



POSTAL BULLETIN

Instructions and Information For Postal Employees
Published Weekly

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20771

To All Postal Installations

New Post Office Department Seal

A new official Post Office Department seal has been adopted by the Postmaster General in lieu of the existing official seal. A reproduction of the new seal is set out below. It is described as follows:

Seal: A stylized bald eagle poised for flight, facing to the viewer's right and above two horizontal bars between which are the words, "U.S. Mail," surrounded by a square border with rounded corners consisting of the words "United States Postal Service" on left, top, and right, and the base consisting of nine five-pointed stars.

The color representation of the seal shows a white field on which the eagle appears in dark blue, the words "U.S. Mail" in black, the bar above it in light red, the bar below in medium blue, and the border consisting of the words "United States Postal Service" and stars all in ochre.



—Office of General Counsel, 8-13-70.

All Post Offices

Delegation of Authority

Authority under the Vertical Improved Mail (VIM) Program is now delegated to postmasters to:

(a) Approve, after receipt of a written application and in accordance with established criteria, the installation of office building receptacles and a related VIM mailroom. The application must be accompanied by a tentative plan showing location in the building. If the postmaster approves the application, he will endorse his approval upon the application and return it to the applicant.

(b) Approve, after receipt of a written application and in accordance with established criteria, VIM call window service. The application must be accompanied by a tentative plan showing the size and location of the mailroom, and the proximity to the loading-unloading area the carrier will use. If the postmaster approves the application, he will endorse his approval upon the application and return it to the applicant.—Bureau of Operations, 8-13-70.

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All Postal Installations

6-Cent Stone Mountain Memorial Carving Commemorative Postage Stamp

The 6-cent Stone Mountain Memorial Carving commemorative postage stamp will be first placed on sale at Stone Mountain, GA, on September 19, 1970.

POSTMASTERS SHALL NOT PLACE THIS STAMP ON SALE BEFORE SEPTEMBER 20, 1970

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

Color: Gray
Initial printing: 130 million
Designer: Robert Hallock

To obtain first day cancellations, collectors may submit requests to the Postmaster, Stone Mountain, GA 30083. 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 Monday, September 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 using item 432.

All post offices requiring *less than bulk quantities* in addition to the automatic distribution may submit a separate requisition (Form 17) to their accountable paper depository and endorse at top "Additional." All requisitions not so endorsed will be returned.—Office of the Special Assistant to the Postmaster General, 8-13-70.

All Post Offices

Fourth-Class Parcel Post and Catalogs

ICC Docket No. 35281 approved by the Interstate Commerce Commission under date of July 16, 1970, increased the zone rates of postage on fourth-class mail; namely, parcels and catalogs.

The new fourth-class (parcel post and catalog) zone rates listed in the tables in this notice will become effective *November 14, 1970*. Charts for parcel post scales are being procured for distribution to all post offices as soon as possible. A further announcement concerning new scale charts will be made in the *POSTAL BULLETIN*.

