



POSTAL BULLETIN

Instructions and Information For Postal Employees
Published Weekly



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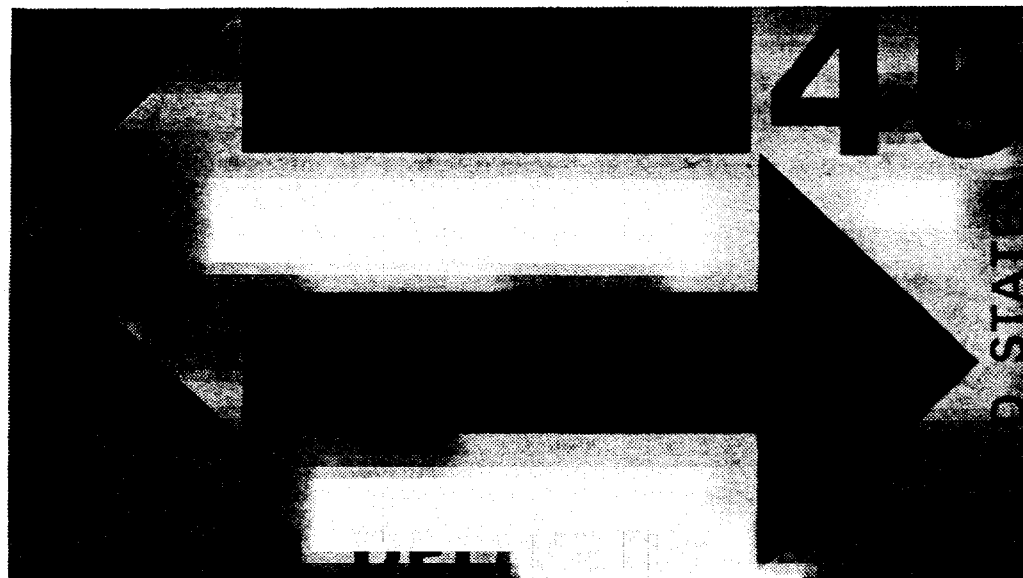
20727

All Postal Installations

45-Cent Special Delivery Stamp

A new 45-cent special delivery stamp, required to meet the rate which became effective July 14, will be first placed on sale at New York, N.Y., on November 21, 1969, during the American Stamp Dealers' Association National Postage Stamp Show.

**POSTMASTERS SHALL NOT PLACE THIS STAMP ON SALE
BEFORE NOVEMBER 22, 1969**



Size: 0.84" x 1.44" (horizontal)
ISSUED IN PANES OF 50
Color: Red, white, and blue
Designer: Norman Ives

To obtain first-day cancellations, collectors may submit requests to the Postmaster, New York, N.Y. 10001. See Postal Manual, section 145.3. Collectors are reminded that first-class postage is required in addition to a special delivery stamp. Therefore, a 6-cent stamp or a 10-cent airmail stamp must be affixed to the first-day cover by the collector before it is submitted to the postmaster. Mail destined for foreign countries should also bear the appropriate postage.

First- and second-class offices requiring more than 3,000 stamps of this issue should order minimum lots of 5,000, or the multiples in section 422.321b, Postal Manual, submitting Form 3356 (USE ITEM 192) to the Bureau of Engraving and Printing.

All post offices requiring 3,000 or less should immediately submit a separate requisition on Form 17 to the Accountable Paper Depository. Do not include stamps other than the 45-cent special delivery on the above requisitions.—Office of the Special Assistant to the Postmaster General, 10-30-69.

All Post Offices

Search for Rotary Locks

It is requested that all employees concerned make a careful search for the following rotary locks:

A-82033 L-41254
E-15237 V-70205

If the locks are found, the Inspector in Charge, Fort Worth, Tex., should be immediately notified by TWX or telephone and the locks transmitted by official registered mail to that official, with information, if available, as to when and from what source the locks were received.

Any similar requests on hand which are more than 6 months old may be destroyed.—Bureau of Finance and Administration, 10-30-69.

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*All Postal Installations***Holiday Service—Thanksgiving Day**

The following holiday service and holiday leave instructions are applicable to Thanksgiving Day which falls on Thursday, November 27, 1969. These instructions must be followed closely by all post offices and postal installations.

I. Holiday Service

(a) No window service will be provided, except that a call window may be opened for a period of not more than 2 hours to hand out mail to business firms whose mail is regularly handled as holdouts on primary or secondary distribution cases. Also, "left notice" mail may be delivered at this window.

(b) There will be no delivery of mail by city or rural carriers, and these employees shall not be scheduled for duty to case mail for window delivery.

(c) Regular holiday lockbox service must be maintained in all post offices, stations and branches.

(d) Special delivery service must be provided.

(e) Holiday schedules for the collection, receipt and dispatch of mail shall be observed.

(f) Appropriate signs or notices must be placed in conspicuous locations in lobbies or on doors at entrances and exits, advising patrons of the service to be provided.

II. Holiday Leave

(a) *Annual Rate Regular Employees.*

1. For those eligible regular employees whose basic workweek includes Thursday as a scheduled workday, Thursday, November 27, will be their designated holiday.

2. For those eligible regular employees whose workweek includes Thursday as a scheduled off day, the first scheduled workday immediately preceding Thursday, November 27, 1969, will be their designated holiday.

3. As many regular employees as can be spared must be excused from duty on their designated holiday. Those employees in PFS-11 and below who are required to work on their designated holiday shall be paid extra compensation at the rate of 100 per centum of their hourly rate of basic compensation for any service up to 8 hours. For service in excess of

8 hours, they will receive pay at the overtime rate of 150 per centum of their hourly rate of basic compensation.

4. Eligible employees in salary levels PFS-12 through 15, who are required to work on their designated holiday shall be granted compensatory time in an amount equal to the time worked within 30 working days thereafter.

5. Employee schedules shall not be changed solely for the purpose of avoiding or providing payment of the extra compensation outlined in 3 and 4 above.

6. The provisions of the foregoing instructions relating to compensation or compensatory time for work performed on a holiday, do not apply to postmasters, postal inspectors, mobile unit employees, employees in salary level PFS-16 and above, and to rural carriers, including those serving heavy-duty K routes for whom Thursday is a regularly scheduled day off.

(b) *Hourly Rate Regular Employees.*

1. Thursday, November 27, 1969, is designated as a holiday for all hourly rate employees whose regular work schedule includes Thursday as a workday.

2. The first scheduled workday preceding Thursday, November 27, 1969, is designated as a holiday for all hourly rate regular employees who are regularly scheduled for at least 5 days a week and whose regular work schedule includes Thursday as a day off.

3. As many hourly rate regular employees as can be spared must be excused from duty on their designated holiday. Those who are required to work on their designated holiday will be paid extra compensation at the rate of 100 per centum of their basic hourly rate of compensation for the hours worked within, or in excess of, their regular schedule up to 8 hours. For service in excess of 8 hours, they will receive pay at the overtime rate of 150 per centum of their hourly rate of basic compensation.

(c) *Substitute Employees.*—Substitute employees will be used to the maximum extent feasible in covering required duty assignments on November 27, 1969.—*Bureau of Operations, 10-30-69.*

*All Post Offices Having Vehicle Maintenance Facilities***Increased Delegation of Authority**

Section 652.2, Postal Manual, is hereby amended to increase the contracting and procurement authority of personnel in charge of vehicle maintenance facilities for individual transactions for supplies and services as specified in part 676, from \$50 to \$300.

Sections 676.121 b and c are also amended to increase the amounts from \$50 to \$300 to be consistent with the above delegation.

