

# postal bulletin

Washington, D.C. 20260/Thursday, December 21, 1972/Six Pages



## All Postal Installations

### \$1 Eugene O'Neill Stamp in Coil Form

The \$1 Eugene O'Neill regular postage stamp in coil form will be first placed on sale on January 12, 1973, at Hempstead, NY 11551. It duplicates the design of the \$1 Eugene O'Neill stamp which was issued in sheet form on October 16, 1967. The coil will be used primarily in stamp vending machines that are in self-service postal centers.

**POSTMASTERS SHALL NOT PLACE THIS STAMP ON SALE BEFORE JANUARY 13, 1973.**



Size: 0.75" x 0.87" (vertical)  
Coils of 500 only  
Designer: Norman Todhunter  
Color: Deep Purple

To obtain first day cancellations, collectors may submit requests to the Postmaster, Hempstead, NY 11551. See Postal Service Manual, section 257.2. Requests will be accepted through January 31. Mint stamps will be available at the Philatelic Sales Unit, Washington, DC 20036, on and after January 13, 1973.

**Requisitioning**—Postmasters should submit their requisitions immediately for the \$1 Eugene O'Neill coil stamp. There is no automatic

## All Post Offices

### Speedy Bags

Speedy Bags (Item 0-8100) are now arriving in the area supply centers and will be issued as soon as sufficient quantities of both sizes are available. These plastic bags should be requisitioned on Form 4750 which will be submitted to the regional procurement branch for review and control. Requisitions submitted directly to the supply centers will be returned without action. Speedy Bags will be stocked in two sizes as follows:

Item No.	Size
0-8100-A---	20" by 30"
0-8100-B---	8½" by 11¾"

Small sized bags are for customer's use when depositing special delivery items in the Postal Service. The bags are **NOT** to be used for delivering special delivery mail to customers. The large Speedy Bag should not leave the delivering office, but should be reused at that office or accumulated and returned to your designated supply area (not the area supply centers) for redistribution. All employees should be cognizant of the Speedy Bag program so that they can readily identify and process this distinctive type mail through the mail handling operations.—*Logistics and Engineering Department, 12-21-72.*

distribution being made of this \$1 denomination.

**Bulk quantities**—First-class post offices requiring more than 30 coils of this issue should order minimum lots of 50 coils or the multiples in section 222.325b, *Financial and Cost Controls Handbook, F-1*, submitting Form 3356 (Use Item No. 701) to the Bureau of Engraving and Printing.

**Less-than-bulk-quantities**—First-class post offices requiring 30 coils or less of this issue and all other post offices may submit a separate requisition (Form 17) to their designated sectional center facility. Requisitions should be submitted immediately.—*Philatelic Affairs, 12-21-72.*

## All Post Offices

### New Insurance Claim Program

Experience at the St. Louis Postal Data Center has shown that large numbers of deficient claims are being received with either the post office or customer portion of the claim form incomplete or illegible.

Postmasters are reminded that they must review those portions of the Form 3812, *Request for Payment of Domestic Postal Insurance*, that are to be completed both by the post office and the customer, for accuracy and completeness prior to submission to the second customer. This will facilitate the handling and payment of indemnity claims during the Christmas period.—*Finance Department, 12-21-72.*

## All Post Offices

### Money Order Forms

Add the following missing or stolen money order forms to the consolidated list. **DO NOT CASH THESE ORDERS.**

3,914,599,677 to 3,914,599,799  
3,917,087,308 to 3,917,087,349  
601,864,619 to 601,864,640

### Unrecovered Stolen Canadian Money Order Forms

Add the following stolen money order forms to the consolidated list. **DO NOT CASH THESE ORDERS.**

094,192,925 to 094,193,000

—*Finance Department, 12-21-72.*

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## All Postal Installations

## Uniform Program for Employees Covered by the National Agreement

## A. Uniform Headgear

For the following employees, effective immediately the wearing of uniform headgear is at the option of the employee:

1. Letter carrier
2. Special delivery messenger
3. Motor vehicle operator, tractor trailer operator, driving instructor and ramp transfer clerk
4. Area maintenance mechanic
5. Letter box mechanic
6. Ramp transfer clerk

This applies only to employees who are otherwise in full uniform so that their identification with the Postal Service is readily recognized by the public. If headgear is worn, the headgear must be authorized uniform headgear which is manufactured in accordance with Postal Service specifications.

