

postal bulletin

Washington, DC 20260/Thursday, December 30, 1971/Twelve Pages



All Postal Installations

8-cent Sidney Lanier "American Poet" Commemorative Postage Stamp

The 8-cent Sidney Lanier postage stamp, the third in the *American Post* series, will be first placed on sale at Macon, GA, on February 3, 1972.

POSTMASTERS SHALL NOT PLACE THIS STAMP ON SALE BEFORE FEBRUARY 4, 1972

To All Postal Employees

I wish to express my thanks for making this one of the most effective Christmas mailing operations we've had in many years. We handled more mail, more efficiently than ever before.

I am proud of what you've done. Your success demonstrates what we can accomplish when local managers and other employees have greater freedom to develop the best and the most efficient ways to move the mail in their own areas.

In building upon this success, we can look forward to an even better year in 1972.

Again, please accept my thanks for a job well done.

MERRILL A. HAYDEN,
Acting Postmaster General.

All Post Offices

Great Britain— Prohibited Matter

Postmasters must advise their employees who engage in the acceptance of mail that *Smithfield* hams are no longer mailable to Great Britain. Publication 42, International Mail, will be amended.—*Finance Department, 12-30-71.*

International Money Order Post Offices

International Money-Order Service with East Pakistan Suspended

Money order service from Great Britain to East Pakistan has been suspended. Therefore, since Great Britain assures money-order service between this country and East Pakistan, postmasters will, until further notice, discontinue issuing international money orders for payment in East Pakistan.—*Finance Department, 12-30-71.*

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ton, DC 20036, beginning February 4, 1972.

All classes of post offices will receive an initial supply of the stamps under the automatic distribution schedule.

First-class post offices requiring additional *bulk quantities* should immediately submit a requisition (Form 3356) to the Bureau of Engraving and Printing using item No. 453.

First-class post offices requiring *less-than-bulk-quantities* in addition to the automatic distribution and all other post offices may submit a requisition (Form 17) to their designated sectional center facility on their next scheduled requisitioning date.—*Communications and Public Affairs, 12-30-71.*

Size: 0.84" v 1.44" (vertical)

ISSUED IN SHEETS OF 50

Initial printing: 135 million

Colors: Blue, reddish brown and black
Designer: William A. Smith

To obtain first-day cancellations, collectors may submit requests to the Postmaster, Macon, GA 31201. See Postal Service Manual, section 257.2. Selected mint stamps will be available at the Philatelic Sales Unit, Washing-

All Postal Installations

Postal Service Contracting Forms

The chart below outlines new Postal Service forms (by title and number) and the replaced SF, POD, or PS series form.

Those forms related to leasing, construction and architect-engineer services are not authorized for use by Postal Service procurement personnel.

The forms are prescribed for use as of January 1, 1972. Postal installations requiring the forms will immediately requisition an initial supply from their area supply center on Form 1580, Requisition for Supplies. *Do not order any other items on this requisition.*

Due to printing schedules, the forms annotated with an asterisk may not be immediately available from the area supply centers; however requests will be filled upon receipt. Forms 339, 964, 1580, and 4710 may be used until stocks are exhausted. All other replaced (old) forms are not to be used after January 1, 1972, and should be disposed of as waste.

New form		Replaces old form	
Number	Title	Number	Title
7301	Power of Attorney to Receive Rent for Post Office Quarters.	POD 1601.....	Same.
7304	Documentation Check List for Negotiated Procurements.	POD 4104.....	Documentation check list for new procurements.
7305	Contractor's Request for Progress Payments.	PS 4737.....	Same.
7306	Contractor's Assignment of Refunds, Rebates, and Credits.	POD 2155.....	Same.
7307	Contractor's Release.....	POD 2156.....	Same.
7318	Request for Quotations.....	SF 18.....	Same.
7319	Contractor's Statement of Contingent or Other Fees.	SF 119.....	Same.
7319-B	Representations and Certifications.	SF 19-B.....	Representations and Certifications (construction contract).
7321	Cost and Price Proposal.....	PS 2219.....	
*7323	Contract Settlement.....	POD 4745.....	Same.
7324	Bid Bond.....	SF 24.....	Same.
7325	Performance Bond.....	SF 25.....	Same.
7325-A	Payment Bond.....	SF 25-A.....	Same.
7325-B	Continuation Sheet-PS 7324, 7325, and 7325-A.	SF 25-B.....	Same.
7326	Annual Bid Bond.....	SF 34.....	Same.
7327	Annual Performance Bond.....	SF 35.....	Same.
7328	Affidavit of Individual Surety...	SF 28.....	Same.
7329	Negotiated Contract.....	PS 2149.....	Same.
7330	Amendment of Solicitation/Modification of Contract.	SF 30.....	Same.
7331	Contract Job Cleaner.....	POD 4835.....	Same.
*7332	General Provisions for Fixed Price Supply Contracts.	SF 32.....	General Provisions (Supply Contract).
7333	Solicitation, Offer and Award...	SF 33.....	Same.
*7334	Order-Invoice-Voucher.....	POD 4732.....	Same.
*7334-A	Order-Invoice-Voucher Schedule (Continuation).	POD 4732.....	Same.
7336	Continuation Sheet.....	SF 36.....	Same.
7337	Waste Material and Waste Paper Delivery Order.	POD 39.....	Same.
7338	Shipping Instructions for Purchase Order.	PS 4710.....	Same.
*7339	Shipping Instructions for Material in Storage.	POD 339.....	Same.
*7340	Shipping Instructions for Excess Property.	PS 340.....	Same.
*7340-A	Shipping Instructions for Excess Property—Vehicles.	PS 340—Vehicles.	Same.
7341	Report of Excess Capital Property.	PS 927.....	Same.
7342	Material Inspection and Shipping Report.	POD 4753.....	Same.

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All Postal Installations

Postal Data Center Functions Realined

I. Contract Job Cleaner Payment Procedure

The St. Louis Postal Data Center will make all payments for contract cleaners in the Southern and Central Regions effective with the service performed in pay period two, 1972:

a. Forms 1264, Certification of Contract Cleaner Services

Postmasters in the Southern and Central Regions will submit Form 1264 for service performed for the biweekly period from January 8 through January 21, 1972, and each biweekly period thereafter to the St. Louis Postal Data Center.

b. New Contracts

Submit all new contracts for service on and after January 8, 1972 to the St. Louis Postal Data Center.

c. Inquiries Concerning Payment for Service

All inquiries related to service performed in calendar year 1971 and prior will be submitted to the Dallas PDC for payments made by them and to the Minneapolis PDC for payments made by them. Inquiries concerning payment for service after January 1, 1972, will be submitted to the St. Louis Postal Data Center.

d. Mailing Address

All contracts, certifications and inquiries for the St. Louis Postal Data Center should be addressed as follows:

Postal Data Center
U.S. Postal Service
P.O. Box 14678
St. Louis, MO 63180

II. Indemnity Claim Payment Function

A. Effective January 8, 1972 all certified indemnity claims, Forms 3812, Request for Payment of Domestic Postal Insurance, are to be sent to:

