

postal bulletin

Washington, D.C. 20260/Thursday, April 29, 1971/Five Pages



All Postal Installations

21-Cent Airmail Postage Stamp

The 21-cent international airmail stamp will be first placed on sale at Washington, DC, on May 21, 1971, in conjunction with the National Philatelic Exhibition.

POSTMASTERS SHALL NOT PLACE THIS STAMP ON SALE BEFORE MAY 22, 1971

Size: 0.84" x 1.44" (horizontal)
ISSUED IN SHEETS OF 50
Color: Red, blue, and black
Initial printing: 50 million
Designer: John Larrecq

To obtain first day cancellations, collectors may submit requests to the Postmaster, Washington, DC 20013. See Postal Service Manual, section 257.2. Mint quality stamps will be available from the Philatelic Sales Unit, Washington, DC 20036, beginning May 21, 1971. All production will be tagged.

First-class post offices requiring more than 3,000 stamps of this issue should immediately order minimum lots of 5,000 or the multiples in section 422.321, old Postal Manual, from the Bureau of Engraving and Printing on Form 3356, using Item No. 182.

First-class offices requiring 3,000 stamps or less and all other post offices may requisition the 21-cent airmail stamp from their designated sectional center facility on their next scheduled requisitioning date using Form 17, *Stamp Requisition*. The quantity requisitioned from the SCF shall not exceed a 6-week supply.

All Postal Installations

15-Cent Aerogramme

The 15-cent aerogramme will be first placed on sale at Chicago, IL, on May 28, 1971.

POSTMASTERS SHALL NOT PLACE THIS AEROGRAMME ON SALE BEFORE MAY 29, 1971

Size: 3 $\frac{3}{16}$ " x 7 $\frac{1}{4}$ " (folded)
COLOR: GRAY, RED, BLUE, AND WHITE
Initial printing: 30 million
Designer: Soren Noring

Collectors desiring first day cancellations may submit orders to the Postmaster, Chicago, IL 60607, plainly indicating full name and address including Zip Code, with remittance to cover the cost, which is 15 cents each.

The new 15-cent aerogramme is manufactured by the Bureau of Engraving and Printing. It is not available from the Government Printing Office.

First-class post offices requiring the new 15-cent aerogramme in lots of 500, 1,000, 2,000, 5,000, and multiples of 5,000 should immediately submit a requisition Form 3356, *Stamp Requisition—Bulk Quantities, using Item No. 215*, to the Bureau of Engraving and Printing. Do not order more than 1 million aerogrammes on single requisition.

First-class post offices requiring 300 aerogrammes or less and all other post offices may requisition the 15-cent aerogramme from their designated sectional center facility on their next scheduled requisitioning date using Form 17, *Stamp Requisition*. The quantity requisitioned from the SCF shall not exceed a 6-week supply.

All Post Offices

Duplicate Form 3579, Undeliverable 2d, 3d, 4th or Controlled Circulation Matter

Reports received indicate some failures to observe existing instructions in sections 159.221, .222, and .223, Postal Service Manual, concerning the treatment of undeliverable-as-addressed second-class mail. Strict adherence to the procedures contained in these sections will result in materially reducing the large number of duplicate Forms 3579 sent to publishers.

Postmasters and supervisors are requested to give particular attention to this matter and to familiarize all responsible employees with the provisions of these regulations. Every effort should be made to reduce or eliminate duplicate Form 3579's.—*Finance and Administration Department. 4-29-71*

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*All Post Offices***Mail for National Multiple Sclerosis Society**

The simple form of address "MS, c/o Postmaster" will be used during the national fundraising event scheduled by the National Multiple Sclerosis Society from May 10 through June 20, 1971. The local ZIP Code must be included as part of the simple form of address.

All mail addressed to "MS, c/o Postmaster (Local ZIP Code)" received at any post office in a State must be forwarded daily to the postmaster of the central city post office shown opposite the name of each State as published in the item "Mail For United Cerebral Palsy Associations, Inc.," in POSTAL BULLETIN 20795 of December 30, 1970.

