

# postal bulletin

Washington, D.C. 20260/Thursday, August 23, 1973/Eight Pages



## All Postal Installations

### 8-Cent Drummer Bicentennial Commemorative Stamps

The 8-cent Drummer commemorative stamp will be first placed on sale at New Orleans, LA 70150, on September 28, 1973. This issue is the fourth in a set of four stamps for 1973 called Rise of the Spirit of Independence and the theme is communications in colonial times.

**POSTMASTERS SHALL NOT PLACE THIS STAMP ON SALE BEFORE SEPTEMBER 29, 1973.**



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

ISSUED IN SHEETS OF 50

Colors: Green, red, blue, and black  
Initial printing: 150 million  
Designer: William A. Smith

To obtain firstday cancellations, collectors may submit requests to Postmaster, New Orleans, LA 70150. See Postal Service Manual, section 257.2. Requests must be postmarked no later than September 28. Selected mint stamps will be available at the Philatelic Sales Unit, Washington, DC 20036, beginning September 29, 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. 488**.

## All Postal Installations

### Domestic Airmail Pouches

To prevent the use of canvas equipment for airmail dispatches, it is mandatory that all orange No. 1, No. 2, and parcel post airmail pouches be processed daily.

No office is to maintain more than minimum supply of airmail equipment. All surplus airmail pouches must be dispatched daily to designated concentration point facilities or mailbag depositories. Accurate inventories of all empty mailbag equipment on hand must be reported.—*Logistics Department, 8-23-73.*

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.

Before requisitioning additional stamps postmasters should give particular attention to the recent change in policy relative to stocking commemorative issues for only 60 days as announced in *POSTAL BULLETIN* of August 16, 1973.

In conjunction with the issuance of the Drummer stamp, the Postal Service will release a limited number of American Commemorative Series Stamp Panels. These panels, which measure 8½ by 11¼ inches, are printed on a heavy art paper suitable for framing or mounting in an album. The panels sell for \$2 each.

Any sectional center which wishes to make these panels available may requisition a supply on Form 17, Stamp Requisition, from its accountable paper depository (in units of 10 panels or cartons of 100). Associate offices may requisition any required quantity from the SCF's designated to distribute accountable paper. The panels will be available on a first-come basis from all distribution offices.—*Stamps Department, 8-23-73.*

## All Post Offices

### Addressee Protests Duty Assessed on Mail

The Bureau of Customs has reported an increase in the number of occasions when the prescribed procedures for handling addressee protests concerning the assessment of duty on foreign mail have not been followed.

Supervisors should instruct employees to handle addressee protests according to the procedures in 614.46 of Publication 42, *International Mail*.

Direct all protests of duty assessments to the Customs Port issuing the Mail Entry, Customs Form 3419, or to a local Customs Office. In addition, when the Bureau of Customs requests that an article be returned to them for inspection, the article must be endorsed, "Addressee Protests Duty."—*Finance Department, 8-23-73.*

## All Postal Installations

### Wanted Circular Canceled

The following postal offender has been apprehended:

**Russell Lee Olson**

Destroy the wanted circular, issued March 14, 1973, concerning him.—*Inspection Service, 8-23-73.*

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All Offices With Rural Routes

## ANNUAL COUNT OF MAIL ON RURAL ROUTES

### I. Introduction

These instructions provide standardized and uniform procedures in conducting the count of mail on rural routes. A careful reading and complete understanding of this material and the instructions on the reverse of mail count and route evaluation forms by postmasters, supervisors, and rural carriers will insure the accuracy of the count data, the prompt evaluation, and correct classification of rural routes. Postmasters, supervisors, and rural carriers must insure that mail counts are properly conducted and that data reported is accurate.

### II. Purpose and Definition of Count

The count of mail is physical counting and recording at specific times of the number of pieces of mail delivered, collected, or handled on rural routes. The count of mail is used to assemble data which provide the basis for the evaluation of the individual route. These route statistics will indicate:

- Volume of mail handled.
- Amount of office and route time used by the carrier.
- Adequacy of service to the rural public.
- Efficiency and performance of the carrier.

