



POSTAL BULLETIN

Instructions and Information For Postal Employees
Published Weekly

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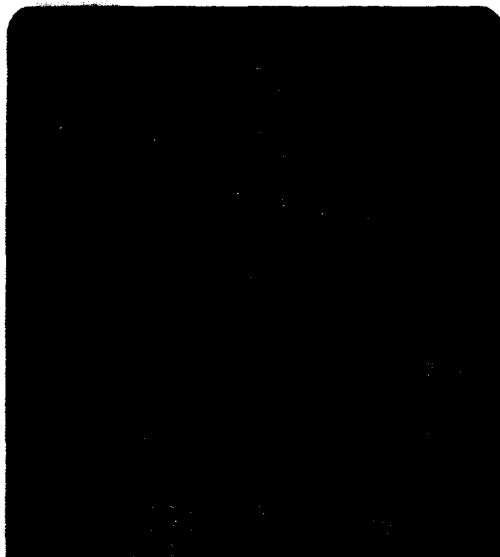
20769

All Postal Installations

6-Cent Eisenhower Regular Postage Stamp

The 6-cent Dwight D. Eisenhower regular postage stamp in sheet, booklet and coil form will be first placed on sale at Washington, DC, on August 6, 1970.

POSTMASTERS SHALL NOT PLACE THIS STAMP ON SALE BEFORE AUGUST 7, 1970



Size: 0.75" x 0.87" (vertical)
Color: Blue
Designer: Robert Geissmann

To obtain first day cancellations, collectors may submit requests to the Postmaster, Washington, DC 20013. See Postal Manual, section 145.3. Covers will be serviced with booklet panes of eight and five stamps each, requiring a remittance of 48 cents and 30 cents each respectively. Covers requiring regular sheet and coil stamps will be serviced in the usual manner. Mint quality stamps will be available from the Philatelic Sales Unit, City Post Office, Washington, DC 20013, on and after August 7, 1970. All production will be tagged.

All classes of post offices will receive an initial supply of the 6-cent Eisenhower sheet stamps under the automatic distribution schedule.

All Post Offices

International Special Delivery Mail

Reports of exchange offices indicate special delivery articles for other countries continue to be accepted and dispatched without Label 57 or endorsement reading *Expres* (*Special Delivery*) required by 245.2, Postal Manual. If omitted by mailers, the indicia are to be supplied by window clerks or dispatching clerks (245.411 PM).

The "Expres" label or endorsement is necessary to assure the service desired, as the term "Special Delivery" is not understood in many countries.

Postmasters will bring the matter to the attention of employees concerned.—*Bureau of Finance and Administration, 7-30-70.*

All Post Offices

Endorsing Undeliverable Foreign Mail

Postal Employees are failing to endorse undeliverable mail articles and parcels from other countries to show why they could not be delivered.

Postmasters must see that such articles and parcels are properly endorsed as prescribed in sections 224.43, 232.523, and 355.11, Postal Manual.—*Bureau of Finance and Administration, 7-30-70.*

All Post Offices

Bhutan—Special Delivery

Effective at once, special delivery articles may be accepted for Bhutan.

The Directory of International Mail will be amended.—*Bureau of Finance and Administration, 7-30-70.*

Postmasters may requisition the remaining items of books and coils and additional stocks of sheet stamps in accordance with the cycle requisitioning schedules in Postal Manual, section

422.3, for bulk and section 422.54 (tables a through h) for less than bulk. The quantities requisitioned must conform to the following schedule:

6-cent Eisenhower regular postage stamp bulk quantity from Bureau of Engraving and Printing			Less-than-bulk from accountable paper depository	
Type	Item No.	Ordering quantities	Minimum quantity (all offices)	Maximum quantity (1st and 2nd class)
Sheet (100 stamp) ¹	089	Order—10,000, 20,000, 30,000, 50,000, 100,000, 150,000, 200,000, 250,000, and multiples of 250,000 to maximum of 25,000,000 per requisition.	100 stamps.....	7,000 stamps.
Books; \$2, 6 cent and 8, 1 cent \$2.	625	Order—240, 480, 720, 960, 1,200, 2,400, 3,600, and multiples of 3,600 to maximum of 108,000 per requisition.	10 books.....	170 books.
Books; 15, 6 cent and 5, 2 cent \$1. ²	605	Order—300, 600, 900, 1,200, 1,500, 3,000, 4,500, and multiples of 4,500 to maximum of 18,000 per requisition.		
Coil of 100.....	753	Order—50, 100, 200, 300, 400, 800, and multiples of 800 to maximum of 24,000 per requisition.	1 coil.....	30 coils.
Coil of 500.....	754	Order—50, 100, 150, 200, 400, and multiples of 400 to maximum of 10,000 per requisition.	1 coil.....	30 coils.
Coil of 3,000.....	755	Order—8, 16, 24, 32, 64, and multiples of 64 to maximum of 768 per requisition.	1 coil.....	5 coils.

¹ Initial quantity being furnished automatically.

² Available only to post offices having self-service vending machines.

Office of the Special Assistant to the Postmaster General.—7-30-70.

*All Postal Installations***5-Cent Weather Services Commemorative Postal Card**

The 5-cent postal card marking the 100th anniversary of the Weather Services will be first placed on sale at Fort Myer, VA, on September 1, 1970.