Three or more pieces of mail forwarded at the same time should be sent under cover of a penalty envelope or label. Shortpaid or unpaid pieces must be rated with deficient postage.

The mail must be delivered by the central city postmaster to the authorized representative of the National Multiple Sclerosis Society in accordance with the written instructions received by him from the Society's national headquarters. Any deficient postage must be collected upon delivery.—*Finance and Administration Department, 4-29-71.*

*All Post Offices***Remittance of Surplus Funds**

Postmasters must not draw remittance checks against funds in their official checking account until they have received receipted deposit slips from the bank covering the amount to be remitted.

Postmasters at large first-class offices with stations and branches making direct-to-bank deposits should take special note. Remittance checks should no longer be drawn on the basis of Forms 1412, Daily Cash Report, as described in section 445.1 of the old Postal Manual.

These instructions will be incorporated in Fiscal Handbook F-1, when published.—*Finance and Administration Department, 4-29-71.*

*All Post Offices With Rural Delivery Service***Annual Inspection of Rural Routes**

Section 353.347, Postal Service Manual, requires an annual inspection of each regular and auxiliary rural route anytime in May of each year. In connection with the May inspection, postmasters must give careful consideration to the following items:

I. The employee accompanying the rural carrier will carry the current Form 4003, Official Rural Route Description, on the inspection trip to make sure the line of route travel being followed is correct. While route travel shown on Form 4003 is measured by traveling the most direct drive practicable without pulling out to serve mailboxes, a check is to be made of the difference in actual mileage in the line of travel against the official mileage shown on Form 4003. On those routes where conditions provide for the lower portion of Form 4003 not to show the mileage for each change in line of travel, the total route mileage will be checked for accuracy. Where it is evident that the mileage shown on Form 4003 is at wide variance with the actual mileage, schedule the route for remeasurement as provided for in 353.348, Postal Service Manual. Submit amended Form 4003 showing the correct mileage to the sectional center post office for processing.

II. The minimum number of potential stops required to serve the route must be counted during inspection on all heavy duty routes. This is the basis for adjustment of a heavy duty carrier's equipment maintenance allowance effective the first pay period in November, in conjunction with the annual count of mail.

III. The route, traffic, roads, and mailboxes should be noted during the trip to identify conditions, hazards, and irregularities which can be corrected.

IV. Form 4056, Your Mail Box Needs Attention, is to be used to notify customers of any irregularities requiring attention. If irregularities are not corrected within a reasonable period of time, service may be withdrawn until corrections are made.—*Operations Department, 4-29-71.*

*All Contracting Personnel***Availability of Solicitations for Dissemination**

Inquiries have been received as to whether it is required that solicitations publicized in the *Department of Commerce Synopsis* be furnished to procurement information service organizations which disseminate such data as advance bid notices, subcontracting opportunities, and contracts awarded.

FPR 1-1.1002 and Comptroller General Decision B-168223, dated March 10, 1970, state that sufficient copies of each solicitation publicized in the *Department of Commerce Synopsis (Commerce Business Daily)* should be provided upon request to all potential bidders.

The Federal Procurement Regulations also state that copies of the solicitation should be furnished to such organizations as publishers, trade associations, and procurement information services to the extent such copies are available.

If copies are not available when requested, then the solicitation need only be made available for perusal at the issuing office.—*Facilities Department, 4-29-71.*

*Rural Delivery Post Offices***Leave Procedures**

By Executive order, Federal employees were excused from duty for one-half day on Friday, December 24, 1970.

Rural carriers were credited with an "additional" 4 hours annual leave, in lieu of being excused from duty. On the first day after December 24, 1970, that a rural carrier is granted a day of annual leave, he will be charged for the 4 hours "additional" annual leave that was credited to his leave account and 4 hours of accrued annual leave. This requires no additional action on the part of postmasters.

Normal recording procedures for annual leave will be followed when completing Form 1314, Statement of Service Performed on Rural Route.—*Finance and Administration Department, 4-29-71.*

All Postal Employees

MONTHLY LABOR-MANAGEMENT MEETING

During the April 1971, Labor-Management Meeting with the seven employee organizations having exclusive recognition at the national level, the following items were discussed and disposed of as indicated. The disposition represents current U.S. Postal Service policy with regard to the subject matter and is to be observed by all field employees until specifically rescinded.

