



POSTAL BULLETIN

Instructions and Information For Postal Employees
Published Weekly

XCI

Washington, D.C. 20260, Thursday, June 25, 1970—Eight Pages

20764

All Postal Installations

6-Cent Wildlife Conservation Commemorative Postage Stamp

The 6-cent Wildlife Conservation stamp will be first placed on sale at Custer, SD, on July 20, 1970.

POSTMASTERS SHALL NOT PLACE THIS STAMP ON SALE
BEFORE JULY 21, 1970



Size: 0.84" x 1.44" (horizontal)

ISSUED IN PANES OF 50

Color: Black on tan paper
Initial printing: 130 million
Designer: Robert Loughheed

To obtain first day cancellations, collectors may submit requests to the Postmaster, Custer, SD 57730. See Postal Manual, section 145.3. Selected mint stamps will be available at the Philatelic Sales Unit, City Post Office, Washington, DC 20013, on and after July 21, 1970. 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 431).

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, 6-25-70.

Savings Bonds Campaign

EMPLOYEE PARTICIPATION THRU JUNE 12, 1970 77.6%

Final Headquarters----- 87.6

REGIONAL

Atlanta ----- 87.4

Boston ----- 85.1

Chicago ----- 69.7

Cincinnati ----- 77.3

Dallas ----- 82.7

Denver ----- 77.1

Memphis ----- 89.3

Minneapolis ----- 76.4

New York ----- 61.8

Philadelphia ----- 94.6

St. Louis ----- 79.7

San Francisco ----- 59.5

Seattle ----- 79.8

Washington ----- 87.2

Wichita ----- 100.0

Total Regional --- 77.5

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*All Post Offices***Changes in Box Rental Rates**

Post office box rental rate adjustments are effected the beginning of each fiscal year. Therefore, postmasters are reminded to review the provisions of section 151.33, Postal Manual, to insure the collection of proper rental fees beginning July 1, 1970.—*Bureau of Finance and Administration, 6-25-70.*

*All First- and Second-class Post Offices***Forms 1316-X and 1317-X**

You have recently received a supply of Forms 1316-X and 1317-X for use in furnishing information on changes to city delivery routes. This information is for use in the Origin-Destination Information System. These forms are for use by all first- and second-class offices which have city delivery service and **which do not participate in the National Service Index.** Offices not qualifying for use of these forms should return them to their regional finance divisions. Offices qualifying for use of these forms should await further instructions from their regional offices.—*Bureau of Finance and Administration, 6-25-70.*

*All Post Offices***Parcel Post Size Limit Increase**

Attention is directed to the increase in the size limit for fourth-class mail between first-class post offices from 72 to 78 inches in length and girth combined, effective July 1, 1970. See section 135.311, Postal Manual.

This new size limit will apply to parcels mailed at a first-class post office in the 48 contiguous States of the United States addressed for delivery at the same office or to another first-class post office in the 48 contiguous States.

Postmasters may want to give advance notice of this change to local parcel post mailers.

The 100-inch limit will still be applicable to all parcels mailed under the conditions stated in section 135.312, Postal Manual.—*Bureau of Finance and Administration, 6-25-70.*

*All Post Offices***Expired Migratory-Bird Hunting Stamps**

Postmasters having 1969-70 series Migratory-Bird Hunting stamps on hand may dispose of the stamps in accordance with Part 424, Postal Manual.—*Bureau of Facilities 6-25-70.*

*All Postal Installations***New Airmail Service AM-4**

On or after August 1, 1970, American Airlines will inaugurate airmail service at Honolulu, HI.

An official cachet will be furnished and the usual philatelic treatment outlined in section 145.5, Postal Manual, will be provided.

Patrons desiring to receive this cachet should forward their covers in another envelope to:

Postmaster,
Honolulu, HI 96813

First flight covers should reach the office applying the cachet at least 3 days before flight date.

Covers already postmarked, those not properly prepared and those posted in the usual manner will not receive the cachet.—*Bureau of Operations, 6-25-70.*

*All City Delivery Post Offices***Merchandise Samples With Detached Address Cards**

The provisions of section 134.44, Postal Manual, covering preparation requirements for merchandise samples with detached address cards for delivery on city carrier routes are mandatory, effective July 1, 1970. Any samples in the mailstream with the address label on the outside carton of the product should be handled with the assumption that the necessary preparation requirements were met at the time of acceptance by the post office.

