



# POSTAL BULLETIN

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## All Postal Installations

### Postmaster General's Post-Christmas Message

You have met the challenge of the largest volume of mail ever handled during the holiday season in the best traditions of the postal service.

Let me assure you that I am fully aware of the great difficulties you have had to overcome, and the endless labor which has gone into meeting this challenge. In meeting it successfully, you have once again distinguished yourselves and your profession.

President Nixon joins me in commending you on the considerable part you have played in making the season bright for so many millions here and overseas.

Postmaster General.

## All Post Offices

### \$1 Airlift Postage Stamp

There has been some misunderstanding about the use of the \$1 airlift postage stamp. See sections 141.11 and 141.126, Postal Manual.

Employees at stamp windows should inform patrons who purchase the \$1 airlift stamp that it can only be used to pay the airlift fee or toward payment of postage or fees on airmail articles.—Bureau of Finance and Administration, 1-1-70.

102-526\*—70

## All Offices Having 1968-69 5-Ton I.H.C. Trucks

### Cargo Loading and Securing

Recent reports from the field indicate that many of the new 5-ton trucks, 1968-69 I.H.C., have sustained severe damage to the metal lining above and along the entire length of the horizontal E-track in the cargo compartment. In several instances the metal sheathing has become separated from the plywood backing and presents a sharp edge as a possible injury factor. It appears that this damage results from improper loading and securing of hampers in these vehicles.

Therefore, to preclude further damage to the area we have cited, please bring Chapter 7, Cargo Loading and Control for Vehicle Movements of Mail Containers, Vehicle Services Handbook M-52, to the attention of all personnel responsible for supervising the loading and unloading of vehicles. The instructions contained in this handbook must be adhered to by all personnel assigned to loading the vehicles; however, the ultimate responsibility to see that the vehicle is correctly loaded and the cargo properly secured rests with the vehicle operator and his immediate supervisor. For this reason, where the type damage we have described exists, local management must take immediate steps to train mail handlers and vehicle operators and their supervisors in the proper methods of loading and securing cargo.

It is requested that an examination be made of all 1968-69 I.H.C. 5-ton vehicles to determine if the type damage described has occurred and, if so, the necessary action be taken to effect repairs since this condition presents a safety hazard to employees and a damage factor to the mail and mail equipment.—Bureau of Operations, 1-1-70.

## All Post Offices

### Special Delivery Fees

Effective January 10, 1970, the schedule of fees payable to employees and others, as provided by section 354.7, Postal Manual, for delivery of special delivery articles, regardless of class of the article, will be as follows:

30 cents on articles weighing not over 2 pounds.

35 cents on articles weighing over 2 pounds but not over 10 pounds.

40 cents on articles weighing over 10 pounds.

Sections 354.721d and 755.421, Postal Manual, will be amended. Until revised stocks of Form 3954, Special Delivery Record and Receipt, reflecting the new fee schedule are available, postmasters should indicate the fee payable by entering the amount on both copies on the present fee line and circling it.

Postmasters are cautioned not to pay a fee when (1) special delivery service is not rendered or attempted, (2) delivery is made through a post office window or box, or through a nonpersonnel rural station or branch box, or (3) the article is turned over to military authorities as ordinary mail.—Bureau of Operations, 1-1-70.

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*All Postal Installations***Extension of Implementation of Federal Merit Promotion Policy**

The Civil Service Commission has extended to July 1, 1970, the Post Office Department's Implementation of the Federal Merit Promotion Policy as required in Chapter 335 of the Federal Personnel Manual. It is our plan to advance this implementation date. Present policies and procedures will continue to apply to all internal placement actions until further notice.—*Bureau of Personnel, 1-1-70.*

*All Postal Facilities***Handbook S-3, Revised**

Operations Handbook S-3, *Floors, Care and Maintenance* has been completely revised and distributed to all applicable installations. Publication date is September 1969.

Series S-3 Handbooks bearing other than a September 1969 publication date are obsolete and should be disposed of.

Additional copies of the handbook may be ordered from area supply centers during normal requisitioning cycles.—*Bureau of Operations, 1-1-70.*

*All Postal Installations***U.S. Savings Bonds**

Effective immediately, new authorizations for Freedom Share Notes in combination with Series E Savings Bonds shall not be accepted. Savings plans which heretofore have been divided between E Bonds and Freedom Share Notes can now be pursued more efficiently with E Bonds alone.