Section 534.23 of Facilities Handbook, Series S-11, Vehicle Maintenance Facility, will be amended to state the total of any one purchase and/or item cannot exceed the \$300 open market purchase limitation.

The Postal Manual and S-11 will be revised accordingly.—*Bureau of Facilities and Bureau of Operations, 10-30-69.*

*All Post Offices***Experimental Precanceled Stamp Program**

A precanceled version of the regular Christmas stamp will be sold at all postal units of the Atlanta, Ga.; Baltimore, Md.; Memphis, Tenn. and New Haven, Conn., offices in an experimental program. The sales will coincide with the sale of the Christmas stamp elsewhere. The precanceling consists of two parallel bars with the name of the city between them, all in a green color, across the top edge of the stamp. Bundles of Christmas cards and letters with precanceled stamps mailed during this season will not be postmarked, although no special steps will be taken to cull out single pieces of precanceled mail found loose in collections.

Precanceled Christmas stamps will be accepted as valid U.S. postage on any class of mail at all post offices during the period of the experimental program and thereafter. It will not be necessary for offices of delivery to smear, mutilate or otherwise deface these precanceled stamps. Specific instructions for the sale of these stamps and acceptance of precanceled mail are being furnished the four offices involved.—*Bureau of Operations, 10-30-69.*

All Third-Class Post Offices

Recording Postmaster Relief

Form 1230, Time Card, has been revised to provide a total block to certify PFS-4 "Higher Level" service on the postmaster's scheduled day off (P.M. Relief). Certify these hours (Saturday service) in total block labeled "P.M. Relief—3d-Class" on timecards totaled for Pay Period 24-9 (November 1 thru November 14). See exhibit A.

April 1969 Edition
Exhibit A

The form shows a grid with columns for 'PAID LEAVE' (OL, SL, AL), 'NIGHT WORK', and 'WORK HOURS'. The 'WORK HOURS' column contains handwritten entries: 4- 11:00A, 4- 7:00A, 4- 11:00A, 4- 7:00A, 6- 1:00P, 6- 9:00A, 4- 11:00A, 4- 9:00A, 4- 12:00, and 8:00A. A handwritten note 'HOLIDAY' is written across the grid. At the bottom, there are totals for '18' and '20'.

If you do not receive the revised Form 1230 from your Postal Data Center for this period or subsequent periods, complete Form 1230 per exhibit B. (Some centers still have the April 1968 Edition.)

Do not use Form 1640, certificate for Additional Salary Payment, to certify postmaster relief service. Service on the postmaster's nonwork day is not to be included with work hour totals on Form 1230 since this service is at the higher level rate.

Required Entries for "P.M. Relief"

Annotate the Saturday block with "P.M. Relief" and the beginning and ending entries per exhibit A or B. Do not record elapsed hours for this service. Extend total hours from clock ring entries to the "P.M. Relief—3d-Class" block during pay period totaling.

The 9 hours of relief certified in the "relief block" represents 5 hours on first Saturday relief (rural carrier returned to office 1 hour late) and 4 hours second Saturday relief.

Do not certify any relief hours on

April 1968 Edition
Exhibit B

The form shows a grid similar to Exhibit A. The 'WORK HOURS' column contains handwritten entries: 4- 11:00A, 4- 7:00A, 4- 11:00A, 4- 7:00A, 6- 1:00P, 6- 9:00A, 4- 11:00A, 4- 9:00A, 4- 12:00, and 8:00A. A handwritten note 'HOLIDAY' is written across the grid. At the bottom, there are totals for '18' and '20'.

Form 1230 in the "Sun Hrs." block as previous instructions are no longer applicable.

Transmittal Letter No. 17, F-21, Timekeepers Instructions, soon to be released, will be appropriately amended.—Bureau of Finance and Administration, 10-30-69.

All Postal Installations

Corrections to Special Christmas Postal Bulletin

The following corrections are made to instructions appearing in the special Christmas POSTAL BULLETIN, No. 20720, dated September 12, 1969:

Page 16, Part IV-J-3-c. Last 2 sentences, delete the words " * * * " and are not entitled to holiday pay. See X-B-1-c."

Page 22, Part VII-C-5. Revise first sentence as follows: "The additional route hours for which pay is provided will be determined from the daily trip report and will be entered on the reverse of Form 1314, Statement of Service Performed on Rural Route, in the format as shown below:"

Page 22, Part VII-C-6. In third sentence, change Postal Manual reference 752.32 to 752.33.

Page 33, Part XI-C-3. Delete the words "and Christmas Assistants eligible registers", in second paragraph.

Page 33, Part XI-D-3-a. Add the following sentences at end of paragraph: "This includes those who have worked as Summer Aides, Temporary (Summer) Carriers, and Postal Assistants." Special consideration should be given to those who worked as Summer Aides in categories a and b.

Page 34, Part XI-D-3-d. In the last sentence, change "Regional Office of Civil Service Commission" to "Regional Director, Post Office Department."

Page 34, Part XI-E-3. Revise the NOTE at end of paragraph to read as follows: "No eligibles may be selected from a lower category until there are less than three names in the higher category. However, a nonveteran in the lower category may not be selected if there is any veteran remaining in the higher category, unless the veteran has been determined to be ineligible under part XI-F-2 or F-3.

Page 35, Part E-5-b. Revise as follows:

b. If the postmaster determines that the former postal employees who will constitute the first priority for appointment as provided in section XI-D-3a are insufficient, he will proceed with category 3b, and, if necessary, with category 3c. He will do this by requesting certification from

(Continued on p. 4)

Continued from p. 3

the Post Office Establishment Board (for 3b) and, if necessary, from the Civil Service Commission Interagency Board (for 3c). This will be, respectively, from the clerk-carrier, mail handler, and summer jobs examination registers. Postmasters should submit requests for certification as early as possible to the Post Office Department Establishment Board and/or the Interagency Board. POD Form 1744, Application for Christmas Employment, has been revised to provide space for the individual to indicate, not only whether he has had former postal experience in any capacity (career, temporary or excepted) which would make him eligible under the first priority, but also whether he is on either the clerk-carrier or mail handler registers (second priority), or the Civil Service Commission's Summer Jobs Examination register at the Interagency Board (3d priority).

Page 35, Part E-5-c. Delete.

Page 35, Part E-5-d. Revise as follows:

c. It is expected that steps a and b above, should be sufficient in virtually all cases. However, if they do not provide sufficient Christmas Assistants, the postmaster should notify the Director, Personnel Division, of the need and the number of remaining vacancies. The Director, Personnel Division, may approve the request, but he will advise the Director, Manpower Development Division, Bureau of Personnel, of this action and the reason for it.

Page 35, Part XI-G-2. Revise the second sentence as follows:

"These PFS-5 clerks must be hired from Civil Service Registers, as provided in D-8-a above."

Page 36, Part XI-K. Change Postal Manual reference 746.256 to 742.256.

Page 37, Part XII-A-2-e(a). Add paragraph (3) as follows:

"(3) If the forms shall be mailed direct to the postal installation or to the regional office for distribution."

Page 39, Part XIII-A-2. Revise the third sentence as follows:

"The report from each office shall be submitted on a schedule to be provided by the Regional Director."

