



All Postal Installations

POSTAGE STAMPS AND POSTAL STATIONERY

The information contained below pertains to the availability of stamps to be used in connection with proposed international postage rates, which we tentatively plan to implement on January 5, 1974. This is not a notice of rate change since, as yet, no final decision on rate change has been made. When final decisions on rates and implementation date have been made, full instructions will be published promptly in the Postal Bulletin.

26-Cent Mt. Rushmore Airmail Postage Stamp

The 26-cent Mt. Rushmore international airmail stamp will be first placed on sale at Rapid City, SD on January 2, 1974.

POSTMASTERS SHALL NOT PLACE THIS STAMP ON SALE BEFORE JANUARY 3, 1974.



Size: 1.44" by 0.84" (horizontal)

ISSUED IN SHEETS OF 50

Color: Red, blue, black
Initial Printing: Unlimited
Designer: Robert Shehorn

To obtain first-day cancellations, collectors may submit requests to the Postmaster, Rapid City, SD 57701. See Postal Service Manual, section 257.2. Covers will be serviced in the usual manner. 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 in the multiples specified in section 222.321b of Fiscal Handbook F-1, from the Bureau of Engraving and Printing on Form 3356, *Stamp Requisition-Bulk Quantities, using Item No. 186.*

First-class offices requiring 3,000 stamps or less and all other post of-

fices may requisition the 26-cent airmail stamp from their designated sectional center facility on their next scheduled requisitioning date using a separate Form 17, *Stamp Requisition.* The quantity requisitioned from the SCF shall not exceed a 6-week supply.

18-Cent Statue of Liberty Airmail Postage Stamp

The 18-cent Statue of Liberty international airmail stamps will be first placed on sale at Hempstead, NY, on January 11, 1974.

POSTMASTERS SHALL NOT PLACE THIS STAMP ON SALE BEFORE JANUARY 12, 1974



Size: 1.44" by 0.84" (horizontal)

ISSUED IN SHEETS OF 50

Color: Red, blue and black
Initial Printing: Unlimited
Designer: Robert Shehorn

To obtain first-day cancellations collectors may send requests to the Postmaster, Hempstead, NY 11551. See section 257.2, Postal Service Manual. All production will be tagged.

First-class post offices requiring more than 3,000 stamps of this issue should immediately order mini-

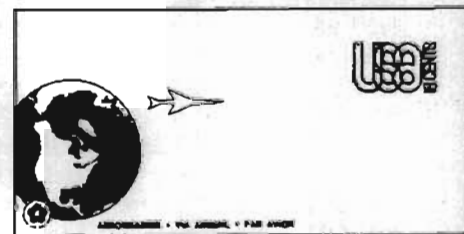
mum lots of 5,000 or in the multiples specified in section 222.321b, of Fiscal Handbook F-1, from the Bureau of Engraving and Printing on Form 3356, *Stamp Requisition-Bulk Quantities using item No. 178.*

First-class offices requiring 3,000 stamps or less and all other post offices may requisition the 18-cent airmail stamp from their designated sectional center facility on their next scheduled requisitioning date using a separate Form 17, *Stamp Requisition.* The quantity requisitioned from the SCF shall not exceed a 6-week supply.

18-Cent Aerogramme

The 18-cent aerogramme will be first placed on sale at Atlanta, GA, on January 4, 1974.

POSTMASTERS SHALL NOT PLACE THIS AEROGRAMME ON SALE BEFORE JANUARY 5, 1974.



Size: 7 1/4" by 3 3/16" (folded)

Color: Red and Blue
Initial Printing: Unlimited
Designer: Bill Hyde

Collectors desiring first-day cancellations may submit orders to the Postmaster, Atlanta, GA 30304. Enclosed 18 cents for each aerogramme desired and legibly indicate name, address and ZIP code.

First-class post offices requiring the new 18-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. 218**, 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 18-cent aerogramme from their designated sectional center facility on their next scheduled requisitioning date using a separate Form 17, *Stamp Requisition*. The quantity requisitioned from the SCF shall not exceed a 6-week supply.

18-Cent Elizabeth Blackwell Postage Stamp

The 18-cent Elizabeth Blackwell stamps will be first placed on sale at Geneva, NY, January 3, 1974.

POSTMASTERS SHALL NOT PLACE THIS STAMP ON SALE BEFORE JANUARY 4, 1974.



Size: 0.75" by 0.87" (vertical)
ISSUED IN SHEETS OF 100
Color: Purple
Designer: Robert Geissmann
Initial Printing: Unlimited

To obtain first-day cancellations, collectors may send requests to the Postmaster Geneva, NY 14456. See section 257.2, Postal Service Manual. All production will be tagged.

First-class post offices requiring more than 7,000 stamps of this issue should immediately order minimum lots of 10,000 or the multiple specified in section 222.321a of Fiscal Hand-

book F-1, from the Bureau of Engraving and Printing on Form 3356, *Stamp Requisition-Bulk Quantities*, using **item No. 065**.

First-class offices requiring 7,000 stamps or less and all other post offices may requisition the 18-cent regular stamp from their designated sectional center facility on their next scheduled requisitioning date using a separate Form 17, *Stamp Requisition*. The quantity requisitioned from the SCF shall not exceed a 6-week supply.

18-Cent International Airmail Postal Card

A 18-cent international airmail postal card measuring 3½" by 5½" will be first placed on sale at Miami, FL, on January 4, 1974.

POSTMASTERS SHALL NOT PLACE THIS CARD ON SALE BEFORE JANUARY 5, 1974.



Color: Yellow, red, blue and black
Initial Printing: 3 million
Designer: Stevan Dohanos

Collectors desiring first-day cancellations may submit orders to the Postmaster, Miami, FL 33101. Enclose 18 cents for each international airmail postal card desired and legibly indicate name, address, and ZIP code.

All classes of post offices requiring the new 18-cent international airmail postal card in quantities of 500, 1,000, 2,000, 5,000, and multiples of 5,000 should immediately submit a Form 3216, *Requisition for Postal Cards-Bulk Quantities*, to the Government Printing Office, Washington, DC 20401, **using item No. 235**.

