

# postal bulletin

Washington, D.C. 20260/Thursday, May 17, 1973/Three Pages



## All Postal Installations

### 21-Cent Amadeo P. Giannini Regular Postage Stamp

The 21-cent stamp portraying Amadeo P. Giannini in the *Prominent Americans* series of regular stamps will be first placed on sale at San Mateo, CA 94402, on June 27, 1973.

**POSTMASTERS SHALL NOT PLACE THIS STAMP ON SALE BEFORE JUNE 28, 1973.**



Size: 0.75" by 0.87" image area (vertical)  
Color: Green  
ISSUED IN SHEETS OF 100  
Initial printing: 40 million  
Designer: Robert Geissmann

To obtain firstday cancellations, collectors may submit requests to Postmaster, San Mateo, CA 94402. The request must be postmarked no later than June 27, 1973. See Postal Service Manual, section 257.2. Selected mint stamps will be available at the Philatelic Sales Unit, Washington, DC 20036, beginning June 28, 1973.

**Requisitioning.** — Postmasters should submit their requisitions immediately for the new 21-cent Amadeo P. Giannini stamp. There is no automatic distribution being made of this 21-cent denomination.

## All Post Offices

### Work Hours Transferred—Form 1670

The Delivery Services Department finds there are significant discrepancies between the carrier hours reported on forms 3997-B, *Delivery Services Unit Operations Analysis*, 3997-C, *Delivery Services Operations Analysis*, and the payroll summaries. These discrepancies are caused in part by the failure of larger post offices to follow the official procedures outlined in Fiscal Handbook F-21, Chapter 5, *Work Hours Transferred or Loaned*. This is especially apparent during high mail volume periods when carriers are used as clerks and mailhandlers in the PSDS-WLRS offices.

To effect a dependable transfer-of-hours system in the various payroll accounts, the current instructions in Handbook F-21 for preparation of Form 1670, *Total Hours Transferred To and From Payroll Accounts*, must be maintained. If the hours to be transferred are not recorded on the form 1670 as outlined in F-21 it is impossible for the payroll accounts system to transfer the hours correctly. All affected parties should review Chapter 5, F-21, to ascertain whether the proper procedures are being maintained.—*Finance Department*, 5-17-73.

**Bulk quantities.**—First-class post offices requiring more than 7,000 stamps of this issue should order minimum lots of 10,000 stamps, or the multiples in section 222.321a, Handbook F-1, *Financial and Cost Controls*, submitting form 3356 (**use item No. 067**) to the Bureau of Engraving and Printing.

**Less-than-bulk-quantities.** — First-class post offices requiring 7,000 stamps 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*, 5-17-73.

## All Post Offices

### Phased Postage Rates Effective July 6, 1973

The Governors of the U.S. Postal Service approved and the Board of Governors implemented, effective July 6, 1972, a schedule of postage rates recommended by the Postal Rate Commission in accordance with the provisions of the Postal Reorganization Act (Public Law 91-375). The rate increases approved for certain categories of mail matter are required by the Postal Reorganization Act to be placed into effect in annual steps as nearly equal as practicable over phasing periods of 5 and 10 years.

On July 6, 1973, the rates authorized in the second step of the phasing schedule become effective. Postmasters are requested to remind customers that the implementation date for the second step of the 1972 postage rate increases is July 6, 1973.

Second-class mail rates, controlled circulation mail rates, third-class bulk rates for qualified nonprofit organizations, special fourth-class rates, and library fourth-class rates are affected. The tables printed in this BULLETIN show the full schedule of phased rates currently in effect. The rates which become effective July 6, 1973, are shown in boldface type in the 1973, Step 2 columns. Revised Forms 3541, *Computation of Second-Class or Controlled Circulation Postage*, are being printed and will be available at the supply centers.—*Finance Department*, 5-17-73.

