

postal bulletin

Washington, D.C. 20260/Thursday, April 1, 1971/Twelve Pages

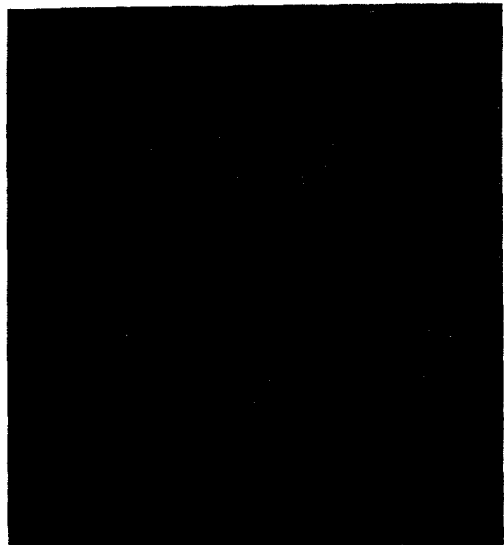


All Postal Installations

8-Cent Eisenhower Regular Postage Stamp

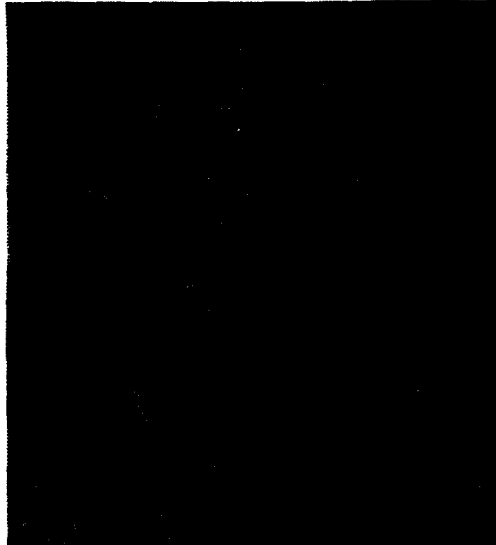
The 8-cent Dwight D. Eisenhower regular postage stamp in sheet, book, and coil form will be first placed on sale at Washington, DC on May 10, 1971.

POSTMASTERS SHALL NOT PLACE THIS STAMP ON SALE BEFORE MAY 11, 1971.



Sheet

Size: 0.75" x 0.87" (vertical)
Color: black, blue, and red
Designer: Robert Geissmann



Coil and book

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

To obtain first day cancellation, collectors may submit requests to the Postmaster, Washington, DC 20013. See Postal Service Manual, section 257.2. Covers will be serviced with booklet panes of eight and six stamps each, requiring a remittance of 64 cents and 48 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, Washington, DC 20036, beginning May 10, 1971. All production will be tagged.

I. Quantities to be Furnished Automatically

8-cent	Sectional centers (for accountable paper)	Other first-class post offices
Sheets.....	10 times the quantity stamps furnished on a 50-subject commemorative stamp.	5 times the quantity stamps furnished on a 50-subject commemorative stamp.
Books of 24....	900 books (3 boxes) for each package of 5,000 commemorative stamps.	600 books (2 boxes) for each package of 5,000 commemorative stamps.
Coils of 100....	200 coils for each package of 5,000 commemorative stamps.	100 coils for each package of 5,000 commemorative stamps.

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All Postmasters with Postal-owned Vehicles

Delegation of Authority

Postmasters with vehicle maintenance facilities are delegated the authority to accept offers in kind covering damage to Postal-owned vehicles up to \$500. Postmasters at non-personnel offices may accept offers in kind up to \$100.

Refer all offers in excess of these limits to the manager, vehicle maintenance, for approval, listing in detail what is to be done, estimated repair time and recommendation of the postmaster. Section 273.14, the Postal Service Manual, will be revised to reflect this change.—Operations Department, 4-1-71.

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II. Automatic Distribution—Bulk Quantity

Only sectional center facilities designated to distribute accountable paper and first-class post offices that receive new issue commemorative stamps from the Bureau of Engraving and Printing will be furnished an initial supply of the 8-cent Eisenhower stamps in sheets, books, and coils of 100 under the automatic distribution schedule.

Postmasters at SCF's and other first-class post offices may requisition bulk quantities of the 8-cent Eisenhower stamps in coils of 500 and 3,000 from the Bureau of Engraving and Printing using Form 3356, *Stamp Requisition—Bulk Quantities*.

The quantities requisitioned should not exceed an 8-week supply, and should conform to the quantities in paragraph IV. When your inventories of 8-cent Eisenhower stamps in sheets, books, and coils are reduced to a 4-week level, requisitions may be submitted for an additional 8-weeks supply.

III. Less-Than-Bulk Quantities

Postmasters at first-class post offices requiring less-than-bulk quantities and postmasters at second-, third-, and fourth-class post offices may requisition the 8-cent Eisenhower stamps from their designated SCF on Form 17, *Stamp Requisition*. The requisition must not include other than 8-cent Eisenhower stamps. The quantity requisitioned shall not exceed a 6-weeks supply and must conform to the packaging levels and the minimums in the schedule (IV) below.

IV. Requisitioning Level:

Type	Bulk quantity from Bureau of Engraving and Printing		Less-than-bulk from designated sectional center Facility	
	Item No.	Ordering quantities	Minimum quantity (all offices)	Maximum quantity (1st-class offices)
Sheet (100 stamps). ¹	048	Order—10,000, 20,000, 30,000, 40,000, 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 of 24 \$1.92 over-the-counter sales. ¹	628	Order—300, 600, 900, 1,200, 1,500, 3,000, 4,500, and multiples of 4,500 to maximum of 135,000 per requisition.	10 books....	200 books.
Books 12-8 cent and 4-1 cent \$1. vending machine. ²	608	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 ¹ ..	786	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... ..	787	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..	788	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 to sectional center facilities and 1st-class post offices.

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

—Office of the Special Assistant to the Postmaster General, 4-1-71.

All Postal Installations**International Inaugural Service**

Pan American World Airways will inaugurate Boeing 747 service from New York to Bucharest on or after April 28, 1971.

An official cachet and philatelic treatment are authorized as outlined in section 257.33 of the Postal Manual.

To send covers on this inaugural, prepare them in the usual manner addressed for delivery in Romania, 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 office applying the cachet no later than 3 days prior to the scheduled flight:

Cachets to be applied by:

Kennedy International Airport Mail Facility.

Send covers to:

Operations Manager, Airport Mail Facility, Building 179, Kennedy International Airport, New York, NY 11060.
New York Post Office—Postmaster, General Post Office, New York, NY 10001.

Cachets will also be applied at the U.N. Post Office. Send covers to:

Superintendent, U.N. Post Office, Room 1-B-26, United Nations Headquarters, New York, NY 10017.

