

# postal bulletin

Washington, D.C. 20260/Thursday, March 29, 1973/Four Pages



## All Postal Installations

### Postal People Souvenir, Cacheted Envelopes

A souvenir, cacheted envelope has been prepared by the U.S. Postal Service for use as a first-day cover in connection with the release of the special 8-cent stamps on April 30, 1973, honoring Postal People.

The souvenir envelope, which bears no stamps, will be given by all postmasters only on April 30 as a free memento enabling all citizens to participate in this special event.

The recipient of a souvenir envelope may affix the strip of 10 Postal People stamps and mail at any post office for the April 30 cancellation of that post office. To speed up service, postmasters may affix the new stamp in advance to part of their supply of envelopes and cancel them April 30. These stamped and canceled envelopes can then be sold for 80 cents. Instructions for collectors desiring additional envelopes or *First Day of Issue* cancellations are in the notice on the new 8-cent Postal People stamps.

Postmasters shall make every effort to apply clear and distinct cancellations to the souvenir envelopes. Use black ink and show city and State names. The words *First Day of Issue* shall **not** be used on local postmarks.

Distribution of these special souvenir envelopes is being made by direct shipment from the manufacturer to sectional center facilities. Shipments are being made in full cartons of 2,500 envelopes, each carton containing five boxes of 500 envelopes.

Basis of this distribution is one envelope per each four families served by a post office. The quantities shipped to each SCF are based on previous data reported by the SCF's to Finance Department, Headquarters. Shipment of the envelopes to SCF's will begin about March 26.

The SCF's will distribute the envelopes to their associate post offices

## All Postal Personnel

### Postal Week April 29-May 5

Every community in the United States is linked to the Nation and the world by our national mail service.

The welfare of every citizen, every business, on every city street and across the countryside, is dependent upon this vast communications network, available to all our people the year round, at a price everyone can afford.

By law, your Postal Service—and the men and women who operate it—is obligated to serve your community and the Nation on a nonprofit basis, with courtesy and care, and to keep postal costs in balance with postal revenues.

To do this, the mail service needs the informed understanding, cooperation, support, and constructive suggestions of every citizen and community.

Postal Week is an appropriate occasion for recognition of the vital responsibilities assigned to the mail service and a valid time to take stock of the challenges which must be jointly met by postal people and by the millions of citizens throughout America who depend upon the mail as an essential part of their personal and business lives.

E. T. KLASSEN,  
Postmaster General.

based on the same distribution rate. If postmasters have not received their shipment by April 20, 1973, they should contact their SCF.—*Philatelic Affairs*, 3-29-73.

## All Contracting Personnel

### Service Contract Act

The Postal Service has adopted the position that the Service Contract Act Amendment of 1972 (Public Law 92-473) does not apply to Postal Service procurement, including transportation procurements. You are therefore requested to withdraw the interim procedures published by APMG Administration message dated November 6, 1972, subject *Service Contract Act of 1972, Public Law 92-473*, and *POSTAL BULLETIN 20899*, dated November 16, 1972, page 2, subject *Service Contract Act*.

Standard Form 98, *Notice of Intention to Make a Service Contract and Response to Notice*, submitted to the Department of Labor will bear the notation, *It has been determined that the Service Contract Act Amendments of 1972 (Public Law 92-473) are not applicable to the U.S. Postal Service.—Administration Department, 3-29-73.*

## All Post Offices

### Box Rental Rates

Post office box rental rates shall, until further notice, continue to be established on the basis of postmaster job grades in effect on March 2, 1973. (See section 169.2, *Postal Service Manual*.)—*Finance Department*, 3-29-73.