Wearing of the cap is still mandatory for casual employees, new employees who are not required to wear a uniform during the first 90 days of their employment, and all other employees who are authorized only a cap as a means of identifying them with the Postal Service. No substitute headgear may be worn by these employees.

## B. New Optional Uniform Items

**Knee-length Walking Shorts (Bermuda-type).** Effective April 1, 1973, male letter carriers, special delivery messengers, motor vehicle operators, tractor trailer operators, driving instructors and ramp transfer clerks are authorized to purchase and wear at the employee's option knee-length walking shorts (Bermuda-type) which are manufactured in accordance with Postal Service specifications. Makeshift arrangements such as cutting the legs off trousers will not be permitted. Specifications and patterns will be issued shortly to the uniform industry by our Uniform Quality Control Office, Natick Laboratories.

Walking shorts may be worn only with black knee-length hose.

The above items may be purchased from uniform allowance funds on and after April 1, 1973.—*Customer Services Group, 12-21-72.*

## All Postal Installations

## Printed Stamped Envelopes

Effective January 1, 1973, the return addresses on printed stamped envelopes will take on a new look. A new style of type will be used and restrictions have been relaxed on advertising.

## Style of Type and Format

All customers' requests for stamped envelopes received after January 1 will be printed with 8-point Helvetica type instead of the copperplate gothic now being used. All lines of the return address will be printed in caps and lower case, with flush left margin. The main line will be printed in bold face with all remaining lines in standard body. Open punctuation will be used (no commas or periods at end of lines). Samples of the new style printing appear below:

**Charles Jones**  
610 Seventh Avenue  
New York, NY 00000

## Address Correction Requested

After 5 days, return to  
**John Doe**  
1234 Fifth Street  
New York, NY 00000

**Richard Roe**  
1234 Ninth Avenue  
Chicago, IL 00000

Return Postage Guaranteed  
Third Class

**Richard Roe**  
1234 Ninth Avenue  
Chicago, IL 00000

## Forwarding and Return Postage Guaranteed

**John Doe**  
1234 Fifth Street  
New York, NY 00000

Address Correction Requested  
Forwarding and Return Postage Guaranteed

## Advertising:

a. A brief statement or descriptive phrase devoted to advertising may be printed either following the name or on a separate line. *There may not be more than two such lines devoted to permissible advertising matter.*

b. Descriptive words, such as *Druggist, Attorney at law, Esquire, and C.P.A.* may be printed.

## All Postal Installations

## 1973 Combined Federal Charity Campaign

POSTAL BULLETIN 20897, dated November 2, 1972, contains the basic list of Combined Federal Campaigns. The list below furnishes (1) the *Areas Covered* which were not available when the earlier list was published and, (2) newly approved Campaigns.

<i>Federal Campaign</i>	<i>Areas covered</i>
Colorado: Durango -----	La Plata County.
Georgia: Rome -----	Rome and Floyd County.
Illinois: Bloomington <sup>1</sup> -	Bloomington, IL.
Indiana: Elkhart -----	Elkhart County.
Iowa: Knoxville -----	Knoxville area.
Massachusetts: Ayer <sup>1</sup> -----	All Massachusetts not covered by other campaigns.
Fall River -----	Fall River area.
New York: Southern Chautauqua Co. <sup>1</sup>	Southern Chautauqua County area (Jamestown, NY).

<sup>1</sup> New approved Campaigns.

The Campaign for West Palm Beach, FL, has been canceled.—*Finance Department, 12-21-72.*

c. Any individual or organization may advertise. The advertisement may describe the nature of the business of the individual or organization, or refer to the goods, services or works provided by the individual or organization.

d. Statements or descriptive phrases which describe the nature of the business and contain a reference to the quality of the goods or services produced such as *Best Tires in Town* or *Complete Insurance* will be permitted.

e. The phone number of any individual or group may be printed on the envelope.

f. Nothing will be printed which would make the envelope nonmailable under 18 U.S.C. 1463, which prohibits the mailing of indecent matter on envelopes.