### III. Coverage and Count Period

The 2-week period September 17-29 has been designated for the 1973 annual rural mail count. **ALL RURAL ROUTES (HEAVY DUTY, RCS MILEAGE AND AUXILIARY) WILL BE COUNTED DURING THIS PERIOD.** Disregard the provisions in section 353.341, *Postal Service Manual*, that counts on nonheavy duty (0 mileage routes may be waived).

### IV. Responsibility

#### A. Local Conferences

At least 10 days before the start of the count, postmasters shall schedule joint conferences of supervisors and rural carriers to discuss these procedures and instructions. Schedule these meetings while carriers are *off-the-clock*. Postmasters must advise the SCF office as soon as possible, but no later than 5 days before the

start of the count, of any major points of disagreement concerning these instructions so they can be resolved before the count period.

#### B. Accuracy of Count

Postmasters or supervisors will be held responsible for the completeness of all mail count information and accuracy of *Total* columns entered on the report forms, as well as the manner in which the count of mail is conducted. Afford the carrier adequate time to review the completed Form 4241, *Rural Delivery Statistics Report*, before signing. Signatures of the postmaster and carrier are considered verification of the validity of the count data. Where the carrier disagrees with the count data, he need not sign the form; he shall, however, submit written comments explaining in detail his reasons for objecting and the exact nature of the supposed errors or omissions. The postmasters also shall include his comments in writing concerning any questions raised by the carrier. (Where there is a disagreement on the actual number of pieces counted, every effort should be made to resolve the matter immediately.) A written reply to the postmaster will be furnished by sectional center offices advising of the decision. **THE CARRIER WILL BE INFORMED PROMPTLY BY LOCAL MANAGEMENT OF THE DECISION.**

### V. Conducting the Count

All classes of mail handled by each rural carrier will be counted daily during the official count period. Mail must be counted before it is cased.

On O routes (nonheavy duty) the carrier will count the mail 8 days and the postmaster or supervisor will count 4 days (picked at random). The carrier will observe and may also count if he desires on the days he is not responsible for making the count. Persons other than the carrier will write their initials on Form 4241 next to the days they make the count. **WHERE IN THE JUDGMENT OF MANAGEMENT THE ROUTE BORDERLINES A HEAVY-DUTY STATUS, THE SUPERVISOR OR POSTMASTER WILL MAKE THE FULL 12-DAY COUNT.**

On presently classified heavy-duty and auxiliary routes, the postmaster or supervisor will make the count on all days during the 12-day count period. The rural carrier will observe and may also count the mail; however, mail delivered and collected must be counted by the postmaster or supervisor and entered on the daily count form, Form 4239, *Count of Mail (Rural Route)*. Carriers serving J or K routes may, if they wish, observe the mail count on their relief days.

Care must be exercised by supervisors in controlling mail count forms in order to assure that all entries are proper.

### VI. Definition and Explanation of Heavy-Duty Routes

#### A. Definition

A heavy-duty rural route is one on which the evaluated weekly hours of service, as determined by the official time standards, provide higher salary under the heavy-duty compensation schedule than would be provided under the mileage salary of the RCS schedule.

#### B. Explanation

There are three distinct types of heavy-duty routes:

- H route—regular carrier works 6 days a week.
- J route—regular carrier has a day off every other week.
- K route—regular carrier has a day off every week.

**Important**—To determine whether or not a particular route is classified heavy duty, examine the current Form 1303, *Salary Change Notice*. If the route is presently heavy duty, then H, J, or K will appear before the route number under the heading PAY LOC. (*Route*). Also, the evaluated hours for the route will be shown in the *Rural Data* block under *HD Hrs.*

### VII. Casing of Mail by Carrier

*The principle underlying the count is that the same mail flow conditions prevail during the count period that are normally in effect the rest of the year.* Postmasters and supervisors

