



POSTAL BULLETIN

Instructions and Information For Postal Employees
Published Weekly



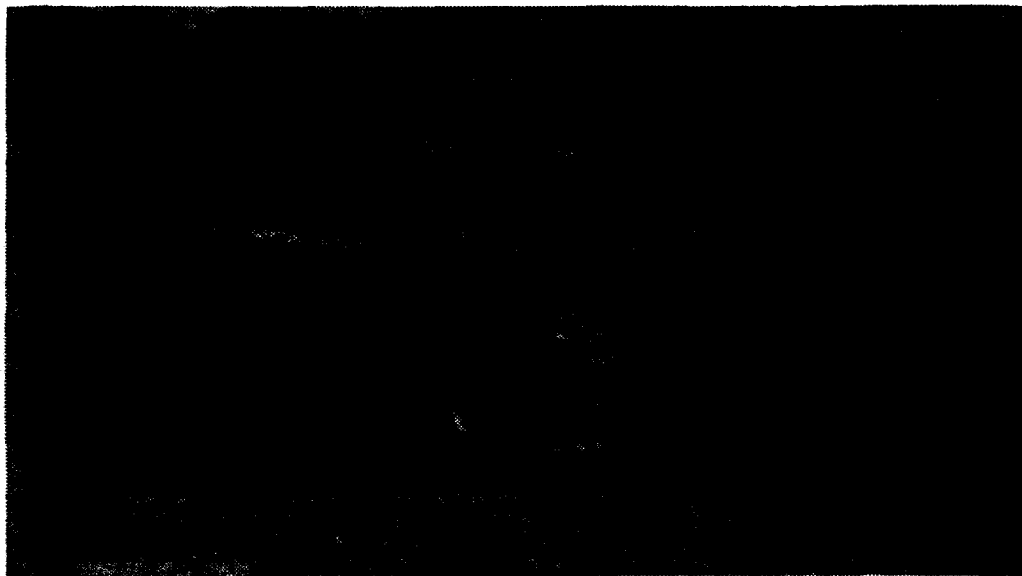
XC Washington, D.C. 20260, Thursday, August 28, 1969—Nine Pages 20717

All Postal Installations

10-Cent Moon Landing Commemorative Airmail Postage Stamp

The 10-cent Moon Landing commemorative airmail stamp, printed from the die which actually landed on the moon, will be first placed on sale at Washington, D.C., on September 9, 1969.

POSTMASTERS SHALL NOT PLACE THIS STAMP ON SALE BEFORE SEPTEMBER 10, 1969



Size: 1.05" x 1.80" (horizontal)
ISSUED IN PANES OF 32
Initial printing: 120 million

This over sized stamp, depicting an astronaut stepping from the space module onto the moon's surface, was designed by Paul Calle of Stamford, Conn. It will be printed on the Giori press in blue, yellow, red, and black.

Persons desiring first-day cancellations may send addressed envelopes, together with remittance to cover the cost of the stamps to be affixed, to the Postmaster, Washington, D.C. 20013. The outside envelope should be endorsed "First-Day Covers 10¢ Moon Landing Stamp." Orders for covers must not include requests for uncanceled stamps. Collectors should bear in mind that this is an over sized stamp and covers should be addressed as low as possible. *The address should extend no higher than 1 inch from the bottom of the envelope.*

Selected mint stamps will be available at the Philatelic Sales Unit, City Post Office, Washington, D.C. 20013, on and after September 9, 1969. All of this issue will be tagged.

All post offices will receive an *initial supply* of the Moon Landing stamps under the automatic distribution schedule. Shipments will be made as rapidly as manufacturing and distribution facilities permit. Some offices will probably not receive their initial supply until after September 10.

The quantity of stamps automatically furnished each post office will be based on the number of sheets of stamps supplied on a 6-cent commemorative issue. For example, offices that receive one sheet of 50 commemorative stamps

All Post Offices

Poster

Postmasters will soon be furnished posters to inform the public of their rights under existing Federal anti-pandering legislation.

The posters advise postal customers to take a free copy of POD Publication 123, entitled "How You Can Curb Pandering Advertisements." The poster is so designed that it should be displayed in the lobby in close proximity to a table or counter containing a supply of the pamphlets.

If you do not currently have a sufficient quantity of these brochures in stock, they can be ordered through the usual procedure.

The poster and brochures should be displayed from the date of receipt until October 3. If, at the end of this time, postmasters still have a quantity of brochures in stock, they should use their own discretion in extending the use of the display.—*Bureau of Facilities, 8-28-69.*

will receive one sheet of 32 Moon Landing stamps. Offices that receive a package of 100 sheets of commemorative (5,000 stamps), will receive a package of 3,200 Moon Landing stamps.

First- and second-class post offices requiring additional bulk quantities may submit requisitions (Form 3356) to the Bureau of Engraving and Printing (Item 418). The quantity of stock requisitioned must be in lots of 3,200; 6,400; 9,600; 12,800; 16,000; 32,000; 48,000; 64,000; 80,000 and multiples of 80,000 to a maximum of 3,200,000 stamps per requisition.