POSTMASTERS SHALL NOT PLACE THIS CARD ON SALE BEFORE SEPTEMBER 2, 1970

The stamp on the card was designed by Robert Geissmann of New York City. It is a weather vane with elements in yellow, red and black, set on a blue background. Across the top of the horizontal design in sans serif white capitals is 1870-1970 *Weather Services*. The denomination, "5¢," appears in black, lower right. It will be printed by offset at the Government Printing Office. An initial printing of 40 million cards has been authorized.

Collectors desiring first day cancellations may submit orders to the Postmaster, Arlington, VA 22210, plainly indicating the full name and address, **including ZIP code**, with remittance to cover the cost, which is 5¢ each. The outside envelope to the postmaster should be endorsed *First Day Covers 5¢ Weather Services Card*. Orders must be postmarked no later than September 1.

All classes of post offices requiring the 5-cent Weather Services postal card in quantities of 500, 1,000, 2,000, 5,000, and multiples of 5,000 should immediately submit Form 3216, *Requisition for Postal Cards and Aerogrammes-Bulk Quantities* to the Electronic Data Processing Section, Office of the Comptroller, Government Printing Office, Washington, DC 20401 (use item 256).

This card is not available on requisition to the accountable paper depositories.

The cards will be shipped to post offices as fast as manufacturing

*All Postal Installations***Military Leave—Regular Weekly and Weekend Drills**

Subsection (a) of section 6323, title 5, United States Code, authorized military leave to employees who are ordered to perform *field or coast defense training under sections 502-505 of title 32*. The regular weekly and/or weekend drills do not constitute *field or coast defense training* within the meaning of sections 502(a) or section 503 of title 32 and military leave may not be granted for this purpose. In view of 32 Comp. Gen. 363, section 6323(c) there is no authority to grant military leave for weekly and/or weekend drills for members of the DC National Guard or State National Guard Units.

Postal Manual 721.742e advises military leave may not be charged for weekly and/or weekend drills as members of the District of Columbia National Guard. Effective August 22, 1970, pay period 19, military leave shall not be charged for weekly and/or weekend drills by employees who are members of State National Guard Units.—*Bureau of Personnel, 7-30-70.*

*First-, Second-, and Third-Class Post Offices***Lobby Display**

Postmasters will soon be furnished a poster issued by the Government Printing Office announcing the availability of the 1970-71 edition of the "United States Government Organization Manual."

Display the poster in a prominent location in the public lobby as outlined in section 612.233, Postal Manual, from the date of its receipt for 90 days.

Postmasters in buildings operated by the General Services Administration should submit the posters upon receipt to the superintendent of the building.—*Bureau of Facilities, 7-30-70.*

and distributing facilities permit. Some delay should be anticipated.—*Office of the Special Assistant to the Postmaster General, 7-30-70.*

*All City Delivery Offices***Separation of Mail From Dual Collection Boxes**

Information has been received that widespread abuses exist throughout all regions in regard to separation of mail from dual collection boxes. The mailer separates mail into local, out-of-town, and/or airmail boxes and if the separation is not maintained throughout the mail stream, the benefit to the mailer and the Department is lost.

Postmasters and supervisors must in no circumstances countenance mixing of mail separated by mailers. Collection employees must not mix mail from dual boxes together in the same receptacle.

Processing units must be arranged to provide maximum advantage to the separated mail in order to achieve the most efficient processing and best service connections.—*Bureau of Operations, 7-30-70.*

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The Postmaster General
Washington, D.C. 20260

My Fellow Employees:

As you know, I have been vitally concerned with the problems of old crowded facilities at many locations, which have hindered our efforts to improve the service and working conditions. We cannot alleviate our space problems overnight, but we can make a significant improvement quickly by a renewed intensive effort to make postal facilities better for our work and better for our customers' needs. Accordingly, I am designating the week of August 16-22 as Postal Clean-Up Week.

Emphasis must be directed toward better *habits* as well as buildings. We must recognize that now is the time to change the littered appearance of some of our facilities. Now is the time to develop a renewed sense of pride in our places of work.

This clean-up campaign will be all-encompassing.

Postmasters or officers-in-charge are asked to direct an intensive effort to search out and dispose of excess property; clean out obsolete files; remove extraneous matter from the tops of cases, lockers, file cabinets, etc; identify and correct safety and fire hazards; and set in motion the appropriate machinery to obtain whatever building repairs that may be necessary.

We can take added pride in the fact that by our participation in this campaign we will be performing an important public service in the finest traditions of the post office. We will be helping to meet a goal set forth by President Nixon in his State of the Union Message:

"Each of us must resolve that each day he will leave his home, his property and the public places of his city or town a little cleaner, a little better, a little more pleasant for himself and those around him."

Although I have designated 1 week as a specific "clean-up week," this is to be a continuing program in which every postal employee will be expected to participate. I am counting on each employee to join wholeheartedly in this effort and to set an example by his own personal involvement that will help make this campaign an outstanding success.

Each postmaster or officer-in-charge will bear the ultimate responsibility for assuring the success of the program and for making our postal buildings sources of community and national pride.

Winton M. Blount

All Postal Employees

MONTHLY LABOR-MANAGEMENT MEETING

During the July 1970, 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 until specifically rescinded.