Covers sent through the U.N. Post Office should be prepared as outlined above except that U.N. (not United States) postage must be affixed. They should reach the U.N. Post Office at least 5 days prior to scheduled flight. Covers already postmarked, those not properly prepared, and those posted in the usual manner will not receive cachets.—*Operations Department, 4-1-71.*

All Postal Installations**Change of Address—San Francisco Postal Data Center**

Effective May 1, 1971, all correspondence, reports, timecards, etc., should be addressed to:

Director,
Postal Data Center,
U.S. Postal Service,
San Mateo, CA 94449

All Delivery Offices

Delivery of All Government Checks

Important—These instructions apply alike to Federal, State, and local Government checks.

Postmasters are directed to bring to the attention of all delivery employees by special notice the regulations applicable to Government checks.

Section 154.141, Postal Service Manual, states that Federal Government Checks will be delivered to the addressee, to persons who customarily receive his mail, or to other persons authorized in writing to receive his mail. Delivery will not be made to an attorney, claim agent, or broker even though the addressee requests such delivery unless the check is specifically addressed in care of the attorney, claim agent, or broker.

Section 154.15 provides that State and local government checks will be handled in accordance with instructions printed on the envelopes. Certain of these checks have instructions not to transfer or forward. If undeliverable as addressed, such checks will be returned to the sender immediately.

The importance of care and accuracy in delivering check letters cannot be overemphasized as a standard precaution in protection of the mails.

Where it is feasible, the city delivery addressee will be alerted that a check letter has been delivered by ringing the bell or knocking on the door. The carrier is not required to wait for a response.

All carriers should report immediately when they are being followed. A number of important arrests for mail thefts have resulted from such reports.

Postmasters shall immediately report lost, stolen, maliciously damaged, defaced, or destroyed mail to the local postal inspector or the postal inspector in charge.

Additional Instructions

(1) Make sure checks are placed in the correct receptacle and if practicable behind or under other mail. In vertical-type apartment mailboxes, deposit papers and magazines first, then check letters and other preferential letter mail, for security purposes and to prevent damage to letter-size mail.

All Post Offices

Conversion Rate—Money Orders to Canada

As stated in POSTAL BULLETIN No. 20804, of March 4, 1971, money orders issued in the United States for payment in Canada are now sold at par, or \$1 U.S. money equals \$1 Canadian money.

This eliminates the need for conversion, but the word "Canadian" will continue to be shown preceding the Canadian dollar amount.

Do **Not** use table No. 1, section 171.22c, Postal Service Manual, to which a copy of this notice should be attached.—*Finance and Administration Department, 4-1-71.*

All Post Offices

International Insured Parcels

Accepting employees must be made aware that insured parcel post service is not available to all countries. Parcels may be insured only to those countries with which special arrangements have been made. There is no provision for COD service.

When insurance service is available to a particular country the insurance fees and limits of indemnity that apply are shown under the **Parcel Post** heading of the country in the "Appendix of International Mail Publication 42."

Employees should read carefully the instructions in subchapter 430 of publication 42.—*Finance and Administration Department, 4-1-71.*

(2) **Do not continue to deliver checks into unlocked or defective apartment house mailboxes.** (Notice 11, Apartment House Letter Box Notice, states in part that the letterbox should be kept locked at all times and failure to comply may result in the suspension of delivery service.)

(3) Do not leave checks outside mailboxes at any time.

(4) Do not make trial deliveries of checks under any circumstances.

(5) Observe the printed instructions on individual check envelopes when handling as undeliverable mail.—*Operations Department, 4-1-71.*

All Postal Installations

International Inaugural Service

Trans World Airlines will inaugurate Boeing 747 service from Chicago to London on or after April 25, 1971.

An official cachet and philatelic treatment are authorized as outlined in section 257.33 of the Postal Service Manual.

To send covers on this inaugural, prepare them in the usual manner addressed for delivery to London, United States, and Canada, affixing postage at 20 cents per half ounce. *Aerogrammes and postal cards will not be accepted.*

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

<i>Cachets to be applied by:</i>	<i>Send covers to:</i>
AMF O'Hare.....	AMF O'Hare, O'Hare Airport Station, Chicago, IL 60666.
Chicago Post Office..	Postmaster, Main Post Office, Chicago, IL 60607.

Covers already postmarked, those not properly prepared, and those posted in the usual manner will not receive cachets.—*Operations Department, 4-1-71.*

All Postal Installations

Jet Airmail Service—AM-8

On or about April 25, 1971, Delta Airlines will inaugurate jet mail service at Brunswick, GA.

An official cachet will be furnished for application to philatelic covers transported only on the first jet flight departing Brunswick. No directional service will be accorded. The covers will be back-stamped at terminus of the flight.

The usual philatelic treatment outlined in section 257.3, Postal Manual, will be provided. Patrons desiring to receive this cachet should forward their covers in another envelope to:

Postmaster
Brunswick, GA 31520

Covers already postmarked, those not properly prepared and those posted in the usual manner will not receive the cachet.—*Operations Department, 4-1-71.*

All Post Offices

CONVERSION RATE—MONEY ORDERS FOR SOUTH AFRICA

Effective at once, the rate for international money orders issued for payment in Republic of South Africa will be \$1.42=1.00 Rand South African currency. Section 171.22m, Postal Service Manual, will be amended accordingly.

FROM 1 CENT TO 100 DOLLARS

(Rate: 1 rand=\$1.42)

South Africa	United States	South Africa	United States	South Africa	United States	South Africa	United States
<i>Cents</i>	<i>Cents</i>	<i>Cents</i>	<i>Cents</i>	<i>Cents</i>	<i>Dollars</i>	<i>Rands</i>	<i>Dollars</i>
1	1	44	62	87	1.23	29.00	41.18
2	3	45	64	88	1.24	30.00	42.60
3	4	46	65	89	1.25	31.00	44.02
4	6	47	67	90	1.27	32.00	45.44
5	7	48	68	91	1.28	33.00	46.86
6	9	49	70	92	1.30	34.00	48.28
7	10	50	71	93	1.31	35.00	49.70
8	11	51	72	94	1.33	36.00	51.12
9	13	52	74	95	1.34	37.00	52.54
10	14	53	75	96	1.35	38.00	53.96
11	16	54	77	97	1.37	39.00	55.38
12	17	55	78	98	1.38	40.00	56.80
13	18	56	80	99	1.40	41.00	58.22
14	20	57	81	<i>Rands</i>		42.00	59.64
15	21	58	82	1.00	1.42	43.00	61.06
16	23	59	84	2.00	2.84	44.00	62.48
17	24	60	85	3.00	4.26	45.00	63.90
18	26	61	87	4.00	5.68	46.00	65.32
19	27	62	88	5.00	7.10	47.00	66.74
20	28	63	89	6.00	8.52	48.00	68.16
21	30	64	91	7.00	9.94	49.00	69.58
22	31	65	92	8.00	11.36	50.00	71.00
23	33	66	94	9.00	12.78	51.00	72.42
24	34	67	95	10.00	14.20	52.00	73.84
25	35	68	97	11.00	15.62	53.00	75.26
26	37	69	98	12.00	17.04	54.00	76.68
27	38	70	99	13.00	18.46	55.00	78.10
28	40	71	\$1.00	14.00	19.88	56.00	79.52
29	41	72	1.02	15.00	21.30	57.00	80.94
30	43	73	1.03	16.00	22.72	58.00	82.36
31	44	74	1.04	17.00	24.14	59.00	83.78
32	45	75	1.06	18.00	25.56	60.00	85.20
33	47	76	1.07	19.00	26.98	61.00	86.62
34	48	77	1.09	20.00	28.40	62.00	88.04
35	50	78	1.10	21.00	29.82	63.00	89.46
36	51	79	1.11	22.00	31.24	64.00	90.88
37	53	80	1.13	23.00	32.66	65.00	92.30
38	54	81	1.14	24.00	34.08	66.00	93.72
39	55	82	1.16	25.00	35.50	67.00	95.14
40	57	83	1.17	26.00	36.92	68.00	96.56
41	58	84	1.18	27.00	38.34	69.00	97.98
42	60	85	1.20	28.00	39.76	70.00	99.40
43	61	86	1.21				