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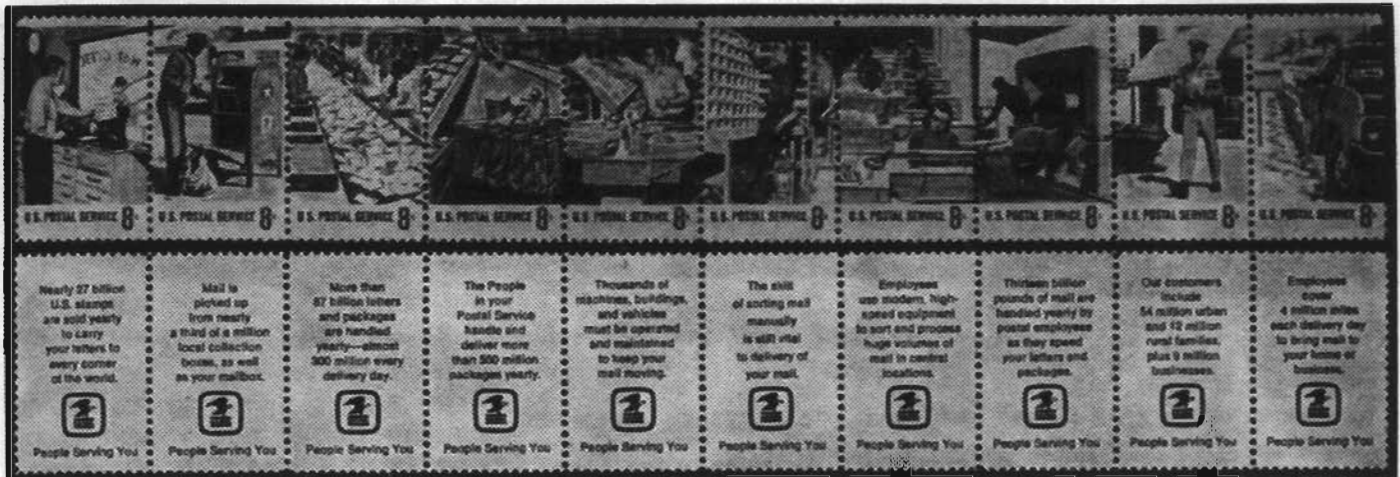
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## All Postal Installations

## 8-CENT POSTAL PEOPLE STAMPS

The 8-cent Postal People stamps will be released April 30 nationwide. The 10 stamps, printed on the same sheet, depict services performed by postal people, ranging from the sale of stamps in a post office to the processing and delivering of mail. On the reverse of each stamp, descriptive text will be printed.

POSTMASTERS SHALL NOT PLACE THESE STAMPS ON SALE BEFORE APRIL 30, 1973



Size: 0.99" by 1.44" image area (vertical)

ISSUED IN SHEETS OF 50

Initial printing: 500 million  
Designer: Edward Vebell

The usual practice of designating one city for the first day sale of a new stamp will not be followed for the 8-cent Postal People stamps. As all post offices will provide April 30 cancellations, first day covers can be obtained in all cities and towns.

#### Local First Day Covers

See separate notice in this Bulletin for details on a souvenir, cacheted envelope which is being made available at post offices nationwide.

#### Official First Day Covers

The Postal Service will offer two types of cover servicing for mail orders. A complimentary cacheted en-

velope, with 10 stamps affixed, will be available for \$1 (80 cents stamps plus 20 cents handling charges). The cancellation will read *U.S. Postal Service, April 30, 1973, First Day of Issue*. This cover will be sent in a separate protective envelope. The second service will permit the collector to submit his own self-addressed envelope with the stamp or stamps of his choice affixed. The same cancellation will be applied.

Requests for either of the above *First Day of Issue* cancellations should be sent to *Postal People Stamps, Postmaster, Boston, MA 02109*, post-marked no later than May 7, 1973. Selected mint stamps will be available at the Philatelic Sales Unit, Washington, DC 20036, beginning April 30, 1973.