All post offices requiring this item in quantities of 250 or less should immediately submit a separate Form

17, *Stamp Requisition*, to their sectional center facility designated to distribute accountable paper.

12-Cent International Surface Postal Card

A 12-cent international surface postal card measuring 3½" by 5½" will be first place on sale at Miami, FL, on January 4, 1974.

POSTMASTERS SHALL NOT PLACE THIS CARD ON SALE BEFORE JANUARY 5, 1974.



Color: Yellow, red, blue and black
Initial Printing: 3 million
Designer: Unknown

Collectors desiring first-day cancellations may submit orders to the Postmaster, Miami, FL 33101. Enclose 12 cents for each international postal card desired and legibly indicate name, address and ZIP code.

All classes of post offices requiring the new 12-cent international surface postal card in quantities of 500, 1,000, 2,000, 5,000, and multiples of 5,000 should immediately submit a Form 3216, *Requisition for Postal Cards-Bulk Quantities* to the Government Printing Office, Washington, DC 20401, **using item No. 233**.

All post offices requiring this item in quantities of 250 or less should immediately submit a separate Form 17, *Stamp Requisition*, to their sec-

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All Post Offices

POSTAL RATE CHANGE ON SELF-SERVICE EQUIPMENT

I. SCHEDULING AND OVERTIME

A. Implementation of postal rate changes on all self-service equipment is scheduled for the weekend of January 5-6, 1974. This schedule and the following instructions pertain to Self-Service Postal Centers (SSPC's) and two and three value stamp vending machines.

B. Personnel requirements should be identified as soon as possible and individuals should be scheduled well in advance of January 4. If overtime is required in order to implement these instructions, employees should be scheduled in accordance with Article VIII, Section 5 of the 1973 National Agreement.

C. Postmasters and branch and station supervisors must arrange to have responsible personnel in attendance while maintenance personnel are installing rate change kits in stamp vending machines.

II. SELF-SERVICE POSTAL CENTERS INSTRUCTIONS

A. Responsibilities

SSPC clerk-technicians are to perform the functions required to implement the rate change in the SSPC's. These functions are:

1. Replace one customer information panel.
2. Replace parcel post rate chart in 70# parcel post scale.
3. Reprogram and change commodity displays in postal commodity machine (Models 17, 3200 or 21-CE.)
4. Install rate change kits in stamp vending machine Models SI-9, SI-90, or SI-95, or reprogram Model MMI-3400.

It is estimated that one man can complete SSPC changes, including travel to and from or between SSPC's in 4 hours. In the event an SSPC clerk-technician is responsible for more than two SSPC's, the clerk-technician's backup man should be scheduled to assist the clerk-technician or, if the backup man has received training on SSPC equipment at the Technical Center, PST&DI, he may perform these functions on his own.

B. Supply of SSPC Rate Change Material

SSPC rate change material will be shipped by the manufacturers directly to the SSPC clerk-technician's postmaster. This material is coming from four different sources and will be delivered in the following manner:

1. *Customer Information Panels.*—Customer information panels will be shipped in mailing tubes and post offices with several SSPC's will receive up to five in a tube. These panels are to be distributed to the clerk-technicians to cover their SSPC assignments.

2. *SSPC 70# Parcel Scale Rate Chart.*—The SSPC 70# parcel scale rate charts will be shipped in mailing tubes with up to seven charts in a tube. The rate charts are to be distributed in the same manner as the customer information panels.

3. *SSPC Stamp Vending Machines.*—Rate change kits to modify the internal wiring of SI-9, SI-90, or SI-95 will be shipped in individual cartons by the manufacturer. The mailing label will identify the SSPC location and machine model number. MMI 3400 stamp vending machines do not require internal wiring changes, only reprogramming, and will not receive a kit.

4. *Decal for Rate Change.*—Decals will be used to change postage rates on SSPC stamp vending machine front display panel. These decals have been purchased in sets and will be shipped in individual jiffy bags by the manufacturer.

C. Assistance on SSPC Rate Change Material Supply Problems

All SSPC rate change material should be on hand before December 31, 1973. Initial inquiries on shortages of kits, decals, panels, and charts should be directed to MTSC via their problem hotline—FTS (405) 231-5311.

D. SSPC Stamps and Postal Commodities

1. *Stamp Vending Machines.*—Stamps and postal product information should be obtained through established channels as outlined in

POSTAL BULLETIN No. 20954 dated November 8, 1973. The Jefferson Memorial 10-cent stamp in coils of 3,000 is to be requisitioned for use in the SSPC stamp vending machines (SI-9, SI-90, SI-95, and MMI 3400).

2. *Postal Commodity Machine.*—The MMI 3200 postal commodity machine will be able to sell the \$1.30 airmail stamp booklet. The NRI-17 should be reprogrammed and stocked with two columns of \$1 10-cent booklets. The 21-CE should be reprogrammed to best suit local sales demand. The NRI-17 and 21-CE will be retrofitted at a later date to sell the \$1.30 airmail booklet.

E. SSPC Reporting of Rate Change Implementation

Instructions on how to perform each of the above changes will be included with the material shipped to the SSPC clerk-technician. A Postal Equipment Modification Order will be packed with the SI-9, SI-90, and SI-95 stamp vending machine rate change kit. In addition to providing instructions for installing the kit, the modification order also contains a reporting form which *must* be completed and mailed to MTSC after the rate change has been implemented. The MMI 3400 stamp vending machine decal set will contain the reporting form for SSPC's that have this equipment.

III. TWO AND THREE VALUE STAMP VENDING MACHINES INSTRUCTIONS

Postage rate change kits have been purchased for SI-5, 10, 15, 20, 30, 115, 120, and 300 stamp vending machines.

No rate change kits have been procured for Model R Stamp Vending Machines. These Machines are obsolete and, pending further notification, no local expenditures are to be made for modifications and repairs.