Page 39, Part XIII-A-4. Substitute "securing" for "security" in the report format at end of paragraph.—*Bureau of Operations, 10-30-69.*

All Postmasters (Except Fourth-Class)

Personal Property Inventory Listings

POSTAL BULLETIN No. 20708 announced the centralization of Class A and B personal property at the Minneapolis Postal Data Center. At that time it was stated that quarterly change listings would be furnished only to first-class offices in CAG A-C and to installations other than post offices, with annual change listings to all other offices. Fourth-class offices would receive no listings. It was also explained that all offices other than fourth-class would continue to receive annual updated inventory listings. The following schedule shows the quarterly cycle on which listings will be furnished in fiscal year 1970. Beginning in fiscal year 1971, regions 4, 6, and 11 will receive listings following the first postal quarter rather than the second and will remain on that schedule from then on. All other regions will continue on the schedule shown herein.

FISCAL YEAR 1970 SCHEDULE OF PROPERTY LISTINGS

Region numbers	Quarters included in next change listing. Smaller 1st-class CAG D-G, 2d- and 3d-class	Postal quarter of next change listing. Smaller 1st-class CAG D-G, 2d- and 3d-class	Postal quarter of next updated inventory listing. All installations other than 4th-class
1, 3, 4, 6, 8, 11...	1st, 1970; 2d, 1970...	2d, 1970.....	2d, 1970.
2, 7, 12, 30.....	1st, 1970; 2d, 1970; 3d, 1970.	3d, 1970.....	3d, 1970.
5, 9, 10, 13, 14, 15.	1st, 1970; 2d, 1970; 3d, 1970; 4th, 1970.	4th, 1970.....	4th, 1970.

The revised system requires that a physical inventory be taken of Class A items only on a rotating basis once every 3 years. Class B items will not be inventoried. Pilot tests will be made of the newly developed physical inventory procedures at selected offices in a region following the close of the second postal quarter fiscal year 1970.

During the remainder of the fiscal year, certain offices in other regions will be inventoried so that inventory procedures can be perfected. It is contemplated that all offices in a selected region will be inventoried following the close of the first postal quarter, fiscal year 1971, with other regions to follow on a regular cycle so that each region will be covered once every 3 years.—*Bureau of Finance and Administration, 10-30-69.*

All Postal Installations

Personal Property Code Numbers

The function and responsibility for assigning property code numbers were transferred from Headquarters, Washington, D.C. to the Minneapolis Postal Data Center effective October 27, 1969. All requests for new property code numbers or verification of identifying numbers already in the system after this date should be directed to Minneapolis and marked for the attention of the property section.—*Bureau of Finance and Administration, 10-30-69.*

All Post Offices

International Money Orders for Tunisia

Effective at once, the conversion rate applicable to international money orders for Tunisia is the same as that for France. See the conversion table published in POSTAL BULLETIN No. 20716, of August 21, 1969.

Section 171.22, Postal Manual, will be amended accordingly.—*Bureau of Finance and Administration, 10-30-69.*

All Rural Delivery Post Offices

PROCESSING RURAL ROUTE CHANGES

Computer systems have been developed which automate the determination of rural carrier salary and route classification changes. All salary, equipment allowance, and/or heavy duty classification changes, now shown on Form 4003, Official Rural Route Description, will be shown on Form 1303, Salary Change Notice.

All such changes prompted by the September 1969 rural mail count which are effective November 1, 1969, will be processed under this new system. All service changes effective November 15, 1969, and thereafter, will be processed under the new system.

Effective immediately, the following procedures must be used in preparing change actions on Form 4003, Official Rural Route Description and Form 4027, Petition for Change in Rural Delivery:

a. Form 4027. Enter the present number of boxes on the route and the boxes to be added by the change in item 9, Remarks, as outlined in figure 1.

b. Form 4003. Complete all information at the top of Form 4003 in the format shown in figure 2.

1. Finance No.—use six digits, first two for State number and last four for office number.

2. Route No.—use two digits—routes one through nine shown as 01, 02, 03, etc.

3. Prior Length and New Length—show each with five digits. 86.55 miles would be shown as 086.55.

4. Social Security No.—use nine digits and double check for accuracy.

Upon review and approval of the change postmasters at sectional center facilities will return copies of the approved Form 4003 showing the effective date of the change (see fig. 3), and send one copy of Form 4003 to the Postal Data Center.

If a change in salary, equipment allowance and/or relief days is warranted a Form 1303, Salary Change Notice, will be issued as shown in figure 4.

It is particularly important that postmasters and rural carriers note the following information on Form 1303.

a. Pay Loc. (Route)—one letter and two numbers will be shown in

FIGURE 1

9. REMARKS Boxes presently on route _____ Boxes added by this extension _____	
---	--

FIGURE 2

POST OFFICE DEPARTMENT OFFICIAL RURAL ROUTE DESCRIPTION					
Postmaster will complete this part:					
POST OFFICE Your Town	COUNTY Any	STATE - ZIP CODE Pa. 18967	FINANCE NO. 16 1234	CLASS 1	ROUTE NO. 02
PRIOR LENGTH 088.20	NEW LENGTH 090.00	(Check One) <input type="checkbox"/> NEW ROUTE <input checked="" type="checkbox"/> AMENDED <input type="checkbox"/> RE-MEASURED <input type="checkbox"/> HEAVY DUTY ADJUSTMENT		SOCIAL SECURITY NO. 123 45 6789	
NAME OF CARRIER J. L. Doe					
Distribution, Delivery and Vehicle Services Branch will complete this part:					
XXXXXXXXXX XXXX XXXXXXXXXX XXXX		HEAVY DUTY ROUTES (Stops) XXXXXXXXXX		EFFECTIVE DATE	
BOXES		TOTAL EVALUATED HOURS		CHIEF, DISTRIBUTION, DELIVERY AND VEHICLE SERVICES BRANCH	
DATE APPROVED:		DATE APPROVED:			
BRIEFLY DESCRIBE THE LINE OF TRAVEL FROM THE POST OFFICE AND RETURN			MILES	SHOW ONLY ONE DIRECTION AND RETRACE ON EACH LINE TO TWO DECIMAL PLACES	
L N E			MILES 41	MILES	

FIGURE 3

POST OFFICE DEPARTMENT OFFICIAL RURAL ROUTE DESCRIPTION					
Postmaster will complete this part:					
POST OFFICE Your Town	COUNTY Any	STATE - ZIP CODE Pa. 18967	FINANCE NO. 16 1234	CLASS 1	ROUTE NO. 02
PRIOR LENGTH 088.20	NEW LENGTH 090.00	(Check One) <input type="checkbox"/> NEW ROUTE <input checked="" type="checkbox"/> AMENDED <input type="checkbox"/> RE-MEASURED <input type="checkbox"/> HEAVY DUTY ADJUSTMENT		SOCIAL SECURITY NO. 123 45 6789	
NAME OF CARRIER J. L. Doe					
Distribution, Delivery and Vehicle Services Branch will complete this part:					
XXXXXXXXXX XXXX XXXXXXXXXX XXXX		HEAVY DUTY ROUTES (Stops) XXXXXXXXXX		EFFECTIVE DATE	
BOXES 879		TOTAL EVALUATED HOURS 418		11-01-69	
DATE APPROVED:		DATE APPROVED: 10-24-69		CHIEF, DISTRIBUTION, DELIVERY AND VEHICLE SERVICES BRANCH	
BRIEFLY DESCRIBE THE LINE OF TRAVEL FROM THE POST OFFICE AND RETURN			MILES		
L N E			MILES 41	MILES	

this space. The letter will be O, H, J, or K.

1. O—nonheavy duty route.
2. H—heavy duty route with carrier working 6 days per week.
3. J—heavy duty route with carrier receiving 1 day off every other week.
4. K—heavy duty route with carrier receiving 1 day off each week.