Fourth-Class (Parcel Post) Zone Rates

Weight—1 pound and not exceeding (pounds)	Zones							
	Local	1 and 2	3	4	5	6	7	8
2.....	\$0.00	\$0.65	\$0.70	\$0.75	\$0.80	\$0.90	\$1.00	\$1.05
3.....	.00	.75	.80	.85	.95	1.10	1.20	1.35
4.....	.65	.90	.85	.95	1.10	1.30	1.40	1.60
5.....	.70	.85	.90	1.05	1.20	1.45	1.65	1.90
6.....	.70	.95	1.00	1.15	1.35	1.60	1.85	2.10
7.....	.75	1.05	1.10	1.25	1.50	1.75	2.10	2.35
8.....	.75	1.10	1.15	1.35	1.60	1.90	2.30	2.60
9.....	.80	1.15	1.20	1.45	1.75	2.05	2.45	2.85
10.....	.80	1.20	1.30	1.55	1.90	2.20	2.65	3.10
11.....	.80	1.25	1.35	1.60	2.00	2.30	2.85	3.35
12.....	.85	1.30	1.45	1.70	2.10	2.45	3.05	3.55
13.....	.85	1.35	1.55	1.80	2.20	2.60	3.25	3.80
14.....	.90	1.40	1.60	1.90	2.35	2.75	3.45	4.00
15.....	.90	1.45	1.65	2.00	2.45	2.85	3.60	4.20
16.....	.95	1.55	1.75	2.05	2.55	2.95	3.80	4.40
17.....	1.00	1.60	1.80	2.15	2.65	3.10	3.95	4.60
18.....	1.00	1.65	1.90	2.20	2.75	3.20	4.15	4.80
19.....	1.05	1.70	2.00	2.30	2.85	3.35	4.30	5.00
20.....	1.05	1.75	2.05	2.40	2.95	3.50	4.50	5.20
21.....	1.10	1.85	2.10	2.45	3.05	3.65	4.65	5.40
22.....	1.15	1.90	2.15	2.55	3.15	3.75	4.85	5.60
23.....	1.15	1.95	2.20	2.60	3.25	3.90	5.00	5.80
24.....	1.20	2.00	2.25	2.65	3.35	4.05	5.15	6.00
25.....	1.20	2.05	2.30	2.75	3.45	4.15	5.35	6.20
26.....	1.20	2.10	2.35	2.85	3.55	4.30	5.50	6.40
27.....	1.25	2.15	2.40	2.90	3.70	4.45	5.65	6.60
28.....	1.25	2.20	2.45	2.95	3.80	4.60	5.80	6.80
29.....	1.30	2.25	2.50	3.05	3.90	4.70	5.95	7.00
30.....	1.30	2.30	2.55	3.10	4.00	4.85	6.10	7.20
31.....	1.35	2.35	2.65	3.20	4.10	5.00	6.25	7.40
32.....	1.40	2.40	2.70	3.30	4.20	5.15	6.45	7.60
33.....	1.40	2.45	2.75	3.35	4.30	5.25	6.60	7.80
34.....	1.45	2.50	2.80	3.40	4.40	5.40	6.75	8.00
35.....	1.45	2.55	2.85	3.45	4.50	5.55	6.90	8.20
36.....	1.45	2.60	2.90	3.55	4.60	5.65	7.10	8.40
37.....	1.50	2.65	3.00	3.65	4.70	5.75	7.25	8.60
38.....	1.50	2.70	3.05	3.70	4.80	5.90	7.45	8.80
39.....	1.55	2.75	3.10	3.80	4.90	6.05	7.60	9.00
40.....	1.55	2.80	3.15	3.85	5.00	6.15	7.75	9.20
41.....	1.60	2.85	3.20	3.95	5.15	6.25	7.95	9.40
42.....	1.65	2.90	3.25	4.00	5.25	6.40	8.10	9.60
43.....	1.65	2.95	3.30	4.10	5.35	6.55	8.25	9.80
44.....	1.70	3.00	3.35	4.15	5.45	6.65	8.40	10.00
45.....	1.70	3.05	3.40	4.20	5.55	6.80	8.55	10.20
46.....	1.70	3.10	3.50	4.30	5.65	6.90	8.70	10.40
47.....	1.75	3.10	3.55	4.40	5.75	7.00	8.90	10.60
48.....	1.75	3.15	3.60	4.45	5.85	7.15	9.05	10.80
49.....	1.80	3.20	3.65	4.50	5.95	7.30	9.20	11.00
50.....	1.80	3.25	3.70	4.60	6.05	7.40	9.35	11.15
51.....	1.85	3.30	3.80	4.70	6.15	7.50	9.50	11.35
52.....	1.90	3.35	3.85	4.75	6.25	7.65	9.65	11.55
53.....	1.90	3.40	3.90	4.80	6.35	7.80	9.80	11.75
54.....	1.95	3.40	3.95	4.90	6.45	7.90	9.95	11.90
55.....	1.95	3.45	4.00	4.95	6.55	8.00	10.10	12.10
56.....	1.95	3.50	4.10	5.05	6.60	8.10	10.25	12.25
57.....	2.00	3.55	4.15	5.15	6.70	8.25	10.40	12.45
58.....	2.00	3.60	4.20	5.20	6.80	8.40	10.55	12.60
59.....	2.05	3.65	4.25	5.25	6.90	8.60	10.70	12.80
60.....	2.05	3.65	4.30	5.35	7.00	8.80	10.85	12.95
61.....	2.10	3.70	4.35	5.45	7.05	8.90	11.00	13.10
62.....	2.15	3.70	4.40	5.50	7.15	9.05	11.15	13.30
63.....	2.15	3.75	4.45	5.55	7.25	9.20	11.30	13.45
64.....	2.20	3.80	4.50	5.60	7.35	9.30	11.45	13.65
65.....	2.20	3.85	4.60	5.70	7.45	9.40	11.60	13.80

Continued on p. 3

Continued from p. 2

Weight—1 pound and not exceeding (pounds)	Zones							
	Local	1 and 2	3	4	5	6	7	8
66.....	\$2.20	\$3.90	\$4.65	\$5.80	\$7.50	\$9.30	\$11.75	\$13.95
67.....	2.25	3.95	4.70	5.85	7.60	9.40	11.85	14.15
68.....	2.25	3.95	4.75	5.90	7.70	9.55	12.00	14.30
69.....	2.30	4.00	4.80	5.95	7.75	9.65	12.15	14.50
70.....	2.30	4.05	4.85	6.05	7.85	9.75	12.25	14.65

Exceptions—(a) Parcels weighing less than 10 pounds, and measuring over 84 inches but not exceeding 100 inches in length and girth combined, are chargeable with a minimum rate equal to that for a 10 pound parcel for the zone to which addressed. See 135.3 for size and weight restrictions.

(b) For catalogs weighing up to 10 pounds, see 135.12.

(c) For books and library books, see 135.13 and 135.14.

(d) For 16-millimeter films, 16-millimeter film catalogs and related materials, see 135.13 and 135.14.

