

postal bulletin

Washington, D.C. 20260/Thursday, January 25, 1973/Four Pages



All Postal Installations

8-Cent George Gershwin Commemorative Stamp

The 8-cent George Gershwin commemorative stamp will be first placed on sale at Beverly Hills, CA 90213, on February 28, 1973. This stamp is the first of four in the American Arts series to be issued in 1973.

POSTMASTERS SHALL NOT PLACE THIS STAMP ON SALE BEFORE MARCH 1, 1973.



Size: 1.44" x 1.105" image area (horizontal)

ISSUED IN SHEETS OF 40

Initial printing: 50 million

Designer: Mark English

To obtain firstday cancellations, collectors may submit requests to Postmaster, Beverly Hills, CA 90213. See Postal Service Manual, section 257.2. Requests must be postmarked no later than February 28. Selected mint stamps will be available at the Philatelic Sales Unit, Washington, DC 20036, beginning March 1, 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. 474.

First-class post offices requiring less-than-bulk quantities in addition

All Postal Installations

New Stamp Posters

During 1973, 30" x 40" full color posters of each new special and commemorative stamp will be distributed to first-class offices, classified stations and branches for display purposes.

The first poster, depicting the Special Stamp for Someone Special, was mailed on January 22. The posters shall be posted as soon as the stamps are placed on sale and continued on display as long as the stamps are on sale. They should be removed when the stamps are no longer available. Future stamp posters will be mailed in sets of three or four well in advance of the first-day of issue.

All post offices will continue to receive the current 8" x 10½" bulletin board posters, and there is no change in the instructions for their use.—*Philatelic Affairs, 1-25-73.*

All Postal Installations

Serving America Status Report

Postmasters received as a part of the Serving America Program, a U.S. Postal Service Design Direction, Postal Lobby Signage Standards booklet, outlining the new postal signage system. Parts of this system have been unavoidably delayed. New hour and day decals for doors and windows were shipped on November 16. Shipment of kits of individual letters for making up local signs started January 22 and are scheduled for completion by February 9. Preprinted lobby signs are being distributed the first part of March.—*Customer Development Department, 1-25-73.*

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, 1-25-73.*

All Post Offices

Mail for American Heart Association

The simple form of address *Heart, % Postmaster*, will be used during the American Heart Association's national fund-raising event scheduled from February 1 through February 28, 1973. The local ZIP Code must be included as a part of the simple form of address. All mail addressed to *Heart, % Postmaster (Local ZIP Code)* received at any post office in a State must be forwarded daily to the postmaster of the central city post office shown opposite the name of each State as published in the *Item Mail for United Cerebral Palsy Associations, Inc.* in POSTAL BULLETIN 20905, dated December 28, 1972. Three or more pieces of mail forwarded at the same time should be sent under cover of a penalty envelope or label. Shortpaid or unpaid pieces must be rated with the deficient postage.

The mail must be delivered by the central city postmaster to the authorized representative of the National Heart Association in accordance with the written instructions received by him from the Association's national headquarters. Any deficient postage must be collected upon delivery.—*Finance Department, 1-25-73.*

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All Postmasters and Personnel Processing Mail for Dispatch Abroad

Foreign Orders

Notices of new Foreign False Representation and Lottery Orders are now published *only* in the POSTAL BULLETIN. These notices should be kept and used as reference.

A False Representation Order has been issued against:

CANADA:

THE DIRECTORY OF COMMERCE and/or DIRECTORY OF COMMERCE ASSOCIATES
P.O. Box 1361
Montreal 101

Do not dispatch any mail to the above. Any mail addressed to the above should be endorsed: RETURN TO SENDER: ORDER ISSUED AGAINST ADDRESSEE FOR VIOLATION OF FALSE REPRESENTATION LAW.

Lottery Orders have been issued against:

CANADA:

NORMAN BENEDICT
543 Ontario Street
London

BARBADOS: (Bridgetown)

RUBY BOWEN
P.O. Box 3104
MISS DAPHNE BOYCE
P.O. Box 1399
CECIL CORBIN
P.O. Box 3120
JULIAN COWARD
P.O. Box 5009
PHILIP DOWNES
P.O. Box 1078
MICHAEL FARMER
P.O. Box 1417
OLIVER FIELDS
P.O. Box 1391
MISS MARVA FLEMING
P.O. Box 3185
WALTER FORDE
P.O. Box 3222
DAVID HURLEY
P.O. Box 1290
HORACE JACKSON
P.O. Box 1391
ANDREW JEFFERS
P.O. Box 5007
MISS CLARA JENKINS
P.O. Box 3177
MISS JANET KNAPP
P.O. Box 1094
DAVID McCLEAN
P.O. Box 1108
STANLEY McCLEAN
P.O. Box 5071