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SCHEDULE 1—SECOND-CLASS PHASED RATES: IN-COUNTY

Rate category	Phased rates (cents)									
	1972	1973	1974	1975	1976	1977	1978	1979	1980	1981
	1	2	3	4	5	6	7	8	9	10
<b>Pound-rate matter:</b>										
Per-pound	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5
Minimum-per-piece	0.2	0.2	0.2	0.2	0.2	0.2	0.2	0.2	0.2	0.2
Per-piece	0.1	0.2	0.3	0.4	0.5	0.6	0.7	0.8	0.9	1.0
<b>Per-copy-rate matter:</b>										
Issued more frequently than weekly	1.1	1.2	1.3	1.4	1.6	1.7	1.8	1.9	2.0	2.1
Issued less frequently than weekly:										
Copies weighing 2 ounces or less	1.1	1.2	1.3	1.4	1.6	1.7	1.8	1.9	2.0	2.1
Copies weighing more than 2 ounces	2.1	2.2	2.3	2.4	2.6	2.7	2.8	2.9	3.0	3.1

SCHEDULE 2—SECOND-CLASS PHASED RATES: PUBLICATIONS OF AUTHORIZED NONPROFIT ORGANIZATIONS, OUTSIDE COUNTY

Postage rate unit	Phased rates (cents)									
	1972	1973	1974	1975	1976	1977	1978	1979	1980	1981
	1	2	3	4	5	6	7	8	9	10
<b>Per-pound:</b>										
Nonadvertising portion	2.4	2.7	3.0	3.3	3.6	3.8	4.1	4.4	4.7	5.0
Advertising portion:										
Zone:										
1 and 2	4.4	4.8	5.1	5.5	5.9	6.3	6.7	7.0	7.4	7.8
3	5.2	5.5	5.9	6.3	6.7	7.0	7.4	7.8	8.1	8.6
4	6.7	7.1	7.4	7.7	8.1	8.4	8.7	9.0	9.4	9.7
5	8.4	8.7	9.1	9.4	9.8	10.1	10.5	10.8	11.2	11.5
6	9.1	9.6	10.0	10.5	11.0	11.5	12.0	12.4	12.9	13.4
7	9.3	10.0	10.7	11.4	12.1	12.7	13.4	14.1	14.8	15.5
8	9.5	10.4	11.3	12.2	13.2	14.1	15.0	15.9	16.8	17.7
Minimum-per-piece	0.2	0.2	0.2	0.2	0.2	0.2	0.2	0.2	0.2	0.2
Per-piece	0.2	0.3	0.5	0.6	0.8	0.9	1.1	1.2	1.4	1.5

SCHEDULE 3—SECOND-CLASS PHASED RATES: CLASSROOM PUBLICATIONS, OUTSIDE COUNTY

Postage rate unit	Phased rates (cents)									
	1972	1973	1974	1975	1976	1977	1978	1979	1980	1981
	1	2	3	4	5	6	7	8	9	10
<b>Per-pound:</b>										
Nonadvertising portion	2.8	2.6	2.9	3.2	3.5	3.8	4.1	4.4	4.7	5.0
Advertising portion:										
Zone:										
1 and 2	3.6	4.1	4.5	5.0	5.5	5.9	6.4	6.9	7.4	7.8
3	4.3	4.8	5.2	5.7	6.2	6.6	7.1	7.6	8.0	8.5
4	5.7	6.2	6.6	7.0	7.5	7.9	8.4	8.8	9.3	9.7
5	7.1	7.6	8.1	8.6	9.1	9.6	10.0	10.5	11.0	11.5
6	8.7	9.2	9.7	10.3	10.8	11.3	11.8	12.4	12.9	13.4
7	9.4	10.1	10.7	11.4	12.1	12.8	13.5	14.1	14.6	15.5
8	11.0	11.7	12.5	13.2	14.0	14.7	15.5	16.2	17.0	17.7
Minimum-per-piece	0.8	0.8	0.8	0.8	0.8	0.8	0.8	0.8	0.8	0.8
Per-piece	0.1	0.3	0.4	0.6	0.7	0.8	1.0	1.1	1.3	1.4