Installation heads shall take appropriate action to reemphasize to all levels of supervision and employees the provisions of sections 333.322d and 352.413, Postal Manual, regarding processing and delivery procedures for address cards associated with merchandise samples.—*Bureau of Operations, 6-25-70.*

*All Offices with Government-Owned and/or Leased Vehicles***Parking Vehicles**

Since air pollution is a major problem in many of our cities, the attention of all post office personnel is directed to section 345.433a of the Postal Manual, which states: "Except for collection and delivery of mail that can be made in a matter of seconds before moving to the next stop, each postal employee, when leaving controls of the vehicle, must shut off the engine, both to eliminate unnecessary motor idling and to conform to ordinances and regulations of the majority of cities and States. Remove the ignition key and lock the vehicle when it is stopped or parked at a point that will not be in your full view."—*Bureau of Operations, 6-25-70.*

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All Offices Having Contract Vehicle Hire and SDM Equipment Maintenance

FISCAL HANDBOOK, SERIES F-38

The following changes should be made in Fiscal Handbook F-38, Contract Vehicle Hire and SDM Equipment Maintenance Allowance. These changes are effective July 1, 1970. The Handbook will be revised as soon as possible.

1. Paragraph A.1.b.(1)—Change rate from \$19.99 to \$99.99.

2. Paragraph A.1.e.—Change rate from \$19.99 to \$99.99, and add the following note at the end:

NOTE.—When a contract calls for more than one type or capacity of vehicle and the rates are printed on Form 1804B, Postmaster's Certification of Vehicle Hire Service, as "00000"X, a separate Form 1804B will be issued for each vehicle type. The vehicle type code and description will be printed to the left of the "OTHER" box. In these cases care must be taken to select the applicable Form 1804B to certify service for the type of vehicle used.

3. Paragraph A.2.—Change to read as follows:

(a) When a sudden emergency develops requiring vehicle hire for 2 days or less, vehicles may be procured locally using Form 1804, Contract Vehicle Time Record (Vehicle Hire) as the sole contract. Vehicles must be in safe operating condition with a current state inspection sticker where this is required. If it is believed that the emergency may exceed the 2-day limitation, a vehicle hire contract should be secured. If these limitations are exceeded due to unforeseen developments, make full explanation on Form 4516, Emergency Vehicle Hire Use. Prepare Form 1804 as required by Chapter IV, Vehicle Services Handbook M-52 (345.23 PM), observing the following:

(1) Time clock entries must be identified with each day of service.

(2) The postmaster shall certify and inscribe on the reverse across unused clock ring section (longhand or typewritten), "Vehicle was secured from the open market at the lowest possible rate under the emergency and to the best interests of the Government."

(3) Indicate emergency service by entering "ES" in the space for contract number.

(b) Prepunched Forms 1804B are not furnished for emergency service.

Unpunched cards will be used. Complete all data as required by A.1.j. and enter address as Item 3.

(c) Forms 1804 prepared for each emergency contractor will be combined and the total hours or days used at each rate during the accounting period will be reported on one Form 1804B for that contractor, following the procedure in A.1. for regular contractors. Be sure to place an "X" in the box at item 1 denoting emergency service.

(d) After signing and dating, mail emergency service Forms 1804B with Form 4516 immediately following the close of the accounting period to your regional manager for vehicle services.

4. Paragraph A.4.b.(2).—Change last sentence to read as follows: "The ending date preprinted on the card will be December 31."

5. Paragraph B.6.—Change to read as follows: "Final deadline for receipt of Forms 1804B and 1804C, Postmaster's Certification of SDM Equipment Maintenance, for payment processing is Wednesday noon of each week. For forms received after this deadline or received with incorrect, omitted, or illegible entries, payment will be delayed by a minimum of 1 week."

6. Paragraph D.—Add new item 8 as follows: "8. Contractor inquiries for payment not received within 1 month following the close of the accounting period in which the service was rendered, should be processed on Form 1803. Form 1803, Pay Adjustment Request—Vehicle Hire or SDM Equipment Maintenance, for emergencies should be routed through the manager for vehicle services."

7. Paragraph E.2.a.—Change to read as follows: "Use Form 1803A, Change of Address Notice—Vehicle Hire or SDM Equipment Maintenance, for special delivery messengers. Prepare in duplicate; send original to PDC and retain carbon copy at post office."

8. Paragraph F.—Delete present paragraph F and add new paragraph F as follows:

F. REPORTS FROM POSTAL DATA CENTER

(1) *Summary of Vehicle Hire Contracts*—

After final payment is processed for

the period, the San Francisco PDC will furnish the regional manager for vehicle services an accounting period summary of vehicle hire contracts for the preceding period. This listing will be in post office sequence showing: (1) Hours used and cost for each vehicle hire contract for the period, (2) total costs for emergency service, SDM equipment maintenance (Public Law 89), gas, oil, and towing charges, as one-line entries, and (3) years to date hours and costs. A separate summary will be furnished for Christmas service.

(2) Form 1805, Vehicle Hire Payment Data—

(a) At the close of each accounting period, Forms 1805, Contract Vehicle Hire Payment Data will be furnished each postmaster, listing in detail all vehicle hire payments processed during the accounting period. The payments, including those for emergency service, will be listed in contract number sequence. Subtotals will be provided for each contract and a grand total for the office. If more than one Form 1805 is required due to number of contracts exceeding the limit that can be listed on one card, more than one card will be issued and the cards will be numbered serially in the upper right corner beginning each accounting period with number one.

