eliminating Objectionable Noise and Paint Chipping Caused by Metal Snaps Striking Flagpole**

Postmasters at all installations where the chipping of paint or the noise caused by the striking of metal snaps against the flagpole has been noted, shall take the following corrective measures:

- a. Secure a piece of used rubber material such as the innertube of a bicycle or automobile tire.
- b. Cut the rubber into strips slightly wider than, and about 3 times the length of, the snaps.
- c. Fold a strip of rubber over the snap covering both the bite of the halyard and the shackle of the snap. If the rubber material used is not thick enough to give the desired results, it may be doubled on each snap.
- d. Secure the protective rubber shield to the shank of the snap with a rubberband, nylon cord, fine copper wire, stainless steel wire, or other suitable material.

This should completely enclose the bite of the halyard and the snap within the rubber shield. The flag is attached very simply by bending the open end of the rubber shield to expose the snap. The swivel action of the snap will not be impaired.

Field tests and evaluation indicate that: the materials required are readily available, the device is easily and quickly made, and the results are long lasting and very effective. The device also does not interfere with attaching or flying the flag and is pleasing in appearance.



The pictures above show the completed item. Many versions of this device are possible; local ingenuity can be used.—*Bureau of Facilities, 8-24-67.*

*All Post Offices***Special Cancellation Cystic Fibrosis**

Postmasters who have special Cystic Fibrosis die hubs shall use them during the period September 1 through September 30, 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 at offices which do not have the die hubs shall not request them without application by the sponsors in accordance with Part 146, Postal Manual.—*Bureau of Operations, 8-24-67.*

*All Post Offices***Proper Preparation of Parcels Addressed to Military Post Offices Overseas**

It is important that parcel post mailings addressed to overseas military post offices be prepared as prescribed by part 121, section 123.8, and part 127, Postal Manual.

All articles should be packed in boxes of wood, metal, solid fiberboard, or strong, double-faced, corrugated fiberboard. All fiberboard boxes should be securely wrapped in heavy paper which materially strengthens the package. Each box should be well tied with strong cord. Sufficient cushioning material should be used to prevent any rattling or loosening of articles within the package. Unless tightly filled, boxes are likely to be crushed.

A slip showing list of contents and name and address of the addressee should be enclosed in the parcel.

The provisions of section 124.3, Postal Manual, prohibiting intoxicating liquors and section 125.3, Postal Manual, relating to perishable matter must be observed.

Parcels which do not meet applicable postal regulations should not be accepted until the requirements are met.—*Bureau of Operations, 8-24-67.*

*All Postal Units Dispatching and Receiving Mail by Air***Form 2759, Report of Irregular Handling of Mail**

A revised Form 2759, *Report of Irregular Handling of Mail* (April 1967), shall be placed in use effective September 1. Destroy all previous editions of Form 2759 and secure a supply of the revised edition from your supply center. If the revised April 1967 form was not received with your last regular scheduled requisition, place an emergency order for the form. *Do not over order.* There is no change in the preparation instructions. A copy No. 5 has been added and will be sent to the regional offices with copies 1 and 2.—*Bureau of Transportation and International Services, 8-24-67.*

*All Post Offices and  
Postal Data Centers*

**Form 1556, Support  
Information, A/C 11919—  
Suspense Items**

There has been a wide diversity of formats used to furnish postal data centers the support information (required by part 464 (p. 2) Postal Manual) for amounts reported in A/C 11919—Suspense Items on Statements of Account. To provide uniformity, ease of analysis, and simplification in preparing, Form 1556, June 1967, has been developed and is available from the supply centers on regularly scheduled requisitions.

*Special Instructions on Preparation  
of Form 1556:*

1. Postmasters will prepare Form 1556 in duplicate, and submit the original with their Statement of Account whenever an amount is reported in A/C 11919—Suspense Items on Forms 1553, 1554, or 1555. Retain the copy at the reporting office.

2. The total for A/C 11919 must always be entered on Form 1556, and should agree with the amount shown for Suspense Items in the Ending Accountability Sections of Forms 1553, 1554, and 1555.

3. An item must be reported on Form 1556 every accounting period or postal quarter while it is being treated as a suspense item and is charged to A/C 11919.

4. Always include with the description of the suspense item, a brief statement of any action taken by the post office to clear the item from this account.

5. List all items in chronological order.

—Bureau of Finance  
and Administration, 8-24-67.