(1) Filling Rural Carrier Vacancies.

Has the Post Office Department made a final determination as to how rural carrier vacancies are to be filled in independent city post offices?

What are the independent cities and in what county have they been officially placed?

Disposition: In connection with the decision as to extended bidding for rural carrier vacancies in Independent City Post Offices in the Washington Region, the following list indicates the county in which each post office has been officially placed:

VIRGINIA

Name of Installation	County
Alexandria	Fairfax
Bedford	Bedford
Bristol	Washington
Buena Vista	Rockbridge
Charlottesville	Albemarle
Clifton Forge	Alleghany
Colonial Heights	Chesterfield
Covington	Alleghany
Danville	Pittsylvania
Fairfax	Fairfax
Falls Church	Fairfax
Franklin	Southampton
Fredericksburg	Spotsylvania
Galax	Grayson
Harrisonburg	Rockingham
Hopewell	Prince George
Lynchburg	Campbell
Martinsville	Henry
Northern Virginia (SCF)	Fairfax
Norton	Wise
Petersburg	Dinwiddie
Radford	Montgomery
Richmond	Henrico
Roanoke	Roanoke
South Boston	Halifax
Staunton	Augusta
Suffolk	Nansemond
Waynesboro	Augusta
Williamsburg	James City
Winchester	Frederick

MARYLAND

Baltimore	Baltimore
Prince Georges Facility (SCF)	Prince Georges

There are eight Independent Post Offices for which no county exists. We are, therefore, placing them into two groups, geographically, as follows:

Fort Monroe	Virginia
Hampton	Beach
Peninsula Facility (Hampton)	Norfolk
Newport News	Chesapeake
	Portsmouth

After bidding on the vacancy at each specific office, the area of consideration would be to the other offices in the group, and then ZIP-Code wide.

The Labor Organizations will be kept informed of any similar situations which may prevail in other States.

(2) Some postmasters are still of the opinion the Vehicle Dispatcher, SP 5-11, PFS-6 and SP 5-12, PFS-7 and Administrative Clerk, SP 5-43, PFS-6, are supervisors and require these employees to be on the supervisory register in order to be promoted to these positions. It will be appreciated if the Department will clarify this.

Disposition: "Vehicle Dispatcher", SP 5-11, PFS-6 and SP 5-12, PFS-7 and "Administrative Clerk, VMF", SP 5-43, PFS-6, are non-supervisory positions in the motor vehicle craft. A special issue of the Postal Bulletin on August 9, 1968, incorrectly listed these positions among those requiring passage of an initial level supervisory exam. Applicants for these positions are not required to take an initial level supervisory exam and are not required to come from the supervisory register.

(3) Pilot Project in Fort Myers, FL.

On April 7, 1970, the Federation was advised that there was to be an urgent meeting at 2 p.m., April 14, on a pilot project at Fort Myers, FL, relative to a procedure on distribution and delivery. We were also advised that it was urgent as dates had been set for region and local meetings.

Early on the morning of April 14, we were advised that the Department wished to cancel the consultation meeting.

The Federation is making inquiry as to whether the pilot operation at Fort Myers, was ever started and if so, what was the nature of the program which apparently involved distribution of mail?

Disposition: Implementation of the pilot project at Fort Myers, FL, was postponed. Consultation meetings will be scheduled before implementation is made.

(4) Does the Department plan to make any changes in the uniforms of Motor Vehicle Tractor-Trailer operators? If so, what are the changes and will the Union be called in for conference before the changes are made?

Disposition: Some minor changes in the Motor Vehicle and Tractor-Trailer operators' uniforms are presently under consideration. A definite date for a meeting with the National Federation of Post Office Motor Vehicle Employees will be set in the near future.

(5) Request a status report of the HumRRO survey.

Disposition: The original HumRRO contract was funded by the Bureau of Research and Engineering to George Washington University and has been completed.

Work undertaken through the HumRRO project is being continued and completed by the research staff of the Oklahoma Postal Training Operations. This final phase includes the development of performance examinations to be coordinated with job descriptions and qualification standards for MPE. This Oklahoma work also includes all technical maintenance specialties (automated equipment, electronics, small MPC and MPE). It is expected that the major phase of implementing the program will be undertaken shortly after January 1, 1971.

(6) Request a status report of the review of the MS-29 standards.

Disposition: Industrial Engineering, Bureau of Research and Engineering, let a contract to the A. T. Kearney Co. to study and evaluate the cleaning or maintenance standards as set forth in MS-29. A sur-

Continued on p. 5

All Postal Installations

Form 1619, Missent Mail Report

Form 1619, Missent Mail Report, has been revised to more effectively serve as a useful aid in evaluating the overall distribution proficiency of incoming mail processing units.

Used at least once each accounting period, the form will enable postmasters to determine the quantity and categories of mail being missent to delivery units from all sources. Also, it will focus attention upon the volume of mail being missorted to carrier routes by distribution units.

An analysis of the form, together with a review of specific missort information furnished on Form 1639, Carrier's Report of Recurring Missorted Mail, will provide postmasters with improved means to maintain an effective quality control program for reducing errors in distribution.

Postmasters will continue to use existing supply of Form 1619 until new forms are obtained in their next regular stock requisition.