The two numbers represent the route number.

For example: 002—nonheavy duty rural route No. 2. H10—heavy duty rural route No. 10. (Carrier required to work 6 days per week.)

b. HD HRS—The heavy duty hourly classification of all H, J, and K routes.

Postmasters should carefully review the above information to determine if the frequency of relief days for the rural carrier has changed.

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FIGURE 4

SALARY CHANGE NOTICE																
EMPLOYEE NAME				SOCIAL SECURITY NUMBER		DESIGNATION	ACT	FRANKLE NO.		PAY LOC (GROUP)	LEVEL	STEP	NEW BASIC SALARY			
J. L. DOE				123 45 6789		71	0	16 1234		J02		09	9,759			
* EFFECTIVE DATE FOR STEP INCREASE SUBJECT TO DETERMINATION THAT LWOP IS NOT EXCESSIVE. (See 754-25 PM)																
BIRTH DATE	VET. PREF.	SERVICE COMP. DATE		LIFE INS.		HEALTH BENEFITS		PENSION (RET. II)	SAVED RATE	CAG	DUAL	NEXT STEP (PAY PER-YR)		LEAVE CHANGE DATE		
110912	1	040139		C O	330	332	0798	410	1	8R	1	2171		8	0000	
POSTAL OFFICIAL IN-CHARGE YOUR TOWN EA 18967				EFFECTIVE DATE SALARY CHANGE		11	1	69	L	EMPLOYEE COPY	RURAL DATA	LIP ALL	48	OCCUPATIONAL CODE	SEX	IAS EXAMP.
L	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R

Temporary Changes

Temporary deviations that will continue for more than 30 successive calendar days as outlined in section 353.454b(2), Postal Manual, will be effected at the beginning of the first pay period on or after the 31st day of the detour rather than on the 31st day. Such deviations will be terminated at the beginning of the first pay on or after the last day of the detour.

Disposition of Forms 1303, Salary Change Notice

Postmasters will receive two copies of each Form 1303 from the postal data center for all salary adjustments for rural carriers. Copy one should be furnished the rural carrier and copy two placed in the official personnel folder. At smaller offices where post-

masters do not retain the official personnel folder for their rural routes, copy two of Form 1303 should be forwarded to the office responsible for maintaining the official personnel folder.

Postmasters at SCF offices will be furnished a copy of Form 1303 for each salary change to rural routes within the sectional center and the information must be recorded on Form 4067, Rural Route and Carrier Record.

Specific instructions regarding the processing of rural route extensions will be furnished each SCF by the Regional Director.

The Postal Manual will be amended accordingly.—Bureau of Operations, 10-30-69.

All Post Offices**Postal Manual Revision**

Effective January 1, 1970, the following new section 135.216 will replace present section 135.216. Prior to January 1, 1970, mailers may at their option presort and sack mailings in compliance with the new section.

135.216 The address on each piece mailed at the rates provided by 135.13 and 135.14 must include the complete ZIP Code. When 5,000 or more identical pieces are mailed at these rates during a single day and there are enough pieces for the same destination to fill approximately one-third of a sack, they must be pre-sorted and placed in sacks in accord-

ance with the instructions contained in 134.432, and 134.436 a(2), b(2), c(2), d(2), and e(2). When 1,000 or more but less than 5,000 identical pieces are mailed at these rates during a single day and there are enough pieces for the same destination to fill approximately one-third of a sack, they must be presorted and placed in sacks in accordance with the instructions contained in 134.432, and 134.436 b(2), c(2), d(2), and e(2).

The Postal Manual will be amended as soon as possible.—Bureau of Finance and Administration, 10-30-69.

All Post Offices with Self-Service Postal Units**Banded Postal Cards and Stamped Envelopes**

Post offices with self-service postal units requiring banded postal cards and banded stamped envelopes may now requisition these items from regular supply sources.

Banded Postal Cards

Use Form 3216, *Requisition for Postal Cards and Aerogrammes—Bulk Quantities*, to order banded postal cards in minimum lots of 5,000 cards and multiples thereof, from the Electronic Data Processing Section, Office of the Comptroller, Government Printing Office, Washington, D.C. 20401. Use **Item No. 285** to identify the stock, and enclose a memorandum with the order stating that the cards should be banded.

Banded Stamped Envelopes

Use Form 3205, *Requisition for Plain Stamped Envelopes*, to order banded 6¢ regular stamped envelopes, **Item No. 661**, or 10¢ airmail stamped envelopes, **Item No. 604**, in minimum lots of 5,000 envelopes and multiples thereof. Enclose a memorandum with the requisition(s) stating that the stock should be banded.—Bureau of Facilities, 10-30-69.

All Postal Installations**Uniform Program—Form 1959**

The San Francisco Postal Data Center continues to receive Form 1959, Employee Data for Uniform Items Furnished Under Contract, with incorrect dates listed in the "Anniversary Date" column. The date that should be placed in the "Anniversary Date" column is the date the postmaster determines the employee is eligible to receive uniforms under the contract program or the date the employee is no longer considered eligible for uniforms. Do not use the date the employee entered the postal service in the column.

Use of an incorrect date on Form 1959 causes additional correspondence between the San Francisco Postal Data Center and postmaster, and delays the employee's name being placed on the uniform allowance master tape record.

All Postal Employees

MONTHLY LABOR-MANAGEMENT MEETING

During the October 9, 1969, 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) After the successful appeal of employee who has been erroneously demoted and later erroneously separated from the service, upon restoration should not his sick and annual leave be retroactive?

Disposition: Yes, except that the usual ceiling on annual leave must be observed.

(2) Part 721.431e of the Postal Manual states, "an employee in a paid sick leave status may not engage in any gainful employment unless prior approval has been granted by appropriate authority." Please define "prior approval has been granted by appropriate authority." Does this imply that postmasters, and other postal officials, have the right to prevent employees on paid sick leave from working at a secondary position in order to supplement and augment an insufficient income in his prime position?

Disposition: No. The postmaster does not have the right to deny an employee outside employment. However, the postmaster may deny sick leave in certain circumstances. In conflict of interest cases, or in a case of a failure to comply with the Postal Manual, disciplinary action may be taken.

(3) A recent Regional Bulletin states: "Effective immediately, all quality step increase and superior performance award recommendations must contain the following information in addition to previously established criteria set forth in the Guide for using Quality Step Increase to Reward Employees, March 1965, and parts 715 and 774 of the Postal Manual: Whether or not the employee participates in Departmental Programs. For example: Suggestion Program, Safety Drives, Combined Federal Campaigns, etc." Nothing is

contained in either of the mentioned sections of the Postal Manual that would indicate these are legitimate criteria, and NAPO & GSME takes exception to such instructions being issued by a Regional Office.

Disposition: Superior achievement awards and quality step increases are intended as recognition for outstanding performance in a job. Participation in voluntary programs is not specifically related to performance evaluation in a particular position and may not be a requisite for either type of recognition. Instructions in the questioned bulletin will be rescinded.

(4) For Mail Handlers who are eligible to receive uniforms . . . will those who, in the past, were eligible and received uniforms get new uniforms before those who were eligible in the past, and have not received uniforms? This time, are all Mail Handlers who qualify and are eligible for uniforms going to be issued uniforms? What date will they be issued?

Disposition: Uniform orders will be processed and delivered by the contractor in the order received. All eligible employees will get new uniforms. According to the time table set for manufacturing and certification of uniform items by Natick Laboratories of the fabric and finished garments, the contractor should start delivering uniform orders during the 3rd week in November on a first come first served basis.