A. Responsibilities

1. *Area Maintenance Offices.*—Area maintenance personnel are primarily responsible for the installation of rate change kits in stamp vending

machines located in post offices where no equipment maintenance capability exists. It is apparent that there are not enough area maintenance personnel to apply the rate change kits to all the stamp vending machines in their areas of responsibility during the scheduled weekend due to the travel time between machines. Area maintenance personnel should identify the workload they are responsible for and provide their supervisor with an estimate of the assistance they will require to accomplish the rate change. The Office of Plant Maintenance is responsible for providing necessary assistance to AMO personnel in the form of equipment mechanics and technicians during this weekend to enable all stamp vending machines in the area served by the AMO to be modified. Personnel unfamiliar with stamp vending machines who are going to be utilized to implement this instruction should

be provided with an orientation on rate change kit installations by area maintenance personnel.

2. Post Offices with Equipment Maintenance Personnel.—The Office of Plant Maintenance is responsible for the installation of rate change kits in stamp vending machines located within the jurisdiction of its office (including branches and stations). The Maintenance Control Office is to identify the workload it is responsible for and provide its supervisor with a schedule for accomplishing the rate change or an estimate of additional manpower requirements. If existing staff resources are inadequate, the Regional Maintenance Management Division should be notified through proper channels. Enlistment and training of additional personnel should be accomplished in accordance with the procedure provided Area Maintenance Offices. (See table for estimates of manhours required.)

tion repair parts from the Western Area Supply Center are to requisition rate change kits.

Requisitions for rate change kits are to be submitted to the WASC on Form 4984, Repair Parts Requisition, as soon as total requirements have been determined. *Do not order any other items on this requisition.* (See table for FSN's.)

C. Reporting Stamp Vending Machine Rate Change Implementation

A modification order is packed with each stamp vending machine rate change kit. Reporting requirements for the SI-5, SI-10, SI-15, SI-115, SI-300, SI-20, SI-30, and SI-120 are the same as for the SI-90 and SI-95. In addition, the serial number on the kit carton is to be recorded on the report form.

D. Lobby Scales Instructions

The following lobby scales are to have new rate charts installed to implement the rate change.

Estimates of Required Manhours

- Kit No. 1 (SI-5 and SI-10)—1-2 hours.*
- Kit No. 2 (SI-15, SI-115, and SI-300)—0.5-1.0 hour.*
- Kit No. 3 (SI-20, SI-30, and SI-120)—0.5-0.75 hour.

*The upper limit is applicable to machines that have not had capacitor discharge kits installed.

FSN's for Requisition Kits

Kit No.	FSN	Description of stamp vending machine
1.....	3550-000-5457	Two value machines, Models SI-5 and SI-10.
2.....	3550-000-5458	Three value machines, Models SI-15, SI-115, and SI-300.
3.....	3550-000-5459	Three value machines, Models SI-20, SI-30, and SI-120.

B. Supply of Stamp Vending Machine Rate Change Kits

Rate change kits for two and three value stamp vending machines are available from the Western Area Supply Center (WASC).

Area Maintenance Offices are to requisition all the kits required to implement the rate change in the post offices that have no equipment maintenance capability.

Only offices authorized to requisition

Scale	Chart P.O. Item No.
Triner (101AS) 70#-----	0-854C
Triner "Peerless" 70#-----	0-857C
Triner "Imperial" 70#-----	0-857D
Triner (1870X) 70#-----	0-857LR
Triner (1870RL) 70#-----	0-857RL
Triner "Challenger" 70#-----	0-860B
Detecto 70#-----	0-861B
Triner, 20 oz-----	0-859A
Pitney-Bowes, 20 oz-----	0-859B
Toledo, 20 oz-----	0-859C
Pennsylvania scale, 20 oz-----	0-859D

Area Maintenance Offices are to requisition all the rate charts required by the post offices for which they provide maintenance support.

Only post offices with equipment maintenance capability are to requisition the rate charts required within their jurisdiction.—*Customer Service Department, 12-13-73.*

All Post Offices

Setting Postage Meters

Some confusion has existed in the past regarding the action to be taken when the clerk normally assigned to set meters is not available. Section 144.733 of the Postal Service Manual no longer precludes post office employees who operate postage meters from having access to meter setting equipment, as did the former Section 144.833.

This change was made primarily

to provide meter setting capabilities for customers during all the hours that an office is open, and under the all purpose window concept where all services are available at all windows.

It is intended that postmasters be given flexibility in providing this required service.—*Finance Department, 12-13-73.*

Continued from p. 2—column 3
tional center facility designated to distribute accountable paper.

Each of the above new items which are required for the proposed postage rate increase which we tentatively plan to make effective January 5, 1974, will be shipped to post office as fast as production and distribution facilities permit. Requisitions for bulk quantities of international stamps shall not exceed an 8-week supply.—Office of Stamps, 12-13-73.

All Postal Installations

WORK CLOTHES

Effective immediately pursuant to the National Agreement, Section 5, Article XXVI—*Uniforms and Work Clothes*, certain full-time employees who are not presently eligible for uniforms or work clothes will be entitled to receive a work clothes or aprons allowance of \$22 on a reimbursable basis. This allowance covers the period of July 21, 1973, through July 20, 1974.

A. Eligible Employees

Eligible employees are those full-time employees in the regular work force who are employed fulltime in the specific duty assignments listed in C below. All employees who were eligible on July 21, 1973, and those who later acquire eligibility through July 20, 1974, will be entitled to the \$22 on a reimbursable basis.

B. Anniversary Date

Eligible employees who were on the rolls on July 21, 1973, as regular full-time employees in the full-time assignments listed in C below and who have continued in such assignments will have an anniversary date of July 21. The anniversary date for employees who attain eligibility at a later date is the date they acquire eligibility.

No employee is eligible to receive work clothes or aprons or to be reimbursed until the expiration of the first 90 days of his employment in the regular work force.