POST OFFICE DEPARTMENT MISSENT MAIL REPORT							
Submit this form to Supt. of Mails	STATION		STATION SUPERINTENDENT (Signature)			DATE	
	NUMBER OF PIECES						
	MISSENT TO THIS STATION				**DISTRIBUTED TO WRONG CARRIER ROUTES		
ITEM	FROM LOCAL UNITS	FROM OTHER P.O.'s	FROM PRESORT MAILERS	INCORRECTLY ZIP CODED	ITEM	PREFERENTIAL	OTHER
FIRST CLASS					LETTERS		
					NEWSPAPERS		
SECOND CLASS					MAGAZINES		
					FLATS		
THIRD CLASS					SAMPLES		
					PARCELS		
FOURTH CLASS					**Entries are consolidated figures from errors reported on Form 1639 and all other sources. (333.58, Postal Manual).		
*Includes Airmail, Special Delivery, Registered and Certified Mail, Submit Package Slips and Punch/Sack Labels (333.342, P.M.).							
REMARKS							

PSD Form 1619
April 1970

GPO 948-405

Bureau of Operations, 7-30-70

All Postal Installations

Disposal of Personal Property

The following instructions are intended to bring up to date the procedures for preparation and distribution of Form 969:

1. Prepare Form 969 in duplicate for all Class A and B property. The form also should be prepared for Class D and selected Class E items. However, a separate form should be prepared for Class D and selected Class E property. Send original to the Chief, Procurement and Supply Branch, who will forward it to the Minneapolis PDC. The duplicate for Class A and B property should be retained in the pending verification file for checking to the next property change listing.

2. It will no longer be necessary

to submit a Form 969 to the New York PDC to report sales of Class D property.

3. A cost accounting number (CAN) will be introduced shortly to identify major components of mechanized systems. This number will be used only at large offices, and it will appear initially as new systems are installed. Form 961-A, P.O. Property Record, will show the "CAN" assigned to each major component. When it is necessary to show this number on Form 969, postmasters should enter it in the description column for the time being. Form 969 will be revised to include a column for "CAN".—Bureau of Finance and Administration, 7-30-70.

All Postal Installations

Form 1617, Missent Mail Notice

Current instructions in Section 333.342, Postal Manual, require the use of blank slips of paper to list errors in distribution and makeup of mail.

New Form 1617, Missent Mail Notice, will be used in lieu of blank slips by post offices for recording 10 or more errors received in packages or loose packs of first-class or airmail letters or flats. Completed forms will be sent directly to postmasters where the errors occurred. Labels from missent sacks of newspapers, magazines, ordinary papers, or parcel post will be attached to completed Form 1617 and inserted in envelopes for mailing to the postmaster of the office where the error originated. Care should be taken to differentiate between this form and Form 1619, Missent Mail Report, which is used to record the quantity and categories of mail being missent to delivery units from all sources and missorted to carrier routes by distribution units.

Form 1617 is now available in supply centers and an initial limited supply may be ordered on Form 4750, Special Requisition for Supplies. Subsequent replenishment should be made via regular requisition.

OFFICE (Post Office, State, ZIP Code)		DATE	
NAME OF OFFICE		NO. OF MAIL CL.	
CARRIER OF MAIL (Report in pieces or pieces) <input type="checkbox"/> AIRMAIL <input type="checkbox"/> SPECIAL DELIVERY <input type="checkbox"/> REGISTERED MAIL <input type="checkbox"/> CERTIFIED MAIL		CLASSIFICATION OF MAIL (Report number of sacks) <input type="checkbox"/> NEWSPAPERS <input type="checkbox"/> MAGAZINES <input type="checkbox"/> ORDINARY PAPERS <input type="checkbox"/> PARCEL POST	
NO. OF MAIL	NO. OF MAIL	NO. OF MAIL	NO. OF MAIL
NO. OF MAIL	NO. OF MAIL	NO. OF MAIL	NO. OF MAIL
*Retain and forward sacks to proper destination. Return original label with this form in envelope to office of origin.			
PSD Form 1617		MISSENT MAIL NOTICE	

Bureau of Operations, 7-30-70.

Continued from p. 4

vey of six postal facilities was made and the contract has been completed. A meeting has been scheduled with the contractor to discuss his recently submitted draft final report on the survey of maintenance standards. We anticipate acceptance of the final report by July 15, 1970.—Bureau of Personnel, 7-30-70.

*All Postal Installations***6-Cent Woman Suffrage Commemorative Postage Stamp**

The 6-cent stamp commemorating the 50th anniversary of the constitutional amendment that brought American women the right to vote will be first placed on sale on August 26, 1970, at Adams, MA.

POSTMASTERS SHALL NOT PLACE THIS STAMP ON SALE BEFORE AUGUST 27, 1970

To obtain first day cancellations, collectors may submit requests to the Postmaster, Adams, MA 01220. 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 August 27, 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 (Use Item 429).

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."

THIS PHOTOGRAPH MAY BE REPRODUCED FOR PHILATELIC, EDUCATIONAL, HISTORICAL AND NEWSWORTHY PURPOSES. IT MAY NOT BE USED FOR ADVERTISING PURPOSES, EXCEPT PHILATELIC ADVERTISING.