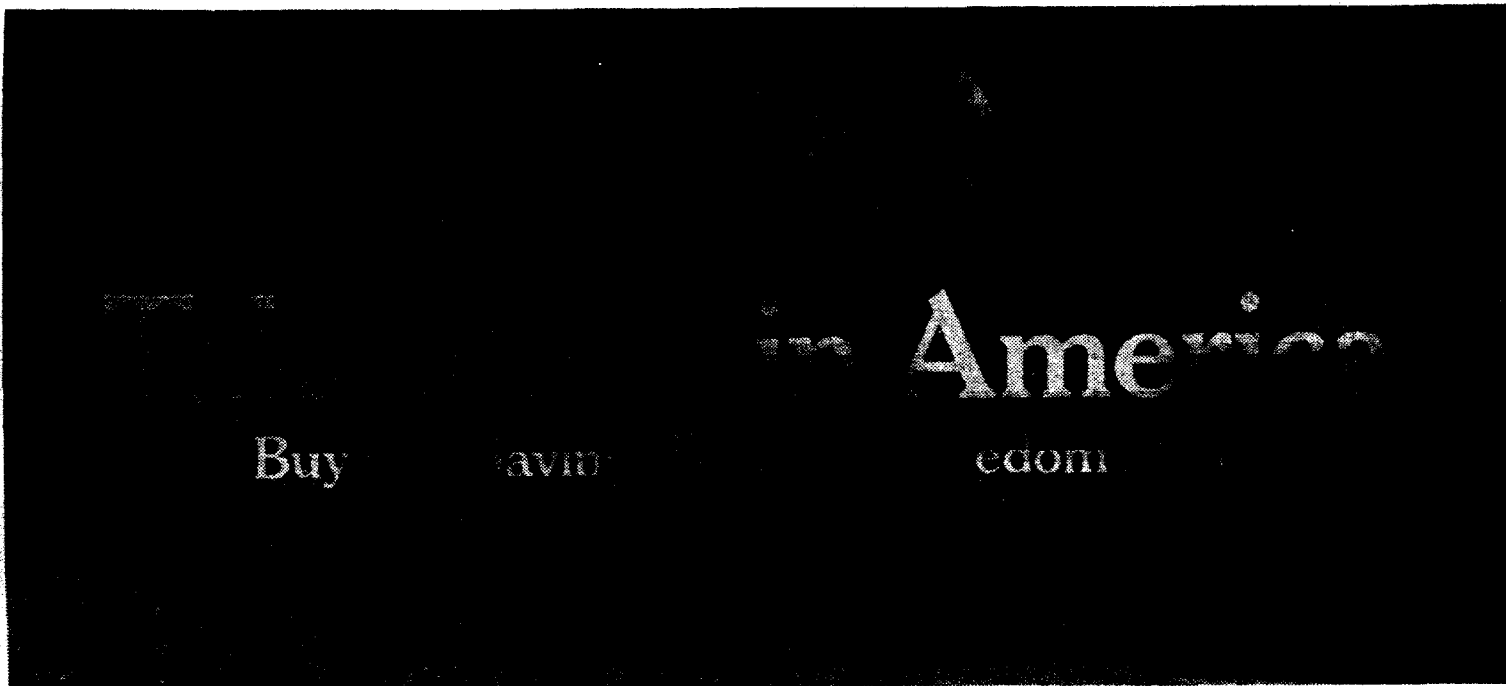
Detailed information on the higher interest rate for E Bonds, and on Treasury's plans to discontinue Freedom Share Notes will be published at a later date.—*Bureau of Personnel, 1-1-70.*

**POST OFFICE CHANGES NO. 16**

(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. Rec.=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 1970 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
CA	Oakland.....	Alameda.....		Bayshore.....	Sx	94623	Delete.....	1-24	Sx disc.
CA	do.....	do.....		Civic Center.....	Sx	94604	Add.....	1-24	Sx estab.
NJ	Cliffwood.....	Monmouth.....	2			07721	Delete.....	1-10	} C estab.
NJ	do.....	do.....	2C			07721	Add.....	1-10	
NC	Lowell.....	Gaston.....	2			28008	Delete.....	1-13	} C estab.
NC	do.....	do.....	2C			28008	Add.....	1-13	
OH	West Richfield.....	Summit.....	1			44286	Delete.....	1- 1	} P.O. name changed.
OH	Richfield.....	do.....	1			44286	Add.....	1- 1	
SC	Columbia.....	Richland.....		Fort Jackson.....		29207	Delete.....	4- 9-69	} Bx Conv. to Sx.
SC	do.....	do.....		do.....		29207	Add.....	4- 9-69	