(1) The NALC respectfully requests interpretation of Article XII, Section C-5a(5). What are the time limits, if any, concerning this Section?

Disposition: This section provides that the employee shall be returned at the first opportunity to the craft from which he was reassigned.

(2) Filling of Vacant Positions. The Federation requests clarification of a letter dated February 18, 1971, written by the Cincinnati Region.

Disposition: The Cincinnati Region has withdrawn the letter.

(3) Public Law 91-563 (Leave for Witness and Jury Service). When will the provisions of Public Law 91-563 be implemented by the Post Office Department.

Disposition: This is presently under consideration.

(4) Are the employees working in a higher level assignments under Form 1232 entitled to higher level pay?

Disposition: Form 1232, Other Service Card, is a multiuse card and has no direct relationship to higher level pay. In order to receive higher level pay, each period of assignment or detail of an employee to a higher level position must be accomplished by a written management order (Form 1723, Assignment Order), and the 30-day qualifying period, where applicable, must have been served. Creditable higher level service must be certified to the data center on Form 1640 to effect payment.

(5) The position description of General Mechanic, SP 6-2, PFS-5, makes reference to "minor repair" of a "semiskilled" nature. Just what is

considered as a "minor repair" of a "semiskilled" nature intended to encompass?

Disposition: It is intended to encompass that level of work which does not require full journeyman skills and knowledge.

(6) Review of the EEO Procedure changes:

a. In view of the EEO Procedure changes published in PB No. 20723 dated October 2, 1969, are the provisions of the POD Publication No. 139 dated December, 1968, entitled "Equal Employees Opportunity Affirmative Action Program" still otherwise in effect?

b. Has POD Publication No. 139 been revised?

c. What action does the Director of EEO take to see that the affirmative action program is enforced in all post offices?

d. Under the EEO Procedure changes (PB 20723, Oct. 2, 1969), what are the rights of a grievant to employee representation, and when processing an EEO complaint are all steps on official time for both the grievant and his representative?

Disposition:

a. Yes.

b. Publication No. 139 is being revised.

c. The Director of EEO, among other things, evaluates the content, effectiveness, and implementation of the affirmative action program.

d. The complainant has the right to representation of his choice. The complainant and his representative shall have a reasonable amount of official time to present the complaint at all steps of the procedure.

(7) We have been advised that the Department has initiated a pilot operation at Columbus, Ohio known as the Hays Report.

The Federation requests clarification of this operation because of the following apparent inconsistencies with existing laws, contracts, etc.:

1. Failure to consult as to the intent and scope of this survey.

2. Disregard of Article XXIII in

that the Postmaster appears to have the last say on all promotions.

3. Information has now reached us that there are to be new positions established and will be filled on a temporary basis for a year.

4. That new supervisory positions will be established and filled on a 204b temporary assignment basis.

5. Involves a crosscraft assignment of employees and appears to involve a violation of Article XXII by holding rank-and-file positions vacant for at least a year's time.

6. Indications are that Hay Associations have established a special supervisory examination for that office.

Disposition: An experimental reorganization of management only has been implemented at Columbus, Ohio, on a temporary basis. The National Agreement will be complied with.

(8) Is it the intention of the area mail processing program to disrupt the working lives of clerical employees by sending raw mail to another post office where the mail cannot be processed by sophisticated equipment?

Information previously given to us indicated that the area mail processing program was based upon the movement of mail into central offices where it could be handled by mechanization-automation as appropriate.

Disposition: The intent of area mail processing is not to disrupt the lives of postal employees. The intent is to centralize the mail processing activity of several associate offices into an area mail processing center in order to achieve more efficient manual and mechanized processing through utilization of both existing and planned facilities.

(9) In light of the recent Supreme Court ruling in the case of *Willie Griggs v. The Duke Power Co.*, does the U.S. Postal Service intend to review its testing procedures relative to lower level maintenance employees in promoting them?