(b) In the column headed "Excessive" on Form 1805, the following signals to assist postmasters to control costs will be printed as applicable:

Signal	Description of signal
A/P	The accounting period cost for the contract is in excess of 10 percent of the estimated annual contract amount.
YTD	The year to date cost for the contract exceeds the planned year to date costs based upon 13 accounting periods in the postal fiscal year and the estimated annual contract amount (1/13 of estimated amount for A/P 1; 2/13 of estimated amount for A/P 2, etc.).

If costs for the accounting period as well as the year to date are in ex-

cess of the stipulated amounts, both signals (YTD and A/P) will appear.

(c) Forms 1805 are to be used also for inquiry and audit purposes and must be retained for a period of 3 fiscal years.

9. Paragraph G.—Delete present paragraph G and add new paragraph G as follows:

G. MAILING OF TD FORMS 1099

TD Form 1099, U.S. Information Return for Calendar Year, will be mailed by January 31 each year to all contractors paid during the previous calendar year for contract or emergency vehicle hire service. TD Forms 1099 are not furnished for SDM equipment maintenance payments.

10. Add new paragraph H as follows:

H. FORM SUPPLIES

Postmasters will requisition Forms 1803, 1803A and unpunched Forms 1804B and 1804C from their supply center.—*Bureau of Finance and Administration, 6-25-70.*

All Postal Installations

Uniform Allowance Program Service Charge

Beginning July 1, 1970, and through June 30, 1971, the service charge for processing vendor invoices under the direct-payment-to-vendors system of uniform allowances will be 4 percent of the gross amount due each vendor.—*Bureau of Finance and Administration, 6-25-70.*

All City Delivery Post Offices

Delegation of Authority

Section 352.424, Postal Manual, requires that postmasters obtain advance approval of Regional Director to adjust delivery on a shortened business day observed in a community other than Saturday and provide regular service on Saturdays. Authority is delegated to postmasters at offices having city delivery service to make delivery trip adjustments on the day business operations are curtailed in a community without having to obtain regional office approval.

The Postal Manual will be amended at a later date.—*Bureau of Operations, 6-25-70.*

All Postal Installations

Experimental Parcel Post Service Test

On Monday, July 6, 1970, the Department will begin a 2-month test of the parcel post service. Randomly selected test parcels will be tagged at three origin offices: Baltimore, MD, Denver, CO, and Portland, OR, destined for delivery to any point in parcel post zones 5 through 8 from the city of origin. It will be necessary that delivering employees remove and complete POD Form 5610-X (yellow, blue, or green) which will be attached to the test parcels. *All tags must be removed before delivery is made.* Exhibit 1 is an example of a correctly completed POD Form 5610-X. Test parcels will be handled in accordance with the explicit instructions on each form as explained below:

Exhibit 1

POD Form 5610-BX, June 1970 PARCEL POST
SURFACE PARCEL POST
Service Experiment
Delivering Employee:
Please detach this card from parcel before delivery. Fill in the lines below. Return card to your supervisor.
DATE <u>7/6/70</u> TIME <u>11:30 a.m.</u>
NOTE: Date and time shown must be when parcel is first offered for delivery.
Post Office and State <u>Bowie, Md.</u> Where delivered
Serial No. XXXX

A. Letter Delivery, Parcel Post, Rural and Star Routes—

Carrier will: (1) Complete and detach Form 5610-X on the first date on which delivery is attempted or made, (2) return completed Form 5610-X to designated supervisor who

All Post Offices With Government-owned Vehicles

Report of Gasoline and Oil Consumption Sampling Forms 4506 and 4506A

Effective with the beginning of Accounting Period No. 1, PFY 1971, the use of Forms 4506 dated July 1969 and 4506A dated July 1969 for accumulating gasoline and oil consumption data will be discontinued. An alternative approach for accumulating this data will be announced later.—*Bureau of Finance and Administration, 6-25-70.*

All Postal Installations

Change of Address Orders

Postmasters and other interested personnel should encourage patrons who relocate to file a change of address order. If removal is permanent, furnish them an Item 0-87 *Change of Address Kit*, which contains the necessary forms for normal needs. Obtain the completed Form 3575, *Change of Address Order* at that time whenever practicable.—*Bureau of Operations, 6-25-70.*

will forward to the address on reverse side.

B. Lock Boxes and General Delivery—

Box distribution clerk will: (1) Complete and detach Form 5610-X at the time parcel is placed in box, or the notice is left, (2) return completed Form 5610-X to designated supervisor who will forward to the address on the reverse side.

C. Firm Caller Windows—

Clerk working firm caller parcel post section will: (1) Complete and detach Form 5610-X at the time parcel is distributed to addressee's hamper or sack, (2) return completed Form 5610-X to designated supervisor who will forward to address on the reverse side.

