



POSTAL BULLETIN

Instructions and Information For Postal Employees
Published Weekly



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20623

NEW STAMP AND POSTAL STATIONERY TO MEET INCREASE IN POSTAGE RATES

The Department will immediately issue the following items to meet increases in postal rates which become effective January 7, 1968. Other items required, including 1.4-cent precanceled stamped envelopes, will be announced as soon as circumstances permit. A 1.4-cent adhesive postage stamp will not be issued.

6-Cent Franklin D. Roosevelt Stamp in Coil and Booklet Form

The 6-cent Franklin D. Roosevelt stamp of the "Prominent Americans" series, issued in 1966 in panes of 100, will be first placed on sale at Washington, D.C., on December 28, 1967, in coil and booklet form.

POSTMASTERS SHALL NOT PLACE THE COIL STAMP ON SALE BEFORE DECEMBER 29, 1967 — THE ROOSEVELT-JEFFERSON COMBINATION BOOKS BEFORE JANUARY 13, 1968



Size: 0.75" x 0.87" (horizontal)

Color: Brown

ISSUED IN COILS OF 100, 500, AND 3,000

Panes will be combined with 1-cent Jefferson issue in booklets for over-the-counter sale, selling price \$2. They will be combined with the 2-cent Frank Lloyd Wright issue for sale in vending machines in self-service post offices, selling price \$1.

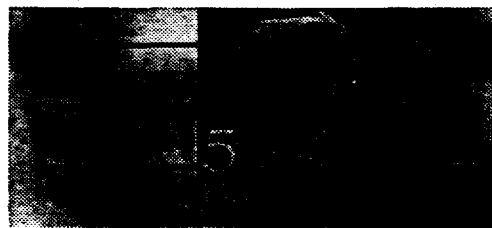
Collectors desiring first-day cancellations may send addressed envelopes

to the postmaster, Washington, D.C. 20013. See Postal Manual, section 145.2. Covers will be serviced with full booklet panes of eight stamps only, requiring a remittance of 48 cents for each cover submitted. Covers requiring coil stamps will be serviced in the regular manner.

5-Cent Lincoln Postal Card (Single and Double)

The 5-cent Abraham Lincoln single and reply (double) postal cards will be first issued at Hodgenville, Ky., the post office nearest Lincoln's birthplace on January 4, 1968.

POSTMASTERS SHALL NOT PLACE THIS CARD ON SALE BEFORE JANUARY 5, 1968



Color: Green stamp on white card

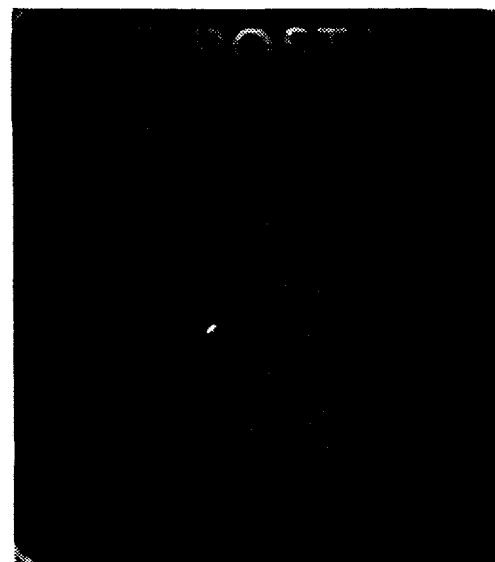
Design based on Daniel Chester French sculpture in Lincoln Memorial in Washington, D.C.

Collectors send orders to the postmaster, Hodgenville, Ky. 42748, plainly indicating full name and address, including ZIP Code. Enclose 5 cents for each single card and 10 cents for double. Indicate type card desired.

6-Cent Statue of Liberty Stamped Envelope

The 6-cent Statue of Liberty embossed envelope will be first placed on sale at New York, N.Y., on January 4, 1968.

POSTMASTERS SHALL NOT PLACE THIS ENVELOPE ON SALE BEFORE JANUARY 5, 1968



Color: Background of stamp is light green

Phosphor is included in the printing ink for stamp. Formerly a bar of phosphor was applied to the left of the stamp.

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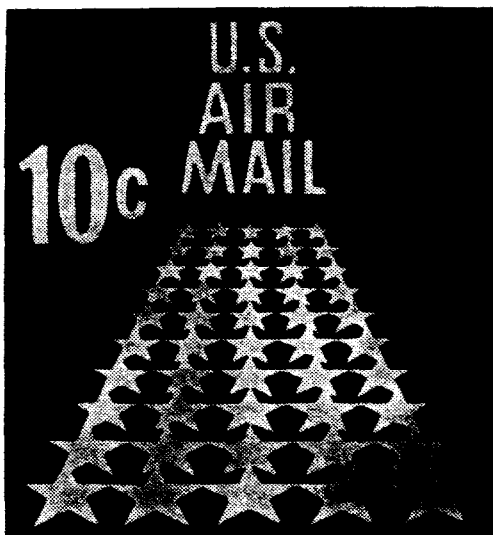
(Continued from p. 1)

Collectors should submit orders for first-day cancellations to the postmaster, New York, N.Y. 10001, enclosing 8 cents for each envelope desired. Plainly indicate full address, including ZIP Code.

10-Cent Airmail Stamp in Sheet, Coil, and Booklet Form

The new 10-cent airmail stamp will be first placed on sale in San Francisco, Calif., on January 5, 1968, in sheet, coil, and booklet form.

POSTMASTERS SHALL NOT PLACE THIS STAMP ON SALE BEFORE JANUARY 6, 1968



Size: 0.75" x 0.87" (vertical)

ISSUED IN PANES OF 100; COILS OF 100, 500, and 3,000

Color: Red

Designed by Jaan Born of Washington, D.C.

Booklets for over-the-counter sales, five panes of eight stamps, selling price, \$4; booklets for vending machines in self-service post offices two panes of five stamps, selling price, \$1.