(e) Gold mailed within Alaska or from Alaska to other States and U.S. possessions: 2 cents each ounce or fraction, regardless of distance.

Catalogs and Similar Printed Advertising Matter in Bound Form Having 24 or More Pages at Least 22 of Which Are Printed, Weighing 16 ounces or More but Not Exceeding 10 Pounds

Single piece rates for individual mailings of catalogs (catalogs mailed at these rates must be marked "Catalogs"):

Individual Mailings

Weight (pounds)	Zones							
	Local	1 and 2	3	4	5	6	7	8
1.5.....	(cents) 28	(cents) 34	(cents) 34	(cents) 36	(cents) 38	(cents) 40	(cents) 42	(cents) 46
2.....	29	35	36	38	41	43	47	51
2.5.....	30	37	38	41	44	47	51	56
3.....	31	39	40	43	47	51	56	62
3.5.....	32	40	42	46	50	55	60	67
4.....	33	42	44	48	53	58	65	73
4.5.....	34	44	46	51	56	62	69	78
5.....	35	45	48	53	59	66	74	83
6.....	37	49	52	58	65	73	83	94
7.....	39	52	56	63	71	81	92	105
8.....	41	56	60	68	77	88	101	116
9.....	43	59	64	73	83	96	110	127
10.....	45	62	68	78	89	103	119	137

Rates for bulk mailings of separately addressed identical pieces in quantities of not less than 300 mailed at one time.

Bulk Mailings

Zones	Piece rate	Bulk pound rate	Zones	Piece rate	Bulk pound rate
Local.....	(cents) 21	(cents) 2.1	5.....	(cents) 25	(cents) 6.1
1 and 2.....	25	3.4	6.....	25	7.5
3.....	25	4.0	7.....	25	9.1
4.....	25	5.0	8.....	26	10.8

Note: The total charges for each bulk mailing shall be the sum of the charges derived by applying the applicable pound rate to the total number of pounds and by applying the applicable piece rate to the total number of pieces.

Reprints of this article are being printed and will be distributed shortly to all post offices without requisition. These reprints may be used for distribution to mailers who need them. Postmasters may requisition from their supply center reasonable quantities of additional reprints if needed.

Use Form 4570, "Special Requisition for Supplies." Requisitions will be filled as soon as stocks are received.—Bureau of Finance and Administration, 8-13-70.

All Postal Installations

Delegation of Authority

Conflicting Orders for Delivery of Mail; Rulings by Regional Legal Officers.

Effective immediately the regulations set out in section 154.72 of the Postal Manual are amended to read as follows:

154.7 Conflicting Orders By Two Or More Parties For Delivery Of Same Mail

* * * * *

72 Reference To Regional Counsel For Ruling. Where the disputing parties are unable to select a receiver, each party shall furnish the postmaster all available evidence on which he relies to exercise control over the disputed mail. If after receipt of such evidence the postmaster is still in doubt as to who should receive the mail, the postmaster will submit the case to his Regional Counsel (or other regional legal officer) for a ruling.

The change in the Postal Manual will be shown in an issuance at a later date.—Office of the General Counsel, 8-13-70.

All Post Offices

Indemnity Claims

All papers in an indemnity claim file should be placed atop the original claim form and stapled in the upper left corner. This renders the particulars of certification free from any encumbrance and facilitates claim processing and payment at the Postal Data Center in Minneapolis, MN.

Claims which have been certified for payment are to be dispatched daily to the Data Center. The claims are to be sent airmail in all instances except when next day delivery by surface transportation is assured.

All Post Offices

Nigeria—Direct Sacks

Direct sacks of books or other printed matter prepared by mailers in accordance with 222.46 Postal Manual and sent to Nigeria may not be addressed to banks for delivery to second addresses. They must be addressed directly to the intended recipients.—Bureau of Finance and Administration, 8-13-70.

All Post Offices Maintaining Philatelic Sales Windows

Stamps Removed From Sale

The following stamps were removed from sale in the Philatelic Sales Unit at the close of business August 7, 1970:

- 6¢ Walt Disney
- 6¢ Daniel Boone
- 6¢ Cherokee Strip

Any stock remaining on hand of these items shall be placed on general sale, until exhausted, in accordance with section 145.13a of the Postal Manual.

All Postal Installations

No. 3 Domestic Sacks

No. 3 domestic sacks used in the surface mail movement are now being manufactured from a lightweight nylon material and are brown in color. These sacks are to be used for the same dispatches as the canvas No. 3 sacks.

For the present, any surplus are to be packed and comingled with the canvas No. 3 sack, 14 in the 15th. In the event sufficient quantities of the brown nylon type are generated, pack 24 in the 25th.—*Bureau of Operations, 8-13-70.*

All Postal Installations

Rubber and Steel Stamps, FY 1971

Rubber line stamps

Effective immediately, field offices shall requisition rubber line stamps, items 500, 502, 518, 574, 575 and rubber type, item 645, directly from Sterrett Manufacturing Co., 364 W. Chicago Avenue, Chicago, IL 60610, the contractor for fiscal year 1971. Use form 1567, requisition for rubber and steel stamps only. Headquarters will continue to handle billings and payments for these items.