All post offices requiring less-than-bulk quantities in addition to the automatic distribution may submit a separate requisition (Form 17) to their accountable paper depository and endorse at top "Additional." The quantity of stock requisitioned must be in multiples of 32 stamps.—*Office of the Special Assistant to the Postmaster General, 8-28-69.*

Fire Prevention Week, 1969

BY THE PRESIDENT OF THE UNITED STATES OF AMERICA
A PROCLAMATION

In an era when technological advancement has brought to our Nation an almost unbelievable array of conveniences and comforts, we still are plagued by the hazard of man's oldest implement for self-preservation—fire. The potential dangers associated with fire still present a real threat to human life and property.

The present level of our annual fire losses—more than 12,000 lives and over \$2 billion in property—is a measure of our failure to heed fire hazards and to correct them. It is essential that every citizen recognize that such losses can be avoided, but only by personal involvement, determination, and a realization that fires need not occur.

NOW, THEREFORE, I, RICHARD NIXON, President of the United States of America, do hereby designate the week beginning October 5, 1969, as Fire Prevention Week.

I urge that we, as a Nation and as individual citizens, assume a positive approach to fire prevention through the support of community fire departments, State and local governments, the National Fire Protection Association, business and civic groups, and public organizations that are trying to combat the senseless waste of human life and national resources.

I also urge Federal agencies, through the Federal Fire Council, to initiate and carry on effective fire prevention programs not only for the protection of Government employees and property but also for the betterment of all segments of our society.

IN WITNESS WHEREOF, I have hereunto set my hand this fifth day of August, in the year of our Lord nineteen hundred and sixty-nine, and of the Independence of the United States of America the one hundred and ninety-fourth.



All Postal Installations

International Inaugural Service

Flying Tiger Line, Inc., will inaugurate service from San Francisco and Seattle to Tokyo, Japan on or after September 15, 1969.

Official cachet and philatelic treatment is authorized as outlined in Section 145.5 of the Postal Manual.

To send covers on this inaugural prepare them in the usual manner addressed for delivery to addressees in Japan, United States and Canada, affixing postage at 25 cents per half ounce. **AEROGRAMMES AND POSTAL CARDS WILL NOT BE ACCEPTED.**

The covers should be enclosed in another envelope addressed as follows and should reach the dispatching office no later than two days prior to the scheduled flight:

<i>Cachets to be applied by</i>	<i>Send covers to</i>
San Francisco City Post Office.	Postmaster, San Francisco, Calif. 94101.
Airport Mail Facility, San Francisco.	Superintendent, Airport Mail Facility, POD, International Airport, San Francisco, Calif. 94128.
Seattle City Post Office.	Postmaster, Seattle, Wash. 98101.
Airport Mail Facility, Seattle.	Superintendent, Airport Mail Facility, POD, Seattle-Tacoma Int'l. Airport, Seattle, Wash. 98158.

Covers already postmarked, those not properly prepared and those posted in the usual manner will not receive the cachet.—Bureau of Operations, 8-28-69.

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

Poster, Room To Roam

Postmasters will be furnished in the near future a poster issued by the Department of the Interior concerning availability of the new publication, "Room To Roam."

Display the poster in a prominent location in the public lobby as outlined in section 612.233 of the Postal Manual from the date of receipt for 90 days. Postmasters in buildings operated by the General Services Administration should submit the posters upon their receipt to the superintendent of the building.—Bureau of Facilities, 8-28-69.

To All Postmasters and Personnel Processing Mail for Dispatch Abroad

Notice

Domestic Order False Representation

<i>State and city</i>	<i>Names covered by order</i>
California, Goleta.	Special Exercises Institute; S.E.I. and P.O. Box 1024

Foreign Order

DENMARK
August 28, 1969
Kopenhagen V

Bente, or any other name,
Box 257 (U)

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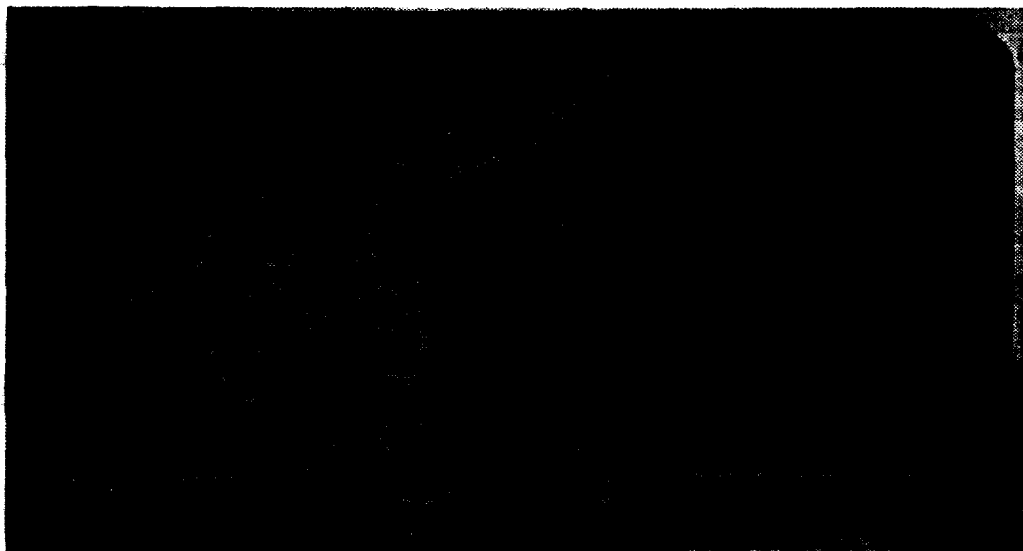
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All Postal Installations

6-Cent Baseball Commemorative Postage Stamp

The 6-cent postage stamp marking the 100th anniversary of professional baseball will be issued on September 24, 1969, at Cincinnati, Ohio.