C. Full-Time Employees Requiring Work Clothes or Aprons

(Assigned Full-Time in Work Area)

Clerk Craft Employees

Pouching & Dispatching Unit Clerks
Parcel Post Distribution Units (Manual)

Ordinary Paper Sacking Units
RPO Clerks

Mail Handlers—Full-Time mail handlers working in following areas:

Parcel Post Units (Dumping, loading or manual separation of Sacks)

Ordinary Paper Sacking Units

Platform (Dock) Operation

In Units Dumping Pouches

In Units Dumping Sacks

Motor Vehicle Maintenance Employees

Tool & Parts Clerk

Storekeeper, Auto. Parts

Garage man
Junior Mechanic, Auto.
Tire Repairman
Automotive Painter
Body & Fender Repairman
Vehicle Maintenance Analyst
Automotive Mechanic

Maintenance Employees

Custodians
Laborers
Cleaners
Group Leaders
Electricians
Plumbers
Carpenters
Electronic Technician
Painters
Letter Box Mechanics
Postal Machines Mechanics
Elevator Mechanics
MPE Mechanics
AMO Technicians
AMO Specialists
Tool & Parts Clerk
Engineman
Mechanics Helper
General Mechanic
Fireman

D. Items of Work Clothes

Through July 20, 1974, eligible employees may purchase work trousers and shirts in any shade of blue, green, brown, or khaki from any local retail outlet of their choice. Employees will not be reimbursed for dress shirts, slacks, sport clothes of any type or any other type garments not clearly identifiable as work clothes. Eligible employees may buy two sets of work clothes (shirts and trousers), or all shirts or all trousers or any other combination thereof. In addition, eligible clerical employees have the option of purchasing work clothes, industrial type aprons or any combination thereof. In any case, reimbursement shall not exceed \$22 per employee.

In order to insure that eligible employees will be able to immediately purchase work garments, there are no specification requirements for this first acquisition. However, the best quality work garments are:

Trousers—twill weave, polyester/cotton, durable press, medium or heavy weight fabrics.

Shirts—poplin weave, polyester/cotton durable press fabric.

Aprons may be any color except white. Aprons should not have loose flaps.

E. Reimbursement Procedures

PS Form 1960 will be used by postmasters to list all eligible employees. Postmasters will requisition an adequate supply of this form from their Area Supply Center. Postmasters will list all eligible employees on Form 1960 and submit the completed forms to the St. Louis Postal Data Center. The Postal Data Center will generate the appropriate Form 1498 for each employee based on the anniversary dates as stated in this bulletin. After the work clothes and receipt have been examined the postmasters will promptly submit the properly certified 1498's to the Postal Data Center who in turn will issue a check to the employee for the authorized amount, not to exceed \$22 for the first year of the agreement.

F. Responsibility of Postmasters

a. Postmasters and installation heads must make every effort to promptly identify all eligible employees and to establish eligibility in accordance with A, B, and C above.

b. Postmasters and installation heads must assure that employees are given complete instructions to the effect that they must present the garments purchased with the receipted bills before the postmaster, installation head or designees can process vouchers for reimbursement.

Plans are being formulated to furnish work clothes to eligible employees on a contract basis after July 20, 1974.—*Customer Services Department, 12-13-73.*

All Postal Installations

Payment Procedures for the Christmas Period—Correction

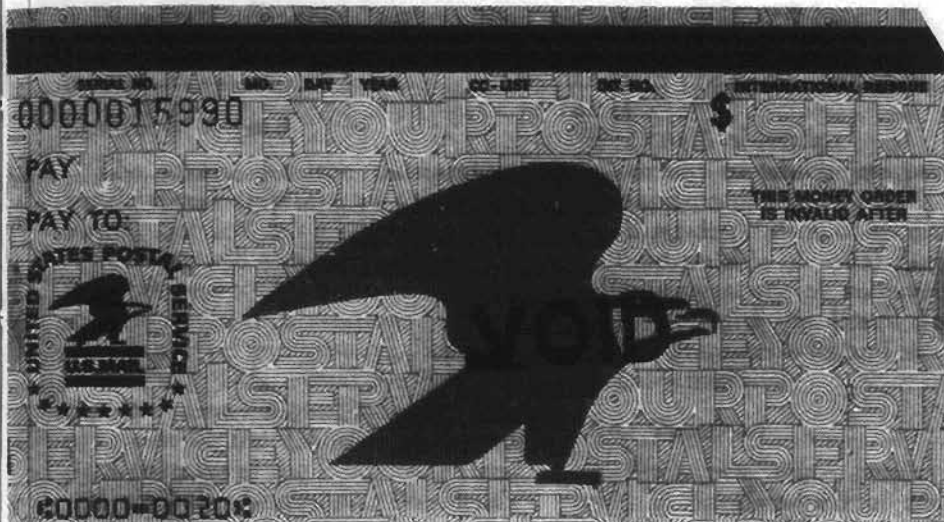
Please delete reference to Form 1234, *Trip Card*, from POSTAL BULLETIN 20955, dated November 15, 1973, Page 3, Section F-2.—*Daily Trip Report—Finance Department, 12-13-73.*

All Postal Installations

New Money Order System

Domestic Money Orders

All post offices were converted to the domestic money order system by October 13, 1973. On January 5, 1974, the St. Louis Postal Data Center will begin issuing a special purpose domestic money order. It will have the same colors and general appearance as regular money orders. However, the printed format is slightly different as you can see from the following illustration:



These money orders should be accepted when presented at post offices for redemption.

International (outgoing) Money Orders

Postal Bulletin 20947 stated that the sale of International Money Orders by domestic post offices was planned for conversion to the new system in January 1974. It has been impossible to procure the necessary supplies to meet this date. Therefore, conversion will be delayed until later in the year. A future POSTAL BULLETIN will give a specific conversion date.—*Finance Group, 12-13-73.*

All Post Offices

High Value Certified Checks

Certified checks in the amount of \$1,000 or more, tendered in payment for postage stamp purchases, must be verified when the purchaser is not known to the postal service employee.

When conditions indicate that a verification be made, window clerks will courteously advise the customer of this requirement and immediately contact a supervisor. If the purchaser is known to the supervisor, no further verification is required; if not known, the supervisor will contact the issuing bank, by telephone, for verification. The supervisor will record the details of the verification on the reverse of the check, initial it, and return it to the clerk for completion of the transaction.