—Finance and Administration Department, 4-1-71.

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-92,286,813 to C-92,287,100	D-06,188,295 to D-06,188,491
C-78,323,844 to C-78,323,850	C-92,316,674 to C-92,316,800	D-06,271,110 to D-06,271,400
C-78,994,590 to C-78,994,600	C-93,697,364 to C-93,697,500	D-06,306,001 to D-06,306,500
C-79,110,185 to C-79,110,200	C-94,126,122 to C-94,126,162	D-06,356,876 to D-06,356,900
C-79,458,188 to C-79,458,200	C-94,167,847 to C-94,167,900	D-07,019,451 to D-07,019,500
C-79,564,808 to C-79,564,828	C-94,212,301 to C-94,212,500	D-07,130,916 to D-07,130,950
C-79,873,491 to C-79,873,500	C-94,743,063 to C-94,743,200	D-07,226,366 to D-07,226,400
C-79,917,396 to C-79,917,500	C-95,516,330 to C-95,516,400	D-07,512,797 to D-07,512,800
C-80,435,524 to C-80,435,780	C-95,711,451 to C-95,711,500	D-07,596,292 to D-07,596,400
C-81,490,977 to C-81,491,000	C-96,112,551 to C-96,112,700	D-07,736,101 to D-07,736,200
C-81,876,714 to C-81,876,800	C-96,151,948 to C-96,152,000	D-09,802,928 to D-09,803,000
C-82,677,142 to C-82,677,300	C-96,242,128 to C-96,242,300	D-09,884,501 to D-09,884,529
C-83,309,090 to C-83,309,500	C-96,269,809 to C-96,269,868	D-10,395,895 to D-10,395,950
C-83,788,554 to C-83,788,570	C-97,953,001 to C-97,954,000	D-10,841,597 to D-10,841,600
C-84,613,449 to C-84,613,450	D-00,057,808 to D-00,058,000	D-11,234,126 to D-11,234,250
C-84,738,601 to C-84,738,700	D-00,100,400 to D-00,100,500	D-11,592,160 to D-11,592,170
C-86,065,546 to C-86,065,651	D-00,148,684 to D-00,148,700	D-11,605,467 to D-11,605,500
C-86,320,561 to C-86,320,630	D-00,496,912 to D-00,496,929	D-11,615,151 to D-11,615,180
C-86,886,901 to C-86,887,000	D-00,610,883 to D-00,611,000	D-11,992,757 to D-11,992,799
C-87,071,902 to C-87,072,000	D-01,176,151 to D-01,176,210	D-12,093,833 to D-12,094,000
C-87,109,641 to C-87,109,800	D-01,383,846 to D-01,383,900	D-12,139,524 to D-12,139,550
C-87,911,899 to C-87,911,950	D-02,251,751 to D-02,251,900	D-12,314,774 to D-12,314,900
C-88,693,467 to C-88,693,500	D-02,475,216 to D-02,475,250	D-12,718,019 to D-12,718,200
C-88,805,191 to C-88,805,300	D-02,502,501 to D-02,503,000	D-12,907,972 to D-12,908,060
C-91,044,562 to C-91,044,600	D-02,587,318 to D-02,587,350	D-12,945,395 to D-12,945,499
C-91,065,960 to C-91,066,000	D-03,326,959 to D-03,327,000	D-13,071,051 to D-13,071,150
C-91,097,963 to C-91,098,000	D-03,365,801 to D-03,366,000	D-13,581,689 to D-13,581,700
C-91,110,101 to C-91,110,500	D-03,740,023 to D-03,740,100	D-13,883,501 to D-13,883,700
C-91,382,312 to C-91,382,323	D-04,135,919 to D-04,136,000	D-14,428,168 to D-14,428,172
C-91,578,972 to C-91,579,000	D-04,808,888 to D-04,809,000	D-14,468,448 to D-14,468,500
C-91,673,143 to C-91,673,185	D-05,104,840 to D-05,105,000	D-14,506,048 to D-14,506,120
C-92,220,313 to C-92,220,350	D-05,827,489 to D-05,827,500	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.

002,016,869 to 002,017,000	009,221,290 to 009,221,700	017,729,416 to 017,729,500
003,097,101 to 003,098,300	010,614,864 to 010,614,900	017,997,301 to 017,998,000
004,919,062 to 004,919,071	010,617,245 to 010,617,900	019,910,610 to 019,910,700
004,919,076 to 004,919,092	010,756,895 to 010,756,900	020,156,501 to 020,156,900
004,919,312 to 004,919,500	012,791,899 to 012,791,900	021,081,801 to 021,082,600
006,446,762 to 006,446,795	012,975,055 to 012,975,100	022,152,001 to 022,152,400
006,446,797 to 006,447,000	013,176,001 to 013,176,100	032,996,701 to 032,997,100
006,598,604 to 006,598,700	013,786,728 to 013,787,500	034,334,615 to 034,334,800
007,361,582 to 007,361,600	016,764,101 to 016,764,200	