Postal Data Center
U.S. Postal Service
P.O. Box 14677
St. Louis, MO 63180

B. The responsibility for payment of indemnity claims is being reassigned from the Minneapolis Postal

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New form		Replaces old form	
Number	Title	Number	Title
7362	Contract Payment Record.....	POD 1852-A...	Same.
7363	Contract Record.....	PS 2232.....	Same.
7364	Property Tag (Excess).....	PS 964.....	Same.
7373	Equipment Requisition.....	POD 73.....	Same.
7374	Solicitation, Offer and Award (Furnishing Vehicles) FY Short Form—Not to Exceed \$5,000.	PS 4542.....	Same—Except not to exceed \$2,500.
7374-A	Solicitation, Offer and Award— Christmas and Temporary Vehicle Hire Short Form— Not to Exceed \$5,000/60 days.	SF 33 Overprint.	Solicitation, Offer, and Award (Overprint) Vehicle Hire for Christmas and Emergencies.
7376	Abstract of Bids Received.....	PS 4525.....	Same.
7376-A	Abstract of Bids Received— Continuation Sheet.	POD 4525-A...	Same.
7377	Notice to Bidder.....	OF 17.....	Same.
7378	Certificate of Appointment.....	New.....	
7380	Requisition for Supplies.....	PS 1580.....	Same.
7382	Additional General Provisions for Service Contracts.	POD Notice 82..	Same.
7400	Agreement to Lease.....	POD 1400.....	Agreement to Lease (Bid).
7400-A	General Conditions to Form 7400.	POD 1400-A...	General Conditions to Form 1400.
7400-E	Special Garage Equipment Rider.	POD 1400-E...	Same.
7400-G	Option to Purchase Rider.....	POD 1400-G...	Option to Purchase Clause.
7401	Supplemental Agreement (Lessor Improvements).	POD 1401.....	Same.
7403	Bid Security Certified or Cashier's Check.	POD 1403.....	Same.
7404	Contract for Appraisal Report...	POD 1404.....	Contract for Appraisal.
7410	Advertisement for Bids for Space.	POD 1410.....	Same.
7410-B	Advertisement for Bids to Construct and Lease.	POD 1410-B...	Same.
7413	Lease Bidder's Qualification.....	POD 1413.....	Same.
7414-C	Bid Bond (Construction).....	POD 1414-C...	Same.
7414-D	Performance Bond (Construc- tion).	POD 1414-D...	Same.
7414-E	Labor and Material Payment Bond (Construction).	POD 1414-E...	Same.
7415	Lease Extension Agreement.....	POD 1415.....	Same.
7417	Short Form Lease.....	POD 1417.....	Rental Agreement.
7419-A	Zero Tax Clause Rider.....	POD 1419.....	Tax Clause Rider.
7419-B	Tax Clause Rider (Reim- bursable Percentage of Tax).	New.....	
7422-A	Market Approach, Comparable Rental Data.	POD 1422-A...	Same.
7422-B	Lease Bid Analysis, Cost & Income Approach.	POD 1422-B...	Same.
7422-C	Market Approach, Comparable Rental Data, Individual.	POD 1422-C...	Same.
7422-D	Market Approach, Comparable and Option Data.	POD 1422-D...	Same.
7425	Amortization Chart.....	New.....	
7426	Designation of Emergency Repairmen.	POD 4926.....	Same.
7428	Option to Purchase Land.....	POD 4828.....	Same.
7428-A	Notification of Intent to Use, Option to Purchase Land.	POD 4828-A...	Same.
7428-B	Use for Postal Service Purposes, Option to Purchase Land.	POD 4828-B...	Option Rider.
7428-C	Condemnation Rider, Option to Purchase Land.	POD 4828-D...	Same.
7428-D	Removal of Site Improvements/ Option to Purchase Land.	POD 4828-E...	Same.

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Data Center to the St. Louis Postal Data Center.

C. To avoid unnecessary delays in settlement of indemnity claims, all personnel involved in the handling of these claims should be promptly notified of this change.

III. Payment Function

A. Rents and Leases

The payment function for space furnished under lease and rental agreements is being transferred from the Dallas PDC to the St. Louis PDC, effective January 8, 1972, the beginning of A/P 08. On and after that date all documents and inquiries relating to this function will be sent to the St. Louis PDC.

B. Contract Stations and Branches

Beginning January 8, 1972, all postal installations authorized to make contracts for contract or rural stations and branches in accordance with part 241, Postal Service Manual, will submit Forms 1531, Contract Postal Unit Payment Authorization, effective January 1972 and thereafter, to the St. Louis Postal Data Center. Inquiries relating to this activity will be directed to the St. Louis PDC if they involve payments for service after January 1, 1972.

C. Mailing Address

All documents or inquiries concerning the above activities should be addressed to:

Postal Data Center
U.S. Postal Service
P.O. Box 14678
St. Louis, MO 63180

IV. Property Accounting

A. Effective January 8, 1972, accounting for personal property now centralized at the Minneapolis Postal Data Center will be transferred to the St. Louis Postal Data Center.

B. Accordingly, after January 7, 1972, the following documents pertaining to property activity will be forwarded to the St. Louis Postal Data Center:

a. Pink copies only of Form 7340, formerly Form 340, Shipping Instructions for Excess Property, except for motor vehicles.

b. Forms 969, Disposal of Personal Property—Capital Items, for all classification A and B items, except motor vehicles, will be sent to the St. Louis

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New form		Replaces old form	
Number	Title	Number	Title
7428-E	Title Insurance Commitment/Option to Purchase Land.	POD 4828-F....	Same.
7428-F	Closing or Vacating Streets or Alleys/Option to Purchase Land.	New.....	
7429	Bidder's Mailing List Application.	SF 129.....	Same.
7432	Offer to Sell Real Property.....	POD 4832.....	Same.
*7444	Counter Purchase Receipt.....	SF 44.....	Purchase Order-Invoice-Voucher.
7449	Lease.....	POD 1449.....	Same.
7450	Mortgagee's Agreement.....	POD 1450.....	Same.
7461	Certificate of Transfer of Title to Leased Property.	POD 1461.....	Certificate of Transfer of Title to Leased or Rented Property.
7462	Exercise of Renewal Option.....	POD 1462.....	Same.
7470	Certificate of Current Cost of Pricing Data.	POD 2270.....	Same.
7497	Extension of Option to Purchase Land.	POD 4828-C....	Same.
7498	Realty Survey Analysis—Site....	POD 4825-Y....	Same.
7499	Specifications for Boundary and Topographic Site Survey.	New.....	

—Administration Department, 12-30-71

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 PDC through the regional manager procurement branch.

c. GSA Forms 525, Authorization for Transfer of Property.

d. Standard Form 122, Transfer Order Excess Personal Property (attached to Form 969).

e. Standard Form 123, Application for Donation of Surplus Personal Property (attached to Form 969).

C. Envelopes containing property documents or correspondence should be addressed as follows:

Postal Data Center
 U.S. Postal Service
 P.O. Box 14411
 St. Louis, MO 63180

D. The lower left hand corner of the envelope should be annotated: Form No. —.

E. Quarterly change listings beginning with those produced for the second postal quarter, PFY 1972, should be reviewed in the same manner as in the past and returned to the St. Louis Postal Data Center.—Finance Department, 12-30-71.

V. Payment for Transportation of Domestic Mail by Air

Effective with service for January 8, 1972, payment for all transportation of domestic mail by air, including Air-Taxi and Air-Star Route Service, will be made by the Postal Data Center, St. Louis, Mo.