If the bank has no record of the

All Post Offices

Box Rental Fees

Because of anticipated changes in Part 169 of the *Postal Service Manual*, payments for box rentals shall be temporarily accepted on a quarter-by-quarter basis only. No exceptions should be made. No adjustments shall be required for customers who already have paid through the end of the fiscal year.—*Finance Department, 12-13-73.*

certification, the check will not be accepted. The supervisor will return the check to the customer passing on the information obtained from the bank. The supervisor will also advise the local police and the postal inspector of the incident.—*Finance Department, 12-13-73.*

All Postal Installations

Revised Form 4515

Revised Forms 4515, *Vehicle Assignment Justification and Request*, are now available in supply centers. The new forms are serially numbered to simplify record keeping. The old supply should be exhausted before ordering the new forms.—*Delivery Services Department, 12-13-73.*

All Non-WLRS Post Offices with City Delivery Service

Form 3997-B

Some sectional center managers are having difficulty completing item 15 on the accounting period consolidation of Form 3997-C, *Delivery Service Unit Operations Analysis*, for their non-WLRS city delivery offices.

Until records are available in the reporting system to provide this information, all sectional center managers must require their non-WLRS city delivery offices to provide the Total Delivery Hours SPLY. It is suggested that these offices provide this information in item 28 of their accounting period consolidated Form 3997-B.

This information is necessary for proper completion of the accounting period consolidated Form 3997-C.—*Delivery Services Department, 12-13-73.*

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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 8, 1974. 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, D.C. 20260, not later than March 11, 1974, 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, D.C. 20260, not later than February 8, 1974, for final selection for the national award.

All Postal Installations

Embossed Stamped Envelopes

I. Printed.—Customer orders for printed stamped envelopes of the current 8-cent regular and window, and 11-cent airmail denominations will not be accepted at the U.S. Stamped Envelope Agency after the close of business December 14, 1973. Orders received after December 14, 1973, will be returned to the originating post office for appropriate disposition.

II. Plain.—All requisitions for current denomination plain stamped envelopes (8-cent regular and window and 11-cent airmail) received at the U.S. Stamped Envelope Agency after close of business December 14, 1973, will be filled with new denomination plain stamped envelopes.

Postmasters requiring current rate, plain stamped envelopes should contact their SCF for stock to last until January 5, 1974, the proposed date for rate change.—*Office of Stamps, 12-13-73.*

All Postmasters

Domestic Orders

Enforced by Postmaster at cities listed.

False Representation

State and city	Name covered by order
Nevada,	Snowbird Products, Inc.,
Zephyr Cove.	P.O. Box 1988.
California,	Crown Sales, Ltd., and
Northridge.	Box 5000.

—*Judicial Officer, 12-13-73.*

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, D.C. as soon as 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, 12-13-73.*

All PSDS Offices

CUSTOMER PRESORTED MAIL

Many PSDS offices are not using the correct source/ type codes for bypass first-class and airmail letters. All first-class and airmail letters which are prepared by customers to bypass all distribution at the office of origin should be recorded under Operation Number Group 10 as follows:

OPERATION NUMBER GROUP 10 (002)

Type of mail	S/T code	Con- version rate	933 line	FHP	SHP	TPH	Output of operation number	Re- stricted with operation number	Presort level	Operations bypassed
Metered/Perm...	80	39.70	2						Note No. 3.	020—Note No. 1.
Do.....	81	39.70	2						do...	020-040—Note No. 1.
Do.....	82	39.70	2						do...	020—Note No. 1.
Do.....	83	39.70	2						do...	020-040—Note No. 1.
Do.....	84	39.70	2						do...	020—Note No. 1.
Do.....	85	39.70	2						do...	020—Note No. 1.
Do.....	86	39.70	2						do...	020—Note No. 2.
Do.....	87	39.70	2						do...	020—Note No. 2.
Do.....	88	39.70	2						do...	020—Note No. 2.
Do.....	89	39.70	2						do...	020—Note No. 2.

Note No. 1—Credit given for bypassing 1 outgoing primary distribution handling. Priority for selecting operation to compute savings at offices with more than 1 operation is: 1-089, 2-080, 3-035, or 030.

Note No. 2—Credit given for bypassing 1 distribution handling. Priority for selecting operation to compute savings at offices with both operations is: 1-055, 2-050.

Note No. 3—Level of presort for each code is:

- 80—3 digits (States not worked)
- 81—3 digits (States worked)
- 82—5 digits (States not worked)
- 83—5 digits (States worked)
- 84—State (States not worked)
- 85—Patron
- 86—3 digits
- 87—5 digits
- 88—State
- 89—Patron

—Customer Services Department, 12-13-73.

All Postal Installations

UNIFORM PROGRAM—LICENSED VENDOR LISTING

The following uniform vendors have received their vendor's license since distribution of Publication 136, *Licensed Vendor Listing*. This additional listing must be attached to Publication 136. These lists must be posted where they are readily available for employee's perusal.

Acker Foot Cft. Aids	1447—21st Ave. N.	St. Petersburg	FL 83704	Kalso Earth Shoes	108½ E. Franklin St.	Chapel Hill	NC 27514
Al's Family Shoe Store	781 E. Hobsonway	Blythe	CA 92225	Kalso Earth Shoes	250 South 13th E.	Salt Lake City	UT 84109
American Arms Co.	172 Main St.	Wareham	MA 02571	Kinney Shoes	Eastland Shpg. Ctr.	Bartlesville	OK 74008
Archfams, Inc.	6 W. 37th St.	New York	NY 10018	Marcel's Shoes	2145 Market St.	Wheeling	WV 26003
B&B Uniforms	3707 VA Beach Blvd.	Virginia Beach	VA 23452	Mongeau Shoe Store, Inc.		Woonsocket	RI 02895
Bakersfield Orthopedic	2624—F St.	Bakersfield	CA 98301	Moore's Shoes & Togs	916 Wall St.	Bend	OR 97701
Berow & Monroe	144 Court St.	Watertown	NY 13601	Nekoosa Shoe Service	321 Market St.	Nekoosa	WI 54457
Boot Corral	728 Manchester Rd.	Ellisville	MO 63011	Oak Park-Hupert Shoes	1027 Lake St.	Oak Park	IL 60301
Career Fashions, Inc.	2112 Spencerville Rd.	Lima	OH 45805	Pacer Uniform Co., Inc.	P.O. Box 372	Blue Springs	MO 64015
Carell's	151 Ardmore West	Ardmore	PA 19008	Red Wing Shoe Store	14254 Beach Blvd.	Westminster	CA 92688
Del's Shoes	12393 Seal Beach	Seal Beach	CA 90740	Rosall's Clothing		Whitehall	NY 12887
Ely Family Shoes	228 E. Sheridan	Ely	MN 55731	Shoe Fantasy, The	12th St.	Alma	GA 31510
Erald's	476 First St. W.	Sonoma	CA 95476	Shoe Shop, The	4871 Glencoe Ave.	Marina Del Rey	CA 90291
Flory Shoe Co.	215 W. 17th St.	Cheyenne	WY 82001	Southern CT Uniforms	P.O. Box 185	Wallingford	CT 06492
Friday's Village Shoes	315 Dodson St.	Midland	TX 79701	Sports Arena, The	174 West Main	Brawley	CA 92227
Goodyear Shoe Repair	119 W. Chillicothe	Bellefontaine	OH 48311	Uniform Shop, Inc.	Beckley Plz. Shpg. Ctr.	Beckley	WV 25801
Hal's Shoe Shop	88 Magnolia Ave.	Eustis	FL 32726	V&V Shoe Store	1408 Centinela Ave.	Inglewood	CA 90302
				Web's World	2085 East Main St.	Peekskill	NY 10566