POSTMASTERS SHALL NOT PLACE THIS STAMP ON SALE BEFORE SEPTEMBER 25, 1969



Size: 0.84" x 1.44" (horizontal)

ISSUED IN PANES OF 50

Initial printing: 120 million

Alex Ross of Ridgefield, Conn., designed the stamp, which will be printed in four colors by three passes on the presses. It depicts a batter in white uniform, red cap, and black sweat shirt. The foreground is green and the background yellow. The inscription is black. Yellow and green was the first offset pass; red and black the second. An additional black was applied by the RCA press.

To obtain first-day cancellations, collectors may submit requests to the Postmaster, Cincinnati, Ohio 45202. See Postal Manual section 145.3. Selected mint stamps will be available at the Philatelic Sales Unit, City Post Office, Washington, D.C. 20013, on and after September 25, 1969. All of this issue will be tagged.

All classes of post offices will receive an initial supply of the stamps under the automatic distribution schedule.

First- and second-class post offices requiring additional *bulk quantities* should immediately submit a separate requisition (Form 3356) to the Bureau of Engraving and Printing (Item 421).

All post offices requiring *less than bulk quantities* in addition to the automatic distribution may submit a separate requisition (Form 17) to their accountable paper depository and endorse at top "Additional." All requisitions not so endorsed will be returned.—Office of the Special Assistant to the Postmaster General, 8-28-69.

All Postal Installations

Decentralization of Compensation Functions

Section 758.4, Postal Manual, identifies Compensation Centers and prescribes the geographical areas they serve. Post offices within the geographical area of an activated Compensation Center are served directly by the Compensation Center. The Postal Manual is being amended to provide for the activation of the Des Moines, Iowa Compensation Center in the St. Louis Region and modifications in the Minneapolis and Denver Regions as follows:

IDENTIFICATION AND AREAS SERVED

St. Louis Region (8)	
<i>Post Office</i>	<i>Area Served</i>
Kansas City, Mo.	(1) Arkansas—Entire State. Missouri—Entire State, except St. Louis Post Office.
St. Louis, Mo.	(2) St. Louis Post Office.
Des Moines, Iowa.	(3) Iowa—Entire State.
Minneapolis Region (9)	
Fargo, N. Dak.	(1) North Dakota—Entire State. Minnesota—Areas served by SCF's Detroit Lakes, Bemidji, and Thief River Falls, Minn.
Milwaukee, Wis.	(2) Wisconsin—Entire State.
Minneapolis, Minn.	(3) Minnesota—All SCF Areas except those listed for Fargo, N. Dak. and Sioux Falls, S. Dak.
Sioux Falls, S. Dak.	(4) South Dakota—Entire State. Minnesota—Areas served by SCF's Windom and Willmar, Minn.
Denver Region (2)	
Denver, Colo.	(1) Colorado — Entire State. Wyoming — Entire State. Utah—Entire State.
Phoenix, Ariz.	(2) Arizona — Entire State. New Mexico—Entire State.

As necessary postmasters will receive additional information from the regional office regarding the operation of the Compensation Center.—Bureau of Personnel, 8-28-69.

*All Postal Installations With Employee Welfare Committees***EMPLOYEE WELFARE COMMITTEES**

In order to clarify instructions on the organization and structure of Employee Welfare Committees, the following information is provided:

• **1. Employee Committees**

Supervisors shall have a member on the Employee Welfare Committee.

• **2. Appointment to Committee**

a. If one supervisors' organization has formal recognition at local level it shall, in January of each year, designate the name of a supervisor to serve as a Committee member and another to serve as an alternate. These designees shall be appointed by the installation head to represent the supervisors. In the event the Committee member or alternate is unavailable, the organization shall designate the name of another supervisor as a replacement.

b. If more than one supervisors' organization has formal recognition at the local level or if no supervisors' organization has formal recognition at the local level, each organization shall furnish a list of three names of its members, in the order of preference, to the installation head. The installation head, after giving due consideration to the orders of preference, appoints one of the persons nominated to represent supervisors.

• **3. Vacancy on Committee**

If the member or alternate leaves, or both leave the Committee, the postmaster shall notify the organization and request that it designate or elect a Committee member or an alternate, or both, for the Committee.

• **4. Sample Format for Constitution and By-Laws**

Employee Welfare Committees are required to operate within the framework of a Constitution and By-Laws. A sample Constitution and By-Laws follows for the guidance of Committees. The Committee may make necessary modification to the sample format to meet local conditions.—*Bureau of Personnel, 8-28-69.*

SAMPLE CONSTITUTION*Article I—Name*

----- Post Office
(City)
Employee Welfare Committee.