Local management will alert labor organization representatives and all employees concerning this experimental parcel post service test to avoid possible misunderstanding regarding procedures for handling and delivery.

—*Bureau of Operations, 6-25-70.*

All Postal Installations

New Income Tax Withholding Tables

The Department of the Treasury, Internal Revenue Service, has revised the withholding tax tables to include the reduced withholding rates for employees paid on and after July 1, 1970. The tables below contain the revised formula for withholding income taxes for salary checks dated on and after July 1, 1970.

To compute withholdings under the new rates subtract \$25 for each exemption claimed. Use "Married or Single" schedule as appropriate, and locate the salary bracket for the remaining salary. The formula on that line will be used in computing the tax withholding based on biweekly earnings.

Biweekly Payroll Period

(a) Single person—including head of household:

If the amount of wages is: The amount of income tax to be withheld shall be:

Not over \$42..	0		
But not over—		of excess over—	
\$42	—\$65...	21%	—\$42
\$65	—\$104...	\$4.83, plus 25%	—\$65
\$104	—\$177...	\$14.58, plus 17%	—\$104
\$177	—\$354...	\$26.99, plus 21%	—\$177
\$354	—\$423...	\$64.16, plus 25%	—\$354
\$423	\$81.41, plus 30%	—\$423

If the amount of wages is: The amount of income tax to be withheld shall be:

Not over \$42..	0		
But not over—		of excess over—	
\$42	—\$96...	21%	—\$42
\$96	—\$177...	\$11.34, plus 15%	—\$96
\$177	—\$354...	\$23.49, plus 17%	—\$177
\$354	—\$692...	\$53.58, plus 20%	—\$354
\$692	—\$846...	\$121.18, plus 25%	—\$692
\$846	\$159.68, plus 30%	—\$846

(b) Married person—

The Tax Reform Act of 1969 also provided that an employer is not required to deduct and withhold any Federal Income Tax from wages paid to an employee who certifies to his employer that he incurs no income tax liability for the preceeding year and that he anticipates no liability for the current year. Employees who claim this nontaxable exemption should complete Form W-4E, Withholding Exemption Certificate, and forward it to the PDC through the normal payroll channels for your

All Postal Installations

Civil Service Retirement Revised Membership Certificate

The Civil Service Commission has revised Standard Form 105, Certificate of Membership in the U.S. Civil Service Retirement System, to include amendments to the retirement law through October 20, 1969. The supply centers expect to have the new certificates by early July 1970.

When the supply centers receive the revised certificates, they will automatically distribute an initial supply to all installations. **Do not send requisitions or followups to the supply centers for the initial supply of revised SF 105.**

Upon receipt of the revised edition of SF 105, dated January 1970, installation heads shall: (1) Destroy previous editions of this form and, (2) issue a copy of the revised SF 105 to all employees under the Civil Service Retirement System. When the initial supply of the revised SF 105 is about depleted, additional copies may be requested from the appropriate area supply center on Form 1580, Requisition for Supplies, during the regular requisitioning cycle.—*Bureau of Personnel, 6-25-70.*

All Post Offices Having Government-Owned Vehicles

Washing Vehicles

The Government-owned postal fleet is one of the most conspicuous symbols of the Federal Government in action. You are urged to give greater attention to the appearance of your assigned vehicles. Recognizing that it is essential to keep vehicle maintenance costs under control, it is nonetheless imperative that the trucks are washed when washing is needed. Each post office having Government-owned vehicles assigned should establish a washing program which will result in a creditable appearing postal fleet.—*Bureau of Operations, 6-25-70.*

office. Form W-4E must be renewed annually by any employee who is eligible and wishes to claim the exemption.—*Bureau of Finance and Administration, 6-25-70.*

All Postal Installations

Coding Instructions for Form 4732, Order-Invoice-Voucher

Section 642.335 of the Postal Manual is amended as follows:

(d) Size Business (49). Enter one of the following codes:

Small Business.....	R
Small Business Set Aside.....	M
All Other.....	9

(e) Type of Purchase (50). Enter one of the following codes:

Formally Advertised.....	2
Negotiated.....	3
Restricted Advertising for Small Business.....	4
Federal Supply Scheduled and GSA Local Service Contracts.....	5
Other Agencies Contracts.....	6
Small Purchase Procedure Up to \$2,500.....	7
From Other Government Agencies.....	9

The above codes shall also apply in coding Standard Form 33 procurements and will be inserted in Block 23.

These instructions are effective July 1, 1970.—*Bureau of Facilities, 6-25-70.*

All Post Offices

U.S. Savings Stamps

Postmasters are reminded that the sale of U.S. Savings Stamps is to be discontinued at the close of business June 30, 1970.

All Treasury savings stamp agents who have been furnished savings stamps on a consignment or fixed-credit basis should have settled their accounts by June 30. Any accounts that are not settled on schedule should be reported immediately to the appropriate State Director, U.S. Savings Bonds Division.