Postmasters are urged to make this information available to customers who use printed stamped envelopes.—*Administration Department, 12-21-72.*



## All Postal Installations

# Outstanding Handicapped Postal Employees of the Year

## Awards

An award for the outstanding handicapped employee of the entire Postal Service is given annually. Awards are also presented to the outstanding handicapped postal employee at Headquarters and the postal data centers combined, and to the outstanding handicapped employee in each region.

## Nature of Award

The award for the outstanding handicapped employee of the entire Postal Service is a plaque. The runners-up will also receive a plaque. Other winners will receive a distinctive 10- by 12-inch citation.

The plaque and citations bear the seals of the U.S. Postal Service and the President's Committee on Employment of the Handicapped, and the signatures of the Postmaster General and the Chairman, President's Committee on Employment of the Handicapped.

## Eligibility

Eligibility extends to all physically handicapped and mentally retarded postal employees who have held positions for at least 2 years. The awards are intended to recognize excellence. Nominees must have demonstrated outstanding achievement in their job performance that clearly exceeds requirements for their respective postal occupations.

## Categories of Awards

A. Each region will nominate an employee for a regional award.

B. Each postal data center and each department at Headquarters will nominate an employee, if such can be made. A single winner will be chosen from this group to be placed in competition with the regional winners.

C. Headquarters, postal data centers, and the regions will not select the same finalist 2 years consecutively.

D. A Headquarters committee will make a selection for the national award from the five regional winners and the winner of the special group (see B).

## Nominations

Nominations will be based on individual effort only and must contain:

A. Name of post office, organizational unit, and location of place employee works.

B. Name, grade, and job title of employee.

C. Severity of handicap (use handicap code, old Postal Manual, 781.149c).

D. Length of service.

E. Extent to which job performance has exceeded standards.

F. Brief description of special contributions outside of usual duties including suggestions or achievements, attitudes toward the Postal Service, personal characteristics and service to the community.

## Action Required

A. Each post office employing a physically handicapped or mentally retarded person may submit a recommendation, if such can be made, to Assistant Regional Postmaster General, Employee and Labor Relations Division, not later than February 23, 1973. In making a nomination the postmaster should furnish appropriate comments including the pertinent information listed under *Nominations*.

B. The Regional Postmaster General and the regional coordinator of the handicapped, or their designees, will evaluate the nominations, select a winner, and forward the regional nomination of the year in time to reach the Coordinator of the Handicapped, Employee Relations Department, U.S. Postal Service, Washington, DC 20260, not later than March 16, 1973, for final selection for the national award.

C. The director of each postal data center and the head of each department at Headquarters will forward their nominations directly to the Coordinator of the Handicapped, Employee Relations Department, U.S. Postal Service, Washington, DC 20260, not later than February 23, 1973, for final selection for the national award.

## Presentation of Awards

The plaques and citations for the winners, as indicated under *Categories of Awards*, will be presented by or on behalf of the Postmaster General in Washington, DC as soon as

## All Postal Installations

# 8-Cent Special Stamp for Someone Special

The 8-cent Special Stamp for Someone Special will be first placed on sale at Philadelphia, PA 19104, on January 26, 1973.

**POSTMASTERS SHALL NOT PLACE THIS STAMP ON SALE BEFORE JANUARY 27, 1973.**

Size: 1.44" x 0.84" image area (horizontal)

ISSUED IN SHEETS OF 50

Colors: Red, blue, and green

Initial printing: 150 million

Designer: Robert Indiana

To obtain first day cancellations, collectors may submit requests to Postmaster, Philadelphia, PA 19104. See Postal Service Manual, section 257.2. Requests will be accepted through January 31. Selected mint stamps will be available at the Philatelic Sales Unit, Washington, DC 20036, beginning January 27, 1973.

*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 separate requisition (Form 3356) to the Bureau of Engraving and Printing using **item No. 472**.