Rubber, and steel postmarking, dating, and miscellaneous stamps

Requisition all rubber and steel postmarking, dating, and miscellaneous stamps, except the above enumerated rubber line stamps, from the supply centers on Form 1567. Enter **finance number** applicable to the installation on the top of the form at the right side of the state and ZIP Code line.

Items 716-A and 718-D, roller die replacements, listed in publication 24, supply catalog, are no longer furnished. When replacement die is needed requisition complete item 716 or 718.—*Bureau of Facilities, 8-13-70.*

All First-Class Post Offices

Publication 153

Publication 153, "What Mailers Should Do to Get the Best Service," is now available in supply centers. This 12-page illustrated booklet tells mailers how they can help improve their own mail service through better *preparation, timing, and coordination* of their mailings. It is recommended for use as a basic handout at mailing clinics, Mail Users Council meetings, and during the course of visits to individual mailers. Postmasters may order copies on Form 1580 during their normal requisitioning cycle.—*Bureau of Planning and Marketing, 8-13-70.*

All Post Offices

Great Britain and Northern Ireland—Prohibitions

Liquids in aerosol containers complying with 231.21(i), Postal Manual, may now be mailed to Great Britain and Northern Ireland. The prohibition announced in the **POSTAL BULLETIN** of January 15, 1970, is rescinded.—*Bureau of Finance and Administration, 8-13-70.*

POST OFFICE CHANGES NO. 5

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

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

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	Kenai.....	Southcentral.....		Wildwood.....	Bx	99611	Delete.....	7-24-70	Bx Disc.
AR	Pine Bluff.....	Jefferson.....		Watson Chapel.....	B	71601	Delete.....	8-13-70	B Disc.
CA	San Francisco.....	San Francisco.....		FPO 96694.....	B	96694	Delete.....	7-31-70	FPO Disc.
CA	do.....	do.....		APO 96309.....	B	96309	Delete.....	7-15-70	APO Disc.
CO	Salida.....	Chaffee.....		Hillside.....	RB	81201	Delete.....	8-7-70	} To correct ZIP Code. } Shown in PB 7-16-70.
CO	do.....	do.....		do.....	RB	81232	Add.....	8-7-70	
ID	Cascade.....	Valley.....		Smiths Ferry.....	RB	83668	Correction..	4-30-70	Mailing Address Corrected from Cascade to Banks Shown in PB 7-16 Quarterly Summary.
IL	Oak Lawn.....	Cook.....		Burbank.....	B	60459	Add.....	7-20-70	B Estab.
MO	Reeds Spring.....	Stone.....		Kimberling City.....	RB	65736	Delete.....	8-24-70	} To Change ZIP Code. } Shown in PB 7-2-70.
MO	do.....	do.....		do.....	RB	65686	Add.....	8-24-70	
NY	New York.....	New York.....		APO 09353.....	B	09353	Add.....	8-1-70	APO Estab.
NC	Warsaw.....	Duplin.....	2			28398	Delete.....	8-25-70	} C Estab.
NC	do.....	do.....	2C			28398	Add.....	8-25-70	
PA	Euclid.....	Butler.....	4			16082	Delete.....	7-31-70	} P.O. Disc.
PA	(Mail to Butler).....	do.....				16001	Add.....	7-31-70	
UT	Salt Lake City.....	Salt Lake.....		Brighton.....	RB	84117	Delete.....	8-31-70	RB Disc.
UT	do.....	do.....		Millcreek.....	Bx	84109	Add.....	9-1-70	Bx Estab.