To obtain first-day cancellations, send requests to the postmaster, San Francisco, Calif. 94101. Covers requiring sheet or coil stamps will be serviced in the regular manner. Covers for booklet stamps will be serviced with full panes of eight stamps only, requiring a remittance of 80 cents for each cover submitted. Indicate on cover the type stamp desired.

10-Cent Airmail Stamped Envelope

The 10-cent embossed envelope will be first placed on sale at Chicago, Ill., on January 8, 1968.

POSTMASTERS SHALL NOT PLACE THIS ENVELOPE ON SALE BEFORE JANUARY 9, 1968



Color: Background of stamp is red

Collectors should send requests to the postmaster, Chicago, Ill. 60607, enclosing 12 cents for each envelope desired, and plainly indicating address including ZIP Code.

2-Cent Frank Lloyd Wright Stamp in Booklet Form

The 2-cent Frank Lloyd Wright stamp, issued in 1966 in panes of 100, will be first placed on sale at Buffalo, N.Y., on January 8, 1968, in booklet form. These panes will be combined with the 6-cent Franklin D. Roosevelt issue for use in vending machines in self-service post office.

POSTMASTERS SHALL NOT PLACE THESE BOOKLETS ON SALE BEFORE JANUARY 9, 1968



Color: Blue-gray

Booklet panes will contain five stamps each

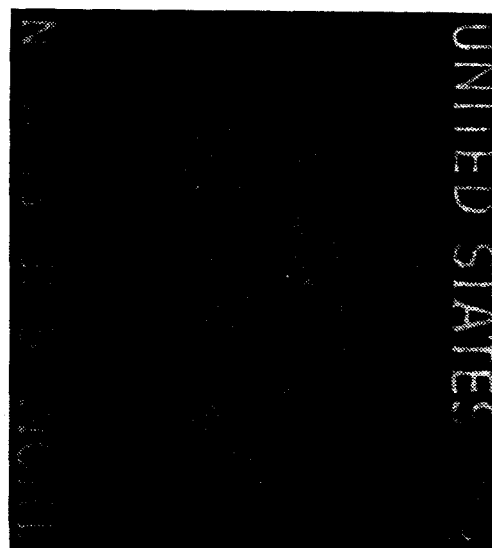
Combination booklet will sell for \$1

Collectors should send addressed envelopes to the postmaster, Buffalo, N.Y. 14240. Covers will be serviced with full booklet panes of five stamps only, requiring a remittance of 10 cents for each cover submitted.

1-Cent Thomas Jefferson Stamp in Sheet, Coil, and Booklet Form

The 1-cent Thomas Jefferson stamp, the 14th in the "Prominent Americans" series of regular stamps, will be first placed on sale at Jeffersonville, Ind., on January 12, 1968.

POSTMASTERS SHALL NOT PLACE THIS STAMP ON SALE BEFORE JANUARY 13, 1968



Size: 0.75" x 0.87" (vertical)

Color: Green

Issued in panes of 100; coils of 500 and 3,000; booklet panes consisting of eight stamps each.

The stamp designed by Robert Geissmann of New York City, is based on the Rembrandt Peale portrait which hangs in the White House.

Collectors desiring first-day cancellations may send addressed envelopes to the postmaster, Jeffersonville, Ind. 47130, with remittance to cover the cost of the stamps to be affixed. Covers requiring booklet stamps will be serviced with full panes of eight stamps only, cost 8 cents. Since first-day covers are considered first-class mail, six of the sheet and coil stamps will be affixed, requiring a remittance of 6 cents for each cover.

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Collectors should clearly endorse the outside envelope to the respective postmasters, indicating the name of the issue desired.

Selected mint stamps in sheet and coil form will be available at the Philatelic Sales Unit, City Post Office, Washington, D.C. 20013, following the respective first-day sales. The \$1 booklets, 10-cent airmail, and 6-cent combination described above, will also be available for the benefit of collectors who are unable to obtain them from vending machines.

How To Requisition

Due to the short time between enactment of the postage rate increase and the January 7, 1968, effective date, some stamps and stamped envelopes will be in limited supply. Therefore, the requisitioning procedures shown below must be followed precisely to assure a fair supply for all offices.

If any items are in short supply locally, it will be the responsibility of postmasters and each postal employee to encourage patrons to use whatever items are available to make up the new rates. On those items where a maximum 6-week supply is authorized, additional requisitions, also limited to a 6-week supply, shall be placed when stocks on hand reach a 3-week level.

First- and second-class post offices shall requisition bulk quantities of postage stamps from the Bureau of Engraving and Printing in the usual manner. Offices requiring less than bulk quantities may requisition postage stamps from their Accountable Paper Depositories on Form 17. All postmasters shall requisition embossed stamped envelopes from the U.S. Stamped Envelope Agency, Williamsburg, Pa., and send requisitions for postal cards to the Government Printing Office.

1-Cent Ordinary Stamps—Andrew Jackson

All postmasters are urged to have

an adequate supply of 1-cent ordinary postage stamps (sheets and coils) on hand for patrons' use in revaluing their stamped envelopes and postal cards and to be used in combination with other adhesive stamps to meet the new postage rates.

In order to have 1-cent stamps available for the postage rate change, postmasters shall requisition 1-cent Andrew Jackson stamps in lieu of the new 1-cent Thomas Jefferson issue. When supplies of the Jackson stamp are exhausted, the Jefferson issue will be substituted.

Requisition only enough 1-cent Jefferson stamps to meet the philatelic demand. On bulk requisitions endorse a memorandum, Form 31, indicating that the 1-cent Thomas Jefferson stamps are needed to meet local philatelic demands. Requisitions received at the Bureau of Engraving and Printing without the memo will be filled with 1-cent Jackson stamps.

6-Cent Ordinary Stamps

Supplies of sheet, book, and coil stamps are very limited. Requisition a 6-week supply only. Coils are available in 100, 500, and 3,000 stamps each. Books for across-the-counter sales consist of thirty-two 6-cent stamps and eight 1-cent stamps and sell for \$2.