On and after the above date, all of the forms listed below and all related correspondence should be sent to:

Postal Data Center
 U.S. Postal Service
 Post Office Box 14587
 St. Louis, MO 63180

2729, Weekly Summary of Airmail Dispatched.

2713-W, Weekly Summary of Non-Priority Mail Dispatched.

2713, Dispatched Record of First Class Mail by Air/Overprinted PAL.

2713, Dispatched Record of First Class Mail by Air/Overprinted SAM.

2718, First Class Mail by Air Exception Record.

2734, Airmail Exception Record.
 2756, Certification of Air Taxi Mail Service Performed.

2752, Air Taxi Mail Service Action.
 2703, Carrier's Claim for Air Mail Transportation.

5429, Certification of Exceptional Contract Service Performed.

—Finance Department, 12-30-71.

All Post Offices

Third Class Postage Rate Increases

The Postal Service announced in the Federal Register of December 24, 1971, that a new schedule of third-class postage rates will be effective January 24, 1972. These rates are to be implemented pursuant to the authority in the Postal Reorganization Act (Public Law 91-375).

The following rate schedules will be effective for mailings deposited after midnight January 23, 1972, and supersede the regular rate schedules in section 134.1, Postal Service Manual, as amended by POSTAL BULLETIN 20813, May 6, 1971. The Postal Service Manual will be revised as soon as possible.

Third-class mail	Postage rate unit	Rate in cents
Single-piece rate.....	2 ozs.....	8
Do.....	3 ozs.....	10
Do.....	4 ozs.....	13
Do.....	5 ozs.....	16
Do.....	6 ozs.....	18
Do.....	7 ozs.....	21
Do.....	8 ozs.....	24
Do.....	9 ozs.....	26
Do.....	10 ozs.....	29
Do.....	11 ozs.....	32
Do.....	12 ozs.....	34
Do.....	13 ozs.....	37
Do.....	14 ozs.....	40
Do.....	15 ozs.....	42
	Up to, but not including, 16 ozs.....	45
Regular bulk rate:		
Circulars, etc. (134.122 PSM).....	Pound.....	28
Do.....	Minimum per piece.....	5
Books, catalogs, etc. (134.121 PSM).....	Pound.....	21
Do.....	Minimum per piece.....	5

Note that the postage rates for bulk rate mailings by qualified nonprofit organizations remain unchanged. Note also that the minimum postage amount per piece for regular bulk rate third-class mail is 5 cents regardless of whether the mailer has exceeded 250,000 pieces in his third-class bulk rate mailings for the calendar year.

Postmasters must see that all customers are informed immediately of this increase in third-class rates.—Finance Department, 12-30-71.

All Postal Installations

ACCIDENT REPORTING SYSTEM CHANGES TO FORM 1769

Pending revision of Form 1769, Accident Report, the following changes and/or additions are effective accounting period 8 (January 8, 1972). These changes and additions are necessary to comply with the provisions of Recordkeeping and Reporting Guidelines for Federal Agencies under the Occupational Safety and Health Act of 1970:

a. Form 1769

Item 40. Include the home address of the person involved.

Item 44. Read the instruction sheet carefully before completing this item, particularly boxes 2 and 3. Consider the entire box changed as shown in exhibit A and mark check (✓) or (X) accordingly.

Item 59. Brief Description of Accident. Add name and address of physician, and if hospitalized, the name and address of the hospital.

b. Instruction Sheet for Form 1769

The following changes and/or additions will be made:

General.—Revise paragraphs I and II as follows:

I. A fatal or workday lost injury or illness to a postal employee.

II. A nonlost workday injury or illness to a postal employee with medical costs, or * * *

Specific Items.—Revise as shown under each item:

Item 44, Injury or illness.

(1) Fatalities, regardless of the time between the injury and death, or the length of illness, or

(2) Lost workdays cases, other than fatalities that result in lost workdays. Lost workday cases should not include the day of injury. The number of days includes all days (consecutive or not) on which, because of the injury or illness:

(a) The employee would have worked but could not, or

(b) The employee was assigned to a temporary job, or

(c) The employee worked at a permanent job less than full time, or

(d) The employee worked at a permanently assigned job but could not perform all duties normally assigned to it.

(3) Nonfatal cases without lost

workdays which result in medical treatment, other than first aid, transfer to another job or termination of employment or involve loss of consciousness or restriction of work or motion.

Item 45. Revise as follows: Nature of most severe injury or illness. An occupational injury is an injury listed below which results from a work accident or from exposure in the work environment. Select injury definition and post its 2-digit number to spaces provided.

(1) Delete codes 13, 17, 19, and 21.

(2) Insert after 49 (Not Determined), "An occupational illness of an employee is any abnormal condition or disorder, other than one resulting from an occupational injury, caused by exposure to environmental factors associated with the employment."

c. Additional Items

Add the following additional items:

61 Occupational Skin Diseases or Disorders

Examples: Contact dermatitis, eczema, or rash caused by primary irritants and sensitizers or poisonous plants; oil acne; chrome ulcers; chemical burns or inflammations; etc.

62 Dust Diseases of the Lungs (Pneumoconioses)

Examples: Silicosis, asbestosis, coal worker's pneumoconiosis, byssinosis, and other pneumoconioses.

63 Respiratory Conditions Due to Toxic Agents

Examples: Pneumonitis, pharyngitis, rhinitis or acute congestion due to chemicals, dusts, gases, or fumes; farmer's lung; etc.

64 Poisoning (Systematic Effects of Toxic Materials)

Examples: Poisoning by lead, mercury, cadmium, arsenic, or other metals, poisoning by carbon monoxide, hydrogen sulfide or other gases; poisoning by benzol, carbon tetrachloride, or other organic solvents; poisoning by insecticide sprays such as parathion, lead arsenate; poisoning by other chemicals such as formaldehyde, plastics and resins, etc.

65 Disorders Due to Physical Agents (Other Than Toxic Materials)

Example: Heatstroke, sunstroke, heat exhaustion and other effects of environmental heat; freezing, frostbite and effects of exposure to low temperatures; caisson disease; effects of ionizing radiation (isotopes, X-rays, radium); effects of nonionizing radiation (welding flash, ultraviolet rays, microwaves, sunburn), etc.

66 Disorders Due to Repeated Trauma

Examples: Noise-induced hearing loss; synovitis, tenosynovitis, and bursitis; Raynaud's phenomena; and other conditions due to repeated motion, vibration or pressure.

67 All Other Occupational Illnesses

Examples: Anthrax, brucellosis, infectious hepatitis, malignant and benign tumors, food poisoning, histoplasmosis, coccidioidomycosis, etc.

Submission of Form 1769

This notice is a reminder to all postal installations that they are required to submit a numbered Accident Report, Form 1769 for each Form CA-1 and 2, Federal Employee Notice of Injury, sent to the Labor Department, Bureau of Employees Compensation.

Accident statistics issued by the Accident Prevention Division for fiscal years 1969, 1970, and 1971 indicated a reporting efficiency of an average of 87 percent per year when comparing the number of accidents reported on Form 1769 to the Accident Prevention Division, to the number of notices of injury received by the Bureau of Employees Compensation for those years on Form CA-1 and 2. The Accident Prevention Division advises that statistics for the first three accounting periods in fiscal year 1972 show a further drop in reporting efficiency to 75 percent.