(5) In accordance with article VI, B, 4, of the Agreement, the following is submitted: May a leave of absence for full or part-time Local Union Officer be approved during the Christmas period?

Disposition: During the peak Christmas operation when the postmaster believes an official of a union with exclusive recognition can be spared without seriously interrupting the Christmas operations, that union official should be granted annual leave or leave without pay to pursue union organization duties.

(6) In accordance with article VI,

B, 4, of the National Agreement, the following is submitted:

"G. Changes in which seniority is lost.

Except as specifically provided elsewhere in this Agreement, a regular employee begins a new period of seniority:

1. When the change is at his own request: * * *

(b) From one craft to another." and

"F. Changes in which seniority is retained, regained or restored.

* * * 3. Reassignment and return in 90 days. A career employee, regular or substitute, voluntarily reassigned from one craft to another at the same installation with or without change in PFS salary level, and voluntarily reassigned within 90 days to his former craft retains seniority previously acquired in the craft augmented by the intervening employment.

Question: "Does the 90 day rule apply to an employee selected as the senior qualified applicant for rural carrier when after 10 days he changed his mind about rural employment and applied for return to his craft? If so, may he be returned to the assignment he left which had not been filled?"

Disposition: Yes, however, when he is returned to the craft he left, he, as an unassigned employee, may bid for any vacant assignment.

(7) The Act of 1885 which created the Special Delivery Service provided "When a special delivery fee is prepaid in addition to the regular postage the Postmaster General shall give the most expeditious handling and transportation practicable to mail of any class * * *" (39 USC sec. 6006a.). We suggest that in keeping with the intent of Congress in this matter, all Special Delivery Mail matter, destined for delivery beyond 250 miles of mailing, be transported by air.

Disposition: In accordance with article VI, B, of the National Agreement this is not a proper subject matter for discussion at the National Level Labor-Management Meeting. A meeting with appropriate officials will be arranged.

(8) What is the Department's policy when Registered Mail is placed in the pouch without the driver's knowledge, and this Registered Mail is lost? Who is responsible?

Disposition: When the Chief Postal Inspector finds that the facts establish the responsibility by reason of fault or negligence of a postal employee or mail contractor or an agent or employee thereof, demand shall be made on the employee or contractor for the amount of the loss. If the driver was not at fault it would not be his responsibility.

(9) In regard to the 40-hour Training Program for Tractor Trailer operators for the purpose of filling vacancies within the Craft, should other-craft employees be allowed to participate in this Program to qualify for higher level?

Disposition: While not expressly closed to other crafts, tractor-trailer training is to be given only to nominees for tractor-trailer vacancies. Generally, regular tractor-trailer vacancies are filled by promoting the senior qualified Motor Vehicle Operator who bids. As a consequence, tractor-trailer trainees will normally come from the vehicle craft. There may be isolated instances where it may be necessary to train some tractor-trailer operators from without the motor vehicle craft.

(10) In reply to a recent inquiry from our organization regarding the intended usage of maintenance handbooks, the Department replied: "Maintenance handbooks are published and issued for the purpose of providing standard criteria and uniform procedures to field maintenance organizations. They contain guidelines which must be followed with the exception of justifiable deviations that have received regional approval. These areas where deviations may be made are identified in the text of the handbook." If the Department means what it says, we request that instructions be issued to regional offices that the staffing criteria outlined in 731.2 of M-54 be adhered to. In some offices the ratio is 1 to 12, and in the other extreme the ratio is 1 to 1.

Disposition: The Maintenance Division requests specific office iden-

tification with reference to the agenda statement "In some offices the ratio is 1 to 12, and in the other extreme the ratio is 1 to 1. It is the policy of the Maintenance Division to adhere to the Mail Processing Equipment Mechanics level balance described in part 731.2 of M-54 with specific regard to those MPE personnel assigned to letter sorter maintenance. If the ratio inequities quoted in the agenda item, i.e., 1 to 12 and 1 to 1 refer to a total maintenance staff assigned to the broad spectrum of mail processing equipment in a particular office, the reference to 731.2 of M-54 is not applicable. The Maintenance Division will fully investigate this matter at those offices properly identified.

(11) Request a status report on the study being provided concerning the cleaning standards outlined in S-29.

Disposition: The Bureau of Research and Engineering, Industrial Engineering Staff, has a signed contract for the schedule to start October 6, 1969, for completion by June 30, 1970. The contractor is well experienced in the field of industrial engineering and in the area of cleaning standards and will visit six postal facilities to make the Phase 1 study.

(12) Section 215.3—Carrier Instruction and Dry Run. Instructions will be given, and mail counted and an 1838 Form made out. Please define what instructions are given to carriers; and what instructions are given in making out of the 1838 Form?

Disposition: Printed instructions and sample forms are given to carriers covering preparation of Form 1838, Carrier's Count of mail as provided in Section 215.3, M-39 Handbook. Carriers are expected to read these instructions prior to the dry run. To supplement the printed instructions local management is expected to discuss and offer explanations during the dry run to assure that carriers understand the correct recording of all data. Entries should be made on all lines of Form 1838 if the office function is performed. If entries are not made on all lines, management

All Post Offices

Special Cancellations

Muscular Dystrophy

Postmasters who have special canceling machine die hubs reading "Defeat Muscular Dystrophy—Support MDAA" shall use them from November 1 through November 30, 1969. After that time the die hubs shall be withdrawn and retained for future authorized use.

Retarded Children

Postmasters who have special canceling machine die hubs reading "Help Retarded Children" shall use them from November 1 through November 30, 1969. After that time the die hubs shall be withdrawn and retained for future authorized use.

TB—Christmas Seals

Postmasters who have special canceling machine die hubs advertising the Christmas Seal event shall use them from November 12 through December 31, 1969. 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 Finance and Administration, 10-30-69.*

All Postal Installations

Airmail Pouches

Discontinue using gray cotton domestic No. 2 airmail pouches. Dispatch any on hand to the Superintendent, Mail Bag Depository, Edgewater, N.J. 07020. Only orange-colored domestic No. 2 airmail pouches will be used.—*Bureau of Operations, 10-30-69.*

covers these items during discussion with carriers. When mail count figures and time entries are recorded on Form 1838, supervisory review of the form will reveal any errors to bring to the carrier's attention and thus avoid similar recurrence during the scheduled mail count and inspection week.—*Bureau of Personnel, 10-30-69.*

All Post Offices

Mail for Muscular Dystrophy Association, Inc.

The simple form of address "MDAA, c/o Postmaster (Local ZIP Code)" will be used during the Muscular Dystrophy Associations' national fund-raising event scheduled from November 1 through November 30, 1969. The local ZIP Code must be included as a part of the simple form of address.

All mail addressed to "MDAA, c/o Postmaster (Local ZIP Code)" received at any post office in a State must be forwarded daily to the postmaster at 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	46206
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	82201

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 representative of the Muscular Dystrophy Associations, Inc., in accordance with the written instructions received by him from the Associations' national headquarters. Any deficient postage must be collected upon delivery.—*Bureau of Finance and Administration, 10-30-69.*

All Postal Installations

Interpretations of 1968 National Agreement

The following Interpretations of the 1968 National Agreement are furnished in response to specific questions, presented by various regions, that affect nationwide application of the Agreements. These interpretations should be maintained together with other Questions and Answers provided in connection with the National Agreements.

ARTICLE VIII AND ARTICLE IX

1. *Question:*

In section B. 4. of article VIII it is provided:

"An employee has an appeal right under the grievance procedure from a reprimand only when the reprimand is the initial decision of management."