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	3,836,105,450 to 3,836,105,699	5,702,676,097 to 5,702,676,499
1,915,377,243 to 1,915,377,499	48,346,211 to 48,347,999	5,702,742,677 to 5,702,742,999
1,915,414,781 to 1,915,414,999	58,941,150 to 58,943,999	5,702,916,078 to 5,702,916,499
1,923,904,133 to 1,923,905,999	521,072,954 to 521,073,099	5,705,679,042 to 5,705,679,999
1,927,782,600 to 1,927,782,999	522,490,800 to 522,491,399	5,706,359,534 to 5,706,359,999
1,927,869,531 to 1,927,869,549	522,491,500 to 522,491,899	5,710,155,501 to 5,710,155,599
1,934,695,700 to 1,934,696,399	537,564,731 to 537,564,999	5,710,478,100 to 5,710,478,249
1,939,279,589 to 1,939,279,999	538,289,050 to 538,289,899	66,826,500 to 66,826,599
1,940,484,700 to 1,940,485,449	538,327,581 to 538,327,699	72,077,164 to 72,077,999
1,944,011,284 to 1,944,011,499	538,359,663 to 538,360,049	73,764,000 to 73,767,999
1,945,919,000 to 1,945,919,649	538,361,375 to 538,361,999	73,969,450 to 73,969,549
1,951,442,300 to 1,951,442,949	539,287,703 to 539,287,799	76,429,126 to 76,429,199
1,952,455,800 to 1,952,456,149	539,427,650 to 539,428,049	76,453,150 to 76,453,249
1,956,032,989 to 1,956,032,999	540,304,321 to 540,304,499	77,229,217 to 77,229,449
1,958,016,000 to 1,958,016,499	543,487,350 to 543,488,399	79,396,800 to 79,396,899
1,961,462,068 to 1,961,462,499	5,550,886,753 to 5,550,886,999	7,388,138,197 to 7,388,139,999
1,966,920,600 to 1,966,920,649	5,552,982,000 to 5,552,982,499	7,390,556,000 to 7,390,559,999
1,970,719,611 to 1,970,719,624	5,611,934,000 to 5,611,935,999	7,426,790,000 to 7,426,793,999
1,972,020,251 to 1,972,020,999	5,617,120,000 to 5,617,129,499	7,433,118,931 to 7,433,118,949
1,972,869,200 to 1,972,869,249	5,621,652,564 to 5,621,652,999	7,462,196,750 to 7,462,196,799
1,973,517,860 to 1,973,517,949	5,634,099,997 to 5,634,101,999	7,484,295,708 to 7,484,295,899
1,979,517,850 to 1,979,518,499	5,640,743,812 to 5,640,744,349	7,486,840,031 to 7,486,840,599
2,270,328,000 to 2,270,331,999	5,643,597,711 to 5,643,597,749	7,489,060,600 to 7,489,061,349
3,750,571,077 to 3,750,571,149	5,646,932,000 to 5,646,933,999	7,506,526,350 to 7,506,526,649
3,762,257,750 to 3,762,258,949	5,650,189,400 to 5,650,190,399	7,506,705,190 to 7,506,705,999
3,775,270,600 to 3,775,271,699	5,655,123,300 to 5,655,123,849	7,509,488,028 to 7,509,488,049
3,775,655,500 to 3,775,655,649	5,656,140,000 to 5,656,143,999	7,509,732,835 to 7,509,732,999
3,780,914,000 to 3,780,915,999	5,656,522,036 to 5,656,525,999	7,512,192,517 to 7,512,192,549
3,783,862,300 to 3,783,862,699	5,659,292,000 to 5,659,293,999	7,514,290,319 to 7,514,291,499
3,784,278,600 to 3,784,279,999	5,659,763,800 to 5,659,765,299	7,514,610,785 to 7,514,611,199
3,787,168,209 to 3,787,168,299	5,666,020,000 to 5,666,021,999	7,516,888,971 to 7,516,889,000
3,787,392,427 to 3,787,392,500	5,667,365,925 to 5,667,365,999	7,518,391,000 to 7,518,391,299
3,791,928,650 to 3,791,929,099	5,668,669,900 to 5,668,671,399	7,519,542,179 to 7,519,542,499
3,795,243,100 to 3,795,243,699	5,669,971,950 to 5,669,972,749	7,519,547,129 to 7,519,547,249
3,799,925,250 to 3,799,926,349	5,671,762,600 to 5,671,763,999	7,519,937,563 to 7,519,937,999
3,800,811,000 to 3,800,813,499	5,674,179,117 to 5,674,179,999	7,521,154,843 to 7,521,154,899
3,802,330,640 to 3,802,330,699	5,674,407,000 to 5,674,410,499	7,521,358,275 to 7,521,358,499
3,802,370,150 to 3,802,370,349	5,675,410,750 to 5,675,410,999	7,524,396,064 to 7,524,396,099
3,803,056,800 to 3,803,057,099	5,678,191,600 to 5,678,191,999	7,528,356,600 to 7,528,357,199
3,803,111,413 to 3,803,111,449	5,678,194,000 to 5,678,194,399	80,177,950 to 80,178,449
3,807,175,050 to 3,807,176,849	5,679,794,000 to 5,679,795,999	84,116,555 to 84,116,599
3,808,725,052 to 3,808,725,099	5,680,311,775 to 5,680,312,049	86,701,478 to 86,701,549
3,809,515,971 to 3,809,515,999	5,687,197,100 to 5,687,197,199	87,516,462 to 87,516,749
3,809,585,750 to 3,809,585,949	5,690,592,968 to 5,690,593,049	87,865,306 to 87,865,421
3,810,430,750 to 3,810,431,049	5,692,340,350 to 5,692,341,849	88,519,250 to 88,519,299
3,810,433,250 to 3,810,433,349	5,693,050,627 to 5,693,050,799	89,044,000 to 89,046,999
3,810,639,792 to 3,810,639,999	5,693,052,233 to 5,693,052,499	868,047,108 to 868,047,999
3,814,699,327 to 3,814,700,399	5,693,147,100 to 5,693,148,099	8,381,268,241 to 8,381,268,276
3,817,260,100 to 3,817,260,299	5,693,615,948 to 5,693,615,999	8,381,268,323 to 8,381,268,499
3,821,218,295 to 3,821,218,949	5,694,032,000 to 5,694,033,999	8,552,624,000 to 8,552,624,999
3,822,780,159 to 3,822,780,249	5,694,094,987 to 5,694,095,299	8,563,415,296 to 8,563,415,999
3,822,780,159 to 3,822,780,249	5,694,251,950 to 5,694,253,249	8,566,386,853 to 8,566,386,899
3,825,325,650 to 3,825,326,199	5,694,315,000 to 5,694,315,099	8,566,539,177 to 8,566,539,499
3,826,834,548 to 3,826,834,649	5,694,400,150 to 5,694,400,748	8,567,570,609 to 8,567,570,999
3,827,770,059 to 3,827,770,074	5,696,794,651 to 5,696,794,749	8,559,277,900 to 8,559,278,099
3,829,844,700 to 3,829,846,199	5,697,479,576 to 5,697,479,999	8,566,492,869 to 8,566,492,999
3,831,452,950 to 3,831,452,999	5,697,680,050 to 5,697,680,899	91,663,500 to 91,663,699
3,831,749,000 to 3,831,749,199	5,701,386,592 to 5,701,386,999	92,593,796 to 92,593,849
3,832,712,716 to 3,832,712,999	5,701,927,195 to 5,701,927,299	
	5,702,674,800 to 5,702,674,999	

