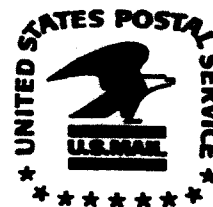


postal bulletin

Washington, D.C. 20260/Thursday, December 17, 1970/Nine Pages



All Postal Installations

6-Cent America's Wool Commemorative Postage Stamp

The 6-cent America's Wool commemorative postage stamp will be first placed on sale at Las Vegas, NV on January 19, 1971.

POSTMASTERS SHALL NOT PLACE THIS STAMP ON SALE BEFORE JANUARY 20, 1971

Christmas . . . "entrusted to your care"

There are unique satisfactions, in this holiday season, for those of us in the Postal Service. For you bear in this time, as was first borne nearly 2,000 years ago, good tidings of the great joy that shall be unto all men. The warmth, the good wishes, the hopes and prayers and the love that go out from Americans to Americans in this season are entrusted to your care, and that trust is well placed.

Mrs. Blount and I want to extend our good wishes for a joyous Christmas season and for health and prosperity in the coming year to each of you at this time and to join with you in the common prayer for peace on earth in our time and for all time.

POSTMASTER GENERAL.

All Postal Installations

Unfair Labor Practice Charges

If an unfair labor practice charge has been filed locally against a postmaster or a member of his staff, a copy of this charge must be forwarded by the postmaster immediately upon receipt to both the Assistant Postmaster General for Personnel and the Regional Director, if the charging party has not already done so.—*Personnel Department, 12-17-70.*

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 439.

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, 12-17-70.*

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Size: 0.84" x 1.44" (vertical)
Colors: Yellow, orange, blue, green, and brown

ISSUED IN PANES OF 50

Initial printing: 135 million
Designer: Dean Ellis

To obtain first-day cancellations, collectors may submit requests to the Postmaster, Las Vegas, NV 89114. See Postal Service Manual, section 257.2. Selected mint stamps will be available at the Philatelic Sales Unit, City Post Office, Washington, DC 20013, on and after January 20, 1971. All of this issue will be tagged.

*All Post Offices***Treasury Checks—
Scheduled for
January 2**

The Treasury Department has advised that Government checks normally due to be delivered on January 1 and 3, 1971, will be released early by their disbursement offices on a schedule that will provide for nationwide delivery on Saturday, January 2, 1971.

The early release of the checks by the Treasury Department will allow for adequate distribution time in each delivery office prior to the New Year's Day holiday. The checks are to be promptly distributed upon receipt but are to be held and delivered on Saturday, January 2, 1971.—*Operations Department, 12-17-70.*

*All Postal Installations***New Organizational Titles**

Implementation of the Postal Reorganization Act will require changes in the present organization structure of the U.S. Postal Service. As an initial step in making necessary changes, the term "Department" will hereafter be used in lieu of "Bureau" or "Office" in the designation of Headquarters organizations.

Accordingly, the names of Headquarters Bureaus and Offices are redesignated as follows:

From	To
Bureau of Operations.....	Operations Department.
Bureau of Finance and Administration.....	Finance and Administration Department.
Bureau of Facilities.....	Facilities Department.
Bureau of Personnel.....	Personnel Department.
Bureau of Research and Engineering.....	Research and Engineering Department.
Bureau of Planning and Marketing.....	Planning and Marketing Department.
Office of the General Counsel.....	General Counsel's Department.
Bureau of the Chief Postal Inspector.....	Chief Inspector's Department.

Existing stocks of stationery and forms containing the former designations shall be used until supplies are exhausted.

The Postal Service Manual will be amended appropriately.—*Office of the Deputy Postmaster General, 12-17-70.*

*All Postal Installations***Standard Form 46**

All announcements and postings relative to any assignment which requires the operation of a motor vehicle must include a statement that before being permitted to assume the duties of the assignment, the successful candidate must possess a valid U.S. Government Motor Vehicle Operator's Identification Card, SF 46 for the type(s) of motor vehicle(s) used in the assignment.

The announcements and postings must also clearly state that candidates for such assignments are not restricted to those employees who already possess SF 46. Any candidate who is otherwise qualified and selected for such assignment will be given ample opportunity to obtain SF 46. In the event he cannot qualify for SF 46 after a reasonable period of time, he will be disqualified and another candidate will be selected for the assignment.—*Personnel Department, 12-17-70.*

*All Post Offices With Carrier Drive Out Agreements***Payment Record for Carrier Drive Out Agreements—
Forms 1839 for Calendar Year 1970**

Each employee who is paid any compensation under a Carrier Drive Out Agreement must receive a T.D. Form 1099, U.S. Information Return—Calendar Year 1970, for submission with his Income Tax Return for 1970.

To avoid any delay in distribution of T.D. Forms 1099 to employees, post offices must submit to Postal Data Center all Forms 1839 for Accounting Period 7 representing payments made to employees on or before December 31, 1970. Forward them under separate cover immediately following December 31, 1970, in order to reach the postal data center no later than January 5, 1971, so that they may be properly recorded for calendar year 1970. Envelope should be endorsed "Forms 1839" in lower left corner. See section 452.353c, Postal Manual.

The amounts shown on Form 1839 should be claimed in postal account at the close of A/P 7, Postal Quarter

*All Postmasters***Dated Publications Due for Delivery Saturday, December 26**

Mailers of time-value second- and third-class publications, such as weekly newspapers, church bulletins, etc., who normally deposit their publications for delivery on Friday or Saturday are to be contacted regarding the nondelivery of mail on December 25 and 26. The mailers should be advised the latest date they may deposit their publication for delivery by December 24. These contacts must be made immediately.—*Operations Department, 12-17-70.*

II, January 8, 1971. Any carrier drive out compensation paid between January 1 and January 8, regardless of when the service was performed, should be entered on a new Form 1839 to be forwarded and claimed with postal account at the close of business January 8, 1971. Make every effort to see that the social security number for each employee is correct.