Article II—Purpose

This Committee is organized: 1) to provide the best possible food service at the lowest cost for the benefit of all postal employees; 2) to provide recreational and welfare activities for the benefit of all postal employees; and 3) to receive such funds as may accrue to the Committee and use them advantageously for the purposes and objects as set forth above. No profits shall accrue to the benefit of any single group, organization, or individual.

Article III—Membership

The installation head shall be Chairman of the Committee. There shall be a representative on the Committee from the supervisors group, each craft or occupational group of employees. Appointments to the Committee shall be in the manner prescribed in the Department's regulations and the National Agreement. With the approval of the Committee and the installation head, Committee and subcommittee members may be compensated for the service they perform, as such members, outside their normal duty hours.

Article IV—Time and Place

The Employee Welfare Committee shall meet regularly but in any event, no less than once each 6 months. Special meetings may be scheduled by the Committee: 1) at a regular meeting; 2) when called by the installation head; or 3) when three-fourths of the members petition the Chairman in writing for such a meeting. A proposed agenda must be submitted with the request. The Chairman will set the date of the meeting not later than ---- days after receipt of the request. Members shall be notified of the time, place, and date of the meeting at least ---- days before the meeting. The Committee shall meet on official time at his request; a committee member (or his alternate) may be rescheduled to attend the committee meeting on official time.

Article V—Officers

The officers of this Committee shall be: Chairman (installation head), Secretary, and Treasurer. The Secretary and the Treasurer shall be elected at the first meeting. Their terms shall be for 1 year and election shall be by a majority of the Committee. All vacancies in the office of Secretary or Treasurer occurring before completion of term of office shall be filled from the Committee through an election by the Committee and shall run until the end of the predecessor's term.

Article VI—General Duties

The Committee shall function in all respects as a normal Committee with a majority controlling within the limitations prescribed by this Constitution and By-Laws. It shall be the duty and obligation of each appointed member to accept, and carry out to the best of his ability, any and all duties assigned to him.

Article VII—Motions

Any motion involving expenditure of the Committee's funds shall be by three-fourths vote. All other motions may be carried by a majority vote. A secret vote may be called by any member of the Committee, on any motion, and may not be denied. On oral motions, names of dissenting members of the Committee shall not be noted in the minutes unless the dissenting member so requests. This provision does not restrict the authority of the installation head in his capacity as installation head.

Article VIII—Subcommittees

The Committee may form subcommittees when needed. All subcommittee reports must be considered and approved by the Committee before final action can be taken.

Article IX—Amendments

Amendments to this Constitution may be proposed in writing by the Chairman or by three members of the Committee. No action may be taken on proposed amendments until the meeting following the one at which

the proposed amendment has been read. A three-fourths vote of the Committee is required to amend this Constitution. No part of the Constitution or its By-Laws may conflict with the Postal Manual or the National Agreement.

The Foregoing Constitution Was Presented To A Full Committee On _____ And Was Adopted On _____ (Date) That Day.

Signature ----- Signature -----
Signature ----- Signature -----
Signature ----- Signature -----
Signature ----- Signature -----
Date ----- Postmaster -----

Sample By-Laws

1. Order of Business—Order of business and conduct of meetings shall be in accord with Robert's Rules of Order:

- a. Roll call
- b. Reading of minutes of previous meeting
- c. Treasurer's report
- d. Reports of officers
- e. Election of officers (when required)
- f. Reports of committees or subcommittees
- g. Reading of communications
- h. Unfinished business
- i. New business
- j. Adjournment

2. Attendance—Attendance at all regular meetings normally shall be limited to designated representatives and alternates. Visitors and observers shall be approved in advance. It is the duty of all appointed members to attempt to attend all meetings. It is the obligation of each member to notify the alternate representative of his craft that he is unable to attend a meeting, so that the alternate may attend. At the first meeting of the new Committee there shall also be present any former officers of the previous Committee for the purpose of effecting an orderly transition from the old Committee to the new one.

3. Quorum—Three-fourths of the full Committee is required as a quorum for the transaction of business. All expenditures for employee welfare and recreational activities shall require a three-fourths vote of the full Committee.

4. Chairman — The installation head will be the Chairman. He will

preside at all meetings or designate an official member of his staff to attend in his stead. He shall have the powers and duties usually incident to such an office: signing all checks, bank drafts, authorizations, and vouchers of the Treasurer as may be ordered by the Committee; voting, and having the power to call special meetings whenever he deems it necessary.

5. Secretary—The Secretary shall give _____ days prior notice and attend all meetings of the Committee; take minutes of the proceedings; transcribe them in a permanent record; and furnish a copy of these minutes to each member within _____ days after the meeting. The Secretary shall keep a record of all recreational and welfare activities and such other records as may definitely establish and maintain a history of its activities; make public all appointments to the Committee and names of elected officers; and prepare an annual report for the benefit of all postal employees. It shall further be the Secretary's obligation to send out such correspondence deemed necessary by the Committee. In the Treasurer's absence, the Secretary shall countersign checks and bank drafts with the Chairman.

6. Treasurer—The Treasurer shall receive and pay all bills, and receipts of the Committee, and make the necessary deposits by the _____ day of _____ (Date) each and every month in such depositories as designated by this Committee; shall keep a permanent record of all bills and deposits; shall prepare a written report of the financial condition of the Committee, showing the receipts and disbursements, at each meeting of the Committee; shall countersign with the Chairman all checks and bank drafts; and shall furnish all financial reports as required by Part 490 of the Postal Manual.