BUY U.S. SAVINGS BONDS, STAR-SPANGLED SAVINGS PLAN FOR ALL AMERICANS

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	48,346,211 to 48,347,999	5,730,585,350 to 5,730,586,449
1,923,904,133 to 1,923,905,999	52,984,300 to 52,984,999	5,732,066,628 to 5,732,066,799
1,927,782,600 to 1,927,782,999	58,941,150 to 58,943,999	5,732,926,465 to 5,732,926,499
1,934,695,700 to 1,934,696,399	528,271,908 to 528,271,999	5,733,271,970 to 5,733,271,999
1,940,484,700 to 1,940,485,449	535,109,469 to 535,109,699	5,733,456,849 to 5,733,456,977
1,944,011,284 to 1,944,011,499	539,427,650 to 539,428,049	5,733,457,000 to 5,733,457,999
1,945,919,000 to 1,945,919,649	542,307,506 to 542,307,749	5,734,520,545 to 5,734,521,399
1,951,442,300 to 1,951,442,949	544,882,800 to 544,883,999	5,734,575,785 to 5,734,575,949
1,952,455,800 to 1,952,456,149	545,291,669 to 545,291,699	5,735,588,400 to 5,735,588,899
1,961,462,068 to 1,961,462,499	547,531,400 to 547,531,999	5,737,782,752 to 5,737,782,899
1,972,020,251 to 1,972,020,999	548,614,075 to 548,614,099	5,737,799,850 to 5,737,800,499
1,973,183,976 to 1,973,183,999	549,637,209 to 549,637,249	5,738,371,621 to 5,738,371,799
1,980,198,342 to 1,980,198,499	553,878,045 to 553,878,099	5,739,290,150 to 5,739,290,899
1,984,850,433 to 1,984,850,499	556,051,500 to 556,051,999	5,741,036,103 to 5,741,036,299
1,985,322,215 to 1,985,322,249	556,123,122 to 556,123,249	72,077,164 to 72,077,999
1,988,476,115 to 1,988,476,299	556,205,000 to 556,205,449	73,764,000 to 73,767,999
2,270,328,000 to 2,270,331,999	556,858,248 to 556,859,999	73,969,450 to 73,969,549
3,739,643,695 to 3,739,643,999	561,778,350 to 561,778,449	7,388,138,197 to 7,388,139,999
3,775,270,600 to 3,775,271,699	5,550,886,753 to 5,550,886,999	7,390,556,000 to 7,390,559,999
3,780,914,000 to 3,780,915,999	5,552,982,000 to 5,552,982,499	7,426,790,000 to 7,426,793,999
3,784,278,600 to 3,784,279,999	5,583,514,274 to 5,583,515,999	7,477,791,500 to 7,477,791,749
3,786,580,464 to 3,786,580,499	5,611,934,000 to 5,611,935,999	7,486,840,031 to 7,486,840,599
3,786,593,756 to 3,786,593,799	5,617,120,000 to 5,617,129,499	7,489,060,600 to 7,489,061,349
3,791,928,650 to 3,791,929,099	5,621,652,564 to 5,621,652,999	7,506,705,190 to 7,506,705,999
3,794,454,150 to 3,794,454,199	5,634,099,997 to 5,634,101,999	7,514,290,319 to 7,514,291,499
3,794,469,350 to 3,794,469,399	5,646,932,000 to 5,646,933,999	7,514,610,785 to 7,514,611,199
3,795,243,100 to 3,795,243,699	5,655,123,300 to 5,655,123,849	7,519,547,129 to 7,519,547,249
3,799,979,795 to 3,799,979,817	5,656,140,000 to 5,656,143,999	7,523,874,654 to 7,523,874,699
3,800,811,000 to 3,800,813,499	5,656,522,036 to 5,656,525,999	7,524,379,837 to 7,524,379,999
3,802,297,133 to 3,802,297,199	5,659,763,800 to 5,659,765,299	7,528,356,600 to 7,528,357,199
3,802,370,150 to 3,802,370,349	5,666,020,000 to 5,666,021,999	7,531,626,400 to 7,531,626,649
3,807,175,050 to 3,807,176,849	5,668,669,900 to 5,668,671,399	7,532,070,000 to 7,532,070,099
3,809,515,971 to 3,809,515,999	5,669,971,950 to 5,669,972,749	7,532,958,525 to 7,532,958,749
3,814,699,327 to 3,814,700,399	5,671,762,600 to 5,671,763,999	7,533,175,696 to 7,533,175,749
3,817,260,100 to 3,817,260,299	5,674,407,000 to 5,674,410,499	7,533,377,316 to 7,533,377,329
3,821,218,295 to 3,821,218,949	5,679,794,000 to 5,679,795,999	7,537,723,350 to 7,537,723,549
3,822,851,800 to 3,822,852,999	5,680,311,775 to 5,680,312,049	7,537,957,777 to 7,537,958,049
3,824,755,350 to 3,824,755,549	5,692,340,350 to 5,692,341,849	7,538,076,000 to 7,538,076,149
3,829,844,700 to 3,829,846,199	5,693,147,100 to 5,693,148,099	7,538,407,068 to 7,538,407,149
3,835,070,789 to 3,835,070,949	5,694,032,000 to 5,694,033,999	7,539,023,400 to 7,539,023,999
3,837,655,450 to 3,837,656,099	5,694,251,950 to 5,694,253,249	7,539,234,300 to 7,539,234,549
3,837,753,914 to 3,837,753,925	5,697,479,576 to 5,697,479,999	7,540,285,800 to 7,540,285,949
3,839,928,954 to 3,839,930,199	5,697,680,050 to 5,697,680,899	7,544,018,500 to 7,544,019,399
3,841,935,838 to 3,841,936,149	5,702,345,318 to 5,702,345,349	80,329,250 to 80,329,299
3,842,062,454 to 3,842,062,499	5,702,676,097 to 5,702,676,499	89,044,000 to 89,046,999
3,843,639,500 to 3,843,639,999	5,702,742,678 to 5,702,742,999	868,047,108 to 868,047,999
3,845,366,450 to 3,845,366,599	5,706,359,534 to 5,706,359,999	8,383,281,180 to 8,383,281,499
3,847,051,360 to 3,847,051,375	5,713,498,267 to 5,713,498,299	8,551,457,947 to 8,551,457,989
3,848,782,156 to 3,848,782,229	5,715,296,739 to 5,715,296,999	8,552,624,000 to 8,552,624,999
3,849,114,950 to 3,849,114,999	5,715,987,617 to 5,715,987,949	8,559,277,900 to 8,559,278,099
3,850,366,300 to 3,850,366,349	5,716,279,500 to 5,716,279,999	8,563,415,296 to 8,563,415,999
3,850,441,500 to 3,850,441,649	5,719,153,900 to 5,719,154,249	8,564,303,759 to 8,564,303,902
3,851,524,500 to 3,851,525,999	5,719,182,651 to 5,719,182,699	8,566,386,853 to 8,566,386,899
3,852,682,169 to 3,852,682,649	5,720,508,103 to 5,720,508,299	8,566,492,869 to 8,566,492,999
3,855,010,850 to 3,855,011,249	5,723,012,354 to 5,723,012,699	8,574,213,877 to 8,574,213,899
3,856,837,250 to 3,856,837,599	5,723,830,857 to 5,723,830,999	8,577,273,100 to 8,577,273,299
3,857,603,365 to 3,857,603,549	5,726,496,150 to 5,726,496,899	93,986,639 to 93,986,699
3,858,700,031 to 3,858,700,549	5,730,469,876 to 5,730,469,999	95,131,854 to 95,132,199
	5,730,525,050 to 5,730,526,299	

All Post Offices

REVISED PROCEDURE FOR REQUISITIONING AND SUPPLYING LESS-THAN-BULK QUANTITIES OF ACCOUNTABLE PAPER

I. Effective Date

On April 3, 1971, a new procedure will be placed in operation for use by all classes of post offices in requisitioning *less-than-bulk quantity* stamps and accountable paper from designated sectional centers which are first-class post offices and have adequate facilities for protection of the stock. **No changes are being made in the procedures for requisitioning bulk-quantity stamps by first-class post offices.**

The *less-than-bulk* items to be furnished by the sectional center post offices are:

- Ordinary postage stamps
- Postage due stamps
- Airmail stamps
- Commemorative postage stamps
- Airmail embossed stamped envelopes
- Airmail and international postal cards
- Aerogrammes
- International reply coupons
- Plastic stamp dispensers
- Migratory-bird hunting stamps

All of the above items except migratory-bird hunting stamps may be ordered on a single requisition. The bird stamps must be ordered on a separate form 17. A fourth copy of form 17 may be retained for office use if desired.