In section A.5. of article IX it is provided:

"Dissatisfactions arising out of a decision appealed through compensation, adverse action or equal employment opportunity procedure are not subject to further appeal under the grievance procedure."

Is the grievance procedure in article IX available to appeal a reprimand, which closed a proposed adverse action at the initial level? For example, the Regional Director makes the initial level decision on a proposal to remove a post office employee. His decision is to close the proposal by a reprimand. There is no right of appeal under article X since no adverse action has been taken. May the employee make a timely appeal under article IX?

Answer: Yes, there may be a timely grievance (sec. C, article IX) because there could be no "appeal" as defined in article X, paragraph B. 2.

ARTICLE IX

1. *Question on section D 1 and 2:*

Can step 1 be omitted in deference to step 2 in article IX, D, 1 and 2 of the National Agreement?

Answer: No, it cannot be waived.

Article XXII and Supplemental Agreement, Seniority.

1. *Question:* In a post office there are PFS-6 Transfer Clerks, KP-15, PFS-6 Transfer Clerks AMF, SP 2-217; and PFS-7 Special Transfer

Continued on p. 10

All Postal Installations

UNIFORM PROGRAM—LICENSED VENDORS LISTING

The following uniform vendors have received their vendor's license since distribution of POD Publication 136, **Licensed Vendor Listing**. This additional listing must be attached to POD Publication 136. These lists must be posted where they are readily available for employees perusal.

Abernethy, R. G., Inc.	220—1st U. Natl. Bank	Winston-Salem	NC 27101	Nobil's Shoe Store	28 East Main Street	Norwalk	OH 44857
Arcade Shoes, Inc.	146 N. Sharpe Ave.	Cleveland	MS 38732	NZ Shoes, Inc.	208 S. Gillette Ave.	Gillette	WY 82716
Ashworth's, Inc.	210 South Main St.	Fuquay-Varina	NC 27526	NZ Shoes, Inc.	176 North Main	Sheridan	WY 82801
Basic Shoe Store	9 East 6th Street	Tulsa	OK 74119	Owen Uniform Center	1828 Hwy. 45 North	Columbus	MS 39701
Bice Clothing	114 Second Street	Perry	IA 50220	Oxford Shoe Shop, Inc.	7 East High St.	Oxford	OH 45056
Chambers A & N Stores	65 Fourth Avenue	Mt. Vernon	NY 10550	Page Economy Store	77 East Fort St.	Farmington	IL 61531
Chandler's, Tom Shoe Ctr.	619 Main	Arkadelphia	AR 71923	Poitras, J. A. & Son	118 Central Street	Lowell	MA 01852
Clothes Shop, The	630 Centre Street	Ashland	PA 17921	Redden & Rawlinson	32401 Gratiot	Roseville	MI 48066
Contino's	61 North Main St.	Red Lion	PA 17356	Redman's Shoes	2116 Central Ave.	Kearney	NB 68847
Duez Shoe Store	111 North Main St.	Moweaqua	IL 62550	Rosenthal Shoe Co.	1268 Blue Hill Ave.	Mattapan	MA 02126
Durbin, J. L. Co., Inc.	923 College Street	Bowling Green	KY 42101	Russell's Men's Wear	106 North Main St.	Bryan	OH 43506
Ettinger's Shoes	5 W. Lancaster Ave.	Ardmore	PA 19003	Safford Shoe Store	225 Broadway St.	Hannibal	MO 63401
Family Shoe Store	207 Main Street	Williston	ND 58801	Schwartz's	101 S. Miami Ave.	Cleves	OH 45002
Fuhrman's Shoes	11335 Long Beach Blvd.	Lynwood	CA 90262	Shepard's Shoe Store	102 Front Street	Bath	ME 04530
Gallo Shoe Rebuilder	1603—8th Avenue	Tampa	FL 33605	Shoe Emporium	5663 Stockton Blvd.	Sacramento	CA 95824
Hanna's Workingmans Store	327 East Main St.	Carnegie	PA 15106	Shorby's Shoe Service	-----	Northwood	IA 50459
Hart Mfg. Company	407 N. Grant St.	Columbus	OH 43203	Siddens Shoes	1816 Broadway	Mattoon	IL 61938
Holson Shoe	40 Stuart Street	Boston	MA 02116	Singman, Jacob Mens Wear	-----	Elkton	MD 21921
Holtzman's Shoes	1733 N. Vermont Ave.	Los Angeles	CA 90027	Skogmos Dept. Store	West Main Street	Osborne	KS 67473
Juel's Shoes	413 Main Avenue	Brookings	SD 57006	Skuse Brothers, Inc.	1382 Culver Road	Rochester	NY 14609
Keating's Shoes	112 East 4th Street	Santa Ana	CA 92701	Sterling Shoe Shop	111 North 2d Street	Sterling	CO 80751
Kenner's Shoe Store	535 Broadway	Lawrence	MA 01841	Tenore, Michael, Inc.	150 Yonkers Ave.	Yonkers	NY 10701
Levy Brothers, Inc.	Market at Third	Louisville	KY 40202	Thomas, J. Shoes	6116 Telegraph Rd.	Ventura	CA 93003
Mag, N. E. & Sons	160 Main	New Britain	CT 06051	Thompson, J. Herbert, Inc.	8th and Commerce Sts.	Lynchburg	VA 24504
Martin's	427 State Street	Madison	WI 53703	Tri-Fon Shoe Store, Inc.	32 School Street	Glen Cove	NY 11542
McLaughlin's Shoe Store	9 Thompson Street	Winchester	MA 01890	Uniforms Hawaii Corp.	1257B Kapiolani Blvd.	Honolulu	HI 96814
Meyers Brace & Limb Co.	1710-B 9th Street	Wichita Falls	TX 76301	United Shoe Hospital	12 Riverside Ave.	Bristol	CT 06010
Miller Shoe Store	5817 W. Glendale Ave.	Glendale	AZ 85301	Walters Shoe Mart	1020 East 4th Street	Owensboro	KY 42301
Mitt-Glove Company	548—2d Street	Evansdale	IA 50707	Wauk-Rite Shoes	5701 Bergenline Ave.	West New York	NJ 07093
New Idea Shoe Store	971 Elm Street	Manchester	NH 03101	Wendt Shoes	218 Clinton Street	Defiance	OH 43512
Nichols & Green	20 East Main Street	Marshalltown	IA 50158	West Brothers	-----	Bay Minette	AL 36507
				Williams Shoeland	509 West Main St.	Henryetta	OK 74437

Continued from p. 9

—Bureau of Personnel, 10-30-69.

Clerks, SP 2-331. Fixed scheduled days of work are permanently changed in a number of duty assignments in the PFS-6 and the PFS-7 positions.

These clerk craft duty assignments are reposted for bids to comply with article XXII, paragraph A. 3.

Is bidding limited to PFS-6 clerks for the PFS-6 assignments and to PFS-7 clerks for the PFS-7 assignments?

Answer: Yes. Bidding is limited to the same salary level under the Supplemental Agreement, Seniority, Section II, paragraph D, 3. The excep-

tion applied to assignments listed in paragraph D. 3. c. and the assignments involved are not among the listed assignments. PFS-6 clerks in the listed PFS-6 assignments may not bid for PFS-6 assignments other than those in the list.

2. Problem: There is no qualified regular clerk applicant for a PFS Level 5 Clerk-Stenographer vacancy.

Question: 1. By what means may the appointing officer fill the vacancy?