#### Requisitioning Stamps

ALL CLASSES OF POST OF-

FICES WILL RECEIVE A SUPPLY OF THE STAMPS UNDER THE AUTOMATIC DISTRIBUTION SCHEDULE. THE STAMPS WILL BE FURNISHED IN TWO SHIPMENTS AND WILL EQUAL TWICE THE QUANTITY NORMALLY SUPPLIED.

**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. 582**.

**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, 3-29-73*.

**DON'T LEARN ABOUT BAD BRAKES BY ACCIDENT**

*All Post Offices*

**Special Cancellations  
Cancer**

Postmasters who have special cancer cancelling machine die hubs shall use them during the period April 1 through April 30, 1973. After that time the die hubs shall be withdrawn and retained for future authorized use.

**Law Day**

Postmasters who have special Law Day cancelling machine die hubs shall use them during the period April 1 through May 1, 1973. After that time the die hubs shall be withdrawn and retained for future authorized use.

**CARIH**

Postmasters who have special CARIH cancelling machine die hubs shall use them during the period April 1 through May 7, 1973. After that time the die hubs shall be withdrawn and retained for future authorized use.

These special die hubs were bought by the sponsors and furnished to post offices designated by them. Postmasters who do not have such die hubs shall not request them without application by the sponsors in accordance with part 258, Postal Service Manual.—*Finance Department, 3-29-73.*

*Post Offices With Self-Service Postal Centers*

**Parcel Scale Modification**

Pitney-Bowes model 3700 parcel scales used in self-service postal centers are currently being modified by Pitney-Bowes technicians under national contract No. 73-00934 funded by headquarters. No local payments are required for SSPC sites designated in the contract. However, postmasters should promptly complete and send to the postal data center reports of acceptance so that payment may be made to the contractors.—*Customer Development Department, 3-29-73.*

*All First- and Second-Class Post Offices*

**Golden Eagle/Age Passports**

Additional supplies of Golden Eagle/Age passports (limited quantities) have been shipped by the Department of the Interior to all accountable paper depositories requesting them. Post Offices requiring additional supplies of these recreational passports should request them from their SCF's, using the procedures outlined in POSTAL BULLETIN 20906, dated January 4, 1973. SCF's shall consolidate orders received from their associate offices and requisition needed supplies.—*Customer Development Department, 3-29-73.*

*All Post Offices*

**Mail for American Cancer Society, Inc.**

The simple form of address *Cancer, c/o Postmaster* will be used during the national fundraising event scheduled by the American Cancer Society, Inc., from April 1 through April 30, 1973. The local ZIP Code must be included as part of the simple form of address. All mail addressed to *Cancer, c/o Postmaster (local ZIP Code)* received at any post office in a State must be forwarded daily to the postmaster of the central city post office shown opposite the name of each State, as published in the item *Mail for United Cerebral Palsy Associations, Inc.*, in POSTAL BULLETIN 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 American Cancer Society, Inc., in accordance with the written instructions received by him from the Society's national headquarters. Any deficient postage must be collected upon delivery.—*Finance Department, 3-29-73.*

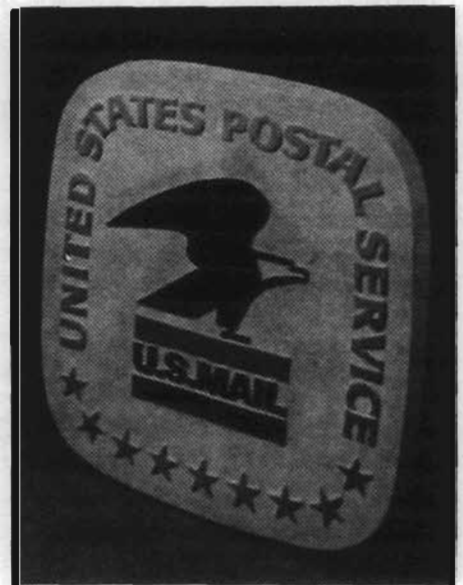
*Offices Designated to Order Under ROPO*

**Postal Service Wall Plaque**

Illustrated below is the colorful emblem of the U.S. Postal Service in attractive three-quarter-inch thick plastic, size 10", designed for proud display on walls of offices and other interior areas of postal installations viewed by the public. The words *United States Postal Service* and the stars are in yellow ochre. The postal eagle is in dark blue. The words *U.S. Mail* are in black, the bar above the words in red and the bar below in light blue. All elements of the design are embossed to show up in sharp contrast against the white background.