SCHEDULE 4—SECOND-CLASS PHASED RATES: REGULAR RATE PUBLICATIONS, OUTSIDE COUNTY

Postage rate unit	Phased rates (cents)									
	1972	1973	1974	1975	1976	1977	1978	1979	1980	1981
	1	2	3	4	5	6	7	8	9	10
<b>Per-pound:</b>										
Nonadvertising portion	4.2	4.9	5.7	6.4	7.2					
Advertising portion:										
Zone:										
1 and 2	6.0	6.8	7.5	8.3	9.1					
1 and 2 <sup>1</sup>	4.6	4.9	5.3	5.6	6.0	6.4	6.7	7.1	7.4	7.8
3	7.1	7.8	8.4	9.1	9.6					
4	9.2	9.7	10.1	10.6	11.0					
5	11.4	11.8	12.1	12.6	12.8					
6	13.8	14.0	14.3	14.5	14.7					
7	15.0	15.4	15.9	16.3	16.8					
8	17.4	17.8	18.2	18.6	19.0					
Minimum-per-piece <sup>2</sup>	1.3	1.3	1.3	1.3	1.3					
Minimum-per-piece <sup>3</sup>	0.8	0.8	0.8	0.8	0.8					
Per-piece <sup>1</sup>	0.3	0.6	1.0	1.3	1.6					
Per-piece <sup>2</sup>	0.1	0.2	0.3	0.4	0.5	0.5	0.6	0.7	0.8	0.9

<sup>1</sup> Science of agriculture publications.  
<sup>2</sup> Publications mailing 5,000 or more copies per issue outside county of publication.  
<sup>3</sup> Publications mailing fewer than 5,000 copies per issue outside county of publication.

All Post Offices

Migratory-Bird Hunting Stamps Series 1973-74

Postmasters at all first- and second-class offices and those third- and fourth-class offices having a demand for the \$5 Migratory-Bird Hunting Stamp shall immediately consider their requirements for the 1973-74 series stamp. These stamps may be placed on sale on July 1.

Associate Offices

Postmasters shall, by not later than June 1, 1973, submit a separate requisition on form 17, *Stamp Requisition*, to their sectional center facility for a sufficient quantity of the \$5 Migratory-Bird Hunting stamps to last until June 30, 1974. Postmasters shall order the new series stamp in sheets of 30, except that offices requiring a lesser quantity may order 15 stamps. Postmasters should also indicate on form 17, the number of *Waterfowlers—Attention* posters needed for their local office, stations, and branches. Requisitions for additional stocks of bird stamps may be submitted to your SCF if the initial supply is not adequate to last until June 30, 1974.

Sectional Center Facilities

Postmasters at sectional center facilities designated to distribute accountable paper requiring the \$5 Migratory-Bird Hunting Stamp in minimum lots of 3,000 stamps shall requisition the stamps on form 3356, *Stamp Requisition—Bulk Quantities* (using item No. 313) direct from the Bureau of Engraving and Printing. Order in quantities of 3,000, 6,000, 9,000, 12,000, 15,000, 30,000, 45,000, 60,000, 75,000, and multiples of 75,000 stamps.

Postmasters at SCF's requiring less than 3,000 bird stamps shall immediately submit a form 17 to their accountable paper depositories. Each SCF designated to distribute accountable paper will be automatically furnished an initial supply of 150 posters No. 3-109, *Waterfowlers—Attention*. Additional posters, if needed, may be ordered from your area supply center, using form 4750, *Special Requisition for Supplies*.

Hunting Regulation Pamphlets

The Interior Department will not provide hunting regulations in pam-

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**SCHEDULE 5.—CONTROLLED CIRCULATION PHASED RATES**

	Phased rates (cents)				
	1972	1973	1974	1975	1976
	1	2	3	4	5
Per-pound.....	15	15	15	15	15
Minimum-per-piece...	4.0	4.3	4.5	4.8	5.0