**INSURANCE OF INTERNATIONAL PACKAGES LIMITED TO THOSE PAID AT PARCEL POST RATES AND ACCOMPANIED WITH PARCEL POST FORMS. NUMBER EVERY INSURED PARCEL, INCLUDING THOSE FOR CANADA. (SECS. 243.1 AND 243.62 P.M.)**

*All Postal Employees*

**Monthly Labor Management Meeting**

During the July labor-management meeting with the seven employee organizations having exclusive recognition at the national level, the following items were discussed and disposed of as indicated. The disposition represents current departmental policy with regard to the subject matter and is to be observed by all field employees:

(1) Objection is made to the change in the Postal Manual, part 753.323-D, issued in Personnel Transmittal Letter 181, which provides the employees who voluntarily return to a lower level position, be placed in the step previously held in that lower level position. Under this provision an employee who has advanced from PFS-4, Step 5, in August 1962, and remained in that level through August 1964 (at which time he would have been in PFS-5, Step 7), would suffer a loss of \$352 over and above the amount of loss due to the reduction in level.

In the case of an employee being promoted from PFS-4, Step 10, on August 18, 1962, to PFS-5, Step 10, and voluntarily returns to the lower level on October 9, 1965, the loss over and above the difference in salary levels would amount to \$352.

It is our feeling this is an unjust penalty assessed against employees who voluntarily reduce themselves in level, and has no basis of application in existing law.

**Disposition:** The parties agreed to a proposed change in part 753.323d of the Postal Manual. (The change will appear in an early issue of the Postal Bulletin.) (Note.—See Postal Bulletin, July 27, 1967.)

The organizations requested that retroactive adjustments be made in cases involved. However, the Department stated that this could not be done as it would be contrary to a ruling by the Comptroller General of the United States.

(2) Interpretation—Article XIV, C.—The right of a postmaster to issue a directive to all qualified candidates on the supervisory eligible register within the zone of consideration to complete a Form 1723 "Management Assignment Order," which states, "This is effective June 12, 1967, for

1-week supervisory training. This position will be Level 7 after the completion of 30 days in an acting supervisory position."

The title of the position to which the employees are to be assigned is listed as "Acting Foreman of Mails."

Each of the employees within the zone of consideration was further advised that "Employees who refuse to accept the assignment were directed to request in writing that their names be removed from the supervisory eligible register."

**Disposition:** There is no basis of authority for a postmaster to advise an employee that if he declines to accept a detail to a higher level assignment, he must request that his name be removed from the supervisory register.

(3) POSTAL BULLETIN 20588-A, May 5, 1967, page 21, question 6.—Why was the first paragraph of the answer to this question deleted as contained in POSTAL BULLETIN 70474-A, May 21, 1965, page 28?

**Disposition:** It is no longer applicable, as postmaster and other employees are on same basic annual hours.

(4) Article IV, E.—May a postmaster remove from the local exclusive organization's bulletin board a copy of an official letter from that local exclusive organization to the regional office.

**Disposition:** The provisions of Article IV-E (last two sentences) of the National Agreement shall be followed prior to removal of material from employees' bulletin boards.

(5) What is the Department's policy on the assignment of personnel to converted old factories and buildings where temperatures are as low as 50° or less in winter and 90° or better in summer?

**Disposition:** Every effort is made by the Department to make environmental conditions of employment as suitable as possible. Any unsatisfactory conditions unresolved locally should be brought to the attention of regional officials for corrective action.

(6) At the quarterly labor-management meetings in Chicago, Cin-

(Continued on p. 6)



(Continued from p. 5)

cinnati, Wichita, San Francisco, etc., regional representatives of the National Association of Postmasters of the United States have been in attendance and have been listed as appearing for the organizations. Again, we register vigorous protest to the organizational representatives, other than those having exclusive recognition, being present at these meetings.

**Disposition:** The organizations' protest has been noted. See notice in special issue of the Postal Bulletin No. 20588-A, dated May 5, 1967, Item No. 16, page 8.

(7) When a letter carrier is authorized to use a Government-owned or leased vehicle, or his personal vehicle to leave his route to go to a suitable eating place, what protection is he furnished in case he should be involved in an accident going to or from his assigned route?

**Disposition:** A letter carrier or other employee who is duly authorized to use any vehicle to leave his route to go to a suitable eating or comfort station which is within a reasonable distance from his regular route will be afforded the protection provided under the provisions of the Federal Tort Act if he should be involved in an accident while operating said vehicle.