II. Requisitioning Schedule

Postmasters will submit their *less-than-bulk* requisitions, in triplicate, on form 17, *Stamp Requisition*, once each accounting period on a requisitioning cycle to be established and monitored by the sectional center post office. Strict adherence to the schedule will permit the designated SCF's to process requisitions in an orderly and timely manner.

The increased frequency of requisitioning will permit may first-class post offices to order some stock items from the SCF once each 4 weeks, in lieu of ordering once each quarter in bulk quantities.

III. Stock Level and Quantities To Be Requisitioned

A. Determining Requirements

The second-, third- and fourth-class associate offices should not ex-

ceed a 6-week main stock level of the stamp or stamped paper items distributed by the SCF, except migratory-bird hunting stamps which are requisitioned in quantities for the entire season. Forms 3295 may be used to determine the weekly usage figure. Offices not authorized to use form 3295 can make the determination by using quantity on the last inventory record; adding stock received since the inventory as shown on forms 17; subtracting quantity on hand at time of placing requisition; and dividing result by the number of weeks since the inventory. Except for the lower stock level and the time element in computing the usage figure, other pertinent instructions in section 422.2 old Postal Manual are still in effect.

B. Minimum Quantities

The minimum quantity of each item of stamps and stamped paper which offices of all classes may requisition from SCF's is shown in the tables in 422.53, old Postal Manual. Orders for quantities that are in excess of these minimums must be in multiples of the minimums and/or the packaged quantities.

C. Maximum Quantities

1. *First-class post offices.* The maximum quantities of postage stamps and stamped paper which first-class offices may order from SCF's on their accounting period requisitions **May Not** exceed those shown in 422.53a through 422.53d, old Postal Manual.

2. *Offices of the second-, third- and fourth-class.* Offices of the second-, third- and fourth-class may requisition any quantity of postage stamps and stamped paper from SCF's that is needed to meet customer demands, provided that the 6-week stock ceilings and the instructions in 422.2 are not exceeded.

D. Emergency Supplies

First-class post offices may not submit emergency requisitions for bulk quantities of postage stamps to their SCF unless the need for the stock is justified by the urgency of patron demand. Emergency stocks should be

requisitioned from your SCF in multiples of full packages (100 sheets) of sheet stamps and full boxes of books and coils of stamps.

NOTE: All emergency requisitions for bulk quantities of stamps and stamped paper which first-class post offices submit to their SCF must be accompanied by a memorandum showing:

1. Why and when stock is needed.
2. Quantity on hand of each requested item.
3. How long stock on hand will last.

IV. Action by Postmasters Prior to April 3, 1971.

A. Designated Sectional Center Post Offices

Postmasters at designated sectional center post offices which have been selected to supply *less-than-bulk quantity* postage stamps and stamped paper to area post offices should:

1. Increase their inventory of accountable paper to meet the requirements of associate post offices for stock beginning April 3, 1971. The major increase should be in first-class letter-rate denomination stamps in sheets, books, and coils.

2. Requisition from area supply center the following forms and supplies if not already on hand:

- a. POD Label 41, Regular Mail.
- b. POD Label 58, Registered Mail.
- c. Form 17 Recap, Recapitulation Sheet.
- d. P-101P Envelopes 11" x 12½".
- e. O-1508, Container 11" x 4".

3. Establish a requisitioning schedule which will provide for all assigned associate offices to submit requisitions once each 4-week period. *The schedule should not provide for the filling of requisitions beyond Tuesday of the final week of each postal quarter.*

4. On or before April 15, 1971, furnish the Accountable Paper Branch, Office of Procurement, Facilities Department, a copy of the requisitioning schedule which you must establish and distribute to all assigned post offices for use in connection with this program.

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B. Associate Post Offices

Reduce to a 6-week level those items which are currently supplied by the accountable paper depository. The reduction of stock levels shall be attained through normal sales. We do not propose to transfer stock to other post offices or authorize the destruction of stocks for the purpose of reducing inventories. **Do Not Requisition Any Item From The APD That Will Not Be Used Before May 1, 1971.** If it becomes necessary to requisition stock from the APD, order only the stock that will be needed to last until May 1 or until the date set by the SCF to submit your first requisition. See part VII for verifying and recording stock received from your SCF. *Those items of stamped envelopes and postal cards which are normally requisitioned from bulk suppliers will continue to be requisitioned from those points,* and inventories of those items will be maintained at levels authorized in section 422.2, old Postal Manual.

C. Accountable Paper Depositories

On and after April 3, 1971, accountable paper depositories will supply less-than-bulk quantity stock to associate post offices *only if the APD is a designated sectional center post office.* The accountable paper depositories will continue to warehouse and supply plastic dispensers and international reply coupons to designated sectional center post offices within their present area and will furnish SCF's the following limited use items in less-than-bulk quantity, when for reasons of security it is impracticable for the SCF to requisition bulk quantities from the Bureau of Engraving and Printing.

1. High denomination ordinary stamps.
2. High denomination postage due stamps.
3. High denomination airmail stamps.
4. Special delivery stamps.

The SCF's will requisition the above items along with plastic dispensers and international reply coupons from the accountable paper depositories on form 17, *Stamp Requisition*, at the same time that the bulk quantity stock is requisitioned from the Bureau of Engraving and Printing.

V. Processing and Filling Requisitions at Designated SCF's

A. Processing Forms 17, Stamp Requisition

Group requisitions separately for each type of stock, postage, and migratory-bird hunting stamps, and arrange alphabetically by post office name within State.

Verify the requisitions to determine that:

1. The finance number and other information for the submitting post office are shown in the heading.

2. The quantity of each item is not less than the minimum or more than the maximum specified in section 422.53, old Postal Manual. Adjust individual items upward or downward as required and make the same adjustment on original and carbon copies of the requisition.

3. The value of each item is correctly stated. Make necessary corrections in value on all copies.

4. The requisition total is legible and correct. If necessary to alter a requisition total as originally entered by the submitting postmaster, circle incorrect total and immediately above or below, write in the correct total legibly. Endorse all copies of the requisition as follows: "Requisition total changed by SCF from \$_____ to \$_____" followed by the verifier's initials and an impression of the SCF dating stamp.