As announced in POSTAL BULLETIN 20840 dated October 28, 1971, accident costs are now being charged to the cost of operation of the individual post offices involved. The system developed for charging accident costs bases the charge for injury costs on accidents reported on Form 1769

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under the Accident Reporting System. The System, however, not only effects a chargeback of the injury costs to the postal installation involved, but also establishes on our books of account the estimated total long term liability of the Postal Service for the workmen's compensation payments which will be made by the Labor Department in behalf of those employees injured in these accidents. The amounts paid by the Labor De-

partment are then billed to the Postal Service by the Labor Department. It should be evident, therefore, that if our accident reporting efficiency does not improve substantially, the amount we accrue for workmen's compensation liability will be considerably understated.

Strict compliance with the general instructions attached to Form 1769 will help in significantly reducing the differences between the number of

EXHIBIT A

44. Injury or Illness (Col 40)				
LOST WORK DAY CASES			NONFATAL WITHOUT LOST WORK DAYS	
1 <input type="checkbox"/> Fatal	2 <input type="checkbox"/> Lost Work Day	3 <input type="checkbox"/> If Terminated or Transferred	4 <input type="checkbox"/> No Lost Work Day	5 <input type="checkbox"/> If Terminated or Transferred

accidents reported under the Accident Reporting System and those reported to the Bureau of Employees Compensation. The cooperation of all

personnel concerned with the preparation and submission of Form 1769 is enlisted.—*Administration and Finance Department, 12-30-71.*

All Postal Installations

Mini-Album Reports

Reports on mini-album sales as requested in the November 12 Planning Guide to postmasters should be submitted to Headquarters (Philatelic Affairs Division) only by sectional center managers. Sectional centers should collect and consolidate sales information from associated offices to whom mini-albums were distributed and use the form provided in the guide for a consolidated report after January 7 (A/P 7).

Any mini-albums still in stock may continue on sale in post offices as long as supply lasts.—*Communications and Public Affairs, 12-30-71.*

All Postal Installations

Arrest of postal offender

The following postal offender has been apprehended:

Ellis P. Winton

Please destroy the wanted circular, issued March 30, 1970, concerning him.—*Inspection Service, 12-30-71.*

All Post Offices

Mailing List Service

Some post offices are returning mailing lists and address correction cards to mailers with illegible corrected addresses.

Postmasters shall take appropriate action at their office to assure that customers receive address corrections that are readable. A review of corrections for legibility should be made before return of listings or cards to mailers. The correction of addresses is a service purchased by mailers and the information furnished must be legible.—*Finance Department, 12-30-71.*

DO NOT DELIVER CHECKS

INTO UNLOCKED OR

DEFECTIVE APARTMENT

HOUSE MAILBOXES

All Postal Installations

Temporary Identification Credentials

POSTAL BULLETIN Notice 20822, dated July 1, 1971, authorized the use of temporary identification card, Form 128-X, until December 31, 1971. A permanent photo-identification credential, Form 128, which supersedes Form 128-X, is now being issued to authorized personnel. A facsimile of the new photo-identification credential is reproduced below.

FOR IDENTIFICATION ONLY	
UNITED STATES POSTAL SERVICE	
NAME	_____
SIGNATURE	_____
SOCIAL SECURITY NO.	_____
OFFICE	_____
IDENTIFICATION NO.	H 1861

This identification card is the property of the United States Government. Its counterfeiting, or misuse is a violation of law.

If found, drop in any U.S. Mail box.

This identification card must be surrendered upon leaving employ of Postal Service.

FOR OFFICIAL USE

Issued at Washington, DC Date DEC 31, 1971
 PS Form 128, Sep. 1971

The use of Form 128-X is hereby extended until January 31, 1972, after which it will no longer be accepted as official Postal Service identification.—*Inspection Service, 12-30-71.*

All Post Offices

Canada—Parcel Post

The Postal Administration of Canada has advised that the maximum weight limit for parcel post entering its country will be increased to 35 pounds beginning January 1, 1972.

Postmasters are requested to see that all employees engaged in the acceptance of international mail from customers are properly informed of this new weight limit commencing January 1, 1972. Please list this condition under "Parcel Post" for Canada in the appendix of Publication 42, International Mail. Publication 42 will be changed to reflect this new weight limit as soon as possible.—*Finance Department, 12-30-71.*

All Regional Postmasters General, Regional Employee Relations Directors, Metro and District Managers, Postmasters

FURTHER ITEMS ADDED TO THE NATIONAL AGREEMENT, NEGOTIATED UNDER "CRAFT LIST (NONCOST)" AS PROVIDED IN APPENDIX C

Postal management and labor negotiators have reached agreement on a series of proposals that were negotiated under *Craft List (Non-cost)*, as provided in appendix C of the 1971 National Agreement.

Discussions continue on other proposals in accordance with the provisions of appendix C.

Below is the text of the craft items approved by representatives of management and labor. These become part of the 1971 National Agreement.

(Other items added to the National Agreement previously were published in *POSTAL BULLETIN* 20844, Nov. 25, 1971, on pages 3, 4, and 5.)

Under the section signed by the Mail Handlers Union, section A calls for review of certain full-time duties. Guidelines for conducting the review and taking appropriate action in the specified offices will be forthcoming.

Action is to be deferred on item L, under the heading *National Rural Letter Carriers Association* and on item F, under the heading *Rural Carrier Posting*, pending receipt of specific instructions and guidelines.

Please read the text below (and the notes of caution) and follow instructions exactly, as this now becomes part of the 1971 National Agreement.

Text of Craft Proposals Agreed to by Postal Management—Union Negotiators

Items Agreed to by the American Postal Workers Union

The following is the understanding of the Parties:

A. The addition of the ninth holiday in article XI of the National Agreement is extended to road duty employees by basing their regular straight time hourly rate on their annual rate divided by 2008 hours.

B. The Employer will provide adequate tools, tool kits, and equipment on a charge-out basis to those employees who require such items for the performance of their assigned function. Where the Employer determines that tools are obsolete, such tools will be recalled and removed from the employee's accountability.

C. Supervisors shall not perform work normally performed by bargaining unit employees, except:

1. In an emergency;
2. For the purpose of training or instructing an employee;
3. To assure the proper operation of equipment;
4. To protect postal service property;
5. To protect the safety of employees; or

6. When the duties are included in the supervisor's position description.

D. In the interest of safety and health and other appropriate considerations, properly certified National representatives of the Unions representing employees driving postal vehicles will be given an opportunity to examine and comment on new type vehicles during the developmental stage.

E. The Employer shall continue the current reimbursement rates for special delivery messengers who voluntarily agree to supply their privately owned vehicles.

F. There will be established at the national level a joint labor-management scheme committee which shall be a subcommittee of the National Labor Management Committee as established by article XVII, section 5. Such subcommittee may consider appropriate matters relating to schemes. Similar subcommittees may be established as a part of the local labor-management committees.

G. The subject of fatigue as it relates to the safety and health of an employee is a proper subject for the consideration of the joint Labor-Management Safety Committee as provided in article XIV of the National Agreement. The Employer will continue to furnish adjustable platform stools for periods of sustained distribution as heretofore.