10-Cent Airmail Stamps

Supplies of sheet, book, and coil stamps are very limited. Requisition a 6-week supply only. Coils are available in 100, 500, and 3,000 stamps each. Books for across-the-counter sales consist of forty 10-cent airmail stamps and sell for \$4.

5-Cent Postal Cards

Supplies of 5-cent postal cards, both cut and sheet form, and 10-cent cut reply cards are expected to be adequate to meet all needs. Place requisitions immediately for a sufficient quantity to last for five accounting periods.

The 10-cent reply card will not be issued in sheet form due to limited demand.

Stamped Envelopes

Printed stamped envelopes will be furnished within the usual 6 weeks after placing order.

However, some delays should be anticipated on deliveries of 6-cent regular and window and 10-cent air-

mail plain stamped envelopes. Consideration should be given to the local revaluing of 4- and 5-cent regular and window, and 8-cent airmail stamped envelopes, by the addition of 1- and 2-cent stamps, preferably within each clerk's fixed credit level.

A minimum quantity of 500 plain stamped envelopes must be ordered, even though this may cause a small post office to exceed the 6-week stock level.

Supplies for Self-Service Post Offices

The items listed below are available only to offices having multi-commodity vending machines. These special items are for sale in self-service post office vending machines and are not to be sold across the counter:

6-cent SSPU books consist of fifteen 6-cent stamps and five 2-cent stamps, and sell for \$1.

10-cent airmail SSPU books consist of ten 10-cent airmail stamps and sell for \$1.

Banded postal cards are packaged in units of ten 5-cent cards, Item 285, and sell for 50 cents. Order in minimum lots of 10,000 cards. Enclose a memorandum indicating that the order is to be filled with banded stock for sale at your SSPU.

Banded stamped envelopes, size 6¾, 6-cent stamped envelopes, Item 661, are banded in units of 10 envelopes and sell for 80 cents; size 6¾, 10-cent airmail stamped envelopes, Item 604, are banded in units of five envelopes and sell for 60 cents. Order in minimum lots of 5,000 envelopes. Enclose a memorandum indicating that the order is to be filled with banded stock for sale at your SSPU.

Bulk Requisitioning Schedule

100 Stamps per Sheet

Order 10,000, 20,000, 30,000, 40,000, 50,000, 100,000, 150,000, 200,000, 250,000, and multiples of 250,000 to the maximum shown

Type	Denomination	Item No.	Maximum
Ordinary.....	1-cent.....	004	10,000,000
Do.....	6-cent ¹	088	50,000,000
Airmail.....	10-cent ¹	174	4,000,000

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Books of Stamps (Across the Counter)

Order 240, 480, 720, 960, 1,200, 2,400, 3,600, and multiples of 3,600 books to the maximum shown

Type	Denomination	Item No.	Maximum (books)
Ordinary, books of 32 6-cent stamps and 8 1-cent stamps (selling price \$2). ¹	6- and 1-cent.	626	108,000
Airmail, books of 40 stamps (selling price \$4). ¹	10-cent	640	108,000

Books of Stamps (Vending Machine Sale)

Order 300, 600, 900, 1,200, 1,500, 3,000, or 4,500

Type	Denomination	Item No.	Maximum (books)
Ordinary, books of 15 6-cent stamps and 5 2-cent stamps (selling price \$1). ¹	6- and 2-cent.	606	4,500
Airmail, books of 10 stamps (selling price \$1). ¹	10-cent	673	4,500

Note.—These stamps may be requisitioned only by offices that have self-service post office vending machines.

Coils of 100 Stamps Each

Order 50, 100, 200, 300, 400, 800, and multiples of 800 coils to maximum shown

Ordinary	6-cent	740	24,000
Airmail	10-cent	761	24,000

Coils of 500 Stamps Each

Order 50, 100, 150, 200, 400, and multiples of 400 coils to the maximum shown

Type	Denomination	Item No.	Maximum (coils)
Ordinary	1-cent	701	4,800
Airmail	6-cent	741	10,000
	10-cent	762	4,800

Coils of 3,000 Stamps Each

Order 8, 16, 24, 32, 64, and multiples of 64 coils to the maximum shown

Type	Denomination	Item No.	Maximum (coils)
Ordinary	1-cent	707	768
Airmail	6-cent	742	768
	10-cent	763	768

Domestic Postal Cards, Cut Single and Sheet

Type	Denomination	Item No.	Ordering levels	Maximum per requisition
Regular	5-cent	285	500, 1,000, 2,000, 3,000, 5,000, 10,000, and multiples thereof to maximum.	7,500,000
Regular sheets of 40	do	290	Multiples of 10,000	3,750,000
Reply	10-cent	290	250, 500, 1,000, 2,000, 5,000, and multiples thereof to maximum.	1,000,000

Selling Prices, Printed Stamped Envelopes

Kind	Size	Denomination	Item No.	Prices		
				500 only	1,000 or more	
					Per 1,000	Each additional 500
Regular	6 1/4	6-cent	661	\$35.80	\$71.10	\$35.55
Do	10	do	161	36.45	72.40	36.20
Window	6 1/4	do	662	36.25	72.00	36.00
Do	10	do	162	37.10	73.70	36.85
Airmail	6 1/4	10-cent	604	56.00	111.50	56.75
Do	10	do	104	56.65	112.80	56.40

Selling Prices, Plain Stamped Envelopes¹

Kind	Size	Denomination	Item No.	Prices		
				Less than 500	500	1,000
Regular	6 1/4	6-cent	661	\$0.08	\$33.55	\$67.10
Do	10	do	161	.08	34.20	68.40
Window	6 1/4	do	662		34.00	68.00
Do	10	do	162		34.85	69.70
Airmail	6 1/4	10-cent	604	.12	53.75	107.50
Do	10	do	104	.12	54.40	108.80

¹ Limit requisition to a 6-week supply.

—Office of the Special Assistant to the Postmaster General, 12-21-67.