Please notify all employees concerned and submit promptly all Forms 1839 that pertain to calendar year 1970.—*Finance and Administration Department, 12-17-70.*

All Postal Installations

CHRISTMAS AND NEW YEAR'S WEEKEND

I. SERVICE POLICY

A. The Special Christmas issue of the **POSTAL BULLETIN**, dated October 2, 1970, indicated special instructions would be published concerning standard levels of service for the holiday weekends of December 24, 25, 26, 27, 1970, and December 31, 1970, January 1, 2, and 3, 1971.

B. In order to meet reduced service requirements on these two weekends, and at the same time provide employees with an opportunity to spend as much time with their families on the holidays as possible, the following instructions will apply for service to be provided on the Christmas weekend and on the New Year's weekend.

II. LEVELS OF SERVICE—CHRISTMAS WEEKEND

A. Thursday, Christmas Eve, December 24, 1970

1. *Window Service* on Christmas Eve may be reduced to the minimum necessary to meet local needs, except that at least 4 hours' service must be provided. In no case should window service be provided in excess of normal weekday hours.

2. Normal *lockbox service* will be provided.

3. *Delivery services*.—Provide normal weekday delivery service. Preferential mail available for delivery must be delivered.

4. *Collection Service*.—Normal weekday collection service should be provided, but may be adjusted in business areas to meet any reduced needs of the local community.

5. *Normal Special Delivery Service* must be provided.

B. Friday, Christmas Day, December 25, 1970

1. No window, lockbox, collection, city or rural or star route delivery services will be provided.

2. *Special Delivery Service* must be provided, but shall be performed by substitutes to the maximum extent possible.

C. Saturday, December 26, 1970

1. At offices normally providing *window service* on Saturday, Postmasters will adjust or suspend the hours of service, particularly at stations and branches, and based on the needs of the local community. In no instance will the service provided exceed 4 hours.

2. Provide normal Saturday *lockbox service*, at principal units only.

3. No *delivery service* will be provided on city or rural routes, or on star routes serving delivery boxes.

4. *Collection service* should be provided on Sunday schedules, augmented to meet the needs of the local business community. Since collection service was not provided on Christmas Day, every collection box must be collected at least once on December 26.

5. *Special Delivery service* must be provided on a Sunday schedule.

6. The distribution of both outgoing and incoming preferential mail must be maintained on this day.

D. Sunday, December 27, 1970

Provide normal Sunday service, including collections. *Special Delivery Service* must be provided.

III. LEVELS OF SERVICE—NEW YEAR'S WEEKEND

A. Thursday, New Year's Eve, December 31, 1970

1. Normal *lockbox, delivery, collection, and Special Delivery services* will be provided.

2. *Window service* may be reduced to the minimum necessary to meet local needs, except that at least 4 hours service must be provided.

B. Friday, January 1, 1971—New Year's Day

1. No *window, city or rural delivery services, or star route delivery* to boxes will be provided.

2. *Lockbox service* may be provided at main offices and principal units.

3. No *collection service* will be scheduled.

4. *Special Delivery service* must be provided on a holiday schedule.

5. The distribution of both outgoing and incoming preferential mail must be maintained on this day.

C. Saturday, January 2, 1971

1. *Window service* will be provided as needed at the principal units of the 110 WLRS/PSDS post offices. Postmasters at these offices may suspend window service in other units based upon local needs. Postmasters at other offices normally providing window service on Saturday may adjust service to their local needs.

2. Normal Saturday *lockbox service* will be provided.

3. Provide normal Saturday *delivery service* on both city and rural delivery routes, and on star box delivery routes.

4. Normal *Special Delivery service* will be provided.

5. Schedule Sunday collections, augmented to provide additional trips to meet the needs of the local business community. Since *collection service* was not provided on New Year's Day, every collection box must be collected at least once on January 2.

6. The distribution of outgoing and incoming preferential mail must be maintained on this day.

D. Sunday, January 3, 1971

Provide usual Sunday service, including normal Sunday collections. Special Delivery service must be maintained.

IV. MANPOWER UTILIZATION

Policy.—In keeping with the department's desire to provide employees with an opportunity to spend as much time with their families as possible on both the Christmas weekend and New Year's weekend, a liberal policy of granting annual leave and not scheduling employees on their holidays will be followed as outlined in these instructions. To accomplish this and still meet the anticipated service requirements on these two weekends, the following pay and leave instructions and manpower utilization instructions will apply for December 25, 26, and 27 and for January 1, 2, and 3.

Continued on p. 4

Continued from p. 3

V. CHRISTMAS WEEKEND

A. Christmas Day, December 25, 1970

1. The maximum number of non-exempt annual rate and hourly rate regular employees in PFS-1 through PFS-15, whose basic workweek includes Friday as a scheduled workday, as can be spared, shall be excused from duty on Christmas Day. Those who are required to work will be paid extra compensation at the rate of 150 percent of their hourly basic rate of compensation for any service up to 8 hours. For service in excess of 8 hours these employees will receive compensation at the regular overtime rate.

2. *Nonexempt annual or hourly rate regulars, PFS-1 to PFS-15*, whose basic workweek includes Friday as a scheduled offday, shall be excused from duty to the extent possible on their designated holiday (first workday preceding December 25). Those who are required to work on their designated holiday (first workday preceding December 25) shall be paid extra compensation at the rate of 150 percent of their hourly basic rate of compensation for any service up to 8 hours. For any work performed in excess of 8 hours, they will be paid at the regular overtime rate. In order to qualify for this provision, an hourly rate regular must be regularly scheduled for at least 5 days a week.