Prepare two adding machine tapes of the requisition totals, one for the original forms 17 and one for a group of carbon copies. List and total each type of stock (par. 1); and when more than one type is shipped, recap the type totals for a grand total. Make a clear impression of the SCF dating stamp at the top of the tapes, and below this list the ZIP code and finance number of the SCF and the shipping date.

Summarize the requisitions on form 17 *Recap*, designating a blank column when migratory-bird hunting stamps are shipped. Total the quantities of each stock item listed and compute the value of each item total. Total all item values to determine that the total value of stock listed on the recap agrees with the predetermined tape total. Summaries may be prepared mechanically by any SCF equipped to do so.

B. Filling Forms 17, Stamp Requisition

The person having custody of the main stock will withdraw the *total quantity* of each item of stock listed on the summary; count and set aside the items for each requisition; and enter his name and the shipping date opposite the word "Shipped" on all copies of forms 17. Another employee will then verify stock quantities against the original form 17 and enter his name on all copies as evidence of the verification. Do not seal and ship stock until all requisitions in the particular group have been filled and it is determined that the quantities apportioned to the several requisitions equal the totals withdrawn from the main stock.

Address package and seal stock, and include a copy of form 17, *Stamp Requisition*, with shipment. Any package with value over \$200 must be registered in accordance with normal registry procedures. Shipments by ordinary mail will be delivered by the custodian of the main stock to the appropriate point of dispatch.

C. Processing Automatic Distribution of Commemorative and Special Issue Stamps

The postal data center will furnish each designated SCF a listing, in triplicate, and form 3309, *Advice of Shipment—Stamp Invoice*, for each commemorative or special issue stamp announced for automatic distribution in a *POSTAL BULLETIN*. A copy of the stamp stock and separate into individual post office quantities under the same conditions as stated in V-B, except the allotments will be verified against forms 3309.

Any adjustment to the listings must be made on all copies and signed by the person making the change. The post office quantity stated on the listing and invoice is not to be changed by the SCF without written instructions from the PDC. If the SCF has knowledge that a post office listed for the automatic distribution has been discontinued, line through the entry on the listings, note this information beside it, change the listing totals, and attach the invoice to the original listing to be returned to the PDC.

The custodian of the main stock will note the shipping date on all

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copies of the listing and sign his name. The person making the verification will also sign all copies of the listing. *Forms 3309 are not to be signed in the SCF.*

D. Making Shipments

New commemorative and special issue stamps are not to be shipped before the date shown on forms 3309, for the item. However, if available the stock may be withdrawn and packaged at any time after the PDC listing and invoices are received, and held in the protective storage facility with the documents until the shipping date. *Mail the franked and preaddressed forms 3309 separately, the day before dispatch of the stock.* This will alert the post office to anticipate receipt of the stock.

E. Changes in Automatic Distribution Quantities

Whenever local conditions require a change in quantity, the postmaster receiving automatic distribution from SCF's will address a request to the PDC and state the quantity desired.

F. Requisitions from Post Offices Receiving Automatic Distribution

Return unfilled all requisitions for commemorative and special issue stamps received from post offices that are being automatically furnished such stamps unless the word "Additional" is entered on the requisition form 17.

VI. Accounting Procedures at Designated SCF's

A. Entries in Stamp Records

The person having custody of the main stock will consolidate all summaries and listings of stock withdrawn to fill requisitions and make automatic distributions, and make a single-line entry for each item on the appropriate form 3295, *Daily Record of Stamps*, stamped paper, and non-postal stamps on hand. This includes the stock shipped to other post offices and requisitions filled from the main stock for local postal units.

On the day shipments are made deliver the groups of forms 17 for other post offices, originals and carbons, with tapes attached and summary, and the original and one copy

of automatic distribution listing, to person maintaining the cashbook. At offices having a director, office of finance, or chief accountant, transmit with form 3959, *Stamp Stock—Daily Recap*, as in section 425.21, old Postal Manual. At other offices, transmit with form 3960, *Daily Stamp Stock Record*, prepared as in section 425.22, old Postal Manual.

B. Entries in Cashbook

Enter the amount of stock shipped to other post offices in A/C 16146 or A/C 40160 as appropriate.

C. Processing Documents by Person Maintaining Cashbook

Maintain the arrangement of requisitions in alphabetical order by type and shipping date. On Wednesday of each week forward the original forms 17, with adding machine tapes attached, to the postal data center by regular mail, and retain the groups of carbon copies. The original requisitions and tapes will be returned to the SCF after the PDC has prepared a magnetic tape record. A copy of a machine listing by shipping date will accompany the requisitions. Verify that the totals of the machine listing agree with the entries in A/C 16146 and A/C 40160. Notify the PDC of any errors in the listing. File the original requisitions and tapes by date of shipment, with the machine listing, and destroy the SCF carbon copies of forms 17.

Return the original copy of automatic distribution listing to the PDC on the day after shipment is made. File a carbon copy listing in order by shipping date.

VII. Verifying and Recording Stock Received

Upon receipt of the shipment, the post office will examine the stock in accordance with instructions in section 422.8, old Postal Manual. Report any shipment that does not agree with invoice, form 17 or form 3309, to the postmaster at the shipping sectional center facility.

Enter the amount of stock received in A/C 16142 or A/C 40120 and record it in stamp stock records in the manner prescribed.

Retain these instructions until they appear in a permanent publication.—*Facilities Department, 4-1-71.*

All Postal Installations

New Airmail Service—AM-4

On or about April 25, 1971, American Airlines will inaugurate airmail service at Islip, NY.

An official cachet will be furnished for application to philatelic covers transported only on the first flight departing Islip. The covers will be back-stamped at terminus of the flight.

The usual philatelic treatment outlined in section 257.3, Postal Manual, will be provided.

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

Postmaster,
Islip, NY 11751

Covers already postmarked, those not properly prepared and those posted in the usual manner will not receive the cachet.—*Operations Department, 4-1-71.*

All Postal Installations

International Inaugural Service

Swissair will inaugurate Boeing 747 service from Boston to Zurich on or after May 8, 1971.

An official cachet and philatelic treatment are authorized as outlined in section 257.33 of the Postal Manual.

To send covers on this inaugural, prepare them in the usual manner addressed for delivery in Switzerland, 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 office applying the cachet no later than 3 days prior to the scheduled flight.

<i>Cachets to be applied by:</i>	<i>Send covers to:</i>
Airport Mail Facility, Boston.	Superintendent, Airport Mail Facility, U.S. Postal Service, Logan International Airport, Boston, MA 02128.
Boston City Post Office.	Postmaster, Boston, MA 02109.