HERMAN MURRAY
P.O. Box 1212
MISS SHEILA MURRAY
P.O. Box 1183
LESLIE NICHOLLS
P.O. Box 1401
HAROLD NICHOLSON
P.O. Box 3293
MISS DIANA F. NURSE
P.O. Box 1027
MISS CLAUDINE PILGRIM
P.O. Box 5022
MR. JOHN PROBYN
P.O. Box 2386
MISS LUCILLE ROACHFORD
P.O. Box 3217
ERIC SHIELDS
P.O. Box 5098
ALAN SMITH
P.O. Box 3279
CLARENCE STEWART
P.O. Box 1147
ARTHUR STRAKER
P.O. Box 3204
JOAN THOMPSON
P.O. Box 3389
JESSIE WORRELL
P.O. Box 1063

IRELAND:

MRS. CHRIS MURRAY
113 Highfield Park
Dundrum
A. (or ANA) BURKE
11, Sandycove Rd.
Dun Laoghaire
MRS. MARY TUOHY
18 Holy Cross Place
Rathluirc

Do not dispatch any mail to the above. Any mail addressed to the above should be endorsed: LOTTERY MAIL, and should be RETURNED TO SENDER.

If any such mail bears no return address, treat it as undeliverable and dispose of it in accordance with 159.4, PSM. This notice should be posted at the outgoing primary. *It must be posted on the FOREIGN ORDER board at all sectional center facilities.*—*Judicial Officer, 1-25-73.*

BUY

**U.S. SAVINGS BONDS
THROUGH PAYROLL SAVINGS**

First-Class Post Offices

Airmail Promotion Campaign

In reference to the Airmail Promotion Campaign Questionnaire, which you received along with a cover memorandum dated January 19 from David L. Ordway, Assistant Postmaster General, Product Management Department, please separate the three pages of the questionnaire and staple together in the same order. This will facilitate the key punching of the data.—*Customer Services Group, 1-25-73.*

All Postmasters

Domestic Order

Enforced by postmaster at city listed:

False Representation

State and City	Named covered by order
Pennsylvania, Philadelphia.	S & T Industries 161 N. Burna.

—*Judicial Officer, 1-25-73.*

All Post Offices

Missing or Stolen Money Order Forms

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

2,024,875,395 to 2,024,875,999
2,755,707,338 to 2,755,707,399
5,810,333,492 to 5,810,333,599

—*Finance Department, 1-25-73.*

All Post Offices

International Mail, Insured Parcels to Thailand

Postmasters should remind all employees who engage in the acceptance of international mail that only parcels addressed to the cities of Bangkok and Dhonburi may be insured. See the information under PARCEL POST for Thailand, in the Appendix, Publication 42, *International Mail.*—*Finance Department, 1-25-73.*

Post Offices With Self-Service Postal Centers

SSPU Cost Report

A recent analysis of Forms 3232, Self Service Postal Unit Cost Report, submitted to the St. Louis Postal Data Center, revealed that a substantial percentage were incorrectly prepared. This requires considerable additional work at the PDC and is the primary cause of inaccurate SSPC cost summary printouts. Form 3232 will be revised soon, but in the meantime, the current form will remain in use. The chief accountant, or other employee assigned this responsibility, should give careful attention to the following specific items while preparing the form:

Item 3—Finance No. Enter the six-digit finance number of the servicing post office. **DO NOT USE THE FINANCE NUMBER OF THE SECTIONAL CENTER PERFORMING THE FINANCIAL FUNCTIONS FOR THE SERVICING POST OFFICE.** Also, continue to designate each SSPC with a letter suffix (A, B, C, etc.) immediately following the post office finance number. **Caution:** the letter suffix of a discontinued SSPC shall not be reassigned to a new SSPC within the same fiscal year.

Item —Region No. Enter the district B/A code. This will always consist of a digit designating the region, plus a letter designating the district. Example: 2A, 2B, 2C, etc. **DO NOT ENTER NAME** of region and/or district.

Item 11—Hours. Leave target column blank.