3. *Hourly rate regular employees* whose regular schedule includes Friday as a workday shall be excused from duty on Christmas Day unless their services are absolutely required. If they are required to work on Christmas Day, they are entitled to extra compensation at the rate of 150 percent of their hourly basic rate of compensation for all work performed up to 8 hours within their regular schedule. For any work performed in excess of 8 hours, they will be paid at their regular overtime rate. If they are not regularly scheduled for duty on Friday, they are not to be used.

4. *Substitutes*.—To the maximum extent possible, substitutes shall be assigned to cover required work assignments on Christmas Day. Those who are not required to cover holiday assignments shall not be scheduled

for duty. Those who are required to work on Christmas Day will be paid extra compensation at the rate of 50 percent of their basic rate of compensation for all hours worked. Also, the hours worked on December 25 will be combined with other paid hours in the service week to determine entitlement to overtime for service in excess of 40 hours in a week.

5. *Regular Employees*.—No regular employee should be used to perform service on Christmas Day unless specific work requirements warrant the use of qualified regulars.

B. Saturday, December 26, 1970

1. *Saturday, December 26, 1970*.—In view of the decreased service requirements and manpower needs on this day, a liberal leave policy is encouraged for all annual and hourly rate regular employees for whom Saturday is a scheduled workday. Saturday, December 26 has not been designated as a holiday for pay or leave purposes, and neither holiday nor administrative leave will be granted to employees whose basic workweek includes Saturday as a scheduled workday.

2. *Annual or Hourly Rate Regular Employees*.—All annual or hourly rate regulars, for whom Saturday, December 26 is a scheduled workday, who do not voluntarily elect to take annual leave will be required to work, and must be utilized throughout their regular tour of duty, and paid their regular compensation.

3. *Regular City Carriers and Rural Carriers (Including Substitute Rural Carriers Serving Vacant Routes or in Lieu of Regular Carriers on Extended Leave)* who do not voluntarily elect to take leave on Saturday, December 26, will be utilized to the maximum extent possible in casing mail for Monday delivery. They may be used to case mail on their own routes and/or other routes.

4. *Regular Window Clerks* who do not voluntarily elect to take leave on Saturday, December 26, shall be utilized to the maximum extent possible on other clerical duties.

5. *Regular employees* who do not voluntarily elect to take leave on Saturday, December 26, shall be utilized to the maximum extent possible in the performance of duties within

their craft and assisting employees in other crafts, if qualified and needed. (See sec. IV-D, Special Christmas POSTAL BULLETIN, October 2, 1970.)

6. *Career Substitute Clerks, Carriers, Mailhandlers, Motor Vehicle Service Employees, and Special Delivery Messengers* will be scheduled for duty only in the event there are not sufficient regular employees available to meet service requirements.

7. *Temporary Substitutes* shall not be scheduled for duty unless an emergency requires their services, and in no instance will they be used to the detriment of career substitutes.

8. *Leave Without Pay*.—Those annual and hourly rate regular employees who have exhausted their annual leave prior to December 26 should, upon request, be granted "LWOP" on that day. However, they should be reminded that all "LWOP" hours they take will be deducted from any overtime hours they earn on their nonscheduled workdays up to 8 hours on such day(s) during the service week in which the "LWOP" is granted.

C. Sunday, December 27, 1970

Normal Sunday scheduling and employee utilization shall be resumed. However, a liberal annual leave policy shall be extended to those annual rate and hourly rate regular employees for whom Sunday is a regularly scheduled workday.

VI. NEW YEAR'S WEEKEND

A. Friday, January 1, 1971

The manpower and service instructions for Christmas Day are also applicable to New Year's Day, except that nonexempt annual rate and hourly rate PFS-1 through PFS-11 regular employees who are required to work on January 1 or on a day designated as a holiday in lieu of January 1, will be paid extra compensation at the rate of 100 percent of their hourly rate of basic compensation for any service up to 8 hours. For service in excess of 8 hours, these employees will receive compensation at the regular overtime rate. The premium compensation for substitute employees on Christmas Day does not apply on January 1.

Continued on p. 5

All Post Offices in Chicago, Cincinnati, Minneapolis, St. Louis, and Wichita Regions

Pressure Sensitive Case Labels and Rack Headers

Effective January 1, 1971, all post offices in the Chicago, Cincinnati, Minneapolis, St. Louis, and Wichita Regions shall send requests for pressure sensitive labels for identification of distribution case separations and rack headers for pouch and sack racks direct to U.S. Postal Service, Eastern Area Supply Center, Pressure Sensitive Label Section, Somerville, NJ 08877.

This function will no longer be handled by the Duplicating and Case Header Unit, Chicago, IL 60607.—*Facilities Department, 12-17-70.*

To All Postmasters and Personnel Processing Mail for Dispatch Abroad

Revocation of Foreign Unlawful

The following should be removed from POD publication 43.

DENMARK
December 17, 1970
Copenhagen

Dansk Samvirke,
Kristianiagade 8 (U)

Continued from p. 4

B. Saturday, January 2, 1971

1. Normal Saturday work schedules at all post offices and postal installations will be resumed, except for those affected by the change in window service.

2. At post offices where Saturday window service is suspended on January 2, 1971, no administrative leave will be granted to those clerks whose assignments are affected by this action. Those who do not voluntarily elect to take annual leave should be fully utilized on other duties.