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 | 3,808,111,413 to 3,808,111,449 | 5,691,982,000 to 5,691,982,999 |
| 1,914,785,752 to 1,914,785,998 | 3,809,289,000 to 3,809,289,249 | 5,692,340,350 to 5,692,341,849 |
| 1,915,374,565 to 1,915,374,599 | 3,809,290,450 to 3,809,290,699 | 5,692,944,412 to 5,692,944,649 |
| 1,915,377,243 to 1,915,377,499 | 3,809,585,750 to 3,809,585,949 | 5,694,315,000 to 5,694,315,099 |
| 1,916,167,500 to 1,916,167,699 | 3,810,227,000 to 3,810,227,699 | 5,694,400,150 to 5,694,400,748 |
| 1,921,128,350 to 1,921,128,499 | 3,810,418,805 to 3,810,418,899 | 66,826,500 to 66,826,599       |
| 1,922,965,200 to 1,922,965,499 | 3,810,433,250 to 3,810,433,349 | 73,764,000 to 73,767,999       |
| 1,923,904,133 to 1,923,905,999 | 3,811,619,356 to 3,811,619,399 | 73,969,450 to 73,969,549       |
| 1,925,005,500 to 1,925,005,999 | 3,813,032,850 to 3,813,033,349 | 76,453,150 to 76,453,249       |
| 1,934,695,700 to 1,934,696,399 | 3,813,850,150 to 3,813,850,899 | 77,229,217 to 77,229,449       |
| 1,938,053,614 to 1,938,053,999 | 3,814,850,950 to 3,814,851,499 | 7,388,138,197 to 7,388,139,999 |
| 1,939,279,589 to 1,939,279,999 | 48,346,211 to 48,347,999       | 7,390,556,000 to 7,390,559,999 |
| 1,940,484,700 to 1,940,485,449 | 4,595,240,000 to 4,595,241,999 | 7,426,790,000 to 7,426,793,999 |
| 1,944,011,284 to 1,944,011,499 | 58,941,150 to 58,943,999       | 7,433,118,931 to 7,433,118,949 |
| 1,945,919,000 to 1,945,919,649 | 518,489,320 to 518,489,499     | 7,442,462,349 to 7,442,462,999 |
| 1,946,971,240 to 1,946,971,349 | 520,820,111 to 520,820,299     | 7,444,360,000 to 7,444,360,999 |
| 1,949,444,588 to 1,949,444,657 | 521,058,813 to 521,058,830     | 7,462,196,750 to 7,462,196,799 |
| 1,949,734,978 to 1,949,735,999 | 530,887,775 to 530,887,999     | 7,469,888,784 to 7,469,888,999 |
| 1,951,442,300 to 1,951,442,949 | 531,159,149 to 531,159,199     | 7,475,546,400 to 7,475,546,449 |
| 1,952,455,800 to 1,952,456,149 | 531,588,782 to 531,589,449     | 7,476,996,930 to 7,476,997,999 |
| 1,957,988,651 to 1,957,988,799 | 533,643,600 to 533,644,999     | 7,482,784,310 to 7,482,785,599 |
| 1,958,016,000 to 1,958,016,499 | 533,987,957 to 533,987,999     | 7,486,840,031 to 7,486,840,599 |
| 1,961,462,068 to 1,961,462,499 | 535,500,750 to 535,501,749     | 7,490,880,201 to 7,490,880,495 |
| 1,962,031,050 to 1,962,031,199 | 5,583,514,274 to 5,583,515,999 | 7,492,251,700 to 7,492,252,049 |
| 2,270,328,000 to 2,270,331,999 | 5,617,120,000 to 5,617,129,499 | 7,494,913,050 to 7,494,913,099 |
| 3,750,454,701 to 3,750,455,599 | 5,634,099,997 to 5,634,101,999 | 7,497,890,500 to 7,497,891,399 |
| 3,762,257,750 to 3,762,258,949 | 5,639,204,750 to 5,639,205,699 | 7,501,958,667 to 7,501,958,699 |
| 3,775,270,660 to 3,775,271,699 | 5,640,743,812 to 5,640,744,349 | 7,503,358,733 to 7,503,358,849 |
| 3,775,271,722 to 3,775,271,999 | 5,644,197,605 to 5,644,197,899 | 7,506,705,190 to 7,506,705,999 |