Size: 0.84" x 1.44" (horizontal)
ISSUED IN PANES OF 50
Color: Blue

Initial printing: 130 million
Designer: Ward Brackett

Office of the Special Assistant to the Postmaster General, 7-30-70.

*All Postmasters***Domestic Order**

Enforced by Postmaster at city listed.

False Representation

State and city Name covered by order
Missouri, Liberty----- Alchemist Research Laboratory.

*All Postal Installations***Wanted Circular Canceled**

The following postal offenders have been apprehended:

**Thaddeus M. Ohrynowicz
Richard Earl Sealover**

Destroy the wanted circulars concerning them.—Bureau of the Chief Postal Inspector, 7-30-70.

*All Post Offices Having 25 or More Employees***Clerk Carrier Examination for PFS Level 4 Employees**

The Post Office Branch 1970 National Initial Level Supervisory Examination will be held on September 26, and October 16 and/or 17. Post Office branch career employees in salary level PFS-4 and above who have 4 years of career service (need not be continuous) in the clerk, letter carrier, mail handler, rural carrier, or special delivery messenger craft or in a combination of these crafts are eligible to participate. PFS Level 4 and above career employees in a branch other than the post office branch, i.e., motor vehicle branch or maintenance branch, who have had a total of 5 or more years of career service (need not be continuous) in the clerk, letter carrier, mail handler, rural carrier, or special delivery messenger craft or in a combination of these crafts are eligible to participate in the post office branch examination. The years of service must have been accumulated by the actual date on which the supervisory examination is taken.

Employees in PFS-4 must have passed the Clerk-Carrier Examination. Installation heads must assure that adequate publicity is given to the Clerk-Carrier Examination and all eligible PFS-4 employees are given the opportunity to participate.

In the larger cities, the Clerk-Carrier Examination is normally open on a continuing basis; therefore, installation heads will direct interested employees to the Civil Service Commission Interagency Boards to make application to take the examination. In cities where the Clerk-Carrier Examination is not presently open, installation heads will arrange with the Interagency Boards to give interested employees the examination noncompetitively. In either case the participants will be furnished a notice of rating. Only those PFS-4 employees who are rated ELIGIBLE on the Clerk-Carrier Examination will be admitted to the supervisory examination, and they will be required to present the Notice of Rating for admission to the examination room.—Bureau of Personnel, 7-30-70.

All Postal Installations

Pay or Leave Adjustments

The revised Form 1223, Earnings and Deduction Statement (see exhibit), provides space for employees at PSDS post offices to submit a request for a pay or leave adjustment, as described in POSTAL BULLETIN No. 20768 dated July 23, 1970.

The revised form also provides space for the Postal Data Center to print employee's designation code, activity code, and annual or hourly salary rate. Other changes are: (1) The leave balances for all employees, including rural and PTS employees, will be printed in hours. (2) The pay period will be identified by pay period number and year, rather than pay period ending date.

Effective pay period 17-70, ending August 7, 1970, all Postal Data Centers will use the revised Form 1223 (April 1970 edition). The use of Form 1223 to request a pay or leave adjustment is limited to PSDS post offices only, and they may not be used for this purpose until after receipt of check dated August 14, 1970, for pay period 17-70.

EARNINGS AND DEDUCTIONS STATEMENT		← ADJUSTMENTS CERTIFIED TO PDC BY PSDS POST OFFICE	
SOCIAL SECURITY NO.	EMPLOYEE NAME	FINANCE NO.	LOC. DES/ACT
ADJUSTMENT CLAIMED BY EMPLOYEE:		PDC ADJUSTMENT ACTION:	
(SIGNATURE)		(DATE)	

NON-NEGOTIABLE

All Post Offices

Revised Section 445.1 Postal Manual

Part 445 REMITTANCE OF SURPLUS POSTAL FUNDS

445.1 When to Remit

Remit surplus postal funds daily to designated depository (see part 415) if postal funds on hand, after excluding any authorized cash reserve (see 444.1) and/or change fund (see col. A), are equal to or more than the amount shown in column B or C, as appropriate, unless authorized otherwise by your region through the director, finance division. Prepare and dispatch registered remittances on the last registry dispatch of the day. Postmasters who remit by checks drawn against official checking accounts may retain until the next banking day any funds that accumulate after the last opportunity to deposit in the bank.

When an office will be closed for 2 or more days and the cash on hand is within \$50 of the required criteria for making remittance to the Federal Reserve Bank, offices having no local bank account may make a remittance for less than the required amount.

All Postal Installations

Experimental Parcel Post Service Test

The Department is presently conducting a 2-month test of the parcel post service, as outlined in the POSTAL BULLETIN of June 25, 1970. Randomly selected test parcels are being 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. To obtain accurate results from the test, it is essential that the portion of the tag addressed to the delivering employee (see exhibit 1) be intact until immediately before the parcel is first offered for delivery.

Experience with the test so far indicates that many of the "delivering employee" tags are not attached to the parcel when it arrives at the destination office. To correct this problem, all employees should be prepared to reattach with tape or staples any tag which has been torn loose or is in danger of becoming detached from its

All Postal Installations

Correction—Postal Manual Issue 1257

The last three lines of section 365.221 were inadvertently omitted. They will be included in the next revision of page 365.323.