Items Agreed to by Mail Handlers Union

The following is the understanding of the Parties:

A. In all first-class offices with 25 or more employees and other large customer service and mail processing facilities, employees other than mail

handlers may be performing full-time duties within the mail handler bargaining unit on a regularly scheduled basis; therefore, the Employer will review the practices in these installations in order to determine the appropriateness of employees' assignments, classifications and wage levels. Where it is found that full or part-time regularly scheduled employees have duty assignments on a regular basis which are comprised of all mail handler duties, those duty assignments will be delegated to the mail handler craft. If it is found that mail handler duties have been combined with duties of another craft, to make a full or part-time scheduled duty assignment on a regularly scheduled basis, such assignment shall be filled consistent with article I, article VII and article XII. Employees who may be displaced will be reassigned in accordance with article XII.

(*Note.*—Guidelines for conducting the review and taking appropriate action in the specified offices will be forthcoming.)

B. The Parties recognize that the posting procedures as incorporated in article XII of the Working Agreement provide that normally an employee shall work the duty assignment for which he has been designated as the successful bidder and should not normally be displaced from his duty assignment by an employee from his or another craft. The parties further recognize that nothing herein is intended to restrict the right of the Employer to make work assignments in accordance with article VII.

C. The Parties recognize the statutory obligation to follow an employment policy designed to "extend opportunity to the disadvantaged and handicapped." In implementing this statutory obligation, the Employer will make every effort to insure that employees hired through the mental retardation program shall not be given mail handler bargaining unit work assignments to the detriment of mail handler craft employees.

Before such employees can be considered for an opening in a position in the regular work force as defined in

article VII, they shall meet all of the requirements of the position.

D. When a new or vacant regularly scheduled full-time mail handler assignment contains 4 or more hours a day, five days a week, of handling of mail by operation of a jitney, forklift or pallet truck, such assignment may be posted for bid.

E. Supervisors shall not perform work normally performed by bargaining unit employees, except:

1. In an emergency;
2. For the purpose of training or instructing an employee;
3. To assure the proper operation of equipment;
4. To protect postal service property;
5. To protect the safety of employees; or
6. When the duties are included in the supervisor's position description.

Items Agreed to by National Rural Letter Carriers Association

The following is the understanding of the Parties:

A. During the 2-week September mail count, the Employer shall make every effort to insure that mail is processed as usual.

B. When the rural carrier substitute of record is unavailable for service on the scheduled relief day, the regular carrier, if mutually agreeable between him and the installation head, may serve his assigned route provided another day is scheduled within the next 4 weeks.

C. Rural carriers shall furnish all necessary vehicle equipment for prompt handling of the mail. The Employer agrees to continue the current level of equipment allowance for rural carriers.

D. A reasonable amount of space and adequate working conditions consistent with the capacity of the facility shall be provided each carrier to prepare mail for delivery.

E. A rural carrier may not be required to serve a box which does not conform to the Employer's delivery standards.

F. Rural carriers shall be required to provide service to all customers on their assigned routes. The Employer shall be kept informed of road conditions on rural routes and shall endeavor to obtain cooperation from highway officials and customers in keeping roads passable and in good repair and approaches to boxes opened.

G. Rural routes shall be remeasured upon request of the rural carrier or when the Employer determines it necessary. The rural carrier assigned to the route has the right to be present in a nonpay status at the remeasurement.

H. Annual inspection of rural carrier routes will normally be held in May.

I. Scheduling is the responsibility of the Employer. Schedules shall be realistic, based upon the receipt and availability of the mail, the route evaluation, and other related service considerations. The rural carrier will receive reasonable advance notice when his schedule is to be changed.

J. When acts of God prevent an employee from performing his duty, the Employer may authorize administrative leave. Equipment maintenance allowance will be paid for each service day a rural carrier reports to the post office and is scheduled to perform delivery. If the carrier fails to serve all or any portion of his route due to lack of proper endeavor or any failure for which the carrier is responsible, appropriate deductions from salary and equipment maintenance allowance will be made based on miles omitted.

K. Rural carriers will turn in all mail and funds at the end of each service day. Normally, the Employer will arrange for hand-to-hand transfer of accountability. However, the Employer may provide other suitable methods for relieving the carrier of his accountability. In either event, the rural carrier's liability shall be determined as specified in article —, Employer Claims.

(Note.—For the present, see POSTAL BULLETIN 20844, dated Nov. 25, 1971, page 4, "Employer Claims [23 and 61]").

L. A rural carrier shall be notified in advance of any route adjustments and afforded the opportunity to submit comments in writing. Substantial route adjustments must be approved at a level higher than the installation and if requested in writing, will be reviewed at the regional level.

(Note.—No action is to be taken on the last sentence of item L above until appropriate guidelines are received.)

M. During the month of December, the rural carrier shall not be required to affix stamps to letter mail and greeting cards placed in a rural

box for collection. During the remainder of the year, every effort should be made to urge rural customers to affix stamps to letter mail; the rural carrier shall not be required to affix stamps to more than a reasonable number of pieces of letter-size mail from a box.

N. The approved absence on a Saturday of a rural carrier or a substitute rural carrier in a leave earning capacity, which occurs within or at the beginning or end of a period of annual or sick leave shall be without charge to such leave or loss of compensation, provided:

(1) There are 5 or more days of annual or sick leave within the period; or

(2) There are 4 or more days of annual or sick leave plus a holiday (see article XI) within the period.

If a holiday falls on Saturday, which is a scheduled workday, absence on the preceding Friday shall be without charge to leave. If the leave period is for less than 4 days, absence on Friday shall be charged to leave. Approved absence on Saturday, except as provided above, may be charged to annual leave or leave without pay at the option of the carrier.

(3) Interruption during the approved period of annual or sick leave by 1 day of court leave due to circumstances beyond the employee's control shall not disqualify the carrier for coverage as provided in (1) or (2) above.

O. A temporary change in salary and equipment maintenance allowance will be authorized when deviations continue for more than 30 calendar days. In addition, during the 30-day period, an increase in the allowance will be authorized if the total daily miles traveled, including deviation, exceeds 35 miles.

Substitute Rural Carriers of Record

The Employer agrees that henceforth substitute rural carriers of record shall be considered as members of the rural carrier bargaining unit. Listed below are the exclusive terms and conditions of employment which are agreed to as applying to such employees.

1. Substitute rural carriers of record are appointed on recommendation by the regular carrier. Selection must be approved by the postmaster on the basis of the individual's

acceptable character and fitness qualifications.

2. When necessary or desirable, one substitute may be assigned to more than one but not to more than three routes from the same office. Not more than one substitute of record will be appointed for each rural route.

3. In emergencies when the services of a substitute rural carrier of record are not available, another qualified employee may be designated by the Employer.

4. When a substitute rural carrier of record is assigned to an auxiliary route, he shall be detailed at his earned salary step as a substitute rural carrier. If he again performs as a substitute of record, he shall be paid at the salary step earned in his previous employment as substitute rural carrier of record, plus the intervening time served as carrier on the auxiliary route.

5. Before employees outside the installation are given consideration for a residual rural carrier vacancy, substitute rural carriers of record in the installation shall be given the opportunity to apply for the vacancy. Selection shall be of the best qualified substitute rural carrier of record, if any.

6. Substitute rural carriers of record shall have their salary determined in accordance with article IX.

7. Articles X and XXI shall apply to substitute rural carriers only to the extent of maintaining their current benefit levels, if any.

8. The Employer agrees to continue the current level of equipment allowance for substitute rural carriers of record.

9. A rural carrier substitute of record shall have any financial liability determined in accordance with article —, Employer Claims.