| 3,780,914,000 to 3,780,915,999 | 5,644,804,000 to 5,644,805,999 | 7,507,146,850 to 7,507,146,899 |
| 3,784,278,600 to 3,784,279,999 | 5,644,984,000 to 5,644,985,999 | 7,508,727,000 to 7,508,727,199 |
| 3,786,580,464 to 3,786,580,499 | 5,646,932,000 to 5,646,933,999 | 7,508,872,650 to 7,508,873,399 |
| 3,786,593,756 to 3,786,593,799 | 5,647,270,759 to 5,647,271,999 | 80,177,950 to 80,178,449       |
| 3,787,204,250 to 3,787,205,249 | 5,650,189,400 to 5,650,190,399 | 80,997,950 to 80,997,999       |
| 3,793,403,050 to 3,793,404,949 | 5,656,140,000 to 5,656,143,999 | 81,684,244 to 81,684,491       |
| 3,794,454,150 to 3,794,454,199 | 5,656,522,036 to 5,656,525,999 | 81,705,548 to 81,705,699       |
| 3,794,469,350 to 3,794,469,399 | 5,659,292,000 to 5,659,293,999 | 82,747,183 to 82,747,449       |
| 3,796,184,450 to 3,796,185,699 | 5,659,763,800 to 5,659,765,299 | 865,920,184 to 865,920,499     |
| 3,799,925,250 to 3,799,926,349 | 5,661,723,650 to 5,661,724,599 | 868,047,108 to 868,047,999     |
| 3,799,979,795 to 3,799,979,817 | 5,666,020,000 to 5,666,021,999 | 868,283,875 to 868,283,999     |
| 3,800,116,956 to 3,800,116,999 | 5,667,365,925 to 5,667,365,999 | 8,525,702,906 to 8,525,703,999 |
| 3,800,508,407 to 3,800,508,433 | 5,668,669,900 to 5,668,671,399 | 8,535,444,963 to 8,535,445,199 |
| 3,800,811,000 to 3,800,813,499 | 5,669,971,950 to 5,669,972,749 | 8,537,588,585 to 8,537,588,699 |
| 3,802,123,225 to 3,802,123,299 | 5,671,289,787 to 5,671,289,799 | 8,538,773,850 to 8,538,773,999 |
| 3,802,146,525 to 3,802,146,549 | 5,671,762,600 to 5,671,763,999 | 8,540,627,700 to 8,540,628,099 |
| 3,802,297,133 to 3,802,297,199 | 5,672,210,000 to 5,672,219,999 | 8,543,783,450 to 8,543,783,599 |
| 3,802,330,640 to 3,802,330,699 | 5,674,407,000 to 5,674,410,499 | 8,549,131,382 to 8,549,131,399 |
| 3,802,370,150 to 3,802,370,349 | 5,678,191,600 to 5,678,191,999 | 8,552,624,000 to 8,552,624,999 |
| 3,802,958,501 to 3,802,958,949 | 5,678,194,000 to 5,678,194,399 | 8,554,119,121 to 8,554,119,249 |
| 3,804,274,303 to 3,804,274,399 | 5,679,794,000 to 5,679,795,999 | 8,555,922,581 to 8,555,922,699 |
| 3,804,490,123 to 3,804,490,199 | 5,680,311,775 to 5,680,312,049 | 8,556,278,450 to 8,556,278,499 |
| 3,804,753,579 to 3,804,753,592 | 5,682,533,308 to 5,682,533,449 | 8,557,715,000 to 8,557,715,149 |
| 3,805,853,910 to 3,805,853,999 | 5,682,607,039 to 5,682,607,199 | 8,557,762,158 to 8,557,762,249 |
| 3,806,186,100 to 3,806,186,149 | 5,687,160,933 to 5,687,160,987 | 8,559,277,900 to 8,559,278,099 |
| 3,806,263,362 to 3,806,263,374 | 5,687,197,100 to 5,687,197,199 | 8,559,641,000 to 8,559,641,049 |
| 3,806,551,215 to 3,806,551,749 | 5,688,557,345 to 5,688,557,399 | 8,559,835,034 to 8,559,835,099 |
| 3,806,897,200 to 3,806,897,299 | 5,689,841,450 to 5,689,841,499 | 8,561,262,850 to 8,561,262,949 |
| 3,807,175,050 to 3,807,176,849 | 5,690,559,900 to 5,690,560,349 | 8,565,108,550 to 8,565,108,649 |