SIGN UP FOR
U.S. SAVINGS BONDS/
FREEDOM SHARES

All Post Offices

Mail for United Cerebral Palsy Associations, Inc.

The simple form of address "Palsy, c/o Postmaster" will be used during the United Cerebral Palsy Associations' national fundraising event scheduled from January 1 through January 31, 1968. The local ZIP Code must be included as a part of the simple form of address.

All mail addressed to "Palsy, c/o Postmaster (Local ZIP Code)" received at any post office in a State must be forwarded daily to the postmaster of the central city post office shown opposite the name of each State, as shown below:

State where mailed	Post office to which forwarded	ZIP Code
Alaska	Anchorage	99502
Alabama	Birmingham	35203
Arizona	Phoenix	85026
Arkansas	Little Rock	72201
California	San Francisco	94101
Colorado	Denver	80202
Connecticut	New Haven	06510
Delaware	Wilmington	19899
District of Columbia	Washington, D.C.	20013
Florida	Jacksonville	32201
Georgia	Atlanta	30304
Hawaii and Samoa	Honolulu	96813
Idaho	Boise	83707
Illinois	Chicago	60607
Indiana	Indianapolis	42606
Iowa	Des Moines	50318
Kansas	Topeka	66603
Kentucky	Louisville	40201
Louisiana	New Orleans	70113
Maine	Portland	04101
Maryland	Baltimore	21233
Massachusetts	Boston	02109
Michigan	Detroit	48233
Minnesota	Minneapolis	55401
Mississippi	Vicksburg	39180
Missouri	St. Louis	63155
Montana	Helena	59601
Nebraska	Omaha	68108
Nevada	Reno	89501
New Hampshire	Concord	03301
New Jersey	Newark	07102
New Mexico	Albuquerque	87101
New York	New York	10001
North Carolina	Charlotte	28202
North Dakota	Fargo	58102
Ohio	Cleveland	44101
Oklahoma	Oklahoma City	73125
Oregon	Portland	97208
Pennsylvania	Philadelphia	19104
Puerto Rico and Virgin Islands	San Juan	00936
Rhode Island	Providence	02904
South Carolina	Columbia	29201
South Dakota	Sioux Falls	57101
Tennessee	Nashville	37202
Texas	Dallas	75221
Utah	Salt Lake City	84101
Vermont	Burlington	05401
Virginia	Richmond	23219
Washington	Seattle	98101
West Virginia	Charleston	25301
Wisconsin	Milwaukee	53202
Wyoming	Cheyenne	82001

Three or more pieces of mail forwarded at the same time should be sent under cover of a penalty envelope or label. Shortpaid or unpaid pieces must be rated with the deficient postage.

The mail must be delivered by the central city postmaster to the authorized

All Postal Installations

Missending Pouches

Some pouches addressed to Portland, Maine (ZIP Codes 040 to 041), have been missent by air to Portland, Oregon (ZIP Codes 970 to 972). The air code for Portland, Maine, is PWM and the air code for Portland, Oregon, is PDX.

Employees are requested to verify that the correct air and ZIP Code are shown on pouch labels addressed to these offices.—Bureau of Transportation, 12-21-67.

All Post Offices

Customs Clearance and Delivery Fees on International Mail

Effective January 15, 1968, the fees collected by the postal service on incoming international mail packages on which customs duty or internal revenue tax is collected will be increased. The new fees are to be as follows:

	Cents
On parcel post packages and small packets	50
On all postal union articles except small packets	20

Sections 224.111 and 232.11 of the Postal Manual will be appropriately amended.—Bureau of Operations, 12-21-67.

All Post Offices

International Money Orders

International money order patrons should be informed that a minimum of 2 weeks is needed to transfer monies to overseas countries. The 2-week period is necessary due to processing and mailing time in this country and in the postal administration of the overseas country.—Bureau of Finance and Administration, 12-21-67.

representative of the United Cerebral Palsy Associations, in accordance with the written instructions received by him from the associations' national headquarters. Any deficient postage must be collected upon delivery.—Bureau of Operations, 12-21-67.

*All Postal Installations***Facing-Slip Procedures Revised**

New procedures governing use of facing slips on mail distributed in post offices will be placed into effect sometime after January 1, 1968. Revised facing-slip designations will modify current methods of identifying contents of packages of mail.

Prior to the effective date of implementation of the new procedures, all personnel will be furnished information concerning labeling packages of mail. It is expected the changeover will occur with minimal disruption to normal mail processing.—*Bureau of Transportation, 12-21-67.*

*All Post Offices***Semidomestic Money Orders**

Some commercial banks have been refusing to accept money orders from countries listed in section 171.217, Postal Manual, because of the Federal Reserve System's regulation, effective September 1, 1967, that all cash items deposited must have a routing symbol-transit number preprinted in magnetic ink.

The Federal Reserve Banks will accept semidomestic money orders without the routing symbol-transit number. Postmasters are, therefore, instructed to advise any banks not willing to accept such orders due to absence of encoding that they should communicate with a Federal Reserve Bank to clarify any misunderstanding of the regulation.—*Bureau of Finance and Administration, 12-21-67.*

*All Post Offices***ZIP Code Changes; Chesapeake, Norfolk, and Portsmouth, Va.**

A new city has been incorporated at Chesapeake, Va., which includes areas presently served by the Norfolk and Portsmouth offices. Because the changes in ZIP Codes are unusually extensive, postmasters should be prepared to answer questions that may be asked by mailers and explain to them why the changes are necessary.

In March 1962 the Virginia General Assembly chartered the new city comprising South Norfolk and Norfolk County. The name Chesapeake was chosen by referendum in June 1962. A post office of that name was established in 1963 in the former community of Great Bridge, Va., but the boundaries of the new city were not determined until the completion of court action in the summer of 1967. In April 1967, construction was started on a post office facility to serve the city of Chesapeake and the building was formally dedicated on November 5.

The delivery limits of the Chesapeake post office will be extended to include all of the corporate city of Chesapeake, effective January 13, 1968. Official notice of the post office changes incident to this action is contained elsewhere in this BULLETIN.