(Note.—For the present, see POSTAL BULLETIN 20844, dated Nov. 25, 1971, page 4, "Employer Claims (23 and 61)".)

10. Article XVI (Disciplinary Procedure) shall apply to substitute rural carriers, and they shall have access to article XV (Grievance Procedure) to appeal a disciplinary action or an alleged violation of this memorandum.

(Note.—These articles have not yet been implemented at all installations. Articles XV and XVI should be implemented only at those installa-

tions listed in POSTAL BULLETIN 20848, dated Dec. 23, 1971, page 2.)

11. Article II shall apply to substitute rural carriers of record.

Rural Carrier Posting

SECTION 1. Posting Requirements

A. All rural carriers in a post office, including stations and branches, shall have an opportunity to bid for posted routes. The notice shall identify the route number, length, and heavy-duty classification (if any) etc., and shall be posted for 10 calendar days.

B. The posted route shall be awarded within 10 days to the senior qualified bidder. He shall be placed in the new assignment within 21 days of being designated the successful bidder, except in the month of December.

C. When there is more than one rural route at a post office, posting is required as follows:

1. Post a route established to provide a new rural delivery service.

2. Post a vacant route which is not absorbed by consolidation or other service adjustments.

3. Post rural routes which have been changed (by either adding or subtracting territory) as a result of consolidation with other rural routes and/or conversion to city delivery service.

SEC. 2. Assignment Procedures

A. The initial assignment of a new rural carrier in an office is to the residual route left vacant after required posting.

B. At a post office having only one rural route and that route is converted to city delivery, the rural carrier will be assigned to the new city route.

C. When there is more than one rural route at a post office and any part of the rural delivery area is converted to city delivery necessitating the elimination of a rural route, and there is no rural route vacancy, the junior carrier shall be reassigned to the new city delivery route; however, any senior rural carrier may elect to be reassigned in lieu of the junior carrier.

D. When a rural route is transferred from one post office to another, the incumbent has the option of being reassigned with the route. Should the rural carrier elect to be reassigned

with his route, such reassignment shall be considered involuntary and he retains his seniority in accordance with section 3A of the rural carrier seniority provisions. If the incumbent does not elect to be reassigned with his route, the junior rural carrier will be involuntarily reassigned with the route with his seniority; however, any senior rural carrier may elect to be reassigned in lieu of the junior carrier with the seniority of the junior carrier in accordance with section 3C of the rural carrier seniority provisions.

E. When, for any reason, there is an excess of rural carriers in an installation, the junior rural carrier will be reassigned to existing rural carrier vacancies in offices within 100 miles of the installation. If more than one such vacancy exists, the carrier will be given his choice. If no such vacancies exist, then reassign the carrier to existing vacancies for which he is qualified in other crafts within the installation. If unable to reassign the carrier within the installation, then attempt to reassign him to vacancies for which he is qualified in other crafts in offices within 100 miles. A senior rural carrier may elect to be reassigned in lieu of any junior carrier subject to reassignment.

F. Under ordinary circumstances, the Employer will not consolidate rural routes except when there is a vacancy. In the event there is a consolidation in the absence of a vacancy, prior to such consolidation the matter will be reviewed at the regional level. In any consolidation, dislocation and inconvenience to rural carriers shall be kept to a minimum consistent with the needs of the service.

(Note.—No action is to be taken on item F insofar as consolidations in the absence of vacancies are concerned until appropriate guidelines are received.)

Rural Carrier Seniority

SECTION 1. Accruing Seniority

Rural carrier seniority begins to accrue with career entry into the rural service and continues to accrue while service is uninterrupted in the same post office.

SEC. 2. Breaking Ties

A. When two or more rural carriers are appointed from a register of eligibles on the same date, seniority

Continued on p. 10

Continued from p. 9

is determined according to standing on the register, except:

If one appointee is a career employee in another postal position, he is senior to an appointee who was not a career postal employee.

B. When two or more rural carriers are reassigned from other career postal positions, the seniority standing is determined by length of continuous career postal employment.

C. When two rural carrier positions are filled on the same date by a rural carrier from another post office and by a postal employee from another craft, the rural carrier is senior to the employee from the other craft.

SEC. 3. Reassignments and Relative Seniority

A. A rural carrier who is involuntarily reassigned to a rural carrier position at another post office retains his seniority for bidding on existing vacancies and on future vacancies.

B. When a rural carrier in involuntarily reassigned to another craft either in his post office or another office his seniority is one day junior to the seniority of the junior full-time employee in the craft to which reassigned or his rural carrier seniority, whichever is less, consistent with article XII.

C. Whenever a senior rural carrier elects to be reassigned in lieu of a junior carrier subject to reassignment, such carrier takes the seniority of the junior carrier.

D. Whenever a rural carrier voluntarily transfers to a rural carrier position in another post office, such as a mutual exchange or as the result of applying for a rural carrier vacancy, such carrier begins a new period of seniority in the new office. Such employee has no retreat rights or seniority protection as provided in section 4 below.

SEC. 4. Retreat Rights and Relative Seniority

A. A rural carrier involuntarily reassigned to another craft in his office must be returned to the first rural carrier vacancy which occurs at that post office. Upon return, he regains seniority previously attained in the craft augmented by his intervening employment in the other craft.

B. A rural carrier involuntarily reassigned to another craft at another office or to a rural carrier vacancy at another office shall have the right

All International Money Order Offices

Conversion Rate for Money Orders Drawn for Payment in Canada

Effective December 30, 1971, the rate for money orders issued for payment in Canada will be \$1.01 U.S. dollar=\$1 Canadian dollar.

Section 171.22c, Postal Service Manual, will be amended accordingly.

FROM 1 CENT TO 100 DOLLARS

(Rate: U.S. dollar, equals 0.99 Canadian money)