Section 365.221 should read:
Addressee's Statement. Follow procedure prescribed in 365.211 for obtaining sender's statement. If lost package was addressed for delivery at a hotel, apartment house, trailer camp, club, lodginghouse, etc., get a statement, in addition to addressee's statement, from the person who ordinarily receives addressee's mail. Use Form 1572 for additional statement.—*Bureau of Finance and Administration, 7-30-70.*

parcel. Employees at the originating offices, at Air Mail Facilities and other transit points, and those at final destination offices can be of great assistance to the Department in the conduct of this test.

Class of Office	A Amount which may be retained for change	B No Official Bank Account	C Official Bank Account Used
First.....	\$2,000	\$4,000
Second.....	\$100	500	1,000
Third.....	50	250	500
Fourth.....	25	125	125

¹ First-class offices shall prepare remittance checks for amount of surplus adjusted downward to the nearest \$1,000. In order to prepare remittances promptly, first-class offices with units depositing direct-to-bank (443.33) shall determine amount of surplus funds in advance of receipt of deposit slips from local bank by adding the deposits reported on Forms 1412. Later, if any deposit slip shows a different amount, request unit concerned to adjust on next report Form 1412. The remittance check should not be prepared and mailed until such time as the bank would normally have processed the deposits.

The Postal Manual will be amended accordingly.—*Bureau of Finance and Administration, 7-30-70.*

COURTESY AND CARE MAKE ACCIDENTS RARE

All Postmasters and Personnel Processing Mail for Dispatch Abroad

FOREIGN ORDERS

Post names in POD publication 43.

	Copenhagen	Stockholm
CANADA	Europa Productions, 15 A. N. Hansens Alle (U)	Atelier Nouvelle Eva, Box 905 (U)
July 30, 1970	Life International, P. R. (U)	Basbo Export, Box 32031
Edmonton	1/S Hobby Service, or any other name, Ny Adelgade 5A (U)	Svea-Press AB, Box 17094
Ukrainian Youth Association, "S.U.M.", Batiwsky Komitet (L)	Dragoer	Rovema International, Box 42066, or any other address (U)
IRELAND	Ole Petersen, P.O. Box 21 (U)	Taby
July 30, 1970	Scan-Mag, Box 60 (U)	I.B.C., P.O. Box 51 (U)
Dublin	Padborg	Intertex, Box 39 (U)
Pierce Shields, 34, Ascal Caldorbhaid, Drumcondra (L)	Jose Capilo, Box 66 (U)	NEW ZEALAND
Stella Dallaghan, 33, Eccles St. (L)	Campillo, Postbox 66 (U)	July 30, 1970
JAMAICA	Ervin Petersen, Industrivej 4 (U)	Auckland
July 30, 1970	SWEDEN	Art Productions, P.O. Box 6659 (U)
Constant Spring	July 30, 1970	Books, Inc., Postbox 1197 (U)
L. A. Davis, P.O. Box 224, Kingston (L)	Alvsjo	Mail Order, Inc., Box 6801 (U)
MALTA	I. S. Company, Box 521 (U)	P.O. Box 7200 (U)
July 30, 1970	Enebyberg	M. Devere, Box 30092 (U)
Valetta	European Folklore, Box 4025 (U)	Color Services, Box 3615, CPO (U)
O. Arrigo, 74, Old Bakery Street (L)	Farsta	John Dow, c/o Color Services, Box 3615, CPO (U)
ENGLAND	Ingrid Svensson, c/o Agriculture Ltd., Box 310 (U)	Palmerston North
July 30, 1970	Linkoping	Hemmings, P.O. Box 1535 (U)
London W. 1	Intertex, Box 312 (U)	Takapuna
Sabona Rheumatic Relief Co., Ltd., 73 New Bond Street (F)	Lund	Dept. U, P.O. Box 33356 (U)
DENMARK	Pay Trading, Box 1189 (U)	Northcote C.
July 30, 1970	Malmö	Miss Mayne, P.O. Box 36082, Taka- puna (U)
Aabybro	A. Mansouri, Brogstan 8 (U)	GREAT BRITAIN
Peter Sørensen, Sct. Hansgade 756 (U)	Mora	July 30, 1970
	Star Production, Box 59 (U)	London
		A. (Anne) Lockwood, 14 Orange St. (U)

**U.S. SAVINGS BONDS MAKE FREEDOM MORE
SECURE FOR PEOPLE THROUGHOUT THE
WORLD**

All Postal Installations

Change of Address

The address of the Boston Mailbag Depository has been changed to reflect the change of command of the Boston Army Base to Naval Shipyard. The address will no longer be identified as located at Boston Army Base. The new address is:

Post Office Department,
Boston Mailbag Depository,
Section A Bldg. No. 114,
666 Summer Street,
Boston, MA 02210

All Fourth-Class Post Offices

Delegation of Authority

Authority is delegated to Regional Directors to approve all requests for a change in site of fourth-class post offices when such requests do not involve moving from one county to another.

Section 842.22, Postal Manual, requiring that the approval of the Bureau of Operations be obtained if significant opposition to a change in site of a fourth-class post office developments, will be amended at a later date.—*Bureau of Operations, 7-30-70.*

All Post Offices With Vehicle Maintenance Facilities

Delegation of Authority

Postmasters have been delegated the authority to develop and submit annually completed Forms 4540, Assignment of Government-Owned Vehicles, for their office and nonpersonnel offices that they service. Forms should be prepared in quadruplicate. Submit original and two copies to the regional manager for vehicle services not later than September 15 each year reflecting the vehicle inventory as of September 1.