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must see that all mail available up to the normal cutoff time for distribution on the day preceding the count is delivered, and that all mail available up to the normal cutoff time on the last day of the count is delivered. Available mail is that mail distributed and placed on carrier case ledges, in hampers, trays, or on the floor beneath the carrier desk, and that which is in distribution cases up to the cutoff or final withdrawal time prior to departure time to serve the route. It does not include mail distributed after the scheduled cutoff or final withdrawal time, or mail received too late for distribution, as long as the requirements in section 333.243, *Postal Service Manual*, are met. Mail will be distributed to insure a normal flow on the day preceding the count period and the last day of the count. All simplified address mail available at delivery units shall be distributed to rural carriers during the count period; except that where a commitment has been made to a mailer to deliver on a specific date later than the count period the mailer's request must be honored. During the count period, mail will not be cased after the carrier returns to the office upon completion of the trip. *Exception: At offices having the Expedited Preferential Mail Program, mail may be cased upon the carrier's return to the office after completion of his route.*

**VIII. Mail Count Forms**

*Forms 4239 and 4241 are expected to be available at supply centers on or shortly after August 24, 1973, and will be ordered by sectional center post offices only, using Form 4750, Special Requisition for Supplies. Each sectional center office will requisition quantities sufficient for the number of rural routes under their jurisdiction and for each intermediate office served by these routes. Distribution will be made automatically by SCF offices to those post offices having rural routes. Additional requirements will be ordered on Form 7380, Requisition for Supplies, during regular requisitioning cycles. SCF's ARE CAUTIONED NOT TO OVER-ORDER FORMS 4239 AND 4241. Submit requisitions for only the amount of forms that will be required during this annual mail count period. The June 1972 edition of Form 4239 and the July 1971 edition of Form*

4241 may be used in addition to new 1973 editions of these forms.

**IX. Form 4239, Count of Mail (Rural Route)—How to Use**

**A. Description**

Form 4239 is designed to function as a combination daily worksheet and mail count record. This important daily record provides the basic source of mail volume and time data which are transferred to Form 4241 and consolidated for the 2-week operation. A separate form is used to record each day's mail count. The official or carrier responsible for making the count will prepare two copies daily (use carbon paper). After completion daily, one copy will be retained by the postmaster; one copy will be furnished the carrier. Complete the worksheets in rough form as they are prepared each day; do not later type them from the forms used as worksheets. The official or carrier who makes the daily count will sign Form 4239. The heavy duty and auxiliary rural carriers will make no entries on Form 4239. *Upon request, the Form 4239 shall be shown to the carrier, before strapping out, to allow verification of the count data.*

**B. Worksheet for Counting**

**Column A. Letter-Size Mail**—All letter size ordinary letters, cards, and circulars 5 inches or less in width which can be cased in the separations of the standard carrier case. Include detached address labels for sample merchandise and catalogs, and special delivery letter-size mail (a fee is also paid when delivered in accordance with section 354.126, *Postal Service Manual*). Does not include newspapers, catalogs, boxholders, flats, rolls, and magazines, even though they may be cased with letter mail. Each direct bundle distributed and tied out at the distribution cases is counted as one parcel; enter each bundle of letter mail tied out, for delivery to one family or firm as one parcel in column C.

**Column B. Papers, Magazines, Catalogs**—Newspapers, magazines, flats, catalogs, and rolls and other small pieces which can be conveniently cased and strapped out. **Note:** Catalogs, newspapers, rolls, and similar second-class items exceeding 2 pounds in weight shall be counted as parcels, including catalogs with detached labels.

**Column C. Parcels**—Enter the number of parcels of all classes and small pieces which because of their size and/or shape cannot be conveniently cased with other mail in the letter or flat separations (*where flat separations are used*) and strapped out. Only specifically addressed samples too large to be cased will be included in the parcel count. Include special delivery parcels.

**Column D. Boxholders**—Simplified address mail including samples with simplified address (section 122.4, *Postal Service Manual*).

When samples are received with detached address labels, enter the total number of samples. (See column A for label count.) The number of pieces of boxholder mail must not exceed the number of families on the route for each mailing. Include in this column all boxholders whether cased or not.

**Column E. Boxholders Strapped Out**—Show here the number of boxholders (counted in column D) which were cased and strapped out. Rural carriers should handle boxholders in the normal manner during the mail count. If a particular carrier does not normally case boxholder mail the rest of the year, he should not case it during the count.