United States money	Canadian money	United States money	Canadian money	United States money	Canadian money	United States money	Canadian money
<i>Cents</i>	<i>Cents</i>	<i>Cents</i>	<i>Cents</i>	<i>Dollars</i>	<i>Dollars</i>	<i>Dollars</i>	<i>Dollars</i>
1	.01	51	.50	1.00	.99	51.00	50.49
2	.02	52	.51	2.00	1.98	52.00	51.48
3	.03	53	.52	3.00	2.97	53.00	52.47
4	.04	54	.53	4.00	3.96	54.00	53.46
5	.05	55	.54	5.00	4.95	55.00	54.45
6	.06	56	.55	6.00	5.94	56.00	55.44
7	.07	57	.56	7.00	6.93	57.00	56.43
8	.08	58	.57	8.00	7.92	58.00	57.42
9	.09	59	.58	9.00	8.91	59.00	58.41
10	.10	60	.59	10.00	9.90	60.00	59.40
11	.11	61	.60	11.00	10.89	61.00	60.39
12	.12	62	.61	12.00	11.88	62.00	61.38
13	.13	63	.62	13.00	12.87	63.00	62.37
14	.14	64	.63	14.00	13.86	64.00	63.36
15	.15	65	.64	15.00	14.85	65.00	64.35
16	.16	66	.65	16.00	15.84	66.00	65.34
17	.17	67	.66	17.00	16.86	67.00	66.33
18	.18	68	.67	18.00	17.82	68.00	67.32
19	.19	69	.68	19.00	18.81	69.00	68.31
20	.20	70	.69	20.00	19.80	70.00	69.30
21	.21	71	.70	21.00	20.79	71.00	70.29
22	.22	72	.71	22.00	21.78	72.00	71.28
23	.23	73	.72	23.00	22.77	73.00	72.27
24	.24	74	.73	24.00	23.76	74.00	73.26
25	.25	75	.74	25.00	24.75	75.00	74.25
26	.26	76	.75	26.00	25.74	76.00	75.24
27	.27	77	.76	27.00	26.73	77.00	76.23
28	.28	78	.77	28.00	27.72	78.00	77.22
29	.29	79	.78	29.00	28.71	79.00	78.21
30	.30	80	.79	30.00	29.70	80.00	79.20
31	.31	81	.80	31.00	30.69	81.00	80.19
32	.32	82	.81	32.00	31.68	82.00	81.18
33	.33	83	.82	33.00	32.67	83.00	82.17
34	.34	84	.83	34.00	33.66	84.00	83.16
35	.35	85	.84	35.00	34.65	85.00	84.15
36	.36	86	.85	36.00	35.64	86.00	85.14
37	.37	87	.86	37.00	36.63	87.00	86.13
38	.38	88	.87	38.00	37.62	88.00	87.12
39	.39	89	.88	39.00	38.61	89.00	88.11
40	.40	90	.89	40.00	39.60	90.00	89.10
41	.41	91	.90	41.00	40.59	91.00	90.09
42	.42	92	.91	42.00	41.58	92.00	91.08
43	.43	93	.92	43.00	42.57	93.00	92.07
44	.44	94	.93	44.00	43.56	94.00	93.06
45	.45	95	.94	45.00	44.55	95.00	94.05
46	.46	96	.95	46.00	45.54	96.00	95.04
47	.47	97	.96	47.00	46.53	97.00	96.03
48	.48	98	.97	48.00	47.52	98.00	97.02
49	.49	99	.98	49.00	48.51	99.00	98.01
50	.50			50.00	49.50	100.00	99.00

—Finance Department, 12-30-71

to return to the first residual rural carrier vacancy in his former office, provided such carrier filed a written request at the time of his reassignment. Upon return, he regains his

former seniority at that office augmented by his intervening employment in the other office.—Office of Special Assistant to the Postmaster General, 12-30-71.

All Employees—All Postal Installations

FEDERAL TAX WITHHOLDING 1972

Applicable Laws

Federal tax withholding rates for pay period No. 1 (salary checks dated January 14, 1972) are prescribed in the Tax Reform Act of 1969. See exhibit A, Pay Period No. 1, Federal Tax Withholding, for applicable withholding rates.

The Revenue Act of 1971 prescribes tax withholding rates for salaries paid on and after January 16, 1972. These rates will be first reflected in postal salary checks dated January 28, 1972.

Provisions

The principal withholding changes under the Revenue Act of 1971 are:

1. The value of a withholding exemption has been increased to \$750.

2. The low income allowance has been increased to \$1,300.

3. The standard deduction has been increased to 15 percent, with a \$2,000 limitation.

4. A new "special withholding allowance" is treated as an exemption for withholding purposes.

5. The rules for claiming additional withholding allowances based on itemized deductions have been liberalized.

Exhibit A

Pay Period No. 1 Federal Tax Withholding

(a) Single Person—Including Head of Household

If the amount of wages is:	The amount of income tax to be withheld shall be:
Not over \$38.....	0.
Over \$38 but not over \$77.....	14% of excess over \$38.
Over \$77 but not over \$115.....	\$5.46 plus 17% of excess over \$77.
Over \$115 but not over \$173.....	\$11.92 plus 19% of excess over \$115.
Over \$173 but not over \$269.....	\$22.94 plus 20% of excess over \$173.
Over \$269 but not over \$442.....	\$42.14 plus 21% of excess over \$269.
Over \$442.....	\$78.47 plus 24% of excess over \$442.

(b) Married Person

If the amount of wages is:	The amount of income tax to be withheld shall be:
Not over \$38.....	0.
Over \$38 but not over \$96.....	14% of excess over \$38.
Over \$96 but not over \$365.....	\$8.12 plus 16% of excess over \$96.
Over \$365 but not over \$538.....	\$51.16 plus 19% of excess over \$365.
Over \$538 but not over \$731.....	\$84.03 plus 21% of excess over \$538.
Over \$731 but not over \$885.....	\$124.05 plus 24% of excess over \$731.
Over \$885.....	\$161.52 plus 28% of excess over \$885.

Withholding Formula

The new withholding system has been designed to eliminate the under-withholding caused by the low-income allowance and to minimize underwithholding generally. This required the introduction of the "special withholding allowance" and changes in the wage brackets and withholding rates. See exhibit B, Federal Tax Withholding Under Revenue Act of 1971.

Special Withholding Allowance

Each single person and each married person whose spouse is not also employed are entitled to one "special withholding allowance." This allowance may not be claimed by either husband or wife when both are employed or by any employee who has two or more concurrent jobs.

Any eligible employee claiming the "special withholding allowance" must file with his employer a new Form W-4 (December 1971 edition), Employee's Withholding Exemption Certificate. However, prior to receipt of the revised Form W-4 at the Postal Data Center, tax withholdings will continue to be based on Form W-4 on file.

Revised Form W-4

Automatic distribution will be made to all offices on or about January 11. Reordering of the form will be accomplished through regular supply requisition on Form 7380 during regular requisitioning cycles. Forms W-4 with prior revision dates should be destroyed.—Finance Department, 12-30-71.

Exhibit B

Federal Tax Withholding Under Revenue Act of 1971

If the payroll period with respect to an employee is BIWEEKLY

(a) Single Person—Including Head of Household

If the amount of wages is:	The amount of income tax to be withheld shall be:
Not over \$21.....	0.
Over \$21 but not over \$69.....	14% of excess over \$21.
Over \$69 but not over \$146.....	\$6.72 plus 18% of excess over \$69.
Over \$146 but not over \$404.....	\$20.58 plus 21% of excess over \$146.
Over \$404 but not over \$462.....	\$74.76 plus 23% of excess over \$404.
Over \$462 but not over \$538.....	\$88.10 plus 27% of excess over \$462.
Over \$538 but not over \$665.....	\$108.62 plus 31% of excess over \$538.
Over \$665.....	\$147.99 plus 35% of excess over \$665.

(b) Married Person

If the amount of wages is:	The amount of income tax to be withheld shall be:
Not over \$21.....	0.
Over \$21 but not over \$79.....	14% of excess over \$21.
Over \$79 but not over \$335.....	\$8.12 plus 16% of excess over \$79.
Over \$335 but not over \$413.....	\$49.08 plus 20% of excess over \$335.
Over \$413 but not over \$648.....	\$64.68 plus 24% of excess over \$413.
Over \$648 but not over \$817.....	\$121.08 plus 28% of excess over \$648.
Over \$817 but not over \$971.....	\$168.40 plus 32% of excess over \$817.
Over \$971.....	\$217.68 plus 36% of excess over \$971.

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.