7. Expenditures—All checks and/or bank drafts must be signed by the Chairman and countersigned by the Treasurer or the Secretary.

8. Profits—Normally, not more than 10 percent of all profits received during a year may be carried over to the next year.

9. Bidding—Contracts for vending or cafeteria services shall be entered into through open competitive bidding.

10. Compliance with Department Regulations—The Committee shall operate under its Constitution and these By-Laws and in accordance with the appropriate regulations in the Postal Manual, as well as Article XXI of the National Agreement.

11. Amendment—Amendment to these By-Laws may be accomplished in the same manner as set forth in the Constitution.

12. Suspension—These By-Laws may be suspended only by unanimous consent of this Committee.

EXHIBIT A

Equal Opportunity

"During the performance of this contract, the Contractor agrees as follows:

"(1) The Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, or national origin. Such action shall include, but not be limited to, the following: Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Contracting Officer setting forth the provisions of this Equal Opportunity clause.

"(2) The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, or national origin.

"(3) The Contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided by the agency Contracting Officer, advising the labor union or workers' representative of the Contractor's commitments under this Equal Opportunity clause, and

shall post copies of the notice in conspicuous places available to employees and applicants for employment.

"(4) The Contractor will comply with all provisions of Executive Order No. 11246 of September 24, 1965, as amended by Executive Order No. 11375 of October 13, 1967, and of the rules, regulations, and relevant orders of the Secretary of Labor.

"(5) The Contractor will furnish all information and reports required by Executive Order No. 11246 of September 24, 1965, as amended by Executive Order No. 11375 of October 13, 1967, and by the rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the contracting agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.

"(6) In the event of the Contractor's noncompliance with the Equal Opportunity clause of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or suspended, in whole or in part, and the Contractor may be declared ineligible for further Government contracts in accordance with procedures authorized in Executive Order No. 11246 of September 24, 1965, as amended by Executive Order No. 11375 of October 13, 1967, and such other sanctions may be imposed and remedies invoked as provided in Executive Order No. 11246 of September 24, 1965, as amended by Executive Order No. 11375 of October 13, 1967, or by rules, regulations, or order of the Secretary of Labor, or as otherwise provided by law.

"(7) The Contractor will include the provisions of paragraphs (1) through (7) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order No. 11246 of September 24, 1965, as amended by Executive Order No. 11375 of October 13, 1967, so that such provisions will be binding upon each subcontractor or vendor. The Contractor will take such action with respect to any subcontract or purchase order as the contracting agency may direct as a means of enforcing such provisions, including sanctions

for noncompliance: Provided, however, that in the event the Contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the contracting agency, the Contractor may request the United States to enter into such litigation to protect the interests of the United States."

EXHIBIT B

Notice of Requirement for Certification of Nonsegregated Facilities

Bidders and offerors are cautioned as follows: By signing this bid or offer, the bidder or offeror will be deemed to have signed and agreed to the provisions of the "Certification of Nonsegregated Facilities" in this solicitation. The certification provides that the bidder or offeror does not maintain or provide for his employees facilities which are segregated on a basis of race, creed, color, or national origin, whether such facilities are segregated by directive or on a de facto basis. The certification also provides that he will not maintain such segregated facilities. Failure of a bidder or offeror to agree to the Certification of Nonsegregated Facilities will render his bid or offer nonresponsive to the terms of solicitations.

Certification of Nonsegregated Facilities

By the submission of this bid, the bidder, offeror, applicant, or subcontractor certifies that he does not maintain or provide for his employees any segregated facilities at any of his establishments, and that he does not permit his employees to perform their services at any location, under his control, where segregated facilities are maintained. He certifies further that he will not maintain or provide for his employees any segregated facilities at any of his establishments, and that he will not permit his employees to perform their services at any location, under his control, where segregated facilities are maintained. The bidder, offeror, applicant, or subcontractor agrees that a breach of this certification is a violation of the Equal Opportunity clause in this contract. As used in this certification, the term "segregated facilities" means any waiting rooms, work areas, rest rooms and wash rooms, restaurants and

other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing facilities provided for employees which are segregated by explicit directive or are in fact segregated on the basis of race, creed, color, or national origin, because of habit, local custom, or otherwise. He further agrees that (except where he has obtained identical certifications from proposed subcontractors for specific time periods) he will obtain identical certifications from proposed subcontractors prior to the award of subcontracts, that he will retain such certifications in his files; and that he will forward the following notice to such proposed subcontractors (except where the proposed subcontractors have submitted identical certifications for specific time periods.)

Notice to Prospective Subcontractors of Requirement for Certifications of Nonsegregated Facilities

A Certification of Nonsegregated Facilities, as required by the May 9, 1967, order (32 F.R. 7439, May 19, 1967) on Elimination of Segregated Facilities, by the Secretary of Labor, must be submitted prior to the award of a subcontract. The certification may be submitted either for each subcontract or for all subcontracts during a period (i.e., quarterly, semi-annually, or annually).

NOTE: The penalty for making false statements in offers is prescribed in 18 U.S.C. 1001.