Savings stamps accounts have been eliminated from cashbooks and statements of account for Postal Fiscal Year 1971. Stock on hand will be carried as a write-in entry to account 17144. Destroyed stock will be recorded as a write-in entry to account 17143.

All stock of unsold Savings Stamps in post offices or held by postal employees in fixed credits should be retained as at present until further instructions are issued.—*Bureau of Finance and Administration, 6-25-70.*

*All Postal Installations***Cost of Living Annuity Increase**

Civil service annuities are automatically increased when the cost of living, nationwide, goes up as much as 3 percent over the Consumer Price Index (CPI) for a specific base month and stays at least 3 percent for 3 consecutive months.

Amount of Increase and Effective Date

The Civil Service Commission has announced annuities will be increased by 5.6 percent effective August 1, 1970. This increase is based on the highest percentage rise in the CPI for the 3-month period from March 1970 through May 1970 (4.6 percent for May) plus an additional 1 percent. This increase is given only on annuities effective on or before August 1, 1970.

Notification to Employees

Annuity is effective the day after the employee is separated or the day after his pay stops. Installation heads are strongly urged to inform eligible employees who are or may be considering retiring that in order to get the 5.6 percent annuity increase effective August 1, 1970, they must file a retirement application and be in a non-pay status or separated no later than July 31, 1970. Employees may be notified by bulletin board notices, bulletins, internal circulars, announcements, or any other appropriate means.

Disposition of Annual Leave Balance

Annual leave which exceeds the amount the employee is authorized to carry over from year to year must be used before retirement or forfeited. See Postal Manual 721.34 for complete information on payment for accumulated and current accrued annual leave.

Granting LWOP in Certain Pending Disability Retirement Cases

There will probably be some pending disability retirement cases in which the Civil Service Commission will be unable, by July 31, 1970, to determine and notify interested parties whether the applicant is totally disabled. In such a case, the applicant will not be eligible for the cost of living increase if he is carried in a pay status after July 31, 1970.

To avoid loss of the increase, applicants may request, and installation heads may grant, leave without pay from August 1, 1970. If the claim is disallowed, sick or annual leave with pay may be retroactively substituted for the leave without pay. If the claim is allowed, the annuity commences August 1, 1970, accumulated annual leave is payable in a lump sum, and unused sick leave is included in the annuity computation as in other retirement cases.

Where a large amount of sick leave is involved, it may be more advantageous for the employee to remain in pay status on sick leave. In this situation, the applicant must initially be given the choice of continuing in pay status or being placed on LWOP so as to receive the cost of living increase and retirement credit for the unused sick leave.

Documents Required in Retirement Cases

The following forms and information must be sent to appropriate Postal Data Centers in all retirement cases:

1. SF 2801, *Application for Retirement*.
2. POD Form 50, *Notification of Personnel Action*.
3. All copies of SF 2809, *Health Benefits Registration Form*, in the employee's personnel folder.
4. SF 2810, *Notice of Change in Health Benefits Enrollment*.
5. SF 56, *Agency Certification of Insurance Status*. If old type SF 56 is used, indicate in item 3 if employee has optional insurance and the date such insurance was elected.
6. SF 54, *Designation of Beneficiary*, if one is in the employee's folder.
7. The last day for which the employee was paid, either for work performed or for paid leave. Enter the last day of pay in item 30, *Remarks*, of POD Form 50.

It is important to indicate the date the employee elected optional insurance on SF 56 (see item 5 above). Optional insurance may be continued into retirement only if the employee has had it during all service for which it was available to him. See Postal Manual 725.262a(2). Installation heads must also furnish the em-

All Post Offices in Washington, Memphis, Dallas, and Atlanta Regions

Pressure Sensitive Case Label and Rack Headers

Effective July 1, 1970, all Post Offices in the Washington, Memphis, Dallas, and Atlanta Regions, shall send requests for pressure sensitive labels for identification of distribution case separations and rack headers for pouch and sack racks direct to Post Office Department, Eastern Area Supply Center, Pressure Sensitive Section, Somerville, NJ 08877.

This function will no longer be handled by the Label Printing Center, Atlanta, GA.—*Bureau of Facilities, 6-25-70.*

*All Directors, Logistics Division
All Postmasters Authorized to Issue Form 5463*

POD Form 5463, Report of Performance of Highway Mail Transportation Unit Rate Contracts

A revised edition of subject form, bearing an edition date of February 1970, has been printed. If this edition is not being used you should requisition a supply from your supply center in accordance with the normal requisitioning cycle.

Upon receipt of the February 1970 edition all previous editions should be disposed of as waste paper.—*Bureau of Operations 6-25-70.*

All Postmasters

Domestic Order

Enforced by Postmaster at city listed.