—Customer Services Department, 12-13-73.

All Post Offices, Including Regional Accountable Paper Depositories

INTERNATIONAL REPLY COUPONS

Effective January 5, 1974, the selling price of International Reply Coupons will be increased from 22 to 26 cents per coupon. Therefore, all postmasters must revalue their stock of these coupons as of the close of business January 4, 1974, and reflect the increased valuation in their records for stamp accountability as of January 5, 1974.

I. U.S. Issued Coupons

A. Sale to Customers—All Offices

Effective January 5, 1974, postmasters will sell international reply coupons to customers at the rate of 26 cents per coupon, using revalued coupons. Employees selling the coupons will insure that the 26 cents inscription has been entered on the face of the revalued coupon.

B. Instructions for Regional Accountable Paper Depositories

Requisitions received on and after January 1, 1974, must be held and filled after January 5, 1974, with revalued 26-cent coupons. Reflect the increased valuation in your records for stamp accountability as of January 5, 1974. Regional Accountable Paper Depositories, are not to submit an emergency requisition for new 26-cent coupons. Additional coupons should be requisitioned following the normal procedure.

C. Instructions for All Post Offices

1. *Revaluing.*—Use a line dating stamp or numbering stamp. Items 0-592, 0-593 (Rubber Stamp, band type, revolving line dater), and 0-595 (Rubber Stamp, revolving, numbering), or ink pen to insert 26 and cross out 22 immediately preceding the word "cents" on each coupon. Revaluation of the entire coupon stock must be completed in time to permit recording at 26 cents, as of January 5, 1974.

2. *Recording Increase in Valuation.*—Postmasters will inventory their stock of reply coupons as of close of business January 4, 1974, and will record on all stamp stock records, and on the Cashbook, the amount of increase in valuation at the rate of 4 cents per coupon, on January 5, 1974.

3. *Accounting Entries.*—Use write-in A/C 40121, "Revaluation of International Reply Coupons," on the Receipts section of Cashbook and Statement of Account. At the same time increase the stamp accountability (A/C 40140) by an equal amount.

Include in these entries the increased valuation of coupons transferred to main office from stations and branches as described in paragraph D below.

Keep on file, for site audit, your calculations and papers in support of your entries.

D. Post Offices with Stations, Branches, and Main Office Window Units

1. Postmasters must arrange to have the 22-cent coupons transferred from stations, branches, and main office window units to the main office stamp stock custodian for revaluation.

2. Stations, branches, and main office window units should be furnished by the main office stamp stock custodian with revalued 26-cent coupons on time, to make them available to the public on January 5, 1974.

E. Reporting Increased Valuation

Enter the amount of the increase resulting from revaluation on the reverse side of the Statement of Account, in the space used for A/C 40120, Postage Stock Received. This should be a separate line entry.

II. Coupons Issued by Foreign Countries

Effective January 5, 1974, all coupons issued by foreign countries, regardless of issue date or printed value, will be exchanged for postage stamps at 18 cents for each coupon.—*Finance Department, 12-13-73.*

All Field Contracting Officers

Noncompetitive Practices and Identical Bids Reports

Section 1-323.2 of Publication 41, *Postal Contracting Manual*, and Publication 41-A, *Procurement and Supply Handbook*, specifies that field contracting officers must submit a report to the Director, Office of Procurement, whenever it is suspected that any procurement involves a noncompetitive practice. A noncompetitive practice is defined as any practice which is designed to eliminate competition or restrain trade.

Section 1-323.3 further requires the submission of an identical bid

report to the Director, Office of Procurement, on any formally advertised procurement over \$10,000 which involves identical bids. Note that the identical bid report must be submitted on all reportable bids *whether a noncompetitive practice is suspected or not.*

For details concerning the content of noncompetitive practice and identical bid reports, see sections 1-323.2 and 1-323.3, respectively.—*Procurement and Supply Department, 12-13-73.*

All Post Offices

Consumer's Guide

Many of the hundreds of requests coming to the Consumer Advocate for Publication 201, *A Consumer's Guide to Postal Services and Products*, indicate that the pamphlet is not readily available at many post offices, including some large ones. All postmasters are to display the Consumer's Guide prominently in their lobbies, familiarize personnel with it, and replenish supplies as they are depleted.—*Customer Services Department, 12-13-73.*

*All Postal Installations***SALARY CHANGES FOR MANAGEMENT AND RELATED EMPLOYEES****Effective Date**

Salary increases for managerial and related employees are effective November 14, 1973. Pay Period 25 salary checks dated December 14, 1973, will include the pay increase for Pay Period 24 (November 14-23), as well as the increase applicable to Pay Period 25 (November 24-December 7). The \$140 lump sum payments to eligible employees in Step 8 or Red Circle of the PMS Schedule (and a proportional amount for postmasters at fourth-class post offices), will also be included in the December 14 salary check.