Disposition: This item is not appropriate for discussion at this time.

*All Postal Installations***Revised Forms 3541, 3542, and 3800**

Revised Forms 3541 and 3542 for mailings of second class and controlled circulation publications, subject to the new postage rates which have been proposed to be effective May 16, 1971, will be distributed to area supply centers by May 12. Postmasters shall immediately requisition these revised forms from their respective supply center by the use of Form 4750, Special Requisition for Supplies. Requisitions will be filled as quickly as possible. Do not contact supply centers for followup until after June 1, 1971.

Full size illustrations of these revised forms will be published in a forthcoming issue of the POSTAL BULLETIN. These illustrations may be used as samples for improvising in the event that the revised forms cannot be obtained from supply centers by May 16.

After the new rates become effective, instructions will be issued regarding disposition of old Forms 3541 and 3542.

Updated copies of Form 3800, Receipt for Certified Mail, will be available in supply centers by May 15, 1971.—*Finance and Administration Department, 4-29-71.*

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

The following postal offender has been apprehended:

ROBERT LEE HOWARD

Destroy the wanted circular concerning him.—*Chief Inspector's Department, 4-29-71.*

*All Offices Using Postal-Owned or Hired Vehicles***Distribution of Vehicle Services Handbook M-52**

The notice in POSTAL BULLETIN 20801, dated February 11, 1971, inadvertently omitted safety supervisors from the list of personnel who should receive a copy of Vehicle Services Handbook M-52. Superintendent, Safety or Safety Officer should be added to the list.—*Operations Department, 4-29-71.*

*International Money Order Post Offices***International Money Order Service With East Pakistan—Resumed**

Effective immediately, Money Order Service from Great Britain to East Pakistan is resumed. Great Britain Postal authorities warn that remitters be advised, payment on these orders may be subject to some delay due to prevailing conditions within Pakistan.—*Finance and Administration Department, 4-29-71.*

*All Post Offices***Form 3579—Send to Correct Address**

Reports indicate that some post offices are sending forms 3579, Undeliverable second, third, fourth or controlled circulation matter, to incorrect addresses. Postmasters shall take necessary action to see that forms 3579 are sent to the address designated by the publisher. Publishers are required to show this address on one of the first 5 pages in copies of their second-class publications.—*Finance and Administration Department, 4-29-71.*

*All Post Offices***Mail for Yemen**

The country heretofore known as Southern Yemen is now the People's Democratic Republic of Yemen. The short form "Yemen (Aden)" may be used for addressing mail.

Mail for the Arab Republic of Yemen may be addressed by the short form "Yemen (Sanaa)".

The appendix to publication 42, International Mail, will be amended.—*Finance and Administration Department, 4-29-71.*

*All Postal Installations***Air No. 1, Air No. 2, and Parcel Post Pouches**

To meet the anticipated demand for domestic airmail equipment caused by the commitment of the U.S. Postal Service for next-day delivery of ZIP Coded airmail to principal cities, it is mandatory that all orange No. 1, No. 2, and parcel post pouches be processed daily.

All offices are to maintain only a minimum supply of airmail equipment. All surplus airmail pouches must be dispatched daily to concentration point offices and mailbag depositories. Actual inventory on hand must be accurately reported when required.—*Operations Department, 4-29-71.*