False Representation

<i>State and City</i>	<i>Name covered by order</i>
California, Hollywood.	Bel-Dorin, Inc.

ployee's optional insurance status and last day of pay in disability cases so the PDC's may enter the information in *Remarks* on the preliminary retirement record. See Postal Manual 725.262c(2) for optional insurance remarks for disability cases.—*Bureau of Personnel, 6-25-70.*

All Postal Installations

**Inspection Service
Jurisdiction Change**

The State of Wisconsin is transferred from the jurisdiction of the Chicago Division to the Saint Paul Division, effective July 1, 1970.

Business relating to Wisconsin of the character heretofore taken up with the Postal Inspector in Charge at Chicago, IL, should, on and after July 1, 1970, be referred to the Postal Inspector in Charge at Saint Paul, MN 55101.—*Bureau of the Chief Postal Inspector, 6-25-70.*

**All Postal Installations Having
Employee Welfare Committees**

**Annual Financial
Statements and
Audit Report**

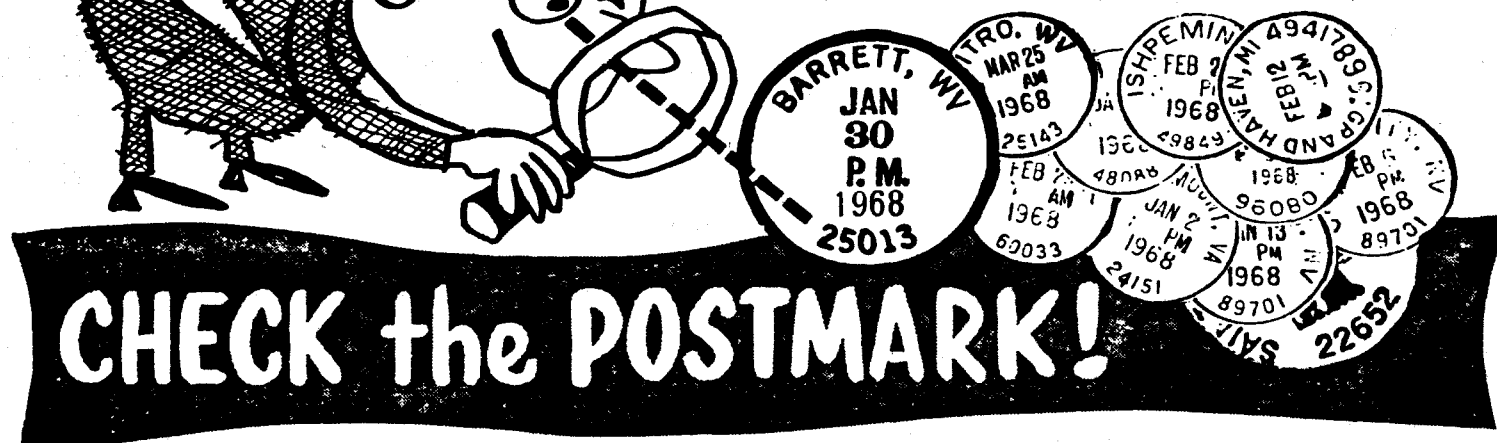
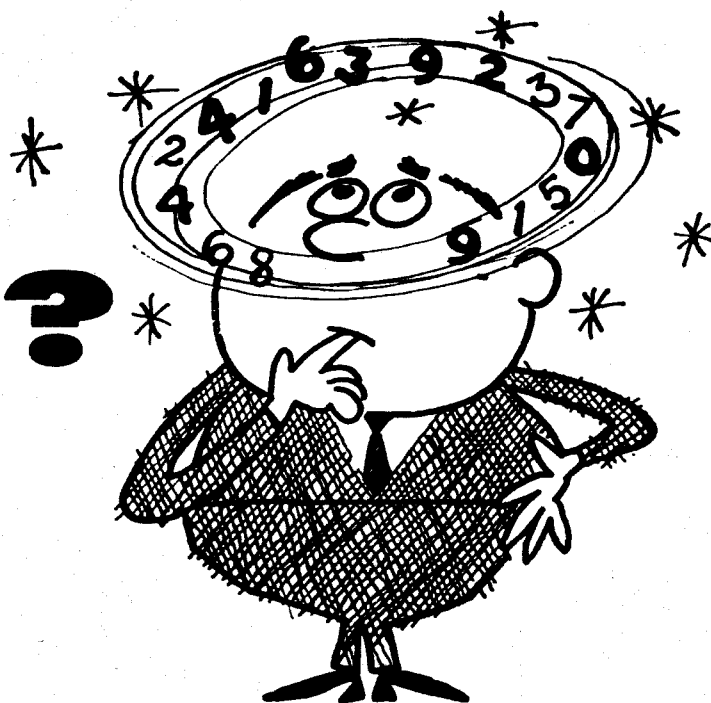
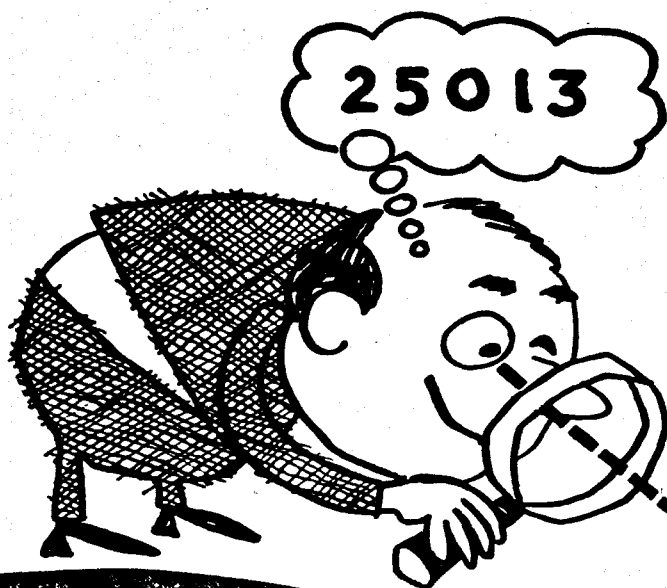
Employee Welfare Committees at postal installations are reminded of the requirements in Subchapter 490, Postal Manual, for submitting to the director, regional finance division, Form 3241, *Statement of Receipts and Disbursements*, Form 3242, *Electrically Operated Equipment Schedule*, and audit report for the fiscal year ending June 30, 1970.—*Bureau of Finance and Administration, 6-25-70.*