Chesapeake will become a multi-coded city, serving ZIP Code areas 23320 through 23325. Street listings will appear in the next edition of the National ZIP Code Directory but Chesapeake will not be added at this time to the list of cities (PM 126.327)

for which presort to 5-digits is mandatory for bulk second- and third-class mailings.

A summary of ZIP Code changes involved in this action follows:

ZIP Codes Changed

Norfolk 23515 to Chesapeake 23324.

Norfolk 23506 to Chesapeake 23320 and 23324.

Norfolk 23519 to Chesapeake 23320 and 23325.

Portsmouth 23706 to Chesapeake 23323.

Portsmouth 23710 to Chesapeake 23321.

Portsmouth 23703 partial to Chesapeake 23321.

Rural Stations Changed

Deep Creek 23320 to Deep Creek, Chesapeake 23323.

Fentress 23320 to Fentress, Chesapeake 23322.

Hickory 23320 to Hickory, Chesapeake 23322.

Saint Brides 23320 to Saint Brides, Chesapeake 23322.

Chesapeake is the only correct city name for all addresses within the corporate limits of the city of Chesapeake.

New ZIP Code directories reflecting these changes in Chesapeake, Norfolk, and Portsmouth are available from the respective postmasters. The Chesapeake directory contains, in addition to the Chesapeake city street listing, a breakdown of streets for the former Portsmouth and Norfolk ZIP Code areas which were not transferred intact to a single Chesapeake delivery number.—*Bureau of Operations, 12-21-67.*

METER MAILINGS OF FIVE OR MORE LETTER-TYPE PIECES MUST BE BUNDLED, BOXED, OR OTHERWISE PACKAGED WITH THE ADDRESSES FACING IN ONE DIRECTION (SEE 143.61, POSTAL MANUAL)

*All Postal Installations***Employee's Change of Address Form**

Effective January 1, 1968, a new Form 1216, Employee's Current Mailing Address, will be used to maintain a current mailing address file for all postal employees. This is the official address change form and is to be completed by all new employees as well as all employees having a change of address. Form 1216 will be assembled in a set of four copies and is to be distributed as follows:

(a) *Copy No. 1—Postal Data Center.* (The original will be forwarded to the Postal Data Center.)

(b) *Copy No. 2—Employing/Personnel Office.* (Copy No. 2 will be forwarded to the Employing/Personnel Office for posting to the locator file and for any other local use, after which it may be destroyed. In small offices which have no personnel office, the supervisor may destroy that copy.)

(c) *Copy No. 3—Supervisor.* (Copy No. 3 will be forwarded to the employee's supervisor for local use, after which it may be destroyed.)

(d) *Copy No. 4—Labeling Unit/Locator File.* (Copy No. 4 is on card stock and serves a dual purpose. It will be forwarded to the Labeling Unit if one exists. After changes have been made there it will be returned to the Personnel Office for use as the actual locator file card or it may be destroyed if no further use is to be made of it. In small offices which have no labeling unit, the supervisor may use the card as the locator file card or he may destroy it. If any post offices currently use Form 1746, Employee's Change of Address, as a locator file card, they should replace it with the card stock Copy No. 4 of Form 1216.)

The carbon inserts will be the length of the top half of the form so that the bond information will be recorded on Copy No. 1 only.

INSTRUCTIONS FOR COMPLETING FORM 1216

1. CAG, finance number, employee number (as long as it is in use), and pay location will be entered by the employing office. The PDC will enter group.

2. The employee will check either the block for new employee or that for address change. In all cases the employee will enter the social security number, employee name, and complete mailing address including apartment number.

3. The employee will check either the block for temporary change or that for permanent change, and enter the effective date on the appropriate line. In cases of temporary change, the employee must enter expiration date, and within 1 month thereafter he must complete and submit another Form 1216.

4. Bondowner mailing address and alternate owner names will be entered by the employee if necessary. If the bondowner mailing address is the same as the mailing address change previously entered on this form, then write "Same as above". If the bondowner mailing address is different from the mailing address change previously entered on this form and is different from the bond address currently on file, then enter the new bondowner mailing address. If the bondowner mailing address is still the same as the bond address currently on file, then leave that entry blank. If the bondowner mailing address does change and if this change affects the addresses of the employee's alternate bondowners, these alternate owner names must be entered by the employee.

5. Bond alternate owner numbers will be completed by the Postal Data Center.

Standard Form 1192, U.S. Savings Bond Authorization for Purchase and Request for Change, and SF 1192A, Series E Savings Bonds and Freedom Shares Authorization, will remain in use for both initial authorization, bond changes, and all inscription changes other than the bondowner mailing address (see above).

Form 1216 is the only medium to be used for reporting a change of mailing address to the Postal Data Center. Forms 1237 and 1746 will be declared obsolete and removed from the Forms Catalog.

An initial supply of Form 1216 is being sent to Regional Directors for distribution to post offices. Additional

*All Postal Installations***Group Life Insurance for Temporary Postal Employees**

Temporary postal employees who retire under social security benefits are eligible to continue their Federal Employees' Group Life Insurance coverage only if they retire on an immediate annuity with at least 12 years of Federal employment and/or for disability. In such cases, the installation head should certify the employee's retirement status on Standard Form 49, *Certificate of Insured Employee's Retired Status*, to the U.S. Civil Service Commission.

Prepare SF 49 in triplicate, sending original and duplicate together with SF 56, *Agency Certification of Insurance Status*, to the U.S. Civil Service Commission, Bureau of Retirement and Insurance, 1900 E Street NW., Washington, D.C. 20415. Retain a copy for your files. The Commission will determine whether the employee meets the requirements for insurance as a retired employee. The duplicate of SF 49 will be returned, indicating whether the employee receiving social security benefits is insured. The U.S. Civil Service Commission will be the central point for determining insurance status and for maintaining necessary records. Sections 724 and 725 of the Postal Manual will be amended to include the above.—*Bureau of Personnel, 12-21-67.*

supply of this form may be obtained from supply centers. Offices scheduled to requisition at this time shall include this form on Form 1580, Requisition for Supplies. All other offices needing the form before their next scheduled requisitioning period shall submit Form 4750, Special Requisition for Supplies.