Salary Change Notice

Forms 1303, *Salary Change Notice*, will be issued to show salary changes effective November 14. (The Health Benefit rate shown on the Forms 1303, however, will be the rate effective November 24, 1973.) For PMS

employees and postmasters at fourth-class post offices in Steps 1 through 7, an asterisk (*) will be printed between the rate schedule code and salary, under the heading "New Basic Salary", e.g., N* 9558. This is to indicate that the employee's salary is \$140 above the scheduled salary rate (for postmasters at fourth-class post offices, a proportional amount of \$140 based on WRC level). Additionally, a statement will be printed regarding the amount of Cost-of-Living Adjustment (COLA) included in salary.

Personnel Actions

All personnel actions effective November 14, 1973, or subsequent, must show the new salary rates that were effective November 14, 1973. All PS 50's prepared without the updated salary must be amended and a corrected copy sent to the respective Postal Data Center.

New Rate Schedule Codes

Two new Rate Schedule Codes, "N" and "G", have been added to the Payroll System. Code "N" identifies employees under the PMS Schedule in Steps 1-7 who had the \$140 pay adjustment added to their basic salary. Code "G" identifies employees under the fourth-class schedule in Steps 1-7 whose basic salary includes the proportionate part of the \$140 adjustment based on the assigned Work Requirement Category.

These codes will appear on time-cards, pay journals, and various other payroll documents prepared by the Postal Data Centers. These codes will be used only for payroll processing. No employee will be appointed or promoted into these schedules. The Official Rate Schedule Code for such actions will be "M" for PMS or "F" for Fourth Class Postmasters.—*Finance Department, 12-13-73.*

**PROTECT YOUR BACK AS YOU RAISE THAT
SACK, JUST BEND YOUR KNEES, AND
YOU'LL LIFT WITH EASE.**

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.

111,376,554 to 111,376,699	3,917,185,850 to 3,917,185,899	5,798,177,326 to 5,798,177,499
114,011,337 to 114,011,849	3,917,491,137 to 3,917,491,299	5,798,390,450 to 5,798,390,499
114,229,150 to 114,229,849	3,993,150,005 to 3,993,150,049	5,799,478,500 to 5,799,479,999
121,968,244 to 121,968,299	3,995,593,050 to 3,995,593,099	5,806,140,822 to 5,806,140,899
122,851,234 to 122,851,299	3,999,461,159 to 3,999,461,189	5,815,989,298 to 5,815,989,399
124,450,066 to 124,450,199	4,000,490,300 to 4,000,490,324	5,817,682,281 to 5,817,682,399
125,833,650 to 125,833,799	4,002,271,799 to 4,002,271,899	5,823,755,734 to 5,823,755,806
1,923,904,133 to 1,923,905,999	4,002,690,450 to 4,002,690,499	5,825,066,370 to 5,825,066,381
1,940,484,700 to 1,940,485,449	4,002,991,250 to 4,002,991,649	5,825,121,471 to 5,825,121,599
1,961,462,068 to 1,961,462,499	4,003,639,400 to 4,003,639,749	5,825,526,850 to 5,825,526,999
2,013,337,788 to 2,013,337,999	4,004,131,050 to 4,004,131,249	600,790,950 to 600,791,249
2,013,711,581 to 2,013,711,699	4,007,000,511 to 4,007,000,566	600,847,100 to 600,847,349
2,014,577,195 to 2,014,577,499	4,007,363,202 to 4,007,363,999	606,022,050 to 606,022,249
2,024,236,154 to 2,024,236,199	4,008,050,550 to 4,008,051,999	73,764,000 to 73,767,999
2,024,875,395 to 2,024,875,999	4,008,052,000 to 4,008,052,849	7,571,982,062 to 7,571,982,099
2,029,555,700 to 2,029,555,899	4,008,052,850 to 4,008,054,249	7,575,752,572 to 7,575,752,599
2,034,009,168 to 2,034,009,199	4,008,054,250 to 4,008,055,799	7,577,399,600 to 7,577,399,640
2,034,215,108 to 2,034,215,649	539,427,650 to 539,428,049	7,583,570,600 to 7,583,570,799
2,034,241,000 to 2,034,241,149	540,304,321 to 540,304,499	7,585,987,038 to 7,585,987,099
2,041,216,507 to 2,041,216,536	583,167,400 to 583,167,999	7,585,998,400 to 7,585,998,499
2,042,845,079 to 2,042,845,099	599,543,500 to 599,543,999	7,592,004,273 to 7,592,004,299
2,044,407,917 to 2,044,407,955	5,575,546,413 to 5,575,546,499	7,595,577,897 to 7,595,578,549
2,046,568,104 to 2,046,568,199	5,611,934,000 to 5,611,935,999	7,595,759,250 to 7,595,760,149
2,753,553,213 to 2,753,553,399	5,646,932,000 to 5,646,933,999	7,595,853,176 to 7,595,853,211
2,754,501,781 to 2,754,501,809	5,647,270,759 to 5,647,271,999	7,597,521,455 to 7,597,521,499
2,755,707,338 to 2,755,707,399	5,656,140,000 to 5,656,143,999	7,598,339,064 to 7,598,339,199
2,756,795,650 to 2,756,796,249	5,656,522,036 to 5,656,525,999	7,598,550,400 to 7,598,550,699
2,759,101,200 to 2,759,101,499	5,659,292,000 to 5,659,293,999	7,601,425,400 to 7,601,425,999
3,810,433,250 to 3,810,433,349	5,659,763,800 to 5,659,765,299	7,607,637,250 to 7,607,637,349
3,822,851,800 to 3,822,852,999	5,666,020,000 to 5,666,021,999	8,333,694,000 to 8,333,695,999
3,850,802,900 to 3,850,803,999	5,671,762,600 to 5,671,763,999	8,347,462,300 to 8,347,462,499
3,865,679,740 to 3,865,680,449	5,674,407,000 to 5,674,410,499	8,385,495,672 to 8,385,495,699
3,870,420,281 to 3,870,420,599	5,692,340,350 to 5,692,341,849	8,600,803,923 to 8,600,803,949
3,883,236,411 to 3,883,237,249	5,694,251,950 to 5,694,253,249	8,601,391,249 to 8,601,391,300
3,890,800,050 to 3,890,800,949	5,757,250,874 to 5,757,251,199	8,604,364,400 to 8,604,364,449
3,895,752,473 to 3,895,752,999	5,766,829,750 to 5,766,831,149	8,607,522,257 to 8,607,522,399
3,900,372,912 to 3,900,373,149	5,777,753,300 to 5,777,753,749	8,607,787,975 to 8,607,787,999
3,903,103,381 to 3,903,103,399	5,783,377,860 to 5,783,377,999	8,610,820,850 to 8,610,821,599
3,909,406,197 to 3,909,406,449	5,783,461,685 to 5,783,463,499	8,611,028,150 to 8,611,028,249
3,909,527,395 to 3,909,527,499	5,783,726,850 to 5,783,727,049	8,616,820,253 to 8,616,820,272
3,914,599,677 to 3,914,599,799	5,786,678,709 to 5,786,678,949	8,617,222,344 to 8,617,222,449
3,914,884,465 to 3,914,885,999	5,792,786,950 to 5,792,787,199	