Equal Opportunity Representations

The bidder or offeror represents that he -- has, -- has not, participated in a previous contract or subcontract subject to the Equal Opportunity Clause herein, the clause originally contained in Sec. 301 of Executive Order 10925; or the clause contained in Sec. 201 of Executive Order 11114; that he -- has, -- has not, filed all required compliance reports; and that representations indicating submission of required compliance reports, signed by proposed subcontractors, will be obtained prior to subcontract awards.

Signature..... Title.....
Firm.....
Date.....

POST OFFICE CHANGES NO. 7

(Supplemental to July 1969 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 1969 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	Montgomery	Montgomery		Veterans Hospital	RS	36109	Delete	6-30	RS disc.
CA	Encinitas	San Diego		Olivenhain	RB	92024	Add	9-1	RB estab.
CA	Porterville	Tulare		East Porterville	B	98267	Delete	6-30	B disc.
CO	Denver	Denver		West Colfax	B	80215	Delete	8-30	B disc.
FL	Jupiter	Palm Beach	1			33458	Delete	8-26	} C estab.
FL	do	do	1C			33458	Add	8-26	
IL	La Grange	Cook		Hodgkins	RB	60527	Delete	8-1	} RB conv. to B
IL	do	do		do	B	60527	Add	8-1	
IN	Evansville	Vanderburgh		Parcel Post Annex	Sx	47710	Delete	4-26	Sx disc.
IA	Garnavillo	Clayton		Clayton	RB	52034	Delete	9-15	RB disc.
KS	Salina	Saline		Schilling Air Force Base	B	67401	Delete	11-30-65	B disc.
KY	Forest Cottage (Mail to Burksville)	Cumberland	4			42737	Delete	9-1	} P.O. disc.
						42717	Delete		
LA	Haughton	Bossier		Bellevue	RB	71037	Delete	9-13	RB disc.
MD	Hyattsville	Prince Georges		West Lanham Hills	B	20784	Delete	6-30	B disc.
MS	Natchez	Adams		Jeff Davis	S	39120	Delete	7-31	S disc.
MO	Montgomery City	Montgomery		Buell	RB	63361	Delete	9-15	RB disc.
NY	Birdsall (Mail to Canaseraga)	Allegany	4			14713	Delete	8-31	PO disc.
						14822	Delete		
NY	Holtsville	Suffolk	2			11742	Delete	9-4	} C estab.
NY	do	do	2C			11742	Add	9-4	
NY	Lyon Mountain	Clinton		Standish	RB	12952	Delete	8-31	RB disc.
NY	Medford Station	Suffolk	1C			11763	Delete	10-1	} Name changed.
NY	Medford	do	1C			11763	Add	10-1	
OH	Youngstown	Mahoning		Wedgewood	B	44515	Delete	3-1	B disc.
PA	Greensburg	Westmoreland		Greengate	B	15601	Add	8-4	B estab.
TX	Ballinger	Runnels		Maverick	RB	76821	Add	8-30	RB disc. in PB, 8-14-69 Resc.
TX	Brownsville	Cameron		Boca Chica	S	78520	Delete	9-6	} S Conv. to RB.
TX	do	do		do	RB	78520	Add	9-6	
TX	Houston	Harris		Almeda	Bx	77045	Delete	9-1	} Bx Conv. to Sx.
TX	do	do		do	Sx	77045	Add	9-1	
TX	do	do		East Houston	Bx	77028	Delete	9-1	
TX	do	do		do	Sx	77028	Add	9-1	
VT	Jeffersonville	Lamoille		Madonna	RB	05464	Add	9-1	RB estab.
VT	North Troy	Orleans		Jay Peak	RB	05859	Add	9-1	RB estab.
WA	Issaquah	King		Providence Heights	RB	98027	Delete	4-30	RB disc.
WA	Stanwood	Snohomish		Comano Island	RB	98292	Delete	5-5	RB disc.

*1969 Directory of Post Offices not yet published. These changes are also supplemental to the 1968 Directory of Post Offices.

All Postal Installations

Conversion Kit

The Conversion Kit, Item D-1190, for converting Arrow lock-type collection boxes to hasp-staple, has been modified so that it will work on boxes manufactured prior to 1954 or later model collection boxes. The kit is available from the supply centers under the same item number during regular requisitioning periods.

The references "manufactured prior to 1954" and "double end bar

device," appearing in the next to the last sentence in Postal Manual section 352.622, will be amended to read as follows: "For converting standard post-type boxes, or large collection boxes a kit designated as Item D-1190, consisting of the necessary hasp and staple, is available at supply centers."—Bureau of Facilities, 8-28-69.

All Postal Installations

Air Mail for Cuba and Guantanamo Bay

All air mail for Cuba should be dispatched to Miami, Florida.

Air mail for Guantanamo Bay Naval Base should be addressed to a Fleet Post Office without reference to its geographical location. If post offices receive mail wrongly addressed to Guantanamo Bay it should be forwarded to Norfolk, Virginia for dispatch, not to Miami, Florida.—Bureau of Operations, 8-28-69.