**ATTACH RETURN RECEIPTS NEXT
TO ADDRESS OF DESTINATION
ON NUMBERED INSURED PARCELS**

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 | 5,730,469,876 to 5,730,469,999 |
| 1,923,904,133 to 1,923,905,999 | 4,537,957,777 to 4,537,958,049 | 5,730,525,050 to 5,730,526,299 |
| 1,934,695,700 to 1,934,696,399 | (Grey) | 5,730,585,350 to 5,730,586,449 |
| 1,940,484,700 to 1,940,485,449 | 4,544,018,500 to 4,544,019,399 | 5,732,066,628 to 5,732,066,799 |
| 1,945,919,000 to 1,945,919,649 | (Grey) | 5,732,926,465 to 5,732,926,499 |
| 1,951,442,300 to 1,951,442,949 | 52,984,300 to 52,984,999 | 5,733,271,970 to 5,733,271,999 |
| 1,952,455,800 to 1,952,456,149 | 528,271,908 to 528,271,999 | 5,733,456,849 to 5,733,456,977 |
| 1,961,462,068 to 1,961,462,499 | 535,109,469 to 535,109,699 | 5,733,457,000 to 5,733,457,999 |
| 1,972,020,251 to 1,972,020,999 | 535,945,701 to 535,945,749 | 5,734,520,545 to 5,734,521,399 |
| 1,973,183,976 to 1,973,183,999 | 539,427,650 to 539,428,049 | 5,734,575,785 to 5,734,575,949 |
| 1,985,322,215 to 1,985,322,249 | 542,307,506 to 542,307,749 | 5,735,588,400 to 5,735,588,899 |
| 1,988,476,115 to 1,988,476,299 | 544,882,800 to 544,883,999 | 5,737,756,600 to 5,737,756,899 |
| 2,270,328,000 to 2,270,331,999 | 545,291,669 to 545,291,699 | 5,737,782,752 to 5,737,782,899 |
| 3,739,643,695 to 3,739,643,999 | 547,531,400 to 547,531,999 | 5,737,799,850 to 5,737,800,499 |
| 3,780,914,000 to 3,780,915,999 | 548,614,075 to 548,614,099 | 5,738,371,621 to 5,738,371,799 |
| 3,784,278,600 to 3,784,279,999 | 553,878,045 to 553,878,099 | 5,739,290,150 to 5,739,290,899 |
| 3,786,580,464 to 3,786,580,499 | 556,051,500 to 556,051,999 | 5,741,036,103 to 5,741,036,299 |
| 3,786,593,756 to 3,786,593,799 | 556,123,122 to 556,123,249 | 72,077,164 to 72,077,999 |
| 3,794,454,150 to 3,794,454,199 | 556,205,000 to 556,205,449 | 73,764,000 to 73,767,999 |
| 3,794,469,350 to 3,794,469,399 | 556,858,248 to 556,859,999 | 7,388,138,197 to 7,388,139,999 |
| 3,795,243,100 to 3,795,243,699 | 561,778,350 to 561,778,449 | 7,390,556,000 to 7,390,559,999 |
| 3,799,979,795 to 3,799,979,817 | 5,550,886,753 to 5,550,886,999 | 7,426,790,000 to 7,426,793,999 |
| 3,800,811,000 to 3,800,813,499 | 5,552,982,000 to 5,552,982,499 | 7,477,791,500 to 7,477,791,749 |
| 3,802,370,150 to 3,802,370,349 | 5,583,514,274 to 5,583,515,999 | 7,486,840,031 to 7,486,840,599 |
| 3,807,175,050 to 3,807,176,849 | 5,611,934,000 to 5,611,935,999 | 7,489,060,600 to 7,489,061,349 |
| 3,809,515,971 to 3,809,515,999 | 5,621,652,564 to 5,621,652,999 | 7,506,705,190 to 7,506,705,999 |
| 3,814,699,327 to 3,814,700,399 | 5,634,099,997 to 5,634,101,999 | 7,514,290,319 to 7,514,291,499 |
| 3,817,260,100 to 3,817,260,299 | 5,646,932,000 to 5,646,933,999 | 7,514,610,785 to 7,514,611,199 |
| 3,821,218,295 to 3,821,218,949 | 5,647,270,759 to 5,647,271,999 | 7,523,874,654 to 7,523,874,699 |
| 3,822,851,800 to 3,822,852,999 | 5,656,140,000 to 5,656,143,999 | 7,524,379,837 to 7,524,379,999 |