Prior to the annual submission date the region will supply the postmaster at each office with a vehicle maintenance facility sufficient Forms 4540 to complete inventory of Government-owned vehicles for his office and assigned nonpersonnel offices.

Two completed reports from each office should be forwarded to headquarters by the region.—*Bureau of Operations, 7-30-70.*

All Post Offices

Travel—Coding of Travel Vouchers

Any traveler who is permanently assigned to a post office should show his finance number and CAG in blocks 8-14 of the coding strip on the bottom of SF-1012, Travel Voucher.

This is necessary in order to relieve the Postal Data Centers of the time-consuming job of looking up this information and inserting it on all post office vouchers.—*Bureau of Finance and Administration, 7-30-70.*

All Postal Installations

Travel—Fixed Charges for Local Telephone Calls

Many places of lodging make a standard charge for use of the telephone for local calls whether any calls are made or not.

When this charge is made as a part of the lodging fee and no official calls are made, claim the charge as part of your lodging cost. If you make official telephone calls, claim the charge in the "Other" column, described as "local official calls."—*Bureau of Finance and Administration, 7-30-70.*

**ACCIDENTS JUST
DON'T HAPPEN-THEY
ARE CAUSED**

POST OFFICE CHANGES NO. 4

(Supplemental to July 1970 Directory of Post Offices POD Publications 26)

Abbreviations: B=Branch. C=City Delivery. Conv.=Converted. Disc.=Discontinued. Estab.=Established. IC=Independent City. MOU=Money Order Unit. NP=Nonpersonnel. RB=Rural Branch. Resc.=Rescinded. RS=Rural Station. S=Station. x=Classified. (Contract stations and branches do not have the symbol "x" following the symbol for type of installation.)

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
AK	Fairbanks	Central		Federal	Sx	99701	Delete	7- 2-70	} Newly assigned ZIP code.
AK	Fairbanks	Central		Federal	Sx	99707	Add	7- 2-70	
DC	Washington	Washington, DC		Navy Department	Sx	20360	Delete	6-30-70	Sx disc.
GA	Union City	Fulton	2			30291	Delete	8-11-70	} C estab.
GA	Union City	Fulton	2C			30291	Add	8-11-70	
IL	Chicago	Cook		Haymarket	Sx	60606	Delete	8-31-70	Sx disc.
MD	Greenmount	Carroll	3			21072	Delete	6-26-70	} P.O. disc.
MD	(Mail to Hampstead)	Carroll				21074	Delete	6-26-70	
NH	Laconia	Belknap			B	08246	Add	7-25-70	B estab.
WI	Grandview	Bayfield	3			54839	Delete	9- 1-70	} P.O. name changed to two words.
WI	Grand View	Bayfield	3			54839	Add	9- 1-70	