**Column F. Registered, Certified, and Numbered Insured Parcels**—Enter the number of articles received daily for delivery.

**Column G. COD's and Customs**—Enter the number of articles received daily for delivery.

**Column H.** Show the number of orders to change address (Form 3575, *Change of Address Order*, and Form 3546, *Notice to Change Forwarding Order*) entered in route directory and/or Form 3982, *Change of Address*.

**Column J. 1.** Enter the number of pieces of all classes of mail marked up. Markups are mail undeliverable as addressed which requires the carrier to endorse the mail with the new address or with the reason for non-delivery specified in part 159, *Postal Service Manual*, including pieces of no obvious value in section 159.116 and indefinitely addressed mail referred to in section 159.543. This includes mail deliverable from the same local delivery unit or other delivery unit. Do not include pieces for which

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Forms 3579, *Undeliverable Second, Third, Fourth or Controlled Circulation Matter*, were prepared.

2. Mail missorted to a route shall not be recorded as a markup except when it is deliverable from another local delivery unit, if known, in which case it must be endorsed with carrier initials and route number. Missorted and missent mail is included in the original count of mail. This also applies where routes have been adjusted, territory changed, and the mail is routed to the wrong carrier.

**Column K.** Enter the number of Forms 3579 completed and the number of Forms 3868, *Carrier's Clearance Receipt*. Forms 3579 must be kept current so there are none on hand on the first day of the count. Where the Central Markup System is implemented, enter only the number of Forms 3868 completed.

**Column L.** Enter the number of money order applications received on the route.

**Column M.** Enter the number of letters and flats collected on the route. If mail is received in bundles, each bundle should be counted as one piece. Do not count each letter in the bundle.

**Column N.** Enter the number of ordinary and insured parcels accepted on the route. Presacked parcels on which postage has been computed are to be counted as one parcel for each sack.

**Column O.** Enter the number of registered and certified articles accepted on the route.

**Column P.** Enter the number of postage due articles taken out or for delivery.

**Column Q. Loading Vehicle**—The time actually used to transfer mail from the carrier's work area to the vehicle, including placing in the vehicle. This allowance is not to be interpreted as a minimum 15 minutes daily. However, loading time in excess of 15 minutes daily must be explained in detail. The actual time shown for loading the vehicle must not include time for arranging parcels in delivery sequence, since there is a standard allowance for this function. (Time used to return hampers, gurneys, et cetera, to workroom floor is creditable under loading time.)

**Column R. Other Suitable Allowance**—A reasonable time allowance

may be claimed for unusual conditions or for other services rendered on a daily or weekly basis not accounted for under the normal work functions. Items for which time is claimed under this heading must be of a recurring, daily or weekly nature. *Where weekly, recurring safety talks are conducted actual time will be recorded in Column R. At those offices where The Central Markup System is installed, actual time will be allowed (Column R) for time required to bundle markup mail and place it in the designated receptacles.* Where a carrier serves an apartment building with approved apartment boxes in the lobby, the standard box time allowance is given for each box served, plus the actual time required to travel from the vehicle to the boxes and return to the vehicle. **Note:** The dismount time is not the total elapsed time, only the actual travel time to and from the box location. Those carriers who serve a non-personnel rural station receive an allowance of 15 minutes daily for each station served. Any additional time claimed must be adequately justified under *comments*. See instructions for columns 94-96 on reverse of Form 4241. Do not include personal time or time used for purchasing and checking stamp stock at office from which route emanates; these are automatically granted by mechanical means.

**Column S. Counting Time**—The number of minutes actually used in counting the mail. Include only time used by carrier.

**Column T. Waiting Time**—The number of minutes carrier spent waiting for mail after the official starting time.

**Column X. Services Performed at Intermediate Offices**—Show the number of intermediate post offices served daily. Carriers who perform functions or services at intermediate offices for which time allowances are provided shall receive appropriate time credit for these services. All functions performed or services provided at intermediate offices shall be recorded daily by that postmaster on Form 4239 and forwarded to the postmaster at the carrier's originating office in a sealed envelope. Where a carrier purchases and checks stamp stock at an intermediate office, the actual time required to perform this function, not to exceed 5 minutes daily, should be shown in the *Other*

*Suitable Allowance* column and explained under *comments*. The latter postmaster, in completing Form 4241 for the week, will include in the proper *total* columns the items applicable to the intermediate office, and will write in above *date* line (lower right of form) the words *includes services performed at intermediate office*. On the form under *comments* indicate the functions or services performed.