3. The use of substitute employees who are normally assigned to provide window service should be consistent with the local service needs.

C. Sunday, January 3, 1971

Provide normal Sunday service, including collections. *Special Delivery Service* must be provided.—*Operations Department, 12-17-70.*

All Postal Installations

International Inaugural Service

Trans World Airlines will inaugurate Boeing 747 service from Washington, DC and New York to Frankfurt, Germany, on or after January 6, 1971.

An official cachet is authorized, and covers are to be prepared in accordance with 257.33 of the Postal Service Manual.

Covers on this inaugural should be addressed for delivery in Germany, United States, and Canada, affixing postage at 20 cents per half ounce. **AEROGRAMMES AND POSTAL CARDS WILL NOT BE ACCEPTED.**

The covers should be enclosed in another envelope addressed as follows and should reach the dispatching office no later than 3 days prior to the scheduled flight.

<p><i>Cachets to be applied by</i></p> <p>Airport Mail Facility, Dulles Airport.</p> <p>Kennedy Internat'l Airport, Mail Facility.</p> <p>New York City Post Office.</p>	<p><i>Send covers to</i></p> <p>Superintendent, Dulles International Airport Mail Facility, Dulles Airport, Washington, DC 20041.</p> <p>Superintendent, Airport Mail Facility, POD, Kennedy International Airport, Jamaica, L.I., NY 11430.</p> <p>Postmaster, General Post Office, New York, NY 10001.</p>
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Cachets will also be applied at the United Nations Post Office.

Send covers to
Superintendent,
United Nations Post Office,
Room 1-B-26,
United Nations Headquarters,
New York, NY 10017.

Covers sent through the United Nations Post Office should be prepared as outlined above except that UN (NOT UNITED STATES) postage must be applied. They should reach the UN Post Office at least 5 days prior to the scheduled flight.

Covers already postmarked, those not properly prepared, and those posted in the usual manner will not receive cachets.—*Operations Department, 12-17-70.*

All City Delivery Post Offices

Delegation of Authority

Designation of Letter Delivery Routes as Static Routes

Sections 213.2 and 221.32, M-39 Handbook, Supervision of City Delivery Service, require that advance approval be obtained from the Regional Director for designation of letter delivery routes as static routes. Authority is hereby delegated to postmasters to make determination which letter delivery routes will be declared static at their offices without referral of the request to the Regional Headquarters.

Annual route inspections are not required for those letter delivery routes where conditions remain constant, daily workload of the carrier does not fluctuate to any appreciable degree, and carrier performance and efficiency stay within acceptable limits.

Guidelines

A. Selection of static routes.

Consider the following conditions, which are not all-inclusive, in designating routes as static:

1. Physical change in delivery area not anticipated.
2. Transportation to and from route will not be changed.
3. Relocation of delivery unit not planned.
4. Required hours on route have been constant and any adjustment in the past 2 years was due to needed adjustment on other routes.
5. Deliveries have been unchanged.
6. The route has been served by the same carrier long enough to make possible an accurate determination of its static features.

B. Scheduling of inspections.

Consider the following conditions, which are not all-inclusive, in determining whether inspections on routes designated as static should be scheduled when carrier hours are affected:

1. Physical change in delivery area; (a) new construction, (b) demolition, (c) relocation and/or change in type of business places.
2. Change in public transportation schedules or method of transportation.
3. Relocation of delivery unit.

Continued on p. 6

Warning Notice—Unrecovered Stolen Canadian Money Order Forms

This current list is to be posted and used by window clerks. Destroy all previous notices. Interim notices of individual series received from the Inspection Service should be inserted in proper sequence pending publication of a new consolidated listing.

THE CANADIAN POSTAL ADMINISTRATION HAS DECLARED THE FOLLOWING ORDERS VOID: OLD STYLE ORDERS WITHOUT PREFIX, ORDERS WITH PREFIX "A", "B", AND "C-00" to "C-75". THESE ORDERS SHOULD NOT BE CASHED. HOLDERS THEREOF SHOULD BE ADVISED TO SEND THEM TO THE POST OFFICE DEPARTMENT AT OTTAWA, CANADA, FOR VALIDATION.

C-76,775,506 to C-76,775,700
 C-78,323,844 to C-78,323,850
 C-78,994,590 to C-78,994,600
 C-79,110,185 to C-79,110,200
 C-79,458,188 to C-79,458,200
 C-79,564,808 to C-79,564,828
 C-79,873,491 to C-79,873,500
 C-79,917,396 to C-79,917,500
 C-80,435,524 to C-80,435,780
 C-81,490,977 to C-81,491,000
 C-81,876,714 to C-81,876,800
 C-82,677,142 to C-82,677,300
 C-83,309,090 to C-83,309,500
 C-83,788,554 to C-83,788,570
 C-84,613,449 to C-84,613,450
 C-84,738,601 to C-84,738,700
 C-86,065,546 to C-86,065,651
 C-86,320,561 to C-86,320,630
 C-86,886,901 to C-86,887,000
 C-87,071,902 to C-87,072,000
 C-87,109,641 to C-87,109,800
 C-87,911,899 to C-87,911,950
 C-88,693,467 to C-88,693,500
 C-88,805,191 to C-88,805,300
 C-91,044,562 to C-91,044,600
 C-91,065,960 to C-91,066,000
 C-91,097,963 to C-91,098,000
 C-91,110,101 to C-91,110,500
 C-91,382,312 to C-91,382,323
 C-91,578,972 to C-91,579,000
 C-91,673,143 to C-91,673,185