2. If a qualified career substitute clerk is detailed to the clerk-stenographer vacancy and is reached for

change to regular, must the position be reposted and the senior qualified bidder assigned, if there is a qualified bidder?

Answer: 1. The position may be filled by detail of a qualified career substitute clerk, by selection from a certificate of eligibles for that position, by transfer, reassignment or reinstatement of a qualified applicant.

2. Yes. The regular clerk changed from substitute is entitled to the assignment only if he is the senior qualified bidder who responds to the invitation for bids.—Bureau of Personnel, 10-30-69.

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 PREFIX, ORDERS WITH PREFIX "A", "B" AND "C-00" TO "C-38". 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-39,180,051 to C-39,180,150	C-56,537,464 to C-56,537,500	C-74,284,550 to C-74,284,920
C-39,279,808 to C-39,280,000	C-56,855,291 to C-56,856,000	C-74,828,742 to C-74,828,800
C-39,526,770 to C-39,526,809	C-57,209,803 to C-57,209,840	C-75,143,746 to C-75,143,799
C-39,876,301 to C-39,876,500	C-57,371,116 to C-57,371,200	C-75,418,750 to C-75,418,900
C-39,942,501 to C-39,942,800	C-58,956,044 to C-58,956,050	C-75,583,189 to C-75,583,500
C-40,069,109 to C-40,069,300	C-59,431,484 to C-59,431,500	C-75,601,112 to C-75,601,300
C-40,097,300 (single)	C-60,269,101 to C-60,269,440	C-75,617,204 to C-75,617,300
C-40,130,076 to C-40,130,146	C-60,384,218 to C-60,384,600	C-75,617,752 to C-75,617,800
C-40,196,159 to C-40,196,500	C-61,804,069 to C-61,804,250	C-75,947,751 to C-75,948,000
C-43,054,501 to C-43,054,800	C-61,928,038 to C-61,928,065	C-76,775,506 to C-76,775,700
C-43,075,042 to C-43,075,300	C-62,302,601 to C-62,303,000	C-78,323,844 to C-78,323,850
C-43,606,119 to C-43,606,650	C-62,852,385 to C-62,852,500	C-78,994,590 to C-78,994,600
C-43,638,846 to C-43,638,940	C-62,950,594 to C-62,950,650	C-79,110,185 to C-79,110,200
C-43,979,956 to C-43,979,975	C-63,525,201 to C-63,525,400	C-79,458,188 to C-79,458,200
C-44,636,602 to C-44,636,800	C-63,527,171 to C-63,527,175	C-79,564,808 to C-79,564,828
C-44,790,386 to C-44,790,400	C-64,099,209 to C-64,099,300	C-79,873,491 to C-79,873,500
C-44,912,720 to C-44,913,000	C-64,126,468 to C-64,126,500	C-79,917,396 to C-79,917,500
C-45,487,501 to C-45,487,640	C-64,428,699 to C-64,429,000	C-80,435,524 to C-80,435,780
C-46,159,514 to C-46,159,700	C-65,138,820 to C-65,138,880	C-81,490,977 to C-81,491,000
C-46,393,545 to C-46,393,800	C-65,300,001 to C-65,300,250	C-81,876,714 to C-81,876,800
C-46,512,364 to C-46,512,400	C-66,929,466 to C-66,929,500	C-82,474,501 to C-82,474,800
C-46,514,709 to C-46,514,876	C-66,945,546 to C-66,945,650	C-82,677,142 to C-82,677,300
C-46,517,161 to C-46,517,195	C-66,970,595 to C-66,971,000	C-83,309,090 to C-83,309,500
C-46,520,658 to C-46,520,800	C-67,049,971 to C-67,049,996	C-83,788,554 to C-83,788,570
C-46,526,574 to C-46,527,000	C-67,121,431 to C-67,121,500	C-84,613,449 to C-84,613,450
C-47,258,221 to C-47,258,400	C-67,384,247 to C-67,384,290	C-84,738,601 to C-84,738,700
C-47,326,381 to C-47,326,390	C-67,446,054 to C-67,446,150	C-84,863,542 to C-84,863,700
C-48,132,201 to C-48,132,400	C-67,493,851 to C-67,494,000	C-86,065,546 to C-86,065,651
C-48,298,301 to C-48,298,500	C-67,627,327 to C-67,627,400	C-86,320,561 to C-86,320,630
C-48,955,001 to C-48,955,500	C-67,691,137 to C-67,691,800	C-86,886,901 to C-86,887,000
C-49,328,542 to C-49,328,630	C-68,710,302 to C-68,710,400	C-87,109,641 to C-87,109,800
C-50,913,010 to C-50,913,297	C-70,784,196 to C-70,784,500	C-87,911,899 to C-87,911,950
C-51,324,712 to C-51,324,749	C-71,018,518 to C-71,018,600	C-88,805,191 to C-88,805,300
C-52,951,869 to C-52,951,870	C-71,344,501 to C-71,344,600	C-88,693,467 to C-88,693,500
C-53,142,021 to C-53,142,120	C-71,714,813 to C-71,715,000	C-89,842,745 to C-89,842,759
C-54,255,691 to C-54,255,750	C-72,437,569 to C-72,437,570	C-91,065,960 to C-91,066,000
C-54,516,070 to C-54,516,150	C-72,721,286 to C-72,721,322	C-91,097,963 to C-91,098,000
C-54,739,925 to C-54,739,950	C-73,493,623 to C-73,493,650	C-91,110,101 to C-91,110,500
C-55,223,631 to C-55,223,680	C-73,974,501 to C-73,974,700	C-91,574,055 to C-91,574,500
C-56,027,361 to C-56,027,500	C-73,997,101 to C-73,997,200	C-91,673,143 to C-91,673,185
C-56,505,258 to C-56,505,299	C-74,144,376 to C-74,144,500	

"Safety is in the eye of those who see it.
...accidents are made by those who don't"