Covers already postmarked, those not properly prepared, and those posted in the usual manner will not receive cachets.—*Operations Department, 4-1-71.*

*All Postal Installations***UNIFORMS****Postal Service Security Force—Uniforms**

The following instructions apply only to employees assigned to the new U.S. Postal Service Security Force. They do not apply to any other category of uniformed Postal Service personnel including existing guards and watchmen.

Each employee serving in the Postal Service Security Force will be required to wear a complete uniform effective the day training is completed (graduation day), or as soon thereafter as uniforms are received from the vendor.

The following items of uniform wear together with specifications for each item constitute the authorized interim uniform for the Postal Service Security Force. For this purpose a complete uniform shall consist of:

cap
shirt
tie
trousers
coat

While not listed as an authorized uniform item, black shoes must be worn with the above uniform at all times.

Each employee will be allowed a maximum allowance of \$125 annually for this initial period. Purchases under this program will be on a direct payment to vendor basis and must be made from licensed vendors. The provisions of 722, Postal Manual, are applicable to this program in the same manner as to other uniformed employees under the allowance program.

Anniversary Date

Graduation day is the uniform allowance anniversary date for employees who are initially eligible to wear the uniform prescribed for the Postal Service Security Force. This applies to the current class receiving training at the Oklahoma Postal Training Organization at Norman, to each group thereafter, and to employees in the Philadelphia Post Office who were furnished uniform sets in November and December 1970 and in January 1971.

Postal Service Security Force employees are under the jurisdiction of the Inspector-in-Charge of the

Division to which they are assigned. To certify and establish records for employees initially eligible for the uniform allowance, Inspector-in-Charge should take action in accordance with Fiscal Handbooks F-24, Manual Payroll, and F-39, Personnel Service Center Coding and Procedures.

Eligible employees will submit purchase invoices to their Inspector-in-Charge as soon as uniform garments are received. The Inspector-in-Charge will process invoices for payment to the vendor in accordance with instructions in Fiscal Handbook F-42, Uniform Allowance Program Payment Procedures.

Employees should exercise care and prudent judgment in making uniform purchases. Each employee should assure that a complete uniform is purchased and that he will be in good uniform dress at all times.

Notice to Uniform Industry

A limited number of Postal Service Security Force members will complete training in late March 1971, at the Oklahoma Postal Training Organization at Norman, OK. To assure that employees will have uniforms meeting the specifications listed below on graduation day, licensed vendors interested in supplying these garments will be permitted to measure and solicit orders from employees at the Norman, OK, facility on and after the date of this announcement, by prior arrangement with training authorities.

1. CAP

The cap shall be made in accordance with Type I requirements in Specification PODUQC-No. 33A, Cap, Service, Man's issued by the U.S. Army Natick Laboratories, except that the outer body band shall be covered with authorized PO Blue 5000 fabric instead of braid and basic material, and the chinstrap shall be gold braided rayon cord (the basic material is PO Blue 5013).

2. SHIRT

Design.—The shirt is a standard long or short sleeve police style polyester cotton permanent press or 100 percent cotton poplin shirt with an

attached collar, shoulder epaulets, and badge patch.

Pockets.—There shall be two pleated pockets with button through flaps, and with pencil division through left flap.

Badge Patch.—There shall be badge piece over the left breast pocket.

Material and Color.—Material to be sanforized and vat dyed, 65 percent polyester/35 percent cotton, or 100 percent cotton in a standard light blue police color.

Insignia.—An approved U.S. Postal Service embroidered eagle insignia shall be worn on the upper part of the outer half of the left sleeve three-fourths inch below top of shoulder sleeve seam.

3. TIE

Design.—The tie shall be made in accordance with specifications issued by the U.S. Army Natick Laboratories, PODUQC No. 7.

Material and Color.—The basic material shall be a fabric approved by the U.S. Army Natick Laboratories, color PO Blue 5014.

4. COAT.**Requirements**

Design.—The coat is a four button, single breasted, half lined coat with collar and notched lapels; having two top pleated patch pockets with flaps, two lower hanging pockets with flaps, shoulder loops, a two piece back, and two piece side-bodied fronts.

Patterns.—Unless otherwise indicated the pattern shows a warp directional lines for cutting, three eighths-inch seam allowance for all seams, and guide marks for assembling and finishing. The manufacturer may adjust the pattern to accommodate his method of manufacture but shall maintain the design in all details. Patterns shall be graded by the manufacturer who is also responsible for making garments with proper fit.

Basic Material.—The basic material shall be a 14-14½-ounce on a 60-inch width all wool serge, standard police navy blue.

Components.—Pocketing for hanging pockets shall be minimum 5-

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ounce cloth, cotton, silesia, or better of good commercial quality. Findings such as collar canvas, front hair cloth interlining, shoulder pads, hanger loop, thread, wigan, and gimp shall be of good commercial quality. Color of thread, gimp, and all visible findings shall match the shade of the basic fabric and shall have equal or better color fastness.

Linings.—The lining shall be colorfast, navy blue or black 3.6-ounce per square yard minimum weight rayon satin lining or better, of good commercial quality.

Buttons.—The buttons shall be the approved Postal Service regulation style, gold plated, 24-line short shank for the pocket flaps and sleeves, and 36-line regular shank for the front.

Construction

General.—Proper seam allowances and stitching shall be maintained to prevent raw edges, run offs, twists, pleats, puckers, or open seams. The minimum number of stitches for stitching and seaming shall be 12. Thread breaks and ends of stitching not caught in other rows of stitching shall be backtacked not less than one-half inch. Raw edges on exposed seams shall be bound.

Coat.—The coat shall be made of single needle construction in accordance with the pattern. It has a four button single breasted straight front, two pleated breast patch pockets with three pointed flaps with buttonhole, and two lower double piped hanging pockets with three pointed flaps with buttonhole, shoulder loops, two piece back, shoulder pads, commercial type interlined fronts, lined fronts and sleeves, half lined back, hanger loop, fitted at the waist and with brass hook to accommodate a Sam Browne belt.

Fronts.—The pockets and flaps shall be positioned as indicated on the pattern.

Sleeves.—The sleeves shall be set and joined with fullness properly distributed. Forearm and backarm seams of sleeve linings shall be tacked to corresponding seams of sleeves. Sleeve bottoms shall have wigan interlining and three buttons.

Collar.—The collar shall be interlined. The interlining and the undercollar shall be quilted or padded with blind stitch and have proper fullness. Seam undercollar to interlining at

breakline. The hanger loop shall be caught in the collar joining seam.

Shoulder Loop.—The shoulder loop made of PO blue 5000 fabric shall be centered over shoulder seam. It shall be stitched to shoulder across width of loop within gage of edge stitching approximately 2 inches from shoulder seam and cross-stitched between shoulder seam and stitching forming a box.

Buttonholes.—The front buttonholes shall be of eyelet end, square bar, cut first type reinforced with gimp with ends bartacked. The purling shall be on the outside. When buttoned the buttonholes shall be in vertical alignment and centered below V-closing of the coat.