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

PROCUREMENT OF CALCIUM CHLORIDE

Action

Postmasters should now determine how much ice melt they will need for the coming winter season. Calcium chloride, anhydrous type in *pellet* form, is available through GSA stores depots under FSN 6810-082-2644. Unit of issue is SA, and the unit price is \$3.35 delivered per 80-pound sack, if ordered prior to October 1, 1968. NOTE: Information in current GSA publications (National Supplier Change Index—July 1969 and reference) relating to this item is incorrect and shall be disregarded. FEDSTRIP requisitions received by GSA after October 1, 1969 will be billed at the price listed in the October 1969 GSA Stock Catalog IL/Part II.

Conditions

Because of the uniformity of ice melting properties of the ice melt obtained from GSA under a Federal Specification, requests to procure ice melt locally will *not* be approved by the Department. An exception to mandatory procurement of calcium chloride ice melt from GSA is authorized to postmasters if the seasonal requirement is less than 400 pounds

(5 sacks), in which case care must be exercised to insure that ice melt procured locally is, in fact, calcium chloride, anhydrous type, in pellet form. If not available locally, follow procedures set forth below for offices not authorized to requisition directly from GSA.

Ordering Procedures

Postmasters having FEDSTRIP ordering authority will requisition ice melt directly from GSA. IMPORTANT: In preparing Standard Form 344 Multiuse Requisition, under REMARKS specify "PELLET FORM ONLY."

Other offices, not authorized to requisition supplies directly from GSA, will submit Form 14-A to their regional procurement and supply branch not later than September 18, 1969, with the following information:

- a. Name, address, ZIP Code, and class of the office.
- b. Assigned FEDSTRIP address code.
- c. Amount of ice melt used during the winter of 1968-69.
- d. Amount of ice melt estimated

for the winter of 1968-69 in units of 80-lb. sacks.

Note: All offices have been assigned FEDSTRIP address codes. If it is not known, indicate that fact on the Form 14-A.

Regional procurement and supply branch shall submit Standard Form 344 to GSA regions concerned as prescribed in Facilities Handbook S-21, FEDSTRIP. Under REMARKS specify "PELLET FORM ONLY." Advice code 2A, not available locally, will be entered by the regional procurement and supply branch on those orders where the approved product cannot be procured locally.

Spreading Procedures

Use the conventional fertilizer spreader, 24" wide, 20-lb. capacity, for the purpose of properly spreading the calcium chloride snow and ice melting pellets. This procedure reduces product waste and is the same as recommended last season. Post offices with annual requirements in excess of two sacks of ice melt, which do not have this type of spreader, are authorized to procure the item locally. Estimated cost is \$10 per unit.—*Bureau of Facilities, 8-28-69.*

REPRODUCTION AND USE OF UNAUTHORIZED LOCAL FORMS ARE PROHIBITED. WHEN NEED EXISTS FOR FORM NOT LISTED IN FORMS CATALOG, FOLLOW PART 119, CHAPTER 1

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.