**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.—*Philatelic Affairs, 12-21-72.*

possible after the nominations have been evaluated. In keeping with the importance of this recognition, the presentations will be made at a luncheon and will reflect the Postmaster General's appreciation of special contributions to increased economy, productivity, and efficiency, and to special achievements.—*Employee Relations Department, 12-21-72.*

*All Field Contracting Officers Except Second- and Third-Class Office Postmasters*

## ORDERING PROCEDURES FOR SPECIAL-PRINT ENVELOPES

### Special-Print Penalty Envelopes

Field contracting officers (except postmasters at second- and third-class offices), having a need for the special-print penalty envelopes covered by this notice, shall order their requirements directly from the contractors indicated. Postmasters at first-class offices will standardize all special-print envelopes. Only the wording UNITED STATES POST OFFICE, the city, State, and ZIP Code, a one-half inch rule, the word OFFICIAL BUSINESS, and the envelope item number are authorized for the corner card on envelopes used by post offices.

The corner card (return address) may consist of five or six lines of type. All type style will be Helvetica, flush left as follows:

a. The first line will contain the wording UNITED STATES POST OFFICE or UNITED STATES POSTAL SERVICE as appropriate, in 10 point caps.

b. The city, State, and ZIP Code in 8 point caps and lower case as appropriate.

c. The wording OFFICIAL BUSINESS in 8 point caps.

d. The envelope style number (P-10, P-32, P-101, etc.) in 6 point caps.

e. All other printing will be 8 point Helvetica type.

The corner card on envelope Styles 87-5, 101, 130, and 390 will be placed one-half inch from the left side of the envelope and one-half inch from the top. On all other envelopes these dimensions will be three-eighths of an inch.

The penalty indicia shall consist of the USPS EAGLE emblem and the penalty clause. The penalty clause shall contain the wording PENALTY FOR PRIVATE as the first line, USE TO AVOID PAYMENT as the second line, and OF POSTAGE, \$300, as the third line. Penalty clause shall be 6 point Helvetica type and printed flush right to the emblem. On envelope Styles 87-5, 101, 130, and 390, the EAGLE emblem will be placed one-half inch from the right side of the envelope and one-half inch from the top.

Envelope Styles 87-5-A, 101, 390, and 402-A shall be printed with blue ink. All other envelopes will be

printed in black ink with the penalty indicia only printed with black phosphor tagged ink.

Airmail envelopes shall be printed with a border containing alternating blue and red parallelograms with intervening spaces between the two. Size of parallelograms shall be approximately three-eighths inch long and when folded shall not exceed one-quarter inch on the face of the envelope. The wing indicia is hereby deleted and in lieu thereof enter the word AIRMAIL one-quarter inch below the penalty indicia, printed flush with right edge of the penalty indicia.

Postmasters ordering special-print envelopes shall specify return addresses in accordance with the standard format, and are cautioned not to order envelopes with any additional wording such as branch names of stations in the return address.

Other contracting officers shall use the same style corner card, substituting their own organizational name for UNITED STATES POST OFFICE.

**NOTE:** Preadressed envelopes are those ordered with the name and address of the addressee preprinted on the face of the envelope in addition to the corner card and penalty indicia.

### Envelopes Available Under Contract

The summary below provides all necessary details for ordering envelopes under the Office of Procurement contract, administered by the Eastern Area Supply Center. Retain this notice for use in placing orders directly with the contractors for each item as specifically indicated. The envelopes listed conform to the GSA Bulletin FPMR B-22, *Archives and Records*, issued by General Services Administration on December 12, 1969. All sealing flaps will be fully gummed unless otherwise specified on individual purchase orders.

#### Style 10—For Requisitioning Accountable Paper

White, size 3¾ by 7¾ inches, open side, side seam. Substance 24, bursting strength 24. Printed in BLACK ink with corner card, penalty indicia and preaddressed. Flaps gummed and folded down.

F.O.B.: Addison, IL—\$3.58 per M. Contractor—Boise Cascade Envelopes, 313 Rohlwing Road, Addison, IL 60101.