Procurement and supply Bulletin No. 8-73, dated January 22, 1973, initially announced the availability of USPS plastic wall plaques (item C-9902). The plaques are available under ROPO procedures and may be ordered from: Techplas Co., 701 Dunbar Avenue, Bay St. Louis, MS 39520.

Contract No. 72-1-0-2854 dated 8-23-72  
 Contract expiration date: 6-30-73  
 Discount terms: net  
 Delivery: 30 calendar days from date of P.O.  
 Account No. 55427  
 Index No. 480  
 Type of purchase: 2  
 Unit price: \$5.17



—*Communications Department, 3-29-73.*

*All Post Offices***Dutiable Parcels**

Dutiable importations will no longer be endorsed by the Bureau of Customs with:

Examined by U.S. Customs Port of ———  
Collect Duty and Postal Fees  
Mail Entry No. ———

These packages will bear the red adhesive Bureau of Customs envelope that contains, TD Form 3419, *Mail Entry—Customs*. Postal employees should watch for this envelope when examining all incoming mail to detect dutiable packages. The legend *Postmaster Collect Duties* is distinctly printed in bold letters on each envelope.

The mail entry number will continue to be written on the outer wrapper of those relatively few packages which require the use of the old, tie-on manila envelope.

Postal employees will continue to collect the customs clearance and delivery fees prescribed in sections 241.11 and 321.11, publication 42. Section 615.1, publication 42, will be amended.—*Finance Department, 3-29-73.*

*All Post Offices***Money Orders**

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

**Canada**

108,772,501 to 108,775,200

—*Finance Department, 3-29-73.*

*Post Offices Conducting In-House Sale of Postal Vehicles***New Forms Available**

Three new experimental forms are now available from supply centers to assist postmasters in documenting information relative to the in-house sale of Postal vehicles:

*Form No. and description*

4506-X: Bidder's register.  
4508-X: Vehicle sales report.  
4517-X: Successful buyer.

Postmasters that are scheduling in-house sale of Postal vehicles and having immediate need should submit a Form 4750, *Special Requisition for Supplies*, to their area supply center. Do not order any other items on this requisition.

An questions regarding use of these forms should be directed through channels to the manager, vehicle services in each region.—*Delivery Services Department, 3-29-73.*

*All Contracting Personnel***Form 7334**

Pending depletion of existing stock and publication of a revised edition, the following actions will be taken in preparing the Form 7334, *Order-Invoice-Voucher (Sept. 1972)*:

1. In the *Issuing Office*, block (14):
  - (a) Delete: CAG
  - (b) Substitute: FAC
  - (c) Enter appropriate Functional Activity Code symbol, as follows:
    - S=Support
    - C=Customer Services
    - M=Mail Processing
    - E=Employee and Labor Relations
2. In the *Order Number*, block (51-54):

Enter the last four digits of the purchase order number, as recorded in the upper right block of the form.—*Administration Department, 3-29-73.*

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## U.S. SAVINGS BONDS EARN INTEREST AT A GUARANTEED RATE

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**MAKE ANNUAL EXAMINATIONS OF ALL  
LOCKS AND KEYS TO ASSURE THAT INDIVIDUAL  
CLERKS' KEYS WILL NOT OPEN  
LOCKED DRAWERS, SAFE COMPARTMENTS,  
OR STAMP CABINETS OF OTHER EMPLOYEES.**