Item 12—Cost Amount. Leave Target column blank. In Actual column, round to nearest dollar and enter **ONLY** dollar amount. **DO NOT REPORT CENTS OR DIGITS TO RIGHT OF DOLLAR AMOUNT.** (Example: \$3,495, not \$3,495.00.)

Discontinued SSPC. Enter Final Report—SSPC Discontinued in Item 13 of Form 3232, submitted at close of accounting period in which unit was discontinued.

Original copy of Form 3232 shall be submitted to the Postal Data Center, Post Office Box 14431, St. Louis, MO 63180. Distribute other copies as follows: (a) Manager, Mechanization & Contract Branch, Regional

All Post Offices

Special Cancellations

Postmasters having any of the special cancellation die hubs listed below are authorized to use them for the periods designated. At the end of the period the die hubs should be withdrawn from use and stored. Postmasters who do not have these special die hubs shall not request them without application by the sponsors.

Cancellations	Period of Use
Heart Fund.....	February 1 through February 28, 1973.
Save Your Vision Week.	February 1 through March 10, 1973.
Forest Fires.....	AL, AK, FL, GA, LA, MS, NC, OK, SC, TN, TX—February 1 through April 30 and October 1 through November 30, 1973.
	CN, DE, DC, KY, ME, MD, MA, NH, NJ, NY, PA, VT, RI, VA, WV—March 1 through May 31 and September 1 through October 31, 1973.
	CA—May 1 through October 1, 1973.
	AZ, CO, ID, KS, MT, NE, NV, NM, VT, ND, SD, WY—May 1 to October 31, 1973.
	OR, WA—February 1 through March 31 and June 1 through September 30, 1973.

—Finance Department, 1-25-73.

All WLRS Offices

Notice 28

A limited supply of Notice 28, December 1972, has been placed in supply centers for requisition by WLRS offices needing the 13-Period Year Calendar for preparation of manpower estimates. Notice 28 is a wallet-sized card showing only the beginning and ending dates of each accounting period and postal quarters for Postal Fiscal Years 1972 through 1975.

An initial supply of this notice may be ordered on Form 4750, *Special Requisition for Supplies*, from your area supply center. Additional requirements should be ordered on Form 7380, *Requisition for Supplies*, during regular requisitioning cycles. —Finance Department, 1-25-73.

Office; (b) servicing employee, and (c) chief accountant's file.—Customer Development Department, 1-25-73.

All Postal Installations

Optional Life Insurance Premiums

The premium for the additional \$10,000 optional life insurance is based on the employee's age. Effective January 6, 1973, the biweekly withholding for optional insurance moved to the next higher age group level for those employees with this coverage who reached ages 35, 40, 45, 50, 55, or 60 in calendar year 1972. The increased withholding will be reflected in pay checks issued January 26 1973. The amount of the biweekly withholding is shown in the following schedule:

Optional Insurance Withholding Schedule	
Age Group	Biweekly Withholding
Under 35.....	\$1.30
35 through 39.....	1.70
40 through 44.....	2.40
45 through 49.....	3.60
50 through 54.....	5.50
55 through 59.....	17.00
60 or over.....	19.00

For optional insurance purposes, an employee attains ages 35, 40, 45, 50, 55, or 60 in January of the year after the one in which his birthday actually occurs.—Employee Relations Department, 1-25-73.

All Post Offices

Exchanged Reply Coupons

Postmasters must forward all foreign-issued international reply coupons redeemed through December 31, 1972, with Form 2961, *Statement of Foreign-Issue Reply Coupons Exchanged*, to their postal data center with their statement of account for Accounting Period 10 (or Postal Quarter 3). See Handbook F-1, *Financial and Cost Controls*, section 224.5.—Finance Department, 1-25-73.

BUY

U.S.

SAVINGS

BONDS

POST OFFICE CHANGES NO. 11

(Supplemental to 1973 Directory of Post Offices, Publication 26, to be issued later)

Abbreviations: B=Branch, C=City Delivery, Conv.=Converted, Disc.=Discontinued, Estab.=Established, F=Finance, IC=Independent City, MOU=Money Order Unit, MR=Mailing Restrictions (from Part 126 FPM) apply, NP=Nonpersonnel, RB=Rural Branch, Resc.=Rescinded, RS=Rural Station, S=Station, x=Classified. (Contract stations and branches do not have the symbol "x" following the symbol for type of installation.)