#### Style 32—For Returning Dead Letters

White, size 5 by 7 inches, open side, high cut diagonal seam. Substance 24, bursting strength 24. Printed in BLACK ink with corner card, penalty indicia and preaddressed. Flaps gummed and folded down.

F.O.B.: Cleveland, OH—\$5.27 per M. Contractor—Boise Cascade Envelopes.

#### Style 87-5-A—General Usage—Airmail

Light colored sulphate, size 9½ by 12½ inches, open side, high cut, diagonal seam. Substance 24, bursting strength 44. Printed in BLUE ink, with corner card and the word AIRMAIL directly below the penalty indicia. Flaps gummed and folded down.

F.O.B.: Cleveland, OH—\$12.87 per M. Contractor—Boise Cascade Envelopes.

#### Style 101—General Usage

Light colored sulphate, size 11 by 12½ inches, open side, high cut, diagonal seam. Substance 28, bursting strength 52. Printed in BLUE ink with corner card, penalty indicia, registry block, preaddressed Postmaster, with additional maximum eight lines of type. Flaps gummed and folded down.

F.O.B.: Cleveland, OH—\$15.40 per M. Contractor—Boise Cascade Envelopes.

#### Style 130—Timecards and Check for Quantities in Excess of 100

Light colored sulphate, size 5 by 10 inches, open side, center seam, safety fold. Substance 28, bursting strength 52. Plain or printed in BLACK ink with corner card and penalty indicia. Wallet-type sealing flap, approximately 3 inches long, shall be heavily gummed with dextrin type gum and folded down. Safety fold approximately 1 inch on both flaps. Flaps to overlap approximately 1 inch and be fully gummed.

F.O.B.: Cleveland, OH—Plain



\$34.02 per M. Printed \$34.02. Contractor—Boise Cascade Envelopes.

*Style 390—Registered Jacket*

Light colored sulphate, size 8 by 13½ inches, open side, center seam, 4½ inch square flap, fully gummed, with 2-inch safety fold at sealing flap and bottom pocket; sealing flap and bottom flap to overlap approximately 1 inch. Substance 24, bursting strength 44. Printed on face, back and flap with type and rules in BLUE ink.

F.O.B.: Rockville, CT—\$49.29 per M. Contractor—United States Envelope, Post Office Box 3300, Springfield, MA 01101.

*Style 396—International Registered Jacket*

Light colored sulphate, size 9 by 15 inches, open side, center seam, 5-inch square-cut wallet flap with 2-inch safety fold at sealing flap and bottom pocket. Sealing flap and bottom pocket to overlap approximately 1 inch. Sealing flap and safety fold shall be fully gummed. Substance 28, bursting strength 52. Printed with type and rules in RED and BLUE ink on back of envelope and flap.

F.O.B.: Springfield, MA—\$55.31 per M. Contractor—United States Envelope.

*Style 402—Timecards and Checks in Quantities From 1-12*

Light colored sulphate, size 3¾ by 8½ inches, window, open side, high cut, side seam. Substance 24, bursting strength 44. Window size 1⅞ by 4⅜ inches, located 2⅛ inches from left edge and 1⅜ inches from top of the envelope, covered with a transparent material. Printed in BLACK ink with a corner card, penalty indicia and one line of type above the window reading FIRST CLASS MAIL. Flaps gummed and folded down. Windows shall have slightly rounded corners.

F.O.B.: Addison, IL—\$3.38 per M. Contractor—Boise Cascade Envelopes.

*Style 402-A—Airmail, Window*

Light colored sulphate, size 3¾ by 8½ inches, window, open side, high cut, diagonal seam. Substance 24, bursting strength 44. Window size 1⅞ by 4⅜ inches, located 2⅛ inches from left edge and 1⅜ inches from top of envelope, covered with a transparent material. Printed

in BLUE ink with corner card and the word AIRMAIL directly below the penalty indicia. Flaps gummed and folded down. Windows shall have slightly rounded corners.

F.O.B.: Cleveland, OH—\$3.97 per M. Contractor—Boise Cascade Envelopes.