C-92,220,313 to C-92,220,350
 C-92,286,813 to C-92,287,100
 C-92,316,674 to C-92,316,800
 C-93,697,364 to C-93,697,500
 C-94,126,122 to C-94,126,162
 C-94,167,847 to C-94,167,900
 C-94,212,301 to C-94,212,500
 C-94,743,063 to C-94,743,200
 C-95,516,330 to C-95,516,400
 C-95,711,451 to C-95,711,500
 C-96,112,551 to C-96,112,700
 C-96,151,948 to C-96,152,000
 C-96,242,128 to C-96,242,300
 C-96,269,809 to C-96,269,868
 C-97,953,001 to C-97,954,000
 D-00,057,808 to D-00,058,000
 D-00,100,400 to D-00,100,500
 D-00,148,684 to D-00,148,700
 D-00,496,912 to D-00,496,929
 D-00,610,883 to D-00,611,000
 D-01,076,736 to D-01,076,800
 D-01,176,151 to D-01,176,210
 D-01,383,846 to D-01,383,900
 D-02,251,751 to D-02,251,900
 D-02,475,216 to D-02,475,250
 D-02,502,501 to D-02,503,000
 D-02,587,318 to D-02,587,350
 D-02,977,271 to D-02,977,300
 D-03,326,959 to D-03,327,000
 D-03,365,801 to D-03,366,000
 D-03,740,023 to D-03,740,100
 D-04,135,919 to D-04,136,000

D-04,808,888 to D-04,809,000
 D-05,104,840 to D-05,105,000
 D-05,827,489 to D-05,827,500
 D-06,172,900 to D-06,172,908
 D-06,188,295 to D-06,188,491
 D-06,271,110 to D-06,271,400
 D-06,306,001 to D-06,306,500
 D-06,356,876 to D-06,356,900
 D-07,019,451 to D-07,019,500
 D-07,130,916 to D-07,130,950
 D-07,512,797 to D-07,512,800
 D-07,596,292 to D-07,596,400
 D-07,736,101 to D-07,736,200
 D-09,369,037 to D-09,369,500
 D-09,802,928 to D-09,803,000
 D-09,884,501 to D-09,884,529
 D-10,395,895 to D-10,395,950
 D-10,841,597 to D-10,841,600
 D-11,234,126 to D-11,234,250
 D-11,592,160 to D-11,592,170
 D-11,615,151 to D-11,615,180
 D-11,992,757 to D-11,992,799
 D-12,093,833 to D-12,094,000
 D-12,314,774 to D-12,314,900
 D-12,718,019 to D-12,718,200
 D-12,907,972 to D-12,908,060
 D-12,945,395 to D-12,945,499
 D-13,071,051 to D-13,071,150
 D-13,581,689 to D-13,581,700
 D-13,883,501 to D-13,883,700
 D-14,506,048 to D-14,506,120
 D-14,965,900 to D-14,966,000

NEW STYLE CANADIAN MONEY ORDER FORMS (No Prefix):

The new money order serial numbers consist of the first nine digits, reading from the left. The 10th digit (unit position) is a check digit only and is not to be construed at any time as part of the actual serial number.

000,409,101 to 000,409,600
 002,016,869 to 002,017,000
 003,097,101 to 003,098,300

003,895,001 to 003,895,300
 007,361,582 to 007,361,600
 009,221,290 to 009,221,700

013,176,001 to 013,176,100
 021,391,974 to 021,391,986

Continued from p. 5

4. Assignment or removal of a functional vehicle to or from the route.

5. Carrier reassignment.

6. Change in carrier's performance and efficiency beyond acceptable limits.

7. Significant and continuing changes in volume or type of mail.

C. Management responsibility.

Management has the responsibility to designate routes as static

routes which will not be inspected. However, inspections may be resumed whenever there is a change in conditions as shown above.

Management also reserves the right to schedule route inspections whenever necessary to check adequacy of service. A carrier's request for an inspection should also receive consideration when warranted. Appropriate amendments will be made to the M-39 Handbook.—*Operations Department, 12-17-70.*

All Post Offices

Canceling Die Hubs

Postmasters who have special Mission Safety-70 canceling machine die hubs shall send them for disposal to the Mail Equipment Shops, 2135 5th Street NE, Washington, DC 20260.

The use of this special cancellation has been discontinued.—*Finance and Administration Department, 12-17-70.*