State	Name of post office	County/parish	Class	Name of station, branch, or unit	Type S/B	ZIP Code	Change action	Effective date	Explanation of change
AK	Ugashik	Central	4			99683	Delete	12-29-72	} PO conv. to RB
AK	Pilot Point	do.	3	Ugashik	RB	99683	Add.	12-29-72	
CA	San Francisco	San Francisco	1	APO 96530	B	96530	Delete	1- 4-73	APO disc.
CA	Martell	Amador	3			95654	Delete	1-19-73	} PO conv. to RB
CA	Jackson	do.	1	Martell	RB	95654	Add.	1-19-73	
CA	Westport	Mendocino	4			95488	Delete	1-19-73	} PO conv. to RB
CA	Fort Bragg	do.	1	Westport	RB	95488	Add.	1-19-73	
CA	Spreckels	Monterey	2			93982	Delete	1-19-73	} PO conv. to FBx
CA	Salinas	do.	1	Spreckels	FBx	93982	Add.	1-19-73	
CO	La Garita	Saguache	4			81130	Delete	11-31-72	} PO disc.
CO	(Mail to Del Norte)	Rio Grande	2			81132			
CO	Ohio	Gunnison	4			81287	Delete	12-29-72	} PO conv. to RB
CO	Salida	Chaffee	1	Ohio	RB	81287	Add.	12-29-72	
HI	Haina	Hawaii	3			96708	Delete	1- 8-73	} PO disc.
	(Mail to Honokaa)	do.	2			96722			
KY	Everts	Harlan	2	Varda	RB	40672	Delete	1-15-73	RS disc.
KY	Cumberland	do.	2	Blair	RB	40609	Delete	12-23-72	RS disc.
MN	Matawan	Waseca	4			56065	Delete	12-31-72	} PO disc.
	(Mail to New Richland)	do.	2			56072			
OK	Delhi	Beckham	4			78640	Delete	1- 5-73	} PO disc.
	(Mail to Sayre)	do.	2			78662			
SD	Vayland	Beadle	4			57377	Delete	12-30-72	} PO disc.
	(Mail to Wessington)	do.	3			57381			
SD	Canning	Hughes	4			57524	Delete	12-30-72	} PO disc.
	(Mail to Pierre)	do.	1			57501			
SD	Farmingdale	Pennington	4			57740	Delete	1- 5-73	} PO conv. to RB*
SD	Rapid City	do.	1	Farmingdale	RB	57740	Add.	1- 5-73	
TN	Memphis	Shelby	1	Raleigh	B	38128	Delete	1-1-73	} B changed to S
TN	do.	do.	1	do.	B	38128	Add.	1-1-73	
VA	Remington	Fauquier	2	Morrisville	RB	22784	Delete	12-30-72	RB disc.
WA	Klona	Benton	4			99340	Delete	1-15-73	} PO disc.
	(Mail to Benton City)	do.	2			99320			
WY	Seminole Dam	Carbon	4			82233	Delete	1-19-73	} PO disc.
	(Mail to Sinclair)	do.	3			82234			
WY	Rockypoint	Campbell	4			82726	Delete	1-19-73	} PO disc.
	(Mail to Moorecroft)	Crook	2			82721			

*Amends PB No. 20908 to correct ZIP Code for RB.

—Customer Service, Group, 1-25-73.

All Contracting Personnel

Alterations Clauses

Alterations to clauses to be used with Form 7332, *General Provisions for Fixed Price Supply Contracts*, have been printed as Form 7332-A, *Alterations General Provisions for Fixed Price Contracts*, dated November 1972. The alterations include clauses 8, 10, 13, 26, and 35 to the April 1972 edition; also changes to clauses 1 and 34 of the July 1971 edition.

Form 7332-A may be ordered on Form 4750, *Special Requisition for Supplies*, to cover your needs until your next regular requisition. Do not order any other item on this requisition.—Administration Department, 1-25-73.

All Postal Installations

Wanted Circulars Canceled

The following Postal offender has been apprehended:

JANICE CHIDDISTER

Destroy the wanted circular issued October 8, 1971 concerning her.

The following Postal offender is no longer wanted:

WILLIAM WALTER WHEATLY

Destroy the wanted circular issued May 31, 1963 concerning him.

—Inspection Service, 1-25-73.

**HANDLE INDEMNITY CLAIMS
AND CLAIM STATUS INQUIRIES
PROMPTLY**

**PARCEL POST
PACKAGES FOR
CANADA AND
MEXICO, AS WELL
AS OTHER COUNTRIES,
MUST BEAR CUSTOMS
DECLARATIONS
(FORM 2966)**