Part 744.5 of the Postal Manual makes each employee responsible for reporting any change in the employee's address. This should be brought to the attention of all employees. The postmaster or official in charge of the installation has the responsibility for reporting a change in employee's mailing address to the Postal Data Center (Copy No. 1 of Form 1216).—*Bureau of Finance and Administration, 12-21-67.*

POST OFFICE CHANGES NO. 28

(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	Lafayette	Chambers	2			36862	Delete	1-18-68	} C estab.
AL	do	do	2C			36862	Add	1-18-68	
CA	Mountain View	Santa Clara		Blossom Valley	SX	94040	Delete	11-15	} Amend PB 11-2-67 to change effective date.
CA	do	do		do	SX	94040	Add	11-27	
LA	Spillman	West Feliciana	4			70779	Delete	12-15	} P.O. disc.
LA	(Mail to Jackson)	East Feliciana				70748			
MS	Vicksburg	Warren		The Mall	S	39180	Add	12-16	S estab.
NY	Far Rockaway	Queens		Parcel Post	SX	11691	Add	12-11	SX estab.
PR	Lejas	Mayaguez	2			00667	Delete	2-10-68	} C estab.
PR	do	do	2C			00667	Add	2-10-68	
PR	San Juan	San Juan		Puerto Nuevo	S	00920	Delete	9-13	S disc.
SC	Columbia	Richland		Farrow Road	B	29203	Add	1- 2-68	B estab.
VA	Chesapeake ¹	(Independent city)		Deep Creek	RS	23320	Delete	1-13-68	} ZIP Code change.
VA	do	do		do	RS	23323	Add	1-13-68	
VA	do	do		Fentress	RS	23320	Delete	1-13-68	} ZIP Code change.
VA	do	do		do	RS	23322	Add	1-13-68	
VA	do	do		Hickory	RS	23320	Delete	1-13-68	} ZIP Code change.
VA	do	do		do	RS	23322	Add	1-13-68	
VA	do	do		Indian River	SX	23325	Add	1-13-68	SX estab.
VA	do	do		Portlock	SX	23324	Add	1-13-68	SX estab.
VA	do	do		South Norfolk	SX	23324	Add	1-13-68	SX estab.
VA	do	do		Saint Brides	RS	23320	Delete	1-13-68	} ZIP Code Change.
VA	do	do		do	RS	23322	Add	1-13-68	
VA	Norfolk ¹	do		East Chesapeake	BX	23519	Delete	1-12-68	BX disc.
VA	do	do		Portlock	BX	23515	Delete	1-12-68	BX disc.
VA	do	do		West Chesapeake	BX	23506	Delete	1-12-68	BX disc.

¹ See other article in BULLETIN concerning this matter.

All Post Offices

Special Cancellations

ALIEN REGISTRATION

Postmasters who have special canceling machine die hubs reading "Aliens Must Report Their Addresses in January" shall use them from December 26, 1967, through January 31, 1968. After that time the die hubs shall be withdrawn and retained for future authorized use.

MARCH OF DIMES

Postmasters who have special canceling machine die hubs advertising the March of Dimes shall use them from January 1 through January 31, 1968. After that time the die hubs shall be withdrawn and retained for future authorized use.

SCIENCE FAIR

Postmasters who have special canceling machine die hubs reading "Support Your Local Science Fair" shall use them from January 1, 1968,

through the concluding date of the local 1968 science fair. After that time the die hubs shall be withdrawn and retained for future authorized use.

NATIONAL CHILDREN'S DENTAL HEALTH WEEK

Postmasters who have special canceling machine die hubs reading "National Children's Dental Health Week" shall use them from January 1 through February 10, 1968. After that time the die hubs shall be withdrawn and retained for future authorized use.

All of the special die hubs referred to above were bought by the sponsors and furnished to post offices designated by them. Postmasters who do not have such die hubs shall not request them without application by the sponsors in accordance with part 146, Postal Manual.—Bureau of Operations, 12-21-67.

All Postmasters

Savings Bonds and Freedom Shares

During the week of December 18, 1967, area supply centers will mail to all postmasters two items concerning U.S. Savings Bonds and Freedom Shares.

Item 1 is POD Notice 87. Item 2 is Treasury Form SBD-821-7. Distribution of each should be made to all employees as soon as possible.—Bureau of Personnel, 12-21-67.

All Postmasters and Personnel Processing Mail for Dispatch Abroad

NOTICE

FOREIGN ORDERS

Post this name in POD publication 43:

DENMARK
December 21, 1967
Copenhagen
Jane Susan, at Eskildsgade 66 Kldr.,
or any address (U)