1,901,543,429 to 1,901,543,499	3,798,960,939 to 3,798,961,699	5,672,210,000 to 5,672,219,999
1,915,374,565 to 1,915,374,599	3,799,925,250 to 3,799,926,349	5,672,547,100 to 5,672,547,499
1,915,377,243 to 1,915,377,499	3,800,811,000 to 3,800,813,499	5,674,407,000 to 5,674,410,499
1,921,128,350 to 1,921,128,499	473,901,500 to 473,901,599	5,677,719,072 to 5,677,719,299
1,923,904,133 to 1,923,905,999	473,901,900 to 473,901,999	5,677,737,032 to 5,677,737,199
1,925,005,500 to 1,925,005,999	481,611,100 to 481,611,999	5,678,864,752 to 5,678,865,399
1,930,627,669 to 1,930,627,699	4,557,275,103 to 4,557,275,999	5,678,971,433 to 5,678,971,699
1,934,695,700 to 1,934,696,399	4,595,240,000 to 4,595,241,999	5,679,507,332 to 5,679,507,399
1,938,053,614 to 1,938,053,999	58,941,150 to 58,943,999	5,679,794,000 to 5,679,795,999
1,940,484,700 to 1,940,485,449	59,934,000 to 59,934,899	5,680,127,350 to 5,680,127,949
1,941,551,851 to 1,941,552,049	505,157,223 to 505,157,399	5,681,548,200 to 5,681,548,599
1,944,011,190 to 1,944,011,221	513,443,600 to 513,443,999	5,687,115,900 to 5,687,116,349
1,945,919,000 to 1,945,919,649	517,906,705 to 517,906,799	69,688,197 to 69,688,580
1,946,167,247 to 1,946,167,299	520,820,111 to 520,820,299	71,382,031 to 71,382,249
1,946,395,900 to 1,946,395,999	520,864,048 to 520,864,499	73,764,000 to 73,767,999
1,946,663,950 to 1,946,663,999	520,878,625 to 520,878,999	74,245,800 to 74,246,099
1,949,444,588 to 1,949,444,657	521,896,800 to 521,897,199	74,743,341 to 74,743,375
1,953,251,803 to 1,953,251,999	523,902,350 to 523,902,399	79,533,369 to 79,534,349
2,270,328,000 to 2,270,331,999	529,463,250 to 529,464,549	7,421,218,210 to 7,421,218,499
3,750,454,701 to 3,750,455,599	5,583,514,274 to 5,583,515,999	7,426,790,000 to 7,426,793,999
3,753,597,280 to 3,753,597,499	5,616,352,619 to 5,616,352,800	7,434,350,790 to 7,434,350,999
3,762,257,750 to 3,762,258,949	5,617,120,000 to 5,617,129,499	7,442,462,349 to 7,442,462,999
3,770,725,117 to 3,770,725,149	5,621,652,564 to 5,621,652,999	7,444,360,000 to 7,444,360,999
3,775,270,600 to 3,775,271,699	5,621,754,020 to 5,621,754,999	7,456,220,964 to 7,456,220,999
3,775,379,873 to 3,775,380,099	5,623,246,007 to 5,623,246,399	7,461,432,832 to 7,461,432,849
3,775,655,500 to 3,775,655,649	5,629,346,801 to 5,629,347,999	7,462,177,300 to 7,462,177,449
3,778,421,850 to 3,778,421,999	5,629,514,300 to 5,629,515,499	7,469,888,784 to 7,469,888,999
3,778,815,323 to 3,778,815,349	5,633,478,403 to 5,633,478,549	7,470,182,800 to 7,470,182,949
3,778,969,173 to 3,778,969,199	5,634,099,997 to 5,634,101,999	7,470,369,667 to 7,470,369,749
3,780,803,100 to 3,780,803,173	5,637,706,589 to 5,637,706,599	7,477,791,500 to 7,477,791,749
3,780,914,000 to 3,780,915,999	5,639,204,750 to 5,639,205,699	7,482,784,310 to 7,482,785,599
3,782,926,900 to 3,782,927,449	5,639,874,000 to 5,639,875,999	7,484,637,541 to 7,484,637,799
3,783,617,300 to 3,783,617,549	5,640,743,812 to 5,640,744,349	7,485,376,515 to 7,485,376,699
3,783,862,300 to 3,783,862,699	5,644,197,605 to 5,644,197,899	7,489,591,450 to 7,489,591,499
3,784,278,600 to 3,784,279,999	5,644,804,000 to 5,644,805,999	7,490,269,250 to 7,490,269,949
3,784,430,242 to 3,784,430,399	5,644,984,000 to 5,644,985,999	7,490,880,201 to 7,490,880,495
3,785,299,650 to 3,785,300,199	5,646,460,031 to 5,646,461,999	7,491,535,338 to 7,491,535,349
3,786,519,000 to 3,786,519,049	5,646,932,000 to 5,646,933,999	7,492,251,700 to 7,492,252,049
3,786,602,677 to 3,786,602,749	5,647,270,759 to 5,647,271,999	7,495,185,200 to 7,495,185,249
3,786,674,000 to 3,786,674,049	5,648,248,600 to 5,648,248,849	7,497,229,550 to 7,497,229,599
3,787,204,250 to 3,787,205,249	5,650,189,400 to 5,650,190,399	7,497,890,500 to 7,497,891,399
3,787,305,750 to 3,787,305,999	5,653,073,617 to 5,653,073,799	80,315,600 to 80,315,899
3,787,392,427 to 3,787,392,500	5,653,883,882 to 5,653,883,999	865,455,055 to 865,455,250
3,787,457,163 to 3,787,457,249	5,655,123,300 to 5,655,123,849	865,920,184 to 865,920,499
3,788,359,343 to 3,788,359,649	5,656,140,000 to 5,656,143,999	8,328,000,207 to 8,328,000,231
3,790,941,750 to 3,790,942,349	5,656,522,036 to 5,656,525,999	8,535,444,963 to 8,535,445,199
3,791,928,650 to 3,791,929,099	5,659,292,000 to 5,659,293,999	8,538,854,540 to 8,538,854,549
3,792,043,774 to 3,792,043,799	5,659,763,800 to 5,659,765,299	8,540,627,700 to 8,540,628,099
3,793,403,050 to 3,793,404,949	5,660,458,905 to 5,660,459,999	8,542,109,210 to 8,542,109,399
3,794,544,750 to 3,794,544,799	5,661,723,650 to 5,661,724,599	8,548,582,200 to 8,548,582,499
3,795,058,775 to 3,795,058,799	5,662,894,063 to 5,662,894,149	8,552,623,800 to 8,552,623,999
3,795,156,700 to 3,795,156,949	5,662,849,972 to 5,662,850,199	8,552,624,000 to 8,552,624,999
3,795,243,100 to 3,795,243,699	5,664,075,750 to 5,664,076,299	8,552,607,956 to 8,552,607,999
3,795,263,400 to 3,795,263,599	5,666,020,000 to 5,666,021,999	8,552,815,952 to 8,552,815,999
3,796,184,450 to 3,796,185,699	5,666,078,371 to 5,666,078,549	8,555,922,581 to 8,555,922,699
3,796,775,022 to 3,796,775,099	5,668,669,900 to 5,668,671,399	8,556,383,050 to 8,556,383,099
3,797,177,616 to 3,797,177,849	5,669,971,950 to 5,669,972,749	8,559,277,900 to 8,559,278,099
3,797,216,604 to 3,797,216,699	5,671,102,150 to 5,671,102,649	
	5,671,762,600 to 5,671,763,999	