*All Postal Installations***SUMMARY OF DELEGATIONS TO POSTMASTERS ISSUED THROUGH AUGUST 6, 1970**

Where only a limited number of offices are involved instructions have been issued, in some instances, to designated postmasters through official communications from their Regional Directors.

1. Approval of annual contracts for city carrier public transportation (buses, streetcars, subways) at offices having city delivery service. (POSTAL BULLETIN No. 20707)

2. Submission of requisitions for pressure sensitive case labels direct to printing units. (POSTAL BULLETIN No. 20707)

3. Negotiation and approval of contracts for stations and branches at all first-class post offices when the annual rate is \$1,200 or less. (POSTAL BULLETIN No. 20708; 841.244, Postal Manual)

4. At post offices with 23,700 revenue units (approximately \$1,650,000 receipts) and over, negotiation and approval of contracts for stations and branches when the annual rate is \$2,500 or less. (POSTAL BULLETIN No. 20708; 841.244, Postal Manual)

5. Withdrawal of service at all city delivery post offices if patron refuses to erect a suitable mail receptacle. (POSTAL BULLETIN No. 20708)

6. Approval of rural route extensions at Sectional Center Facility offices for their own routes and rural routes emanating from their associate post offices. (POSTAL BULLETIN No. 20708)

7. All city delivery post offices may extend service to new territory even though an additional carrier allowance will be required. (POSTAL BULLETIN No. 20712)

8. Added authority to approve leave without pay requests not in excess of one year. (721.5, Postal Manual, Transmittal Letter 217)

9. Establishment of auxiliary city delivery routes. (POSTAL BULLETIN No. 20714)

10. At first class post offices, withdrawal of rural delivery service if patrons provide a nonconforming box. (POSTAL BULLETIN No. 20714)

11. Development, review and approval of requisitions for machine-printed carrier case labels prior to

direct submission to label units. (POSTAL BULLETIN No. 20716)

12. Review and approval of requests for new printing of looseleaf city primary schemes for direct submission to Graphic Arts Division. (POSTAL BULLETIN No. 20716)

13. Approval of adjustment in parcel post deliveries in business areas on Saturdays. (POSTAL BULLETIN No. 20722)

14. Final responsibility for the distribution of outgoing third-class mail between 6 p.m. and 6 a.m. (POSTAL BULLETIN No. 20722; 333.321e, Postal Manual)

15. At second-, third-, and fourth-class post offices, withdrawal of rural delivery service if patron provides a nonconforming box. Previously, this authority was delegated to first-class post offices. (POSTAL BULLETIN No. 20719)

16. Conduct inservice examination without prior referral to Regional Offices for approval. (POSTAL BULLETIN No. 20719; 713.42c, Postal Manual)

17. Payment of bills for utilities. (POSTAL BULLETIN No. 20738; superseded by No. 20750)

18. Sectional Center facility postmasters issue travel orders and transportation requests for their office and associate post offices. (Travel Handbook M-9; Transmittal Letter No. 13)

19. Authority for carrying individual fixed credit shortages in the suspense account pending full recovery from the indebted employees, without authorization from the Regional Controller, for a period not to exceed one postal quarter from date of the shortage. (425.412d(2) and 464,A/C 11919 Postal Manual, Transmittal Letter 91)

20. Administrative postmasters for mail messenger routes will take the following actions without prior approval from Regional Offices: (a) Replace regular service with temporary service when immediately necessary due to messenger's failure to perform proper service; (b) discontinue mail messenger service when such service is rendered unnecessary by changed service conditions. Part (c) to be issued later. (Logistics

Memorandum Issuance No. 146 to Regional Directors dated 12-3-69)