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-19,303,771 to C-19,303,793 | C-35,278,723 to C-35,278,725 |
| C-02,341,121 to C-02,341,220 | C-19,303,799 to C-19,303,800 | C-35,522,883 to C-35,522,900 |
| C-02,511,535 to C-02,511,800 | C-19,383,919 to C-19,384,000 | C-36,304,767 to C-36,304,800 |
| C-03,652,248 to C-03,652,300 | C-19,474,160 to C-19,474,200 | C-37,083,106 to C-37,083,500 |
| C-04,037,840 to C-04,038,000 | C-19,483,610 to C-19,483,700 | C-37,094,198 to C-37,094,250 |
| C-05,377,264 to C-05,377,300 | C-19,819,311 to C-19,819,500 | C-37,500,179 to C-37,500,300 |
| C-05,506,901 to C-05,506,940 | C-22,258,597 to C-22,258,615 | C-38,732,613 to C-38,732,700 |
| C-05,515,737 to C-05,516,000 | C-23,504,435 to C-23,504,500 | C-39,180,051 to C-39,180,150 |
| C-05,609,774 to C-05,609,850 | C-23,833,501 to C-23,833,508 | C-39,279,808 to C-39,280,000 |
| C-06,162,231 to C-06,162,288 | C-24,110,167 to C-24,110,170 | C-39,421,587 to C-39,421,770 |
| C-07,081,041 to C-07,081,300 | C-25,080,512 to C-25,080,550 | C-39,469,772 to C-39,469,800 |
| C-07,251,677 to C-07,251,700 | C-25,871,195 to C-25,871,400 | C-39,526,770 to C-39,526,809 |
| C-07,503,248 to C-07,503,300 | C-27,032,321 to C-27,032,330 | C-39,562,501 to C-39,562,750 |
| C-08,944,545 to C-08,944,600 | C-28,214,097 to C-28,214,200 | C-39,826,301 to C-39,826,500 |
| C-10,941,929 to C-10,942,000 | C-28,321,261 to C-28,321,500 | C-39,942,501 to C-39,942,800 |
| C-11,095,797 to C-11,096,000 | C-28,439,501 to C-28,439,700 | C-40,069,109 to C-40,069,300 |
| C-11,114,001 to C-11,114,700 | C-28,759,665 to C-28,759,800 | C-40,097,300 (single) |
| C-12,615,282 to C-12,615,300 | C-29,101,939 to C-29,102,000 | C-40,130,076 to C-40,130,146 |
| C-14,252,857 to C-14,253,000 | C-29,284,451 to C-29,284,500 | C-40,164,303 to C-40,165,000 |
| C-14,440,844 to C-14,441,000 | C-30,257,001 to C-30,257,500 | C-40,196,159 to C-40,196,500 |
| C-15,900,001 to C-15,900,200 | C-32,580,101 to C-32,580,200 | C-41,605,501 to C-41,605,519 |
| C-16,392,932 to C-16,393,000 | C-32,770,872 to C-32,770,900 | C-41,605,534 to C-41,605,545 |
| C-16,660,696 to C-16,661,000 | C-32,827,040 to C-32,827,100 | C-43,054,501 to C-43,054,800 |
| C-17,108,192 to C-17,108,400 | C-33,501,144 to C-33,501,391 | C-43,075,042 to C-43,075,300 |
| C-17,416,461 to C-17,416,480 | C-33,910,901 to C-33,911,000 | C-43,606,119 to C-43,606,650 |
| C-18,180,600 to C-18,180,800 | C-34,650,401 to C-34,650,500 | C-44,636,602 to C-44,636,800 |

All First- and Second-Class Offices

Stamped Envelopes

In order to realize maximum production of stamped envelopes needed for the proposed new postage rates, the Department has ordered production discontinued on the following items:

Item No.	Denomination	Style	Size
613	Cents	1 1/4 Precanceled.....	6 3/4
113		1 1/4 do.....	10
641		4 Regular.....	6 3/4
141		4 do.....	10
651		5 do.....	6 3/4
151		5 do.....	10
662		5 Window.....	6 3/4
152		5 do.....	10
684		8 Airmail.....	6 3/4
184		8 do.....	10

All first- and second-class offices are requested to review their inventories

of the above items at main offices, stations and branches and report within one working day after receipt of this BULLETIN, by item No. and quantity any of the above envelopes which are expected to be excess on February 1, 1968. Report unbroken carton lots only when the excess on any line item is 10,000 or more. Reports should be made on Form 31, *Office Memorandum*, and submitted to:

Accountable Paper Section
Procurement Division
Bureau of Facilities
Post Office Department
Washington, D.C. 20260

As production of new stamped envelopes (6-cent regular and window and 10-cent airmail) is not expected to meet all initial demands, some local revaluing may be required of 4- and 5-cent regular and window, and 8-cent airmail stamped envelopes by

the affixing of 1- and 2-cent postage stamps.

Insofar as possible, only stamped envelopes which are a part of fixed credits should be revalued by affixing 1- and 2-cent postage stamps. No attempt should be made to revalue the envelopes in the main stock of post offices having fixed credits unless there is an individual request for a quantity of envelopes that exceeds the capability of the largest fixed credit of the office. This method eliminates any need to change the current prices at which envelopes are carried on accountability records or are charged out to fixed credits.

All orders for 1 1/4-, 4-, 5- and 8-cent airmail plain or printed stamped envelopes which are placed after December 23 will be returned, unfilled.—*Bureau of Facilities, 12-21-67.*

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.