NEW STYLE UNITED STATES MONEY ORDERS

The new money order serial numbers consist of the first 10 digits, reading from the left. The 11th digit (right most) printed on the money order form sets is not to be construed at any time as part of the actual serial number.

1607539030 to 1607539099	1623497736 to 1623498499	1671971444 to 1671971499
1607554653 to 1607554699	1624377480 to 1624377499	1676338349 to 1676338399
1608113079 to 1608113099	1625023647 to 1625023699	1676765079 to 1676765299
1608308953 to 1608308999	1626277683 to 1626277699	1681863416 to 1681863446
1610245056 to 1610245099	1636675839 to 1636675899	1682698280 to 1682698299
1613379846 to 1613378959	1636676082 to 1636676999	1682729100 to 1682729399
1616545152 to 1616545999	1646989300 to 1646989399	1682836257 to 1682836299
1617414951 to 1617414999	1651714400 to 1651714499	1683997682 to 1683997799
1619847857 to 1619847999	1657057000 to 1657057999	1684035109 to 1684035299
1621103654 to 1621104999	1658217618 to 1658217699	1687003624 to 1687003999
1620558300 to 1620558499	1659321800 to 1659321999	

Warning Notice—Unrecovered Stolen Canadian Money Order Forms

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

The Canadian Postal Administration has declared the following money orders void and they should not be cashed:

All card type money orders.

New style money orders 000,000,001 through 039,999,999.

Advise holders to send them to Canada Post Office, Ottawa, Canada, K1A 0B1.

NEW STYLE CANADIAN MONEY ORDER FORMS (No Prefix):

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

040,481,501 to 040,481,600	067,362,230 to 067,362,300	091,794,661 to 091,794,700
041,562,501 to 041,563,500	068,300,730 to 068,300,800	092,528,953 to 092,529,200
043,601,701 to 043,602,100	068,563,196 to 068,563,200	094,192,925 to 094,193,000
044,398,071 to 044,398,100	068,857,201 to 068,857,400	097,565,501 to 097,566,400
044,543,701 to 044,543,800	068,935,291 to 068,935,700	099,263,843 to 099,263,900
044,546,201 to 044,546,500	069,930,001 to 069,930,300	099,460,585 to 099,460,600
044,546,569 to 044,547,100	071,188,601 to 071,189,500	099,914,265 to 099,914,292
045,283,954 to 045,284,000	071,531,953 to 071,531,957	099,914,301 to 099,914,500
045,284,501 to 045,284,600	075,283,512 to 075,283,528	101,538,602 to 101,539,000
046,299,050 to 046,299,100	075,283,594 to 075,283,600	103,027,712 to 103,027,800
046,394,501 to 046,394,800	076,343,501 to 076,343,800	104,757,201 to 104,757,500
046,637,401 to 046,637,700	076,853,896 to 076,853,900	104,911,301 to 104,911,500
048,055,301 to 048,055,400	076,890,808 to 076,890,900	106,023,259 to 106,023,300
049,529,901 to 049,530,000	077,341,301 to 077,341,500	106,083,701 to 106,084,200
052,748,410 to 052,748,600	078,120,697 to 078,120,700	106,550,419 to 106,550,500
053,126,881 to 053,127,000	079,041,608 to 079,041,800	107,519,665 to 107,519,667
054,075,324 to 054,075,357	079,078,253 to 079,078,275	107,929,858 to 107,929,900
056,584,334 to 056,584,400	079,078,300 to 079,078,400	112,428,154 to 112,428,400
057,408,404 to 057,408,500	081,332,963 to 081,333,100	116,755,601 to 116,756,200
057,665,072 to 057,665,100	081,901,785 to 081,901,800	119,531,501 to 119,531,600
057,829,001 to 057,829,100	082,141,408 to 082,141,500	120,742,680 to 120,742,800
057,829,901 to 057,830,300	083,712,421 to 083,712,600	120,995,920 to 120,996,000
058,641,516 to 058,641,600	085,264,301 to 085,264,900	128,201,700 to 128,202,100
059,277,101 to 059,277,300	085,982,395 to 085,982,400	129,360,793 to 129,360,800
059,359,906 to 059,359,999	087,408,501 to 087,409,100	130,765,301 to 130,765,400
062,457,614 to 062,457,700	087,497,301 to 087,497,400	131,136,851 to 131,136,900
063,358,201 to 063,358,400	087,675,468 to 087,675,496	131,316,241 to 131,316,500
064,463,292 to 064,463,300	088,573,791 to 088,573,900	131,462,524 to 131,462,540
064,959,263 to 064,959,281	090,981,378 to 090,981,400	132,338,160 to 132,338,300
065,432,828 to 065,433,000	091,740,773 to 091,741,500	134,846,101 to 134,846,200
066,148,996 to 066,149,000	091,781,407 to 091,781,700	137,328,801 to 137,329,300
067,315,691 to 067,316,300	091,781,801 to 091,781,900	137,473,227 to 137,473,300
	091,793,226 to 091,793,230	143,991,524 to 143,991,580