21. Postmasters having 50 or more authorized positions are delegated final responsibility for approving quality step increases for all craft employees and for supervisory employees through the level of Tour Superintendent. Postmasters at other post offices will refer recommendations to the Regional Director only for the purpose of obtaining the certification of availability of funds. (774.263, Postal Manual, Transmittal Letter No. 219)

22. Responsibility for the preparation of Form 5050, Mail Loading Diagram, and Form 5068, Mail Loading Diagram and Report of Movement, as well as responsibility for recommending changes in car loading diagrams. (Logistics Memorandum Issuance No. 120 to Regional Directors dated 10-14-69)

23. Administration of star routes: (a) Sectional Center Facility postmasters determine which collection boxes will be collected by star route drivers and requisition necessary equipment; (b) Administrative postmasters will have final responsibility for annual inspections of box delivery star routes and will discontinue sending copies of Form 5406, Box Delivery Star Route Inspection, to Regional Office except when requested to do so in specific cases. (Logistic Memorandum Issuance No. 123 to Regional Directors dated 10-20-69; Regional Instructions, Filing No. 521.3-1, dated 12-22-69)

24. Sectional Center Facility postmasters will be responsible for receiving and acting upon requests for mail equipment and related reports as follows: a) Form 5521, Requisition for Pouches, Sacks or Locks, will be sent to the Sectional Center Facility postmasters instead of Regional Office when less than a carload or truckload of mailbag equipment is required. b) Form 5151, Mail Equipment Report- Non-Concentration Point Office, will be sent to the Sectional Center Facility postmasters instead of the Regional Office. (Logistics Memorandum Issuance No. 122 to Regional Directors dated 10-14-69)

25. Authority to expand utilization of Letter Sorting Machines to include tours of less than 8 hours and use of less than the maximum number of consoles under approved distribution concepts. (Methods Handbook, Series M-54, Transmittal Letter No. 2)

26. Sectional Center Facility postmasters have final responsibility for scheduling the sorting of working packages of circulars and non-preferential second-class mail during the period 6 a.m. to 6 p.m. on weekdays. (Individual memorandums to SCF postmasters from Regional Directors)

27. Approval of use of street names and house numbers by patrons of rural routes. (POSTAL BULLETIN No. 20726)

28. Increase the authority of Superintendents, Vehicle Maintenance Facilities, to make local purchases of needed parts and supplies in amounts up to \$300; presently such purchases are limited to \$50. (POSTAL BULLETIN No. 20727; 652.211, Postal Manual)

29. Authority to requisition mail-handling equipment through the Procurement and Supply Branch of their regional office without prior referral to a Postal Service Officer. (651.42, Postal Manual, Transmittal Letter No. 102)

30. Authority to establish emergency temporary mail messenger routes when justified by service needs without prior referral to regional offices. (Logistics Memorandum Issuance No. 146 to Regional Directors dated 12-3-69)

31. Authority to approve requests to General Services Administration for minor improvements to postal space in Federal Buildings costing \$2,000 or less. (Realty Division Order No. 18 to Regional Directors, dated 7-1-69; 622.421a, Postal Manual)

32. Authority to obtain minor alterations and improvements to leased and rented facilities costing \$2,000 or less at those first-class post offices whose revenue units exceed \$2,000. (Realty Division Order No. 23 to Regional Directors, dated 10-28-69; 622.423a, Postal Manual)

33. Increase authority for local contracting for building maintenance services to \$2,500 without regional approval and when funds are available. (633.13, Postal Manual, Transmittal Letter No. 102)

34. Increased authority to take all actions necessary to correct irregularities in star route operations without referral to Regional Offices, except for levying fines and terminating contracts. (Regional Instructions, Filing No. 521.7-2, dated 12-22-69)

35. Postmasters (as designated by Regional Directors) will be authorized to receive reports of service performed under terms of area bus contracts and submit certifications of this service direct to the Postal Data Center for payment. (Regional Instructions, Filing No. 521.8-1, dated 12-4-69)

36. Responsibility for complete preparation of Forms 4501, Vehicle Record, at Vehicle Maintenance Facilities, covering assignments of vehicles. (POSTAL BULLETIN No. 20733)

37. Increase the procurement authority for local purchases of supplies and services from \$50 to \$100 for postmasters at second- and third-class post offices. (652.211, Postal Manual, Transmittal Letter 102)

38. Authority to receive reports of service performed under terms of highway post office contracts and submit certifications of this service direct to Postal Data Center for payment. (Regional Instructions, Filing No. 523-1, dated 1-9-70)

39. Inspection of highway post office vehicles in accordance with standard instructions for such inspections. (Regional Instructions, Filing No. 523-1, dated 1-9-70)

40. Authority to delegate to a supervisor responsibility for signing any correspondence. (POSTAL BULLETIN No. 20744)

41. Discontinue the submission of Forms 3971, Request for or Notification of Absence, for sick leave of 3 days duration and less. (POSTAL BULLETIN No. 20742; 721.437c, Postal Manual)

42. Responsibility for determining which contract stations will accept orders for printed stamped envelopes. (POSTAL BULLETIN No. 20743)