(8) Postal Manual 425.4, Inventories.—The Federation desires to be advised if the Post Office Department has issued to the field new instructions on interpretations of Postal Manual 425.412d to provide:

That only in the most extreme and fully documented instances will the employee have an opportunity to receive consideration from his overages and shortages account.

**Disposition:** The following subcommittee report was accepted by the full committee:

No new instructions have been issued with respect to any interpretation of the provisions of 425.412d of the Postal Manual. It should be noted that the provisions of this section, which provide that the postmaster may make an offset if there is a possibility of a relationship between

fixed credit differences, still apply.

(9) Does the Post Office Department believe it is in the best interest of its employees to go 6 months and longer without checking an employee's fixed credit?

We have an instance where an employee was last checked in November, and there has been no further check since that time.

**Disposition:** The following subcommittee report was accepted by the full committee:

The count of employee fixed credits is not necessarily limited to two a year. Finance examiners and others performing in that capacity are authorized to make extra unannounced counts when prescribed semiannual counts disclose a consistent pattern of overages or shortages, or other circumstances develop which warrant special attention.

In addition to the prescribed semiannual counts of fixed credits and the authorized extra counts as deemed desirable, there is no objection by the Department if employees want to count their fixed credits during lulls in their work between the regular or formal examinations.

(10) Self-Service Postal Units

a. If the basic duties, locations, hours, or nonscheduled workdays of the established duty assignment are changed sufficiently to cause the position to be posted in accordance with the local agreement, what is the situation of the incumbent, particularly the duties for which he has had special training?

b. Interpretation of Article XIV, and how is it applied to a backup clerk for the self-service postal unit technician? Interpretation of the following position given by a regional official:

"The backup clerk trained to replace the Self-Service Postal Unit Technician, PFS-5, is entitled to higher level pay when detailed to perform the duties of SP 2-433. However, the eligibility provisions of Postal Manual 756.543(d)(2), must be met before higher level pay is due.

"The primary function of SP 2-433 is the performance of duties connected with servicing the self-

service unit listed as A through E of the standard position description. The higher level work is related to servicing of the self-service unit or units. The backup clerk in your office who normally performs Window Clerk KP-13 or Distribution Clerk (KP-12) duties would not be entitled to higher level pay unless called upon to service and self-service unit. Each hour of such detail, of course, would be payable at the level PFS-5 rate. (National Agreement Article XIV, B, 5.a.)"

**Disposition:**

a. The terms of the National Agreement will be followed.

b. The backup clerk is entitled to higher level pay on the regular incumbent's scheduled day or days off and at other times when detailed to the position in the absence of the regular incumbent whether called upon to perform service at the unit or not.

(11) Item No. 13, of the June labor-management meeting referred to driving postal vehicles by Seasonal Assistants, PFS-3. The disposition referred to POSTAL BULLETINS Nos. 20541 and 20580.

Both of the above-named POSTAL BULLETINS stated, "In no case may assignments to operate vehicles exceed the complexity and requirements of position SP 5-29, Christmas Vehicle Assistant." Standard Position description for 5-29, states, "\* \* \* operating motor vehicles as required, on other than regularly scheduled routes."