**SCHEDULE 6.—THIRD-CLASS PHASED RATES\***

	Phased rates (cents)									
	1972	1973	1974	1975	1976	1977	1978	1979	1980	1981
	1	2	3	4	5	6	7	8	9	10
<b>Single-Piece:</b>										
First 2 ounces.....	8									
Each additional ounce.....	4									
<b>Regular Bulk:</b>										
<b>Per-pound:</b>										
Ordinary matter.....	26									
Books, catalogs, etc.....	22									
Minimum-per-piece <sup>1</sup> .....	4.8									
Minimum-per-piece <sup>2</sup> .....	5.0									
<b>Nonprofit Bulk:</b>										
<b>Per-pound:</b>										
Ordinary matter.....	11	11	12	12	12	12	13	13	13	13
Books, catalogs, etc.....	8	9	9	9	10	10	10	11	11	11
Minimum-per-piece.....	1.7	1.7	1.8	1.8	1.9	1.9	2.0	2.0	2.1	2.1

<sup>1</sup> First 250,000 pieces sent annually by a mailer.  
<sup>2</sup> Pieces in excess of first 250,000 sent annually by a mailer.

**SCHEDULE 7.—FOURTH-CLASS PHASED RATES: SPECIAL AND LIBRARY**

	Phased rates (cents)									
	1972	1973	1974	1975	1976	1977	1978	1979	1980	1981
	1	2	3	4	5	6	7	8	9	10
<b>Special:</b>										
First pound.....	14	16	17	19	21					
Each additional pound.....	7	8	8	9	10					
<b>Library:</b>										
First pound.....	6	6	7	7	8	8	9	9	10	10
Each additional pound.....	2	3	3	3	4	4	4	4	5	5

\*No change with respect to regular-rate third-class mail rates pending Congressional action on appropriations for FY 1974.

*All Postal Installations*

**Planning Schedule PFY 1974**

A revised notice 25, *Postal Accounting Period Planning Schedule*, for use by personnel responsible for planning, scheduling, and reporting at data centers, regional, and district offices, first-, second-, and third-class post offices, and classified stations and branches, has been stocked in the area supply centers.

The schedule has an arrangement similar to that of a calendar and includes 8 sheets, or 16 pages, each 10 by 12 inches. Thirteen of the sixteen pages are used to show the accounting periods. Each accounting period is divided into two-pay periods, 4 postal weeks and 28 days. Each week starts with Saturday and ends with Friday. A rectangular space 1½ by 1¾ inches is provided for each day. The lower portion of the page contains lines for recording plans for the following accounting period and following quarter. Each page is also identified as to postal quarter.

Installations having requirements for this schedule should immediately submit requisitions to their supply center. The supply of notice 25 is limited. Therefore, the quantity requisitioned shall be carefully determined and based on the number actually needed. If quantities requisitioned exceed stock, shipments will be reduced accordingly. Use form 4750, *Special Requisition for Supplies*. Do not order any other item on this requisition. Supply centers will fill all requisitions as soon as they are received. Stocks on hand of previous editions are to be disposed of as waste when the revised edition is received.—*Finance Department, 5-17-73.*

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phlet form this year. The *Waterfowlers—Attention* poster directs inquiries concerning hunting regulations to the local wildlife agency or a regional office of the Bureau of Sport Fisheries and Wildlife. The regional office addresses are listed on the posters.—*Administration Department, 5-17-73.*

*All Post Offices*

**Cashbooks and Statements of Account for PFY 1974**

Cashbooks, Forms 1550, 1551, and 1522; *Statements of Account*, Forms 1553, 1554, and 1555; and *Daily Financial Statement*, Form 1558, to be used during postal fiscal year 1974 will be distributed by the area supply centers. Post offices which have not received the appropriate forms by June 15, should immediately contact the supply center servicing their area. Offices receiving incorrect forms must return these forms to their supply center when requesting replacements.

Changes to account numbers necessitated by the New Money Order System and the fiscal year 1974 Budget Reporting System have been

effected. Space has been provided to add a functional activity code (FAC) to those accounts which require such identification. New accounts to record the non-postal retail business were added. Additional accounts have been also added for the transfer of funds to SCF's, where required by consolidated banking. Postmasters are cautioned to review all changes and new accounts immediately to insure accurate recording and reporting of required accounting entries. These forms were lengthened to provide sufficient space to accommodate the new accounts.—*Finance Department, 5-17-73.*