43. Responsibility for determining whether collections for damage will be assessed against employees involved in vehicle accidents. (POSTAL BULLETIN No. 20765)

44. Final authority to change the place of sorting incoming mails as follows: (a) From the main office (central distribution unit) to stations or branches, the sorting of preferential mail to carriers during early

morning hours when this will provide same-day delivery not attainable through the central facility; (b) from the main office (central distribution unit) to stations or branches, the sorting of nonpreferential mail when this results in a more economical operation or is necessary because space is not available at the central facility. (POSTAL BULLETIN No. 20747)

45. Complete responsibility for screening the driving records of prospective postal drivers through the respective State driver licensing agencies. (POSTAL BULLETIN No. 20748)

46. In communities that observe a day other than Saturday as a shortened business day, authority to curtail delivery routes on that day and provide regular service on Saturdays. (POSTAL BULLETIN No. 20764)

47. In specified cases, responsibility for providing a technician to assist postmasters at nearby post offices in the processing of employee appeals from adverse action decisions if the postmasters have requested such assistance. Additionally, under appropriate circumstances, designated postmasters will personally perform this function when requested by other postmasters. (POSTAL BULLETIN No. 20745)

48. Responsibility for preparation and distribution of POD Forms 4628 Nonpersonnel Maintenance Assignment, at Vehicle Maintenance Facilities, indicating service which will be performed for vehicles at nonpersonnel offices. (POSTAL BULLETIN No. 20749)

49. Responsibility for determining the need for and frequency of mail inspections at hotels, motels, trailer courts, and apartments with less than 20 units where delivery is made to a central point. (POSTAL BULLETIN No. 20761)

50. Responsibility for approving city schemes. (POSTAL BULLETIN No. 20752)

51. Authority to approve omission of streets receiving a very small volume of mail from the examination sections of the primary scheme, at offices where complex schemes exist. (POSTAL BULLETIN No. 20752)

52. Post Offices with firearms are authorized to procure ammunition requirements locally. (POSTAL BULLETIN No. 20749)

53. Responsibility for determining which contract or rural station or

branch will accept and rate foreign mail (POSTAL BULLETIN No. 20753)

54. At post offices supplying intermediate offices by rural routes, authority to receive reports of irregularities, complaints, and administrative problems and take necessary corrective action. (POSTAL BULLETIN No. 20760)

55. Authority to take required corrective action if actual weekly time to serve a rural route consistently varies more than 3 hours, either below or in excess of evaluated time. (POSTAL BULLETIN No. 20767)

56. Approval of the use of a relay box at junction points of two or more rural routes as a means of exchanging mail between carriers or a collection box as a depository for outgoing mail in communities where there is no post office. (POSTAL BULLETIN No. 20767)

57. Authority to furnish completed stub portion of Forms 1804, Vehicle Time Record, to vehicle hire contractors upon request. (POSTAL BULLETIN No. 20767)

58. At Vehicle Maintenance Facilities, responsibility for conducting an annual vehicle inventory at their own office and all offices serviced by them. Forms 4540, Assignment of Government-owned Vehicles, shall be

used for this purpose. (POSTAL BULLETIN No. 20769)

59. Postmasters will locally reimburse employees for travel expenses incurred when detailed to postal units located on military installations; elimination of regional travel orders. (POSTAL BULLETIN No. 20770)

The delegations of authority listed below have been announced to Regional Directors and notices informing postmasters will be issued in official publications.

1. Conduct of fitness for duty examinations.

2. At post offices in CAG Groups A and B, having revenue units of 118,750 (approximately \$8,832,000 receipts) and over, authority to accept bids and execute contracts for vehicle hire where the estimated annual cost does not exceed \$2,500, upon receipt of approved Form 4515, Vehicle Assignment Justification and Request.

3. Responsibility for testing scales at second-, third-, and fourth-class post offices. Previously, this function was performed by the Inspection Service.

4. Authority under the Vertical Improved Mail (VIM) Program as follows: (a) Approval of applications for installation of office building re-

ceptacles (Lock boxes) and the related VIM mail room in a new or existing building; (b) approval of applications for VIM call window service and the related VIM mail room in a new or existing highrise office building.

5. Authority to use an optional method of filing changes of address on Forms 1564, Address Change Sheet, by street and block numbers so long as all carriers at each unit of an office use the same method.

6. Authority to approve the issuance of gasoline and oil to other Government Agencies on a reimbursable basis when it is determined to be in the best interest of the Government.

7. Authority to establish city primary scheme examination requirements based on a combination of ZIP Code distribution and one (but not more than two) high-volume scheme sections.

8. Responsibility for determining in what location the complaint files will be maintained at a post office.

9. Responsibility for determining whether collections will be assessed against employees for loss or damage to Government property.—*Bureau of Operations, 8-13-70.*

Metered Mailings of Five or More Letter-Type Pieces Must Be Bundled, Boxed, or Otherwise Packaged With the Addresses Facing in One Direction (See 143.61, Postal Manual)