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	4,595,240,000 to 5,595,241,999	5,686,867,000 to 5,686,867,099
1,914,785,752 to 1,914,785,998	58,941,150 to 58,943,999	5,687,115,900 to 5,687,116,349
1,915,374,565 to 1,915,374,599	513,443,600 to 513,443,999	5,689,185,288 to 5,689,185,381
1,915,377,243 to 1,915,377,499	517,906,705 to 517,906,799	5,689,431,689 to 5,689,431,999
1,916,167,500 to 1,916,167,699	520,820,111 to 520,820,299	5,692,340,350 to 5,692,341,849
1,921,128,350 to 1,921,128,499	520,864,048 to 520,864,499	66,826,500 to 66,826,599
1,923,904,133 to 1,923,905,999	520,878,625 to 520,878,999	73,764,000 to 73,767,999
1,925,005,500 to 1,925,005,999	521,058,813 to 521,058,830	73,969,450 to 73,969,549
1,934,695,700 to 1,934,696,399	522,490,800 to 522,491,399	74,743,341 to 74,743,375
1,938,053,614 to 1,938,053,999	522,491,500 to 522,491,899	75,677,979 to 75,677,999
1,940,484,700 to 1,940,485,449	523,902,350 to 523,902,399	76,453,150 to 76,453,249
1,944,011,284 to 1,944,011,499	526,935,882 to 526,935,949	76,553,639 to 76,553,699
1,945,919,000 to 1,945,919,649	528,271,908 to 528,271,999	77,229,217 to 77,229,449
1,949,444,588 to 1,949,444,657	529,463,250 to 529,464,549	78,553,666 to 78,553,999
1,951,442,300 to 1,951,442,949	530,887,775 to 530,887,999	7,388,138,197 to 7,388,139,999
1,953,251,803 to 1,953,251,999	532,790,100 to 532,790,399	7,390,556,000 to 7,390,559,999
1,956,172,537 to 1,956,172,749	533,643,600 to 533,644,999	7,426,790,000 to 7,426,793,999
2,270,328,000 to 2,270,331,999	5,583,514,274 to 5,583,515,999	7,433,118,931 to 7,433,118,949
3,750,454,701 to 3,750,455,599	5,617,120,000 to 5,617,129,499	7,442,462,349 to 7,442,462,999
3,762,257,750 to 3,762,258,949	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	5,629,346,801 to 5,629,347,999	7,462,196,750 to 7,462,196,799
3,775,655,500 to 3,775,655,649	5,629,514,300 to 5,629,515,499	7,469,888,784 to 7,469,888,999
3,780,914,000 to 3,780,915,999	5,634,099,997 to 5,634,101,999	7,482,784,310 to 7,482,785,599
3,782,926,900 to 3,782,927,449	5,639,204,750 to 5,639,205,699	7,485,376,515 to 7,485,376,699
3,784,278,600 to 3,784,279,999	5,639,874,000 to 5,639,875,999	7,485,376,733 to 7,485,376,799
3,784,626,947 to 3,784,626,999	5,640,743,812 to 5,640,744,349	7,486,840,031 to 7,486,840,599
3,786,580,464 to 3,786,580,499	5,644,197,605 to 5,644,197,899	7,489,398,583 to 7,489,398,599
3,786,593,756 to 3,786,593,799	5,644,804,000 to 5,644,805,999	7,490,880,201 to 7,490,880,495
3,786,602,677 to 3,786,602,749	5,644,984,000 to 5,644,985,999	7,492,251,700 to 7,492,252,049
3,787,204,250 to 3,787,205,249	5,646,932,000 to 5,646,933,999	7,497,229,550 to 7,497,229,599
3,787,457,163 to 3,787,457,249	5,647,270,759 to 5,647,271,999	7,497,890,500 to 7,497,891,399
3,793,403,050 to 3,793,404,949	5,650,189,400 to 5,650,190,399	7,500,690,100 to 7,500,690,199
3,794,454,150 to 3,794,454,199	5,656,140,000 to 5,656,143,999	7,503,358,733 to 7,503,358,849
3,794,469,350 to 3,794,469,399	5,656,522,036 to 5,656,525,999	7,508,727,000 to 7,508,727,199
3,795,058,775 to 3,795,058,799	5,659,292,000 to 5,659,293,999	80,177,950 to 80,178,449
3,795,873,789 to 3,795,873,999	5,659,763,800 to 5,659,765,299	80,315,600 to 80,315,899
3,796,184,450 to 3,796,185,699	5,660,458,905 to 5,660,459,999	81,684,244 to 81,684,491
3,796,775,022 to 3,796,775,099	5,661,723,650 to 5,661,724,599	82,634,350 to 82,634,749
3,798,960,939 to 3,798,961,699	5,662,894,063 to 5,662,894,149	865,920,184 to 865,920,499
3,799,787,080 to 3,799,787,599	5,664,075,750 to 5,664,076,299	868,047,108 to 868,047,999
3,799,925,250 to 3,799,926,349	5,666,020,000 to 5,666,021,999	868,283,875 to 868,283,999
3,800,232,400 to 3,800,232,999	5,667,365,925 to 5,667,365,999	8,525,702,906 to 8,525,703,999
3,800,811,000 to 3,800,813,499	5,668,669,900 to 5,668,671,399	8,535,444,963 to 8,535,445,199
3,802,065,592 to 3,802,065,649	5,669,971,950 to 5,669,972,749	8,537,588,585 to 8,537,588,699
3,802,297,133 to 3,802,297,199	5,671,102,150 to 5,671,102,649	8,538,773,850 to 8,538,773,999
3,802,370,150 to 3,802,370,349	5,671,289,787 to 5,671,289,799	8,540,627,700 to 8,540,628,099
3,802,455,230 to 3,802,455,299	5,671,762,600 to 5,671,763,999	8,543,783,450 to 8,543,783,599
3,802,958,501 to 3,802,958,949	5,671,762,600 to 5,671,763,999	8,549,131,382 to 8,549,131,399
3,805,853,910 to 3,805,853,999	5,672,210,000 to 5,672,219,999	8,552,623,800 to 8,552,623,999
3,803,132,006 to 3,803,132,349	5,674,407,000 to 5,674,410,499	8,552,624,000 to 8,552,624,999
3,806,551,215 to 3,806,551,749	5,675,410,750 to 5,675,410,999	8,552,815,952 to 8,552,815,999
3,807,175,050 to 3,807,176,849	5,676,316,948 to 5,676,316,999	8,555,922,581 to 8,555,922,699
3,810,227,000 to 3,810,227,699	5,677,737,032 to 5,677,737,199	8,556,278,450 to 8,556,278,499
3,813,032,850 to 3,813,033,349	5,678,194,000 to 5,678,194,399	8,556,383,050 to 8,556,383,099
3,813,850,150 to 3,813,850,899	5,678,971,433 to 5,678,971,699	8,557,762,158 to 8,557,762,249
473,901,500 to 473,901,599	5,679,507,332 to 5,679,507,399	8,559,277,900 to 8,559,278,099
473,901,900 to 473,901,999	5,679,794,000 to 5,679,795,999	8,559,641,000 to 8,559,641,049
	5,680,127,350 to 5,680,127,949	8,561,262,850 to 8,561,262,949
	5,682,286,323 to 5,682,286,499	
	5,685,698,600 to 5,685,698,999	

All Post Offices

INTERNATIONAL CHRISTMAS MAILINGS

IMPORTANT REMINDER

In anticipation of increased mailings to other countries during the holiday season, postmasters must see that accepting employees know thoroughly the applicable international mail regulations, and see that these regulations are followed and that correct postage rates are paid.

General information on the mailing of postal union mail articles appears in parts 221 and 222, Postal Manual; information about outgoing parcel post appears in part 231 of the Manual. Regulations applying

to individual countries, including references to postage rates and the listing of specific restrictions and prohibitions to the different countries, are shown in the *Directory of International Mail* which was recently completely reprinted.

Packages offered for mailing that do not appear to be adequately packed should not be accepted. Also, before accepting parcels, employees must follow the export control checklist printed opposite chart 1 in the *Directory of International Mail*.

MAIL PACKAGES EARLY

Taking into consideration the normal length of time of transit, irregularity of steamship sailings to some destinations (in the case of surface packages), customs inspection, and other formalities that packages containing merchandise may be subject to in the countries of destination, surface and air packages should be mailed by the following dates to reach the addressees before Christmas:

	<i>Surface packages</i>	<i>Air packages</i>
Canada and Mexico.....	Dec. 5.....	Dec. 16
South and Central America.....	Nov. 15.....	Dec. 14
Europe	Nov. 15.....	Dec. 14
Africa	Nov. 1.....	Dec. 10
Near East.....	Nov. 1.....	Dec. 10
Far East.....	Oct. 18.....	Dec. 10

These dates are not to be confused with those given under II.B, page 7, of special issue POSTAL BULLETIN, dated September 12, relative to deadlines for mailings to Armed Forces members overseas.

LETTERS AND GREETING CARDS

Letters and greeting cards should be posted no later than 5 days after the above dates for delivery in other countries before Christmas.—*Bureau of Finance and Administration, 10-30-69.*

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