POST OFFICE CHANGES NO. 14

(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
AL	Mobile	Mobile		U. of South Alabama	S	36608	Add	1-4-71	S estab.
CA	San Pedro	Los Angeles		South Shores	S	90732	Delete	5-28-70	S disc.
CA	do	do		East View	B	90732	Delete	2-27-65	B disc.
CA	San Francisco	San Francisco		APO 96356	B	96356		12-3-70	To change mailing restrictions from A-I to A.
CA	Mount Anklam	El Dorado	3			95556	Delete	12-3-70	Change in P.O. name spelling.
CA	Mt. Anklam	do	3			95556	Add	12-3-70	
CA	Santa Ana	Orange		Marine Corps Air Station	Sx	92709	Delete	12-5-70	To change name.
CA	do	do		El Toro Marine Corps Air Station	Sx	92709	Add	12-5-70	
FL	Jupiter	Palm Beach		Tequesta	RB	33488	Delete	1-3-71	To change designation.
FL	do	do		do	Bx	33488	Add	1-3-71	
IN	Greentown	Howard	2			46086	Delete	1-9-71	C estab.
IN	do	do	2C			46086	Add	1-9-71	
ME	Bangor	Penobscot		Dow Air Force	Sx	04401	Add	6-28-68	Correction to P.B. dated 11-19-70.
ME	Forest City	Washington		do	Sx	04401	Delete	6-28-68	
MA	Coryville	Norfolk	3			02024	Delete	12-31-70	P.O. disc.
MA	(Mail to Bellingham)	do				02019	Delete	12-31-70	
MA	Southboro	Worcester	1			01772	Delete	2-1-71	To change name spelling.
MA	Southborough	do	1			01772	Add	2-1-71	
MI	Herman	Baraga	4			49946	Delete	12-5-70	P.O. disc.
MI	(Mail to L'Ance)	do				49946	Delete	12-5-70	
NJ	Hanover	Morris	1			07986	Delete	2-1-71	Change in name of P.O.
NJ	East Hanover	do	1			07986	Add	2-1-71	
NM	Taos	Taos		Taos Ski Valley	RB	87571	Add	1-11-71	RB estab.
PR	San German	Mayaguez		Duay Bajo	B	00753	Delete	11-30-70	B disc.
TN	Waverly	Humphreys		Bakerville	RB	37185	Delete	11-13-70	RB disc.
TX	Gardendale	Ecto	4			79758	Add	2-1-71	Change in name of P.O.
TX	North Cowden	do	4			79758	Delete	2-1-71	
VA	Martinsville	Independent City		Central Martinsville	Sx	24112	Add	11-28-70	Sx estab.
VA	Warrenton	Fauquier		Arle	B	22186	Add	1-16-71	B estab.

All Post Offices

Special Cancellations

Postmasters having any of the special cancellation die hubs listed below are authorized to use them for the periods designated. At the end of the period the die hubs should be withdrawn from use and stored.

Postmasters who do not have these special die hubs shall not request them without application by the sponsors.

Cancellations	Period of use
Allen Registration	Dec. 26, 1970 to Jan. 31, 1971.
March of Dimes	Jan. 1, 1971 to Jan. 31, 1971.
Science Fair	Jan. 1, 1971 to concluding date of local 1971 Science Fair.
National Children's Dental Health Week	Jan. 1, 1971 to Feb. 13, 1971.

—Finance and Administration Department, 12-17-70.

All City Delivery Postmasters

Carrier Instruction and Dry Run

The dry run provided for in section 215.3, M-39 Handbook, Supervision of City Delivery Service, is an instructional exercise for carriers to complete Form 1838, Carrier's Count of Mail, and to acquaint them with mail count procedures observed during the scheduled mail count and inspection week.

Local management is expected to discuss and offer explanations on the day the dry run is made to assure that carriers understand the correct recording of all data on Form 1838. If office function entries are not made on all lines, these items should be discussed with carriers. Supervisory review of Form 1838 will reveal any

All Post Offices

Mailgrams

During the course of the joint Mailgram experiment by the Postal Service and Western Union, all Mailgrams will bear the return address of the Mailgram Service Center, 19 Industrial Avenue, Mahwah, NJ 07430.

All post offices are cautioned that Mailgrams undeliverable as addressed which are being returned are to be handled as promptly as any other first-class mail in accordance with Postal Service Manual 159.2.—Operations Department, 12-17-70.

errors to bring to the carrier's attention and thus avoid a similar recurrence during the scheduled mail count and inspection week.—Operations Department, 12-17-70.

Quarterly Summary of Post Office Changes

New names, discontinued names and ZIP Code changes previously announced in Postal Bulletins, September 24, 1970 through December 3, 1970. Abbreviations and symbols: B=Branch, R=Rural, S=Station, x=Classified. (Contract stations branches do not have the symbol "x" for the type of installation.)

New Names of Postal Units

State	New name	Class or type	Attached to post office	ZIP Code	State	New name	Class or type	Attached to post office	ZIP Code
AL	Hoover	B	Birmingham	35226	MO	Kingdom City	3		65262
CA	Mount Aukum	S		95656	MO	Olive	Sx	St. Louis	65101
CA	Court	Sx	Martinez	94563	NH	Barrington	3		02825
CA	Freestone	RB	Sebastopol	95472	NY	Schuyler	RB	Utica	13502
CA	Plaza	Sx	Orange	92666	OK	Sullivan Village	RB	Lawton	73501
IL	Darien	B	Westmont	60559	SC	Quincy	RB	Florence	29501
IN	Olve Street	Sx	South Bend	46619	SC	Laesburg	Bx	Columbia	29209
LA	Nicholls University	S	Thibodaux	70301	WA	Belmont	RB	Farmington	*39104
MD	Pointer Ridge	B	Bowie	20716	WA	North Lynnwood	B	Lynnwood	98086
MI	Wyoming Park	B	Grand Rapids	49509					

*Newly Assigned ZIP Code.