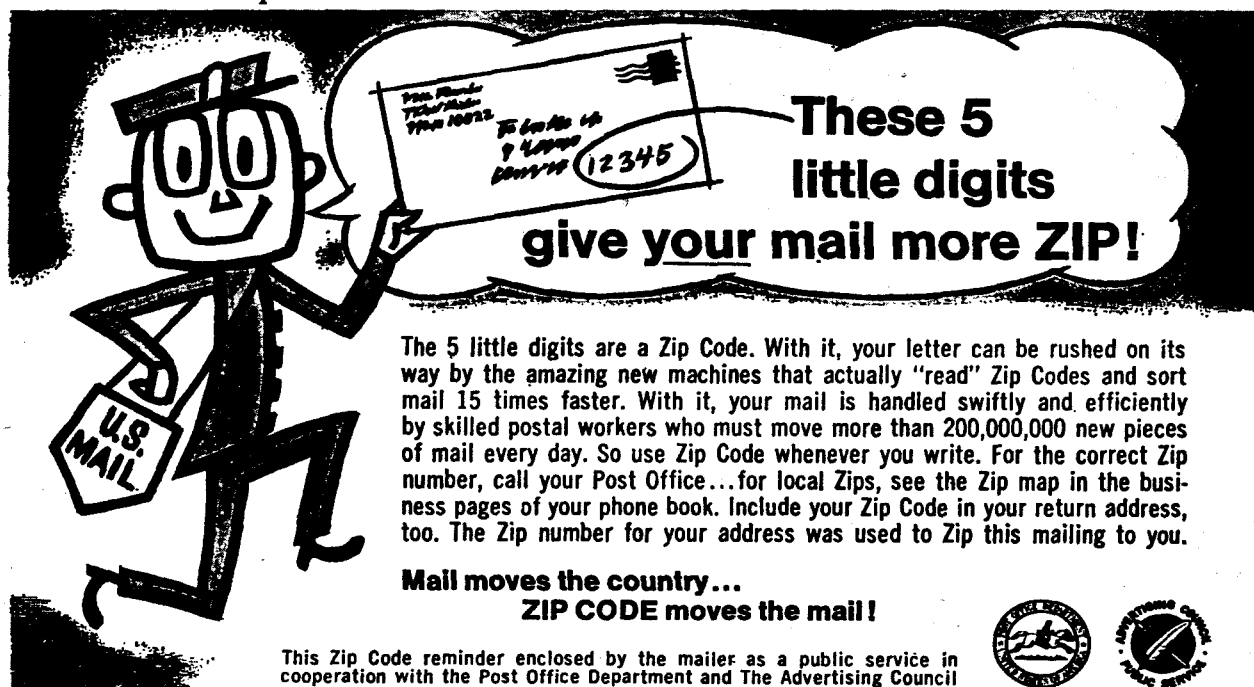
Are these instructions to be interpreted that Seasonal Assistants PFS-3, are not to be assigned to regular routes which require driving a vehicle, as well as prohibiting the assignment of these PFS-3, employees to collection routes?

**Disposition:** The Department believes the Postal Bulletins of July 14, 1966, and March 16, 1967, are clear on this question as it is stated that "only in rare instances should it be necessary to assign postal assistants to operate motor vehicles." Postal assistants are not to be assigned to regularly scheduled motorized routes.

*First-Class Post Offices*

**ZIP CODE ENVELOPE STUFFERS**

The POD area supply centers have envelope "stuffers" prepared by the Advertising Council as part of the ZIP Code campaign. These cream-colored 3½- by 5½-inch items printed in blue ink are listed as POD Item No. 0-87-L, September 1967. The item is reproduced below.



Local mailers may be interested in sending the item along with their bills or other mailing matter. They are printed on one side and the paper stock is light weight. Postmasters at first-class offices may request the material during regular requisitioning periods or, if required, on Form 4750, *Special Requisition for Supplies*.—Office of the Special Assistant to the Postmaster General for Public Information, 8-24-67.

*Post Offices Where Publications Have Second-Class Permits*

**Annual Ownership and Circulation Statement**

Postmasters at offices where publications have original second-class entry must see that publishers file ownership and circulation statements in duplicate on Form 3526 (January 1967 or a later edition) on or before October 1, 1967. Publishers authorized to mail under the provisions of section 132.22, Postal Manual, must also publish such statements as required by section 132.6. Follow the specific instructions on the reverse of Form 3526.

Complete circulation data must be shown in Item 10 of the statement for *all* publications.

Notwithstanding the requirements in section 132.6, Postal Manual, and a reminder notice published in the POSTAL BULLETIN, some postmasters last year failed to have publishers furnish statements. In other instances the statements submitted were not properly completed. Therefore, it is requested that postmasters at offices where publications have second-class entry give this matter proper attention in order that the required statements may be submitted on time.

From a review of the statements furnished last year, it is apparent some postmasters are not promptly reporting the discontinuance of publications or changes in title, frequency of issuance, and in other qualifications under which the authorization to mail was originally issued.

Each post office should compare the information on the form as to title, frequency, and circulation with post office records. If there have been unauthorized changes in title, frequency, or location of known office of publication require compliance with section 132.34, Postal Manual. If the paid and total circulation information indicates failure to comply with section 132.227, prompt steps must be taken to conduct the verification required by section 126.66.

Postmasters not having the January 1967 or a later edition of Form 3526 on hand must obtain a supply immediately by requisition on Form 4750, *Special Requisition for Supplies*. Limit requests to a 1 year's supply.—Bureau of Operations, 8-24-67.

*All Postal Installations*

**Reporting Missing or Missent Registered Pouches**

Employees assigned to the handling of registered mail are reminded of their obligation to report promptly any failure to receive a billed rotary lock or numbered sealed pouch, or the receipt of such a pouch intended for another postal installation. The reporting requirements are set forth in sections 361.31 and 361.353, Postal Manual.—Bureau of Operations, 8-24-67.