Buttons.—The pocket flap and shoulder loop buttons shall be sewn to correspond with the eyelet end of buttonholes therein. The buttons on right front closure shall be 1 inch from front edge and to correspond with buttonholes on left front.

Edge Stitching.—All edge and raise stitching on fronts, pocket flaps, shoulder loops, and collar shall be one-eighth inch gage.

Badge Plate.—When specified, a wool felt badge plate matching color of basic fabric shall be centered vertically one-eighth inch above flap of left breast and sewn. The plate shall be approximately 2½ by 1 inches with round black enameled three-sixteenths inch metal eyelets placed centrally approximately one-half inch from each end. The eyelets shall be 1⅜ inches apart from center to center.

Labels.—Size label shall be sewn on the inside pocket.

Pressing.—All seams shall be undepressed during processing. The coat shall be pressed smooth and flat, without any gloss or pressing impressions. The sleeves shall be well blocked and pressed with top sleeve having forward roll. Sleeves and lapels shall be roll pressed.

Workmanship.—The finished coat shall conform to the requirements of this specification and shall be free from any defects which may affect appearance or serviceability.

Notes

Insignia.—An approved U.S. Postal Service embroidered eagle insignia shall be worn on the upper part of the outer half of the left sleeve

three-fourths inches below top of shoulder sleeve seam.

Inspection.—Inspection of the finished coat shall be made by the producer for compliance with this specification.

5. TROUSERS

Requirements

Design.—The trousers are a dress type with sewn on waistband, slide fastener fly, side and hip pockets, watch pocket, plain bottoms.

Basic Material.—The basic material shall be:

- (a) 16-ounce polyester/wool venetian gabardine (winter), or
- (b) 8½/9-ounce polyester/wool tropical (summer).

and shall match the approved PO uniform color (PO Blue 5000) and shall be a fabric approved and certified by the U.S. Army Natick Labs.

Components.—Pocketing shall be 7.5-ounce per square yard desized, preshrunk cloth, cotton drill or better. (2.50 yard commercial designation.) Linings, interlining and findings such as slide fasteners and thread shall be of good commercial quality. Unless otherwise specified, the color of thread, fastener tape and all other visible findings shall match the shade of the basic fabric and have equal colorfastness.

Button.—The button for the hip pocket shall be flat, four hole, 24-line good commercial tailor type in a shade similar to, or darker than the basic fabric.

Construction

Stitching and Seams.—Proper seam allowances and stitching shall be maintained so that no raw edges, run offs, twists, pleats, puckers, or open seams will result. Seam allowances shall be overedged to prevent ravelling, and pressed open. The minimum number of stitches for seaming shall be 12 per inch with a minimum of six per inch for overedging. Ends of stitching not caught in other rows of stitching shall be backtacked and ends of a continuous line of stitching shall overlap. Thread breaks shall be secured by stitching back of the break not less than one-half inch. Bartacks shall be placed at all points of strain. The seat seam shall have two rows of stitching properly applied.

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POST OFFICE CHANGES NO. 20

(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	Bethel	Central		Atmautiuk	RB	99559	Add	4-1-71	RB estab.
CA	Mojave	Kern		California City	Bx	93501	Delete	1-1-71	} Change in ZIP Code.
CA	do.	do.		do.	Bx	93505	Add	1-1-71	
CA	Running Springs	San Bernardino		Arrowbear Lake	RB	92382	Delete	3-15-71	} To change ZIP Code.
CA	do.	do.		do.	RB	92308	Add	3-15-71	
CA	San Francisco	San Francisco		Number Forty-Four	Sx	94101	Delete	2-27-71	Sx disc.
CA	Fresno	Fresno		Fancher	B	93702	Delete	9-30-67	B disc.
CA	do.	do.		Eastgate	S	93702	Delete	11-8-66	S disc.
CA	San Francisco	San Francisco		APO 96206	B	96206	Delete	3-4-71	APO disc.
CA	do.	do.		APO 96207	B	96207	Delete	3-4-71	APO disc.
CA	do.	do.		APO 96216	B	96216	Delete	2-28-71	APO disc.
GA	Farrar	Jasper	4			31027	Delete	3-31-71	} P.O. disc.
GA	(Mail to Shady Dale)	do.	3			31085	Delete	3-31-71	
MN	Rosemount	Dakota		Apple Valley	B	55068	Add	4-1-71	B estab.
NC	Taylorville	Alexander	1			28681	Delete	3-31-71	} C estab.
NC	do.	do.	1c			28681	Add	3-31-71	
OH	Cincinnati	Hamilton		Elmwood Place	B	45216	Add	3-12-71	B estab.
TN	Memphis	Shelby		Forest Hills	RB	38138	Delete	3-31-71	} To change ZIP code shown in P.B. 3-4-71.
TN	do.	do.		do.	RB	38081	Add	3-31-71	

All Postal Installations

Wanted Circular Canceled

The following postal offender has been apprehended:

Lawrence Arthur Dahl

Destroy the wanted circular concerning him.

Continued from p. 11

Trousers.—The trousers shall be made in accordance with good commercial practice. There shall be two side hanging pockets, two hip hanging pockets with left to button, a watch pocket, a minimum of seven belt loops at the sewn-on waistband, slide fastener fly, and crotch lining.

Trouser bottom.—The trouser leg bottom shall be plain without cuffs and shall have fabric heel stays.

Workmanship.—The finished trousers shall conform to the requirements of this specification and shall be free from any defects which may affect appearance or serviceability.

Quality Assurance Provisions

Inspection.—Inspection of the finished trousers shall be made by the manufacturer for compliance with this specification.

All Postal Installations

Equalization Payment

Equalization payment checks will be distributed April 2, 1971, as described in POSTAL BULLETIN No. 20805, March 11, 1971. Checks will not be issued for net amounts of less than \$1. Payments for net amounts of less than \$1 will be processed by an adjustment to employees next regular salary payment.—*Finance and Administration Department, 4-1-71.*

All Postal Installations

Weight Limit—No. 3 Loose Pack Sacks

Section 334.24d, Postal Service Manual, shows weight limit of 35 pounds for loose pack sacks.

Effective immediately this should be changed to read: d. 50 pounds—No. 3 loose pack sacks.

The Postal Service Manual will be amended to incorporate this change.—*Operations Department, 4-1-71.*

All Postmasters with Postal-Owned Vehicles

Files Maintenance and Records Disposition

Postal Service Manual 245.55c Vehicle Maintenance Records provides for the retention of Form 4501 Vehicle Record and 4620 Vehicle Maintenance Record until the vehicle leaves post office accountability. All other vehicle maintenance records are destroyed in accordance with provisions of 245.11. Forms 4501 and 4620 will be listed in 245.55c at next printing.—*Finance and Administration, 4-1-71.*

All Postal Installations

Salary Check Date

Salary checks for pay period No. 7 (March 20–April 2) will be dated April 8 instead of April 9. The Postal Data Centers will endeavor to mail checks in time to permit April 8 distribution.—*Finance and Administration Department, 4-1-71.*