101,657,190 to 101,657,299	3,866,798,050 to 3,866,798,799	5,762,114,250 to 5,762,114,499
101,851,029 to 101,851,049	3,869,265,316 to 3,869,265,749	5,763,791,545 to 5,763,791,642
104,853,300 to 104,853,449	3,869,536,869 to 3,869,537,049	5,765,097,416 to 5,765,097,549
110,134,009 to 110,134,199	3,870,420,281 to 3,870,420,599	5,765,256,872 to 5,765,257,199
1,914,765,752 to 1,914,785,998	3,876,812,115 to 3,876,812,249	5,766,829,750 to 5,766,831,149
1,923,904,133 to 1,923,905,999	3,883,236,411 to 3,883,237,249	5,769,200,712 to 5,769,200,899
1,934,695,700 to 1,934,696,399	3,883,534,012 to 3,883,534,499	5,771,703,375 to 5,771,703,399
1,940,484,700 to 1,940,485,449	3,884,633,705 to 3,884,634,649	5,776,240,250 to 5,776,241,299
1,945,919,000 to 1,945,919,649	48,346,211 to 48,347,999	5,778,398,204 to 5,778,398,249
1,951,442,300 to 1,951,442,949	52,984,300 to 52,984,999	72,077,164 to 72,077,999
1,952,455,800 to 1,952,456,149	528,271,908 to 528,271,999	73,764,000 to 73,767,999
1,961,462,068 to 1,961,462,499	539,427,650 to 539,428,049	7,388,138,197 to 7,388,139,999
1,972,020,251 to 1,972,020,999	542,307,506 to 542,307,749	7,390,556,000 to 7,390,559,999
1,990,815,692 to 1,990,815,899	544,882,800 to 544,883,999	7,426,790,000 to 7,426,793,999
1,995,199,900 to 1,995,199,999	556,051,500 to 556,051,999	7,476,996,930 to 7,476,997,999
1,997,056,262 to 1,997,056,299	556,123,122 to 556,123,249	7,486,840,031 to 7,486,840,599
1,998,626,008 to 1,998,626,018	556,858,248 to 556,859,999	7,489,060,600 to 7,489,061,349
2,002,950,646 to 2,002,950,849	561,778,350 to 561,778,449	7,506,705,190 to 7,506,705,999
2,003,865,110 to 2,003,865,199	572,922,177 to 572,922,499	7,514,290,319 to 7,514,291,499
2,007,098,648 to 2,007,098,999	577,375,615 to 577,375,999	7,523,874,654 to 7,523,874,699
2,007,332,735 to 2,007,332,754	578,470,937 to 578,471,299	7,524,379,037 to 7,524,379,999
2,008,865,110 to 2,008,865,199	5,583,514,274 to 5,583,515,999	7,528,356,600 to 7,528,357,199
(Grey)	5,611,934,000 to 5,611,935,999	7,531,626,400 to 7,531,626,649
2,009,408,650 to 2,009,408,749	5,621,652,564 to 5,621,652,999	7,537,723,350 to 7,537,723,549
2,270,328,000 to 2,270,331,999	5,634,099,997 to 5,634,101,999	7,537,957,777 to 7,537,958,049
3,739,643,695 to 3,739,643,999	5,646,932,000 to 5,646,933,999	7,539,023,400 to 7,539,023,999
3,775,379,873 to 3,775,380,099	5,647,270,759 to 5,647,271,999	7,544,018,500 to 7,544,019,399
3,780,914,000 to 3,780,915,999	5,656,140,000 to 5,656,143,999	7,548,032,900 to 7,548,033,399
3,783,617,300 to 3,783,617,549	5,656,522,036 to 5,656,525,999	7,550,013,314 to 7,550,013,400
3,784,278,600 to 3,784,279,999	5,659,292,000 to 5,659,293,999	7,550,113,188 to 7,550,113,799
3,786,593,756 to 3,786,593,799	5,659,763,800 to 5,659,765,299	7,550,171,471 to 7,550,171,549
3,794,469,350 to 3,794,469,399	5,666,020,000 to 5,666,021,999	7,550,231,692 to 7,550,231,849
3,795,243,100 to 3,795,243,699	5,668,669,900 to 5,668,671,399	7,550,311,600 to 7,550,311,799
3,800,811,000 to 3,800,813,499	5,669,971,950 to 5,669,972,749	7,552,200,038 to 7,552,200,099
3,802,370,150 to 3,802,370,349	5,671,762,600 to 5,671,763,999	7,552,201,269 to 7,552,201,299
3,802,585,385 to 3,802,585,499	5,674,407,000 to 5,674,410,499	7,552,201,374 to 7,552,201,399
3,807,175,050 to 3,807,176,849	5,679,794,000 to 5,679,795,999	7,552,201,436 to 7,552,201,449
3,814,699,327 to 3,814,700,399	5,680,311,775 to 5,680,312,049	7,557,598,450 to 7,557,598,799
3,821,218,295 to 3,821,218,949	5,692,340,350 to 5,692,341,849	7,557,797,700 to 7,557,797,899
3,822,851,800 to 3,822,852,999	5,693,147,100 to 5,693,148,099	7,557,827,450 to 7,557,827,699
3,829,844,700 to 3,829,846,199	5,694,032,000 to 5,694,033,999	7,557,859,350 to 7,557,859,699
3,835,991,724 to 3,835,991,899	5,694,251,950 to 5,694,253,249	7,557,943,250 to 7,557,944,049
3,837,655,450 to 3,837,656,099	5,697,680,050 to 5,697,680,899	7,559,757,057 to 7,559,757,149
3,839,928,954 to 3,839,930,199	5,702,676,097 to 5,702,676,499	7,560,245,643 to 7,560,245,699
3,843,639,500 to 3,843,639,999	5,718,579,854 to 5,718,579,899	7,560,245,735 to 7,560,245,799
3,845,695,000 to 3,845,695,999	5,726,496,150 to 5,726,496,899	7,560,652,463 to 7,560,652,499
3,845,696,682 to 3,845,697,099	5,730,585,350 to 5,730,586,449	7,562,212,264 to 7,562,212,299
3,846,051,100 to 3,846,051,149	5,733,457,000 to 5,733,457,999	89,044,000 to 89,046,999
3,848,031,913 to 3,848,031,999	5,734,520,545 to 5,734,521,399	8,333,694,000 to 8,333,695,999
3,848,782,156 to 3,848,782,299	5,735,588,400 to 5,735,588,899	8,383,281,180 to 8,383,281,499
3,850,802,900 to 3,850,803,999	5,737,799,850 to 5,737,800,499	8,387,242,513 to 8,387,242,699
3,851,524,500 to 3,851,525,999	5,739,290,150 to 5,739,290,899	8,535,444,963 to 8,535,445,199
3,852,682,169 to 3,852,682,649	5,749,572,650 to 5,749,573,099	8,540,627,700 to 8,540,628,099
3,855,010,850 to 3,855,011,249	5,752,164,064 to 5,752,164,149	8,552,624,000 to 8,552,624,999
3,856,837,250 to 3,856,837,599	5,752,380,572 to 5,752,380,749	8,584,198,259 to 8,584,198,299
3,858,700,031 to 3,858,700,549	5,756,074,165 to 5,756,074,599	8,589,610,801 to 8,589,610,999
3,859,902,600 to 3,859,902,949	5,756,848,756 to 5,756,848,765	8,590,588,200 to 8,590,588,399
3,860,606,800 to 3,860,607,749		8,592,354,382 to 8,592,354,393
3,860,864,769 to 3,860,864,999		99,765,744 to 99,766,149
3,865,679,740 to 3,865,680,449		