*All Regional Directors and Installation Heads*

**Per Diem for Detailed Mobile Unit Employees**

Effective August 26, 1967, the beginning of accounting period 3, mobile unit employees who are detailed away from their official headquarters (post office where assigned) to perform service in stationary installations will be reimbursed for actual expenses, not to exceed \$16 per day. Methods Handbook, Travel, Series M-9, section 933, will be amended accordingly.—Bureau of Finance and Administration, 8-24-67.

## POST OFFICE CHANGES NO. 11

\*(Supplemental to July 1967 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	Seaboard	Washington	4			36573	Delete	8-25	} PO conv. to RB.
AL	Citronelle	Mobile	2	Seaboard 1	RB	36573	Add	8-25	
AR	Lurton	Newton	4			72848	Delete	8-25	} PO conv. to RB.
AR	Pelsor	Pope	4	Lurton 1	RB	72848	Add	8-25	
AR	Saint James	Stone	4			72574	Delete	8-25	} PO conv. to RB.
AR	Mountain View	do	2	Saint James	RB	72574	Add	8-25	
CA	San Francisco		1	APO 96285	B	96285	Delete	8-15	APO disc.
CA	do		1	APO 96286	B	96286	Delete	8-15	APO disc.
CA	do		1	APO 96287	B	96287	Delete	8-15	APO disc.
FL	Hollywood	Broward	1	Westwood	B	33024	Delete	7-1	} Amend PB 6-15-67 and change effective date.
FL	do	do	1	do	B	33024	Add	8-16	
FL	Saint Petersburg	Pinellas	1	Winston Plaza	Sx	33702	Delete	9-1	} Change in name.
FL	do	do	1	Gateway Mall	Sx	33702	Add	9-1	
ID	Bayview	Kootenai	3	Farragut	Bx	83803	Delete	8-11	Bx disc.
KY	Clementsville	Casey	3			42521	Delete	8-25	} PO conv. to RB.
KY	Liberty	do	2	Clementsville	RB	42521	Add	8-25	
KY	Ennis	Muhlenberg	4			42341	Delete	8-25	PO disc.
KY	(Mail to Drakesboro)	do	3			42337			
LA	Litroe	Union	4			71258	Delete	8-25	PO disc.
LA	(Mail to Marlon)	do	2			71260			
ME	Centerville	Washington	4			04621	Delete	8-25	PO disc.
ME	(Mail to Columbia Falls)	do	3			04623			
ME	Masardis	Aroostook	4			04759	Delete	8-25	} PO conv. to RB.
ME	Ashland	do	2	Masardis	RB	04759	Add	8-25	
MD	Champ	Somerset	4			21815	Delete	8-25	PO disc.
MD	(Mail to Princess Anne)	do	1			21853			
MD	Cumberland	Allegany	1	White Oaks	S	21502	Delete	8-31	S disc.
MA	Moores Corner	Franklin	4			01353	Delete	8-25	PO disc.
MA	(Mail to Montague)	do	3			01351			
MI	Sundell	Alger	4			49888	Delete	8-25	PO disc.
MI	(Mail to Rumely, RB, Eben Junction)	do	3			49826			
MI	Thompson	Schoolcraft	4			49889	Delete	8-25	} PO conv. to RB.
MI	Manistique	do	1	Thompson	RB	49889	Add	8-25	
MN	Trommald	Crow Wing	4			56480	Delete	8-25	PO disc.
MN	(Mail to Crosby)	do	2			56441			
MS	Conway	Leake	4			39058	Delete	8-25	PO disc.
MS	(Mail to Carthage)	do	1			39051			
MO	McKittrick	Montgomery	4			65056	Delete	8-25	} PO conv. to RB.
MO	Hermann	Gasconade	2	McKittrick 1	RB	65056	Add	8-25	
MO	Competition	Laclede	4			65448	Delete	8-25	PO disc.
MO	(Mail to Falcon)	do	4			65470			
MO	Fortescue	Holt	4			64452	Delete	8-25	} PO conv. to RB.
MO	Forest City	do	3	Fortescue	RB	64452	Add	8-25	
MO	Romance	Ozark	4			65743	Delete	8-25	PO disc.
MO	(Mail to Almartha)	do	4			65602			
MT	West Glacier	Flathead	3			59936	Delete	6-10	} Advanced in class.
MT	do	do	2			59936	Add	6-10	
NB	Monowl	Boyd	4			68754	Delete	8-25	} PO conv. to RB.
NB	Lynch	do	3	Monowl	RB	68754	Add	8-25	
NB	Powell	Jefferson	4			68425	Delete	8-25	PO disc.
NB	(Mail to Fairbury)	do	1			68352			
NV	Las Vegas	Clark	1	Alpine Village	RB	89108	Delete	7-31	RB disc.
NM	Pine	San Miguel	4			87555	Delete	8-25	PO disc.
NM	(Mail to Pecos)	do	3			87552			
ND	Wellsburg	Wells	4			58383	Delete	8-25	PO disc.
ND	(Mail to Harvey)	do	2			58341			
OH	Grelton	Henry	4			43523	Delete	8-25	} PO conv. to RB.
OH	McClure	do	3	Grelton	RB	43523	Add	8-25	
OR	Dairy	Klamath	4			97625	Delete	8-25	} PO conv. to RB.
OR	Klamath Falls	do	1	Dairy	RB	97625	Add	8-25	
PA	Cedar Run	Lycoming	4			17727	Delete	8-25	} PO conv. to RB.
PA	Jersey Shore	do	1	Cedar Run	RB	17727	Add	8-25	
PA	Collegeville	Montgomery	1	Graterford	B	19426	Delete	1962	To correct Directory of Post Offices.
SC	Sardinia	Clarendon	4			29143	Delete	8-25	} PO conv. to RB.
SC	Gable	do	3	Sardinia	RB	29143	Add	8-25	