Names of Postal Units Discontinued

State	ZIP Code	Name discontinued	Class or type	Attached to post office	Mail to	ZIP Code	State	ZIP Code	Name discontinued	Class or type	Attached to post office	Mail to	ZIP Code
CA	95656	Mount Aukum	3		Mount Aukum	95656	NJ	07821	Cranberry Lake	RB	Andover	Andover	07821
CO	81079	Timpas	4		Delhi	81084	NM	89087	Gage	RB	Deming	Deming	89080
FL	32619	East Tampa	B	Tampa	Tampa	32600	NY	14510	Tuberculosis Hospital	RS	Mount Morris	Mount Morris	14510
FL	32609	Swann Avenue	Sx	do	do	32600	NY	11289	Fort Totten	S	Flushing	Flushing	11200
GA	32670	Avalon Beach	RB	Milton	Milton	32670	NY	14306	Air Force	Bx	Niagara Falls	Niagara Falls	14300
GA	30608	White Hall	RB	Athens	Athens	30601	OH	45089	Plagah	RB	West Chester	West Chester	45089
GA	30682	Pendley Hills	B	Decatur	Decatur	30080	OK	73562	Treasure Lake	RB	Indianoma	Indianoma	73562
IN	46625	"C"	Sx	South Bend	South Bend	46600							
IN	46619	"B"	Sx	do	do	46600	OK	73922	Avard	RB	Waynoka	Waynoka	73900
KY	41701	Airport Gardens	RB	Hasard	Hasard	41701	OK	73632	Clinton-Sherman A.F.B.	B	Cordell	Cordell	
KY	42761	Kenninger	RB	Munfordville	Munfordville	42765	OK	73632	Cloud Chief	RB	do	do	73632
KY	41314	Travelers Rest	RB	Booneville	Booneville	41314	PA	17781	Crestmont	S	Eagles Mere	Eagles Mere	17781
LA	70801	Nicholls College	S		Nicholls University	70801	PA	17947	McKeanburg	RB	New Ringgold	New Ringgold	17900
MA	02635	Santuit	RS	Cotuit	Cotuit	02635	PA	17540	Bareville	B	Leola	Leola	17540
ME	04481	Bowbank	RS	Seboc	Seboc	04481	PE	00928	Sebana Liana	S	San Juan	San Juan	00900
ME	04401	Dow Air Force	Sx	Bangor	Bangor	04401	PE	00768	Paroelas	B	Yanco	Yanco	00768
ME	04426	Forest City	4		Brookton	04412	TX	76501	Rio Jueyes	B	Salinas	Salinas	00751
ME	04470	Onawa	4		Monson	04464	TX	78878	Oenaville	RB	Temple	Temple	76501
MO	65262	McCredie	3		Kingdom City	65262	VA	24181	Reagan Walls	4	Uvalde	Uvalde	78901
MO	65262	McCredie	3		do	65262	VA	24181	Waldsboro	4	Ferrum	Ferrum	24088
MT	59042	Kirby	4		Busby	59016	WA	99104	Belmont	RB	Oakdale	Oakdale	99158
ND	58580	Wild Rice	4		Hornes	58574	WV	24904	Zenith	4	Lindside	Lindside	24961
ND	58247	Kampton	RB	Northwood	Northwood	58267	WV	82226	McKinley	4	Douglas	Douglas	82622
NH	08246	Gilford	B	Leconia	Leconia	08246	WV	26370	Hettie	4	Ireland	Ireland	26376
NH	08278	Smithtown	3		Seabrook	08274	WV	25964	Ellison	4	Jumping Branch	Jumping Branch	25969
NH	08225	East Barrington	3		Barrington	08225							

-Discontinued ZIP Code.

Changes in ZIP Code

State	Old ZIP Code	Post office	Branch or station	Type	Change to			
					Post office	Branch or station	Type	New ZIP Code
CA	92372	Traver		3	Traver		3	*92373
CO	80120	Littleton	Orchard Plaza	B	Littleton	Orchard Plaza	B	*80121
FL	32935	San Gallo	Indian Harbor Beach	B	Melbourne	Indian Harbor Beach	B	*32937
FL	32935	do	Satellite Beach	Bx	do	Satellite Beach	Bx	*32937
FL	32935	do	South Patrick	B	do	South Patrick	B	*32937
FL	32901	Melbourne	Indianantic	Bx	do	Indianantic	Bx	*32902
FL	32901	do	Palm Bay	Bx	do	Palm Bay	Bx	*32902
NJ	08246	Townsend Inlet		3	Sea Isle City	Townsend Inlet	Sx	08242
NM	88325	Hollywood		2	Ruidoso	Hollywood	Sx	88345

-Discontinued ZIP Code.
*Newly Assigned ZIP Code.