All Postal Installations

**Mail Equipment—Shortage
of LA Locks**

An acute shortage of LA Locks has developed. Some installations are holding surplus LA Locks until 50 or more are accumulated for dispatch in lock containers. This practice must be discontinued immediately. It is mandatory that all offices dispatch surplus LA Locks daily regardless of quantity to their designated mailbag depository or concentration point office.—*Bureau of Operations, 6-25-70.*

**Don't
know
the ZIP?**



CHECK the POSTMARK!

OVER 30,000 POST OFFICES HAVE ONLY ONE ZIP CODE
LETTERS MAILED AT THESE OFFICES HAVE THE ZIP CODE IN THE POSTMARK

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.

1,914,785,752 to 1,914,785,998	3,829,844,700 to 3,829,846,199	5,697,479,576 to 5,697,479,999
1,915,377,243 to 1,915,377,499	3,831,452,950 to 3,831,452,999	5,697,680,050 to 5,697,680,899
1,915,414,781 to 1,915,414,999	48,346,211 to 48,347,999	5,699,976,800 to 5,699,977,349
1,916,167,500 to 1,916,167,699	4,595,240,000 to 4,595,241,999	5,701,386,592 to 5,701,386,999
1,923,904,133 to 1,923,905,999	58,941,150 to 58,943,999	5,701,927,195 to 5,701,927,299
1,927,782,600 to 1,927,782,999	521,072,954 to 521,073,099	5,702,674,800 to 5,702,674,999
1,927,869,531 to 1,927,869,549	522,490,800 to 522,491,399	5,702,676,097 to 5,702,676,499
1,934,695,700 to 1,934,696,399	522,491,500 to 522,491,899	5,702,916,078 to 5,702,916,499
1,939,279,589 to 1,939,279,999	533,249,000 to 533,249,499	5,705,090,201 to 5,705,090,449
1,940,484,700 to 1,940,485,449	535,109,469 to 535,109,699	5,705,679,042 to 5,705,679,999
1,944,011,284 to 1,944,011,499	537,564,731 to 537,564,999	5,710,155,501 to 5,710,155,599
1,945,919,000 to 1,945,919,649	538,289,050 to 538,289,899	5,710,478,100 to 5,710,478,249
1,951,442,300 to 1,951,442,949	538,327,581 to 538,327,699	66,826,500 to 66,826,599
1,952,455,800 to 1,952,456,149	538,359,663 to 538,360,049	72,077,164 to 72,077,999
1,954,467,172 to 1,954,467,199	538,361,375 to 538,361,999	73,764,000 to 73,767,999
1,956,032,989 to 1,956,032,999	539,427,650 to 539,428,049	73,969,450 to 73,969,549
1,958,016,000 to 1,958,016,499	540,529,081 to 540,529,499	76,429,126 to 76,429,199
1,961,462,068 to 1,961,462,499	543,487,350 to 543,488,399	76,453,150 to 76,453,249
1,962,031,050 to 1,962,031,199	5,583,514,274 to 5,583,515,999	77,229,217 to 77,229,449
1,966,920,600 to 1,966,920,649	5,611,934,000 to 5,611,935,999	79,396,800 to 79,396,899
1,970,719,611 to 1,970,719,624	5,617,120,000 to 5,617,129,499	7,388,138,197 to 7,388,139,999
1,972,869,200 to 1,972,869,249	5,621,652,564 to 5,621,652,999	7,390,556,000 to 7,390,559,999
2,270,328,000 to 2,270,331,999	5,634,099,997 to 5,634,101,999	7,426,790,000 to 7,426,793,999
3,762,257,750 to 3,762,258,949	5,640,743,812 to 5,640,744,349	7,433,118,931 to 7,433,118,949
3,775,270,600 to 3,775,271,699	5,643,597,711 to 5,643,597,749	7,444,360,000 to 7,444,360,999
3,775,655,500 to 3,775,655,649	5,644,984,000 to 5,644,985,999	7,462,196,750 to 7,462,196,799