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	3,831,452,950 to 3,831,452,999	5,701,386,592 to 5,701,386,999
1,915,377,243 to 1,915,377,499	3,831,749,000 to 3,831,749,199	5,701,927,195 to 5,701,927,299
1,915,414,781 to 1,915,414,999	3,836,105,450 to 3,836,105,699	5,702,674,800 to 5,702,674,999
1,923,904,133 to 1,923,905,999	48,346,211 to 48,347,999	5,702,676,097 to 5,702,676,499
1,927,782,600 to 1,927,782,999	58,941,150 to 58,943,999	5,702,742,677 to 5,702,742,999
1,927,869,531 to 1,927,869,549	521,072,954 to 521,073,099	5,702,916,078 to 5,702,916,499
1,934,695,700 to 1,934,696,399	522,490,800 to 522,491,399	5,705,679,042 to 5,705,679,999
1,939,279,589 to 1,939,279,999	522,491,500 to 522,491,899	5,710,155,501 to 5,710,155,599
1,940,484,700 to 1,940,485,449	533,249,000 to 533,249,499	5,710,478,100 to 5,710,478,249
1,944,011,284 to 1,944,011,499	537,564,731 to 537,564,999	66,826,500 to 66,826,599
1,945,919,000 to 1,945,919,649	538,289,050 to 538,289,899	72,077,164 to 72,077,999
1,951,442,300 to 1,951,442,949	538,327,581 to 538,327,699	73,764,000 to 73,767,999
1,952,455,800 to 1,952,456,149	538,359,663 to 538,360,049	73,969,450 to 73,969,549
1,954,467,172 to 1,954,467,199	538,361,375 to 538,361,999	76,429,126 to 76,429,199
1,956,032,989 to 1,956,032,999	539,427,650 to 539,428,049	76,453,150 to 76,453,249
1,958,016,000 to 1,958,016,499	540,304,321 to 540,304,499	77,229,217 to 77,229,449
1,961,462,068 to 1,961,462,499	540,529,081 to 540,529,499	79,396,800 to 79,396,899
1,966,920,600 to 1,966,920,649	543,487,350 to 543,488,399	7,388,138,197 to 7,388,139,999
1,970,719,611 to 1,970,719,624	5,550,886,753 to 5,550,886,999	7,390,556,000 to 7,390,559,999
1,972,020,251 to 1,972,020,999	5,552,982,000 to 5,552,982,499	7,426,790,000 to 7,426,793,999
1,972,869,200 to 1,972,869,249	5,611,934,000 to 5,611,935,999	7,433,118,931 to 7,433,118,949
1,973,517,860 to 1,973,517,949	5,617,120,000 to 5,617,129,499	7,462,196,750 to 7,462,196,799
1,979,517,850 to 1,979,518,499	5,621,652,564 to 5,621,652,999	7,484,295,708 to 7,484,295,899
2,270,328,000 to 2,270,331,999	5,634,099,997 to 5,634,101,999	7,486,840,031 to 7,486,840,599
3,750,571,077 to 3,750,571,149	5,640,743,812 to 5,640,744,349	7,489,060,600 to 7,489,061,349
3,762,257,750 to 3,762,258,949	5,643,597,711 to 5,643,597,749	7,506,526,350 to 7,506,526,649
3,775,270,600 to 3,775,271,699	5,646,932,000 to 5,646,933,999	7,506,705,190 to 7,506,705,999
3,775,655,500 to 3,775,655,649	5,650,189,400 to 5,650,190,399	7,509,488,028 to 7,509,488,049
3,780,914,000 to 3,780,915,999	5,655,123,300 to 5,655,123,849	7,509,732,835 to 7,509,732,999
3,783,862,300 to 3,783,862,699	5,656,140,000 to 5,656,143,999	7,512,192,517 to 7,512,192,549
3,784,278,600 to 3,784,279,999	5,656,522,036 to 5,656,525,999	7,514,290,319 to 7,514,291,499
3,787,168,209 to 3,787,168,299	5,659,292,000 to 5,659,293,999	7,514,610,785 to 7,514,611,199
3,787,392,427 to 3,787,392,500	5,659,763,800 to 5,659,765,299	7,518,391,000 to 7,518,391,299
3,791,928,650 to 3,791,929,099	5,666,020,000 to 5,666,021,999	7,519,006,425 to 7,519,006,445
3,795,243,100 to 3,795,243,699	5,667,365,925 to 5,667,365,999	7,519,542,179 to 7,519,542,499
3,799,925,250 to 3,799,926,349	5,668,669,900 to 5,668,671,399	7,519,547,129 to 7,519,547,249
3,800,811,000 to 3,800,813,499	5,669,971,950 to 5,669,972,749	7,519,937,563 to 7,519,937,999
3,802,330,640 to 3,802,330,699	5,671,762,600 to 5,671,763,999	7,521,154,843 to 7,521,154,899
3,802,370,150 to 3,802,370,349	5,674,179,117 to 5,674,179,999	7,521,358,275 to 7,521,358,499
3,803,056,800 to 3,803,057,099	5,674,407,000 to 5,674,410,499	7,524,396,064 to 7,524,396,099
3,803,111,413 to 3,803,111,449	5,675,410,750 to 5,675,410,999	7,528,356,600 to 7,528,357,199
3,807,175,050 to 3,807,176,849	5,678,191,600 to 5,678,191,999	80,177,950 to 80,178,449
3,808,725,052 to 3,808,725,099	5,678,194,000 to 5,678,194,399	84,116,555 to 84,116,599
3,809,515,971 to 3,809,515,999	5,679,794,000 to 5,679,795,999	86,701,478 to 86,701,549
3,809,585,750 to 3,809,585,949	5,680,311,775 to 5,680,312,049	87,516,462 to 87,516,749
3,810,430,750 to 3,810,431,049	5,687,197,100 to 5,687,197,199	88,519,250 to 88,519,299
3,810,433,250 to 3,810,433,349	5,690,592,968 to 5,690,593,049	89,044,000 to 89,046,999
3,810,639,792 to 3,810,639,999	5,692,340,350 to 5,692,341,849	868,047,108 to 868,047,999
3,814,699,327 to 3,814,700,399	5,693,050,627 to 5,693,050,799	8,381,268,241 to 8,381,268,276
3,817,260,100 to 3,817,260,299	5,693,052,233 to 5,693,052,499	8,381,268,323 to 8,381,268,499
3,821,218,295 to 3,821,218,949	5,693,147,100 to 5,693,148,099	8,552,624,000 to 8,552,624,999
3,822,241,700 to 3,822,242,049	5,693,615,948 to 5,693,615,999	8,563,415,296 to 8,563,415,999
3,822,780,159 to 3,822,780,249	5,694,032,000 to 5,694,033,999	8,566,539,177 to 8,566,539,499
3,822,851,800 to 3,822,852,999	5,694,094,987 to 5,694,095,299	8,567,570,609 to 8,567,570,999
3,824,755,350 to 3,824,755,549	5,694,251,950 to 5,694,253,249	8,559,277,900 to 8,559,278,099
3,825,325,650 to 3,825,326,199	5,694,315,000 to 5,694,315,099	8,566,492,869 to 8,566,492,999
3,826,834,548 to 3,826,834,649	5,694,400,150 to 5,694,400,748	91,663,500 to 91,663,699
3,827,770,059 to 3,827,770,074	5,696,794,651 to 5,696,794,749	92,593,796 to 92,593,849
3,829,844,700 to 3,829,846,199	5,697,479,576 to 5,697,479,999	
	5,697,680,050 to 5,697,680,899	