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	521,573,711 to 521,573,799	5,715,987,617 to 5,715,987,949
1,916,167,500 to 1,916,167,699	522,490,800 to 522,491,399	5,716,279,500 to 5,716,279,999
1,922,965,200 to 1,922,965,499	528,271,908 to 528,271,999	5,718,579,854 to 5,718,579,899
1,923,904,133 to 1,923,905,999	535,109,469 to 535,109,699	5,719,067,319 to 5,719,067,499
1,927,782,600 to 1,927,782,999	538,359,663 to 538,360,049	5,719,153,900 to 5,719,154,249
1,934,695,700 to 1,934,696,399	538,361,375 to 538,361,999	5,719,182,651 to 5,719,182,699
1,940,484,700 to 1,940,485,449	539,427,650 to 539,428,049	5,722,126,557 to 5,722,126,618
1,944,011,284 to 1,944,011,499	542,307,506 to 542,307,749	5,723,012,354 to 5,723,012,699
1,945,919,000 to 1,945,919,649	543,487,350 to 543,488,399	5,725,357,750 to 5,725,359,149
1,951,442,300 to 1,951,442,949	543,579,971 to 543,579,999	5,726,496,150 to 5,726,496,899
1,952,455,800 to 1,952,456,149	544,882,800 to 544,883,999	5,730,525,050 to 5,730,526,299
1,958,016,000 to 1,958,016,499	545,291,669 to 545,291,699	5,730,531,103 to 5,730,531,549
1,961,462,068 to 1,961,462,499	547,531,400 to 547,531,999	5,730,585,350 to 5,730,586,449
1,970,825,600 to 1,970,825,999	548,614,075 to 548,614,099	5,734,520,544 to 5,734,521,399
1,972,020,251 to 1,972,020,999	549,376,300 to 549,376,499	5,739,344,950 to 5,739,345,099
1,977,336,182 to 1,977,336,499	549,442,507 to 549,442,899	72,077,164 to 72,077,999
1,979,200,543 to 1,979,200,699	549,637,209 to 549,637,249	73,764,000 to 73,767,999
1,979,517,850 to 1,979,518,499	551,507,911 to 551,507,999	73,969,450 to 73,969,549
1,985,322,215 to 1,985,322,249	556,051,500 to 556,051,999	76,429,126 to 76,429,199
1,985,830,011 to 1,985,830,049	556,123,550 to 556,123,799	7,388,138,197 to 7,388,139,999
2,270,328,000 to 2,270,331,999	556,205,000 to 556,205,449	7,390,556,000 to 7,390,559,999
3,739,643,695 to 3,739,643,999	5,550,886,753 to 5,550,886,999	7,426,790,000 to 7,426,793,999
3,750,571,077 to 3,750,571,149	5,552,982,000 to 5,552,982,499	7,462,196,750 to 7,462,196,799
3,775,270,600 to 3,775,271,699	5,611,934,000 to 5,611,935,999	7,470,369,667 to 7,470,369,749
3,780,914,000 to 3,780,915,999	5,617,120,000 to 5,617,129,499	7,477,791,500 to 7,477,791,749
3,783,862,300 to 3,783,862,699	5,621,652,564 to 5,621,652,999	7,484,295,708 to 7,484,295,899
3,784,278,600 to 3,784,279,999	5,634,099,997 to 5,634,101,999	7,486,840,031 to 7,486,840,599
3,791,928,650 to 3,791,929,999	5,643,597,711 to 5,643,597,749	7,489,060,600 to 7,489,061,349
3,795,243,100 to 3,795,243,699	5,646,932,000 to 5,646,933,999	7,506,526,350 to 7,506,526,649
3,799,925,250 to 3,799,926,349	5,655,123,300 to 5,655,123,849	7,506,705,190 to 7,506,705,999
3,800,811,000 to 3,800,813,499	5,656,140,000 to 5,656,143,999	7,514,290,319 to 7,514,291,499
3,807,175,050 to 3,807,176,849	5,656,522,036 to 5,656,525,999	7,514,610,785 to 7,514,611,199
3,808,725,052 to 3,808,725,099	5,659,763,800 to 5,659,765,299	7,519,542,179 to 7,519,542,499
3,809,585,750 to 3,809,585,949	5,666,020,000 to 5,666,021,999	7,519,547,129 to 7,519,547,249
3,810,430,750 to 3,810,431,049	5,667,365,925 to 5,667,365,999	7,521,154,843 to 7,521,154,899
3,810,433,250 to 3,810,433,349	5,668,669,900 to 5,668,671,399	7,523,874,654 to 7,523,874,699
3,814,699,327 to 3,814,700,399	5,669,971,950 to 5,669,972,749	7,528,356,600 to 7,528,357,199
3,821,218,295 to 3,821,218,949	5,671,762,600 to 5,671,763,999	7,531,626,400 to 7,531,626,649
3,825,638,424 to 3,825,638,599	5,674,179,117 to 5,674,179,999	7,533,175,696 to 7,533,175,749
3,829,844,700 to 3,829,846,199	5,674,407,000 to 5,674,410,499	7,533,178,589 to 7,533,179,099
3,832,441,037 to 3,832,441,050	5,678,194,000 to 5,678,194,399	7,537,723,350 to 7,537,723,549
3,833,860,805 to 3,833,860,899	5,679,794,000 to 5,679,795,999	7,538,076,000 to 7,538,076,149
3,835,070,789 to 3,835,070,949	5,680,311,775 to 5,680,312,049	7,539,234,300 to 7,539,234,549
3,836,639,120 to 3,836,639,299	5,687,197,100 to 5,687,197,199	89,044,000 to 89,046,999
3,837,655,450 to 3,837,656,099	5,692,340,350 to 5,692,341,849	868,047,108 to 868,047,999
3,837,753,914 to 3,837,753,925	5,693,147,100 to 5,693,148,099	8,551,457,947 to 8,551,457,989
3,839,928,954 to 3,839,930,199	5,694,032,000 to 5,694,033,999	8,552,624,000 to 8,552,624,999
3,841,935,838 to 3,841,936,149	5,694,251,950 to 5,694,253,249	8,559,277,900 to 8,559,278,099
3,842,062,454 to 3,842,062,499	5,694,315,000 to 5,694,315,099	8,563,415,296 to 8,563,415,999
3,843,639,500 to 3,843,639,999	5,697,479,576 to 5,697,479,999	8,566,386,853 to 8,566,386,899
3,845,013,600 to 3,845,013,610	5,697,680,050 to 5,697,680,899	8,567,570,609 to 8,567,570,999
3,845,366,450 to 3,845,366,599	5,702,345,318 to 5,702,345,349	8,574,213,877 to 8,574,213,899
3,850,366,300 to 3,850,366,349	5,702,676,097 to 5,702,676,499	8,577,273,100 to 8,577,273,299
3,850,441,500 to 3,850,441,649	5,702,742,678 to 5,702,742,999	8,577,644,301 to 8,577,644,333
3,851,524,500 to 3,851,525,999	5,705,679,042 to 5,705,679,999	91,663,500 to 91,663,699
48,346,211 to 48,347,999	5,706,359,534 to 5,706,359,999	92,593,796 to 92,593,849
52,984,300 to 52,984,999	5,710,478,100 to 5,710,478,249	95,131,854 to 95,132,199
58,941,150 to 58,943,999	5,713,498,267 to 5,713,498,299	97,923,950 to 97,924,199
	5,715,296,739 to 5,715,296,999	