See footnotes at end of table.

(Continued on p. 9)



POST OFFICE CHANGES NO. 11—Continued

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
TX.....	Jasper.....	Jasper.....	1	Sam Rayburn.....	RB	75951	Add.....	9-1	RB estab.
UT.....	Chester.....	Sanpete.....	4			84623	Delete.....	8-25	} PO conv. to R.B. PO disc.
UT.....	Moronil.....	do.....	3	Chester.....	RB	84623	Add.....	8-25	
UT.....	Veyo.....	Washington.....	4			84778	Delete.....	8-25	
UT.....	(Mail to Central).....	do.....	4			84722			
VT.....	Averill.....	Essex.....	4			05901	Delete.....	8-25	} PO conv. to R.B.
VT.....	Canaan.....	do.....	3	Averill.....	RB	05901	Add.....	8-25	
VA.....	Ino.....	King and Queen.....	4			22479	Delete.....	8-25	} PO disc.
VA.....	(Mail to Center Cross).....	Essex.....	4			22437			
WV.....	Hogsett.....	Mason.....	4			25525	Delete.....	8-25	} PO disc.
WV.....	(Mail to Gallipolis Ferry).....	do.....	3			25515			

\* 1967 Directory of Post Offices not yet published. These changes are also supplemental to 1966 Directory of Post Offices.  
 1 Conversion does not change county location.

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" AND "B". THESE ORDERS SHOULD NOT BE CASHED: HOLDERS THEREOF SHOULD BE ADVISED TO SEND THEM TO THE POST OFFICE DEPARTMENT AT OTTAWA, CANADA, FOR VALIDATION.

C-00,212,881 to C-00,212,900	C-14,252,857 to C-14,253,000	C-24,110,167 to C-24,110,170
C-02,341,121 to C-02,341,220	C-14,440,844 to C-14,441,000	C-25,080,512 to C-25,080,550
C-02,511,535 to C-02,511,800	C-15,900,001 to C-15,900,200	C-25,871,195 to C-25,871,400
C-03,652,248 to C-03,652,300	C-16,392,932 to C-16,393,000	C-27,032,321 to C-27,032,330
C-04,037,840 to C-04,038,000	C-16,660,696 to C-16,661,000	C-27,086,196 to C-27,086,400
C-05,377,264 to C-05,377,300	C-17,108,192 to C-17,108,400	C-28,214,097 to C-28,214,200
C-05,506,901 to C-05,506,940	C-17,218,994 to C-17,219,000	C-28,321,261 to C-28,321,500
C-05,515,737 to C-05,516,000	C-17,416,461 to C-17,416,480	C-28,439,501 to C-28,439,700
C-05,609,774 to C-05,609,850	C-18,180,600 to C-18,180,800	C-28,759,665 to C-28,759,800
C-06,162,231 to C-06,162,288	C-19,303,771 to C-19,303,793	C-29,101,939 to C-29,102,000
C-07,081,041 to C-07,081,300	C-19,303,799 to C-19,303,800	C-29,284,451 to C-29,284,500
C-07,251,677 to C-07,251,700	C-19,383,919 to C-19,384,000	C-29,751,406 to C-29,751,500
C-07,503,248 to C-07,503,300	C-19,474,160 to C-19,474,200	C-30,257,001 to C-30,257,500
C-08,944,545 to C-08,944,600	C-19,483,610 to C-19,483,700	C-32,580,101 to C-32,580,200
C-10,941,929 to C-10,942,000	C-19,819,311 to C-19,819,500	C-32,770,872 to C-32,770,900
C-11,001,151 to C-11,001,200	C-20,313,801 to C-20,314,000	C-32,827,040 to C-32,827,100
C-11,095,797 to C-11,096,000	C-22,258,597 to C-22,258,615	C-33,501,144 to C-33,501,391
C-11,114,001 to C-11,114,700	C-23,504,435 to C-23,504,500	C-34,650,401 to C-34,650,500
C-12,615,282 to C-12,615,300	C-23,833,501 to C-23,833,508	