3,780,914,000 to 3,780,915,999	5,646,932,000 to 5,646,933,999	7,482,784,310 to 7,482,785,599
3,783,862,300 to 3,783,862,699	5,650,189,400 to 5,650,190,399	7,484,295,708 to 7,484,295,899
3,784,278,600 to 3,784,279,999	5,655,123,300 to 5,655,123,849	7,486,840,031 to 7,486,840,599
3,787,168,209 to 3,787,168,299	5,656,140,000 to 5,656,143,999	7,489,060,600 to 7,489,061,349
3,787,392,427 to 3,787,392,500	5,656,522,036 to 5,656,525,999	7,506,526,350 to 7,506,526,649
3,791,928,650 to 3,791,929,099	5,659,292,000 to 5,659,293,999	7,506,705,190 to 7,506,705,999
3,792,897,867 to 3,792,897,999	5,659,763,800 to 5,659,765,299	7,508,872,650 to 7,508,873,399
3,795,243,100 to 3,795,243,699	5,666,020,000 to 5,666,021,999	7,509,488,028 to 7,509,488,049
3,795,256,308 to 3,795,256,449	5,667,365,925 to 5,667,365,999	7,512,192,517 to 7,512,192,549
3,796,184,450 to 3,796,185,699	5,668,669,900 to 5,668,671,399	7,512,674,036 to 7,512,674,099
3,799,925,250 to 3,799,926,349	5,669,971,950 to 5,669,972,749	7,514,290,319 to 7,514,291,499
3,800,811,000 to 3,800,813,499	5,671,762,600 to 5,671,763,999	7,514,610,785 to 7,514,611,199
3,802,370,150 to 3,802,370,349	5,674,179,117 to 5,674,179,999	7,517,768,850 to 7,517,768,999
3,803,056,800 to 3,803,057,099	5,674,407,000 to 5,674,410,499	7,518,391,000 to 7,518,391,299
3,803,111,413 to 3,803,111,449	5,675,410,750 to 5,675,410,999	7,519,006,425 to 7,519,006,445
3,807,175,050 to 3,807,176,849	5,677,090,639 to 5,677,090,649	7,519,542,179 to 7,519,542,499
3,808,725,052 to 3,808,725,099	5,678,191,600 to 5,678,191,999	7,521,154,843 to 7,521,154,899
3,809,515,971 to 3,809,515,999	5,678,194,000 to 5,678,194,399	7,524,396,064 to 7,524,396,099
3,810,430,750 to 3,810,431,049	5,679,794,000 to 5,679,795,999	80,177,950 to 80,178,449
3,810,433,250 to 3,810,433,349	5,680,311,775 to 5,680,312,049	84,116,555 to 84,116,599
3,810,639,792 to 3,810,639,999	5,687,197,100 to 5,687,197,199	86,701,478 to 86,701,549
3,814,699,327 to 3,814,700,399	5,690,592,968 to 5,690,593,049	87,516,462 to 87,516,749
3,814,850,950 to 3,814,851,499	5,692,340,350 to 5,692,341,849	88,519,250 to 88,519,299
3,817,011,007 to 3,817,011,099	5,693,050,627 to 5,693,050,799	89,044,000 to 89,046,999
3,817,260,100 to 3,817,260,299	5,693,052,233 to 5,693,052,499	868,047,108 to 868,047,999
3,820,102,224 to 3,820,102,399	5,693,147,100 to 5,693,148,099	8,381,268,241 to 8,381,268,276
3,821,218,295 to 3,821,218,949	5,693,615,948 to 5,693,615,999	8,381,268,323 to 8,381,268,499
3,822,181,169 to 3,822,181,249	5,694,032,000 to 5,694,033,999	8,525,702,906 to 8,525,703,999
3,822,241,700 to 3,822,242,049	5,694,094,987 to 5,694,095,299	8,552,624,000 to 8,552,624,999
3,822,780,159 to 3,822,780,249	5,694,251,950 to 5,694,253,249	8,566,539,177 to 8,566,539,499
3,822,851,800 to 3,822,852,999	5,694,315,000 to 5,694,315,099	8,567,570,609 to 8,567,570,999
3,825,325,650 to 3,825,326,199	5,694,400,150 to 5,694,400,748	8,559,277,900 to 8,559,278,099
3,824,755,350 to 3,824,755,549	5,696,794,651 to 5,696,794,749	8,566,492,869 to 8,566,492,999