1,883,639,173 to 1,883,639,999	3,737,858,000 to 3,737,859,999	5,594,172,243 to 5,594,172,396
1,890,072,156 to 1,890,072,999	3,744,520,805 to 3,744,521,999	5,595,075,386 to 5,595,075,999
1,890,360,380 to 1,890,361,999	46,675,486 to 46,675,499	5,595,213,747 to 5,595,213,999
1,892,293,943 to 1,892,293,999	47,159,724 to 47,159,999	5,599,954,700 to 5,599,954,899
1,895,114,683 to 1,895,114,699	48,346,211 to 48,347,999	5,600,637,850 to 5,600,637,999
1,897,367,945 to 1,897,367,999	456,392,367 to 456,392,499	5,600,942,414 to 5,600,942,499
1,898,007,031 to 1,898,007,069	456,868,121 to 456,868,199	5,600,967,417 to 5,600,967,441
1,899,657,683 to 1,899,657,999	471,485,221 to 471,485,299	5,601,685,176 to 5,601,685,649
1,899,823,900 to 1,899,823,999	471,596,710 to 471,596,750	5,602,810,065 to 5,602,810,199
1,900,861,843 to 1,900,861,899	471,634,208 to 471,634,499	5,603,942,182 to 5,603,942,499
1,901,149,038 to 1,901,149,399	473,901,500 to 473,901,599	5,604,420,300 to 5,604,420,399
1,903,191,496 to 1,903,191,510	473,901,900 to 473,901,999	5,606,185,418 to 5,606,185,499
1,904,214,004 to 1,904,214,499	477,507,500 to 477,507,999	5,607,067,450 to 5,607,067,499
1,905,717,982 to 1,905,717,999	479,208,803 to 479,208,999	5,607,101,917 to 5,607,101,999
1,907,496,202 to 1,907,496,499	483,654,900 to 483,655,999	5,608,146,213 to 5,608,146,499
1,909,529,116 to 1,909,529,176	484,723,967 to 484,723,999	5,608,420,441 to 5,608,420,499
29,681,087 to 29,681,413	484,724,000 to 484,724,138	5,608,441,790 to 5,608,441,919
2,905,599,880 to 2,905,599,899	485,677,600 to 485,677,799	5,609,006,800 to 5,609,007,499
2,911,981,200 to 2,911,981,499	487,170,327 to 487,170,399	5,612,083,109 to 5,612,083,499
3,691,594,950 to 3,691,595,249	487,171,419 to 487,171,899	5,617,120,000 to 5,617,129,499
3,692,448,201 to 3,692,448,849	4,595,240,000 to 4,595,241,999	5,620,220,000 to 5,620,220,999
3,696,520,032 to 3,696,520,049	4,601,010,935 to 4,601,011,999	5,910,509,769 to 5,910,509,999
3,698,006,000 to 3,698,009,999	51,302,154 to 51,303,999	6,458,748,000 to 6,458,749,999
3,701,897,100 to 3,701,897,999	51,306,170 to 51,307,999	7,417,769,050 to 7,417,769,849
3,704,660,883 to 3,704,661,999	51,573,899 to 51,573,999	7,419,878,971 to 7,419,879,699
3,707,254,829 to 3,707,254,999	52,901,200 to 52,901,599	7,420,175,255 to 7,420,175,449
3,709,137,298 to 3,709,137,499	52,984,300 to 52,984,999	7,420,356,567 to 7,420,356,699
3,709,543,000 to 3,709,543,999	53,007,375 to 53,007,999	7,420,896,366 to 7,420,896,399
3,710,340,500 to 3,710,341,999	53,316,033 to 53,316,113	7,424,306,600 to 7,424,307,999
3,711,621,370 to 3,711,621,999	53,449,024 to 53,449,249	7,426,790,000 to 7,426,793,999
3,711,712,000 to 3,711,713,999	53,676,937 to 53,676,999	7,427,844,000 to 7,427,845,999
3,714,962,500 to 3,714,963,999	53,678,204 to 53,678,249	7,429,214,400 to 7,429,215,999
3,716,818,039 to 3,716,819,999	53,929,733 to 53,929,999	7,433,862,103 to 7,433,862,399
3,717,151,032 to 3,717,151,199	54,030,134 to 54,030,149	7,434,069,566 to 7,434,069,599
3,717,173,160 to 3,717,173,499	54,316,505 to 54,316,799	7,434,603,858 to 7,434,603,999
3,717,992,498 to 3,717,992,699	54,596,017 to 54,597,499	7,434,619,858 to 7,434,619,899
3,718,452,233 to 3,718,452,449	54,733,000 to 54,733,499	7,435,034,870 to 7,435,034,899
3,719,119,787 to 3,719,119,799	58,941,150 to 58,943,999	7,435,084,325 to 7,435,084,499
3,719,868,592 to 3,719,868,699	59,934,000 to 59,934,899	7,437,010,267 to 7,437,010,499
3,719,869,964 to 3,719,869,999	59,940,000 to 59,940,649	7,442,462,349 to 7,442,462,999
3,719,938,120 to 3,719,938,299	5,550,886,753 to 5,550,886,999	7,442,994,248 to 7,442,994,399
3,719,941,293 to 3,719,941,999	5,552,982,000 to 5,552,982,499	7,443,189,575 to 7,443,189,598
3,719,953,100 to 3,719,953,499	5,560,870,330 to 5,560,870,499	7,443,526,354 to 7,443,526,499
3,719,970,400 to 3,719,970,649	5,575,546,413 to 5,575,546,499	7,443,662,395 to 7,443,662,499
3,720,741,700 to 3,720,741,899	5,575,680,055 to 5,575,680,299	7,444,360,000 to 7,444,360,999
3,720,761,315 to 3,720,761,999	5,576,137,751 to 5,576,137,799	7,445,369,000 to 7,445,369,249
3,721,431,723 to 3,721,431,999	5,576,499,843 to 5,576,499,999	7,448,501,600 to 7,448,501,999
3,721,507,928 to 3,721,507,999	5,577,160,153 to 5,577,161,099	7,448,730,426 to 7,448,730,499
3,721,944,997 to 3,721,945,999	5,578,211,739 to 5,578,211,749	7,449,413,175 to 7,449,413,999
3,721,970,343 to 3,721,970,499	5,578,810,850 to 5,578,811,099	7,451,844,750 to 7,451,844,999
3,722,039,000 to 3,722,039,999	5,578,922,963 to 5,578,922,999	8,315,931,851 to 8,315,931,878
3,722,627,254 to 3,722,627,999	5,579,202,500 to 5,579,202,999	8,480,664,600 to 8,480,665,899
3,723,923,453 to 3,723,923,999	5,579,370,000 to 5,579,370,927	8,514,049,700 to 8,514,049,999
3,726,780,791 to 3,726,781,399	5,582,927,710 to 5,582,927,799	8,517,885,454 to 8,517,885,999
3,728,767,100 to 3,728,767,999	5,583,514,274 to 5,583,515,999	8,521,724,468 to 8,521,724,499
3,731,674,000 to 3,731,675,999	5,583,669,712 to 5,583,669,799	8,521,731,768 to 8,521,731,800
3,731,788,954 to 3,731,789,999	5,584,643,100 to 5,584,643,499	8,523,177,442 to 8,523,177,699
3,731,948,111 to 3,731,948,999	5,590,104,669 to 5,590,105,999	8,525,702,906 to 8,525,703,999
	5,590,468,800 to 5,590,468,999	
	5,590,698,892 to 5,590,698,899	