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

## 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.

1,878,300,958 to 1,878,300,999  
1,883,639,173 to 1,883,639,999  
1,886,444,000 to 1,886,444,499  
1,888,742,000 to 1,888,742,024  
1,889,934,624 to 1,889,934,799  
1,889,988,399 to 1,889,988,437  
1,890,072,156 to 1,890,072,999  
1,890,360,380 to 1,890,361,999  
1,890,732,575 to 1,890,732,832  
1,895,114,683 to 1,895,114,699  
1,898,007,031 to 1,898,007,069  
1,907,496,202 to 1,907,496,499

29,681,087 to 29,681,413  
2,270,328,000 to 2,270,331,999  
2,905,599,880 to 2,905,599,899  
2,911,981,200 to 2,911,981,499

35,105,642 to 35,105,999  
3,689,637,529 to 3,689,637,799  
3,689,652,628 to 3,689,652,649  
3,691,342,036 to 3,691,342,049  
3,691,594,950 to 3,691,595,249  
3,691,688,398 to 3,691,688,449  
3,692,607,186 to 3,692,607,349  
3,693,241,827 to 3,693,241,999  
3,694,495,103 to 3,694,495,499  
3,696,520,032 to 3,696,520,049  
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  
3,700,336,000 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  
3,704,479,167 to 3,704,479,999  
3,704,660,883 to 3,704,661,999  
3,704,958,052 to 3,704,958,249  
3,705,023,230 to 3,705,023,242  
3,705,214,295 to 3,705,214,399  
3,705,822,600 to 3,705,822,799  
3,707,254,829 to 3,707,254,999  
3,709,137,298 to 3,709,137,499  
3,709,187,378 to 3,709,187,499  
3,709,233,100 to 3,709,233,499  
3,709,543,000 to 3,709,543,999  
3,709,546,725 to 3,709,546,899  
3,709,899,253 to 3,709,899,599  
3,710,263,651 to 3,710,263,999  
3,710,320,400 to 3,710,320,999  
3,710,340,500 to 3,710,341,999  
3,710,948,000 to 3,710,948,399  
3,711,602,061 to 3,711,602,499  
3,711,621,370 to 3,711,621,999  
3,711,712,000 to 3,711,713,999  
3,711,800,517 to 3,711,800,999  
3,714,962,500 to 3,714,963,999  
3,716,818,039 to 3,716,819,999  
3,717,173,160 to 3,717,173,499  
3,717,354,700 to 3,717,354,999  
3,717,992,498 to 3,717,992,699  
3,718,121,642 to 3,718,121,767

3,718,452,233 to 3,718,452,449  
3,718,869,000 to 3,718,869,499  
3,719,868,592 to 3,719,868,699  
3,719,869,964 to 3,719,869,999  
3,719,938,120 to 3,719,938,299  
3,719,941,293 to 3,719,941,999  
3,719,970,400 to 3,719,970,649  
3,720,741,700 to 3,720,741,899  
3,721,970,343 to 3,721,970,499  
3,722,039,000 to 3,722,039,999  
3,726,780,791 to 3,726,781,399  
3,981,170,600 to 3,981,170,999