*Style 403—Savings Bonds*

Light colored sulphate, size 3½ by 8 inches, window, open side, high cut, diagonal seam; sealing flap not less than 1⅝ inches deep. Substance 24, bursting strength 44. Window size ½ by 3¾ inches, located 1⅝ inches from left edge and 1¼ inches from top of the envelope, covered with a transparent material. Printed in BLACK ink with corner card and penalty indicia. Flaps gummed and folded down. Window shall have slightly rounded corners.

F.O.B.: Cleveland, OH—\$4.05 per M. Contractor—Boise Cascade Envelopes.

*Style 404—Timecards and Checks in Quantities From 13-100*

Light colored sulphate, size 3½ by 8⅞ inches, window, open end, center seam, 2¼ inches long wallet flap fully gummed and folded down, 1 inch expansion on sides and open end, bag type bottom. Substance 32, bursting strength 60. Window size 1⅝ by 4 inches with slightly rounded corners, located 2 inches from left edge and 1⅝ inches from top of envelope, covered with a transparent material. When fully expanded, the envelope shall measure 3½ by 7⅝ by 1 inches. Printed in BLACK ink with corner card, penalty indicia and one line of type above the window reading FIRST CLASS MAIL.

F.O.B.: Cleveland, OH—\$24.05 per M. Contractor—Boise Cascade Envelopes.

*Style 408—Letter Bill, Window*

Light blue, size 3⅞ by 8⅞ inches, window, open side, high cut, diagonal seam. Substance 20, bursting strength 20. Window size 1⅞ by 3½ inches, located 1⅝ inches from right edge and 1½ inches from top of envelope, covered with a transparent material. Printed in BLACK ink with corner card, penalty indicia and two lines of type above the window reading LETTER BILL and (FEUILLE d'avis). Flaps gummed and folded down. Windows shall have slightly rounded corners.

F.O.B.: Cleveland, OH—\$5.66 per M. Contractor—Boise Cascade Envelopes.

*Style 409—Letter Bill*

Light blue, size 5½ by 11½ inches, open side, high cut, diagonal seam. Substance 20, bursting strength 20. Printed in BLACK ink with corner card, penalty indicia, approximately four lines of type, and special delivery express box. Flaps gummed and folded down.

F.O.B.: Cleveland, OH—\$7.85 per M. Contractor—Boise Cascade Envelopes.

*Style 429-A and B Window*

Light colored sulphate, size 3⅝ by 6½ inches, window, open side, high cut, diagonal seam. Substance 24, bursting strength 44. Printed in BLACK ink with corner card and penalty indicia. Flaps gummed and folded down. Window shall have slightly rounded corners and be covered with a transparent material. Size and location of windows shall be as specified below:

*Style 429-A—Window size 1¼ by 3¼ inches, located 1⅞ from left edge and five-eighths inch from bottom edge of envelope—\$4.20 per M.*

*Style 429-B—Window size 1⅞ by 3¼ inches, located 1⅝ inches from right edge and 1½ inches from top edge of envelope—\$4.00 per M.*

F.O.B.: Cleveland, OH—Contractor—Boise Cascade Envelopes.

**Minimum Requirements**

No orders shall be placed for less than 5,000 envelopes under style Nos. 10, 32, 87-5-A, 101, 403, 404, 408, 409, and 429-A, 429-B; and no orders will be placed for less than 1,000 envelopes under items 130, 390, 396, 402, and 402-A. No purchase orders shall be issued after September 30, 1973 until notified by Headquarters.

**Printing Proofs**

Purchase orders shall specify when proofs are required. When proofs are specified, it is incumbent upon the contractor to submit a proof of printing, within a reasonable time after receipt of the purchase order and to calculate this lapse of time in his production schedule, so that complete shipment will be made within the specified delivery time. Requests from ordering offices for proofs, or the

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## All Postal Installations

## Wanted Circulars Still in Effect

Wanted circulars issued by postal inspectors in charge should be checked and the obsolete circulars removed from public display. As of December 15, 1972, the following list of circulars are in effect:

Joseph ADJMI  
Leon ADJMI  
William Harvey BOWYER  
Charles W. BROWN  
Lit Allen BRYANT  
Janice CHIDISTER  
Irving COHEN  
Ronald Stanley DAVIS  
Bernard EISENSTADT  
Harold Eugene FIELDS  
Peter J. FIRRA  
Fred Deheul GARNER  
Jack Dan GILLESPIE  
Frederick R. GREEN  
William C. HOLLINGSWORTH  
Bernice M. JACOBSON  
Robert JACOBSON  
Edward Earnest JONES  
Robert J. KELLY

Wendel Woodver KOHL  
Marvin LONG  
Daniel MANCINI  
George McEVERS  
William Jordan McMANUS  
Maynard Dare PARCELL  
Ray Guilford PERRY  
Gedalius PITLIUKAS  
Herbert Richard RAINEY  
Theodore RASK  
Billy REYNOLDS  
Thomas RICHARDS  
Willis RICHARDSON  
Blanca N. SHEALY  
William Eugene SIDES  
August Richard THOMMEN  
William Walter WHEATLY  
Dennis C. WILSON  
William Floyd WOODRUFF  
Thomas G. WOODS  
Marlyn YOUNG

*Note:* Some installations will not have copies of each of the above circulars because distribution was, in some cases, limited to specific areas.—*Inspection Service, 12-21-72.*

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voluntary submission of proofs by the contractor, shall in no way alter the delivery time.

## Shipments

The contractor shall deliver shipments of less than 40 pounds to the post office at the point of origin for shipment through the mails in the usual manner to the ordering offices of destinations. Where envelopes weighing 40 pounds or more are ordered f.o.b. point of origin, the envelopes shall be shipped under Government bills of lading furnished with the purchase order, when available, at the local level. When Government bills of lading are not available, the contractor will be requested to ship

prepaid on a commercial bill of lading with freight charges added to the invoice as a separate item.

## Shipping Weights

Style 10 —10 pounds per M  
Style 32 —14 pounds per M  
Style 87-5-A —46.1 pounds per M  
Style 101 —58.3 pounds per M  
Style 130 —23 pounds per M  
Style 390 —63 pounds per M  
Style 396 —94 pounds per M  
Style 402 —11.5 pounds per M  
Style 402-A —11.5 pounds per M  
Style 403 —9.5 pounds per M  
Style 404 —15 pounds per M  
Style 408 —11 pounds per M  
Style 409 —20 pounds per M  
Style 429-A —8.25 pounds per M  
Style 429-B —8.25 pounds per M

## LIST OF CONTRACTORS

Name and address	Contract number	Time of delivery (days)	Terms
Boise Cascade Envelopes, 313 Rohlwing Road, Addison, IL 60101.	1 73-1-70319	90	Net.
United States Envelope, Post Office Box 3300, Springfield, MA 01101.	1 73-1-70318	90	Net.

<sup>1</sup>Contract expires Sept. 30, 1973. Do not place orders after that date.

—Administration Department, 12-21-72.

## All Postal Installations

## 15-Cent Aerogramme

The 15-cent World Hot Air Ballooning commemorative aerogramme will be first placed on sale at Albuquerque, NM, on February 10, 1973.

**POSTMASTERS SHALL NOT PLACE THIS AEROGamme ON SALE BEFORE FEBRUARY 11, 1973.**

Size: 3 $\frac{3}{16}$ " x 7 $\frac{1}{4}$ " (folded)  
Colors: Red, white, and blue  
Designer: Esther Porter

Collectors desiring first-day cancellations may submit orders to the Postmaster, Albuquerque, NM 87103, plainly indicating full name and address including ZIP Code, with remittance to cover the cost, which is 15 cents each. Requests must be postmarked no later than February 10, 1973.

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. 225*, to the Bureau of Engraving and Printing. Do not order more than 1 million aerogrammes on a 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. Requisitions should be submitted immediately using Form 17, *Stamp Requisition*. The quantity requisitioned from the SCF shall not exceed a 6-week supply.—*Philatelic Affairs, 12-21-72.*

## All Postal Installations

## Wanted Circular Canceled

The following Postal offender has been apprehended:

**DAVID LEE LONG**

Destroy the wanted circular issued December 5, 1972 concerning him.—*Inspection Service, 12-21-72.*