| 3,824,755,350 to 3,824,755,549 | 5,656,522,036 to 5,656,525,999 | 7,524,396,064 to 7,524,396,099 |
| 3,829,844,700 to 3,829,846,199 | 5,659,292,000 to 5,659,293,999 | 7,528,356,600 to 7,528,357,199 |
| 3,835,070,789 to 3,835,070,949 | 5,659,763,800 to 5,659,765,299 | 7,531,626,400 to 7,531,626,649 |
| 3,835,499,928 to 3,835,499,999 | 5,666,020,000 to 5,666,021,999 | 7,532,070,000 to 7,532,070,099 |
| 3,837,655,450 to 3,837,656,099 | 5,668,669,900 to 5,668,671,399 | 7,532,958,525 to 7,532,958,749 |
| 3,839,928,954 to 3,839,930,199 | 5,669,971,950 to 5,669,972,749 | 7,533,175,696 to 7,533,175,749 |
| 3,841,935,838 to 3,841,936,149 | 5,671,762,600 to 5,671,763,999 | 7,537,723,350 to 7,537,723,549 |
| 3,842,062,454 to 3,842,062,499 | 5,674,407,000 to 5,674,410,499 | 7,537,957,777 to 7,537,958,049 |
| 3,843,639,500 to 3,843,639,999 | 5,679,794,000 to 5,679,795,999 | 7,538,076,000 to 7,538,076,149 |
| 3,845,366,450 to 3,845,366,599 | 5,680,311,775 to 5,680,312,049 | 7,538,407,068 to 7,538,407,149 |
| 3,845,695,000 to 3,845,695,999 | 5,692,340,350 to 5,692,341,849 | 7,539,023,400 to 7,539,023,999 |
| 3,845,696,682 to 3,845,697,099 | 5,693,147,100 to 5,693,148,099 | 7,539,234,300 to 7,539,234,549 |
| 3,847,051,360 to 3,847,051,375 | 5,694,032,000 to 5,694,033,999 | 7,540,285,800 to 7,540,285,949 |
| 3,848,782,156 to 3,848,782,229 | 5,694,251,950 to 5,694,253,249 | 7,544,018,500 to 7,544,019,399 |
| 3,849,114,950 to 3,849,114,999 | 5,697,479,576 to 5,697,479,999 | 80,329,250 to 80,329,299 |
| 3,850,366,300 to 3,850,366,349 | 5,697,680,050 to 5,697,680,899 | 89,044,000 to 89,046,999 |
| 3,850,441,500 to 3,850,441,649 | 5,702,345,318 to 5,702,345,349 | 8,383,281,180 to 8,383,281,499 |
| 3,850,802,900 to 3,850,803,999 | 5,702,676,097 to 5,702,676,499 | 8,552,624,000 to 8,552,624,999 |
| 3,851,524,500 to 3,851,525,999 | 5,702,742,678 to 5,702,742,999 | 8,563,415,296 to 8,563,415,999 |
| 3,851,892,287 to 3,851,892,449 | 5,706,359,534 to 5,706,359,999 | 8,564,303,759 to 8,564,303,902 |
| 3,852,637,300 to 3,852,637,649 | 5,713,498,267 to 5,713,498,299 | 8,566,386,853 to 8,566,386,899 |
| 3,852,682,169 to 3,852,682,649 | 5,715,296,739 to 5,715,296,999 | 8,566,492,869 to 8,566,492,999 |
| 3,855,010,850 to 3,855,011,249 | 5,715,987,617 to 5,715,987,949 | 8,577,273,100 to 8,577,273,299 |
| 3,856,837,250 to 3,856,837,599 | 5,716,279,500 to 5,716,279,999 | 8,583,592,038 to 8,583,592,074 |
| 3,857,603,365 to 3,857,603,549 | 5,719,153,900 to 5,719,154,249 | 8,584,389,510 to 8,584,389,600 |
| 3,858,463,234 to 3,858,463,299 | 5,720,508,103 to 5,720,508,299 | 93,986,639 to 93,986,699 |
| 3,858,700,031 to 3,858,700,549 | 5,721,778,040 to 5,721,778,049 | 95,131,854 to 95,132,199 |
| 3,859,880,300 to 3,859,880,549 | 5,723,012,354 to 5,723,012,699 | 99,765,744 to 99,766,149 |
| 3,860,606,800 to 3,860,607,749 | 5,723,830,857 to 5,723,830,999 | |
| | 5,726,496,150 to 5,726,496,899 | |