41,377,547 to 41,377,799  
42,668,947 to 42,669,520  
46,150,113 to 46,150,499  
46,349,350 to 46,349,999  
46,675,486 to 46,675,499  
47,159,724 to 47,159,999  
48,346,211 to 48,347,999  
49,020,613 to 49,020,699  
49,753,966 to 49,753,999  
456,392,367 to 456,392,499  
458,471,644 to 458,471,699  
464,195,054 to 464,195,151  
469,972,109 to 469,972,199  
471,485,221 to 471,485,299  
471,596,710 to 471,596,750  
477,507,500 to 477,507,999  
4,595,240,000 to 4,595,241,999  
4,601,010,935 to 4,601,011,999  
4,604,863,809 to 4,604,863,999  
4,613,689,630 to 4,613,689,749

51,302,154 to 51,303,999  
51,306,170 to 51,307,999  
52,901,200 to 52,901,599  
52,984,300 to 52,984,999  
53,316,033 to 53,316,113  
5,542,947,134 to 5,542,947,499  
5,560,870,330 to 5,560,870,499  
5,562,569,035 to 5,562,569,099  
5,564,353,029 to 5,564,353,999  
5,564,363,162 to 5,564,363,499  
5,564,410,976 to 5,564,411,499  
5,565,035,300 to 5,565,035,499  
5,568,748,091 to 5,568,748,199  
5,574,090,479 to 5,574,090,562  
5,575,546,413 to 5,575,546,499  
5,575,680,055 to 5,575,680,299  
5,576,137,751 to 5,576,137,799  
5,576,499,843 to 5,576,499,999  
5,577,160,153 to 5,577,161,099  
5,577,185,608 to 5,577,185,999  
5,577,736,800 to 5,577,736,920  
5,577,791,600 to 5,577,791,999  
5,577,829,570 to 5,577,829,599  
5,577,909,431 to 5,577,909,450  
5,578,211,739 to 5,578,211,749  
5,578,275,467 to 5,578,275,699  
5,578,810,850 to 5,578,811,099  
5,578,922,963 to 5,578,922,999

5,579,202,500 to 5,579,202,999  
5,579,370,000 to 5,579,370,927  
5,583,514,274 to 5,583,515,999  
5,584,555,713 to 5,584,555,799  
5,584,643,100 to 5,584,643,499  
5,586,293,950 to 5,586,293,999  
5,587,183,533 to 5,587,183,999  
5,590,104,669 to 5,590,105,999  
5,590,468,800 to 5,590,468,999  
5,590,698,892 to 5,590,698,899  
5,594,172,243 to 5,594,172,396  
5,599,954,700 to 5,599,954,899  
5,600,637,850 to 5,600,637,999  
5,910,509,769 to 5,910,509,999  
5,934,114,600 to 5,934,114,799

6,458,748,000 to 6,458,749,999  
6,458,919,533 to 6,458,919,999  
6,482,432,361 to 6,482,432,399  
7,408,477,042 to 7,408,477,999  
7,413,314,000 to 7,413,314,749  
7,417,769,050 to 7,417,769,849  
7,418,167,162 to 7,418,167,299  
7,419,815,259 to 7,419,815,399  
7,419,878,971 to 7,419,879,699  
7,420,356,567 to 7,420,356,699  
7,421,059,216 to 7,421,059,499  
7,421,218,210 to 7,421,218,499  
7,423,811,750 to 7,423,811,899  
7,424,306,600 to 7,424,307,999  
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  
7,428,148,716 to 7,428,148,999  
7,428,362,472 to 7,428,362,499  
7,428,818,800 to 7,428,818,999  
7,429,214,400 to 7,429,215,999  
7,433,315,656 to 7,433,315,999  
7,433,862,103 to 7,433,862,399  
7,434,603,858 to 7,434,603,999  
7,434,759,300 to 7,434,759,449  
7,435,034,870 to 7,435,034,899  
7,435,857,943 to 7,435,857,999  
7,437,010,267 to 7,437,010,499  
7,448,501,600 to 7,448,501,999  
7,449,413,175 to 7,449,413,999  
7,450,897,234 to 7,450,897,999

8,315,931,851 to 8,315,931,878  
8,480,664,600 to 8,480,665,899  
8,511,307,299 to 8,511,307,999  
8,511,574,332 to 8,511,574,499  
8,514,049,700 to 8,514,049,999  
8,514,256,135 to 8,514,256,146  
8,514,784,701 to 8,514,784,999  
8,515,827,000 to 8,515,827,199  
8,517,885,454 to 8,517,885,999  
8,519,452,728 to 8,519,452,999  
8,521,724,468 to 8,521,724,499