**Column Y. Weight of Locked Pouch Service Carried Daily**—Show the weight in pounds (rounded to the nearest whole pound) of all mail for intermediate offices.

#### X. Form 4241—Rural Delivery Statistics Report—How To Use

**A.** At the end of each day during the count period, transfer the totals of Columns A-X on Form 4239 to the proper lines on Form 4241. This information may be made available to the carrier. Draw a circle around the day of the week when a substitute serves the route. **COMPLETE FORM 4241 IN TRIPPLICATE.**

**B.** At the top of the form show the name of the post office, State, and ZIP code, the name of the carrier and social security number of the carrier, and inclusive dates of the count period. Designate triweekly routes with an X in the box provided. Identify auxiliary routes by printing *Auxiliary* across top of form, and by printing A alongside *Route No.* heading for Column 7-8.

**Columns 1-6.** Read instructions on form.

**Columns 7-8.** Show the route number in two digits, i.e., route number 1 would be shown as 01. Enter a zero in the first box for all routes from 1 to 9.

**Columns 9-13.** The official length of the routes as of the last day of the count, Form 4003, *Official Rural Route Description*, must be shown to **TWO DECIMAL PLACES**. However, do not use the decimal point on the form. For example: A route 61.38 miles in length would be shown as 06138 on the form; 45.5 miles as 04550; 101.28 miles as 10128.

**Columns 14-17.** Show the number of mailboxes on the route as of the last day of the count; 187 boxes would be shown as 0187. Count as a

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box temporarily vacant dwellings and places of business with or without a box erected, but do not include abandoned boxes, permanently vacant buildings, or buildings under construction. In resort areas only the boxes being served during the mail count period should be counted.

**Columns 18-19.** Show the present salary step of the carrier. Step 7 should be entered as 07; step 10 should have a 1 in the first block, and 0 in the second block.

**Column 20.** Place a 1 in this block if the route is currently classified as heavy duty or a 0 if it is a mileage route (see Form 1303).

**C.** Before totaling the entries for the days of the count period on the Total line, verify all figures transferred from Forms 4239 for each day and for each item.

**Columns 37-93.** Enter the totals for the two weeks on the Total line under each column. **DO NOT AVERAGE THESE ITEMS.**

**Important: Columns 56-60.** Be sure to include only those boxholders cased and strapped out.

**Columns 94-96.** See instructions on form. *Other Suitable Allowances* will not be approved unless fully justified under *Remarks* on the reverse of form.

**D. Carrier's Daily Time Record—** Show the exact time (not the scheduled time) the carrier reported, left, returned, ended, and the actual lunchtime, if any, in minutes for each day of the count period. The column *Total Daily Time (Less Lunch)* must be totaled in hours and minutes of the line *Total Hours and Minutes*; 38 hours, 47 minutes must be shown: 38:47.

**Columns 21-24.** Convert the hours and minutes to minutes by multiplying the hours by 60 and adding to this the minutes; 38 hours, 47 minutes would be shown as 2,327 (38 hours  $\times$  60 = 2,280, plus 47 minutes = 2,327).

**Columns 25-28.** Read instructions on form.

**Columns 29-31.** Actual time spent daily by the carrier waiting for mail and/or counting mail must be shown under the *Waiting and Counting Time* column, totaled in minutes for the week; 90 minutes would be shown as 090. Include only the time used by the carrier in counting mail.

**Columns 32-34.** Show the number of vehicle stops required to serve all boxes on the route. The number of stops on the route is determined by actual count of the number of times a rural carrier must move his vehicle in order to serve all boxes on the route. Where a group of boxes can be served without moving the vehicle, the stop shall be counted as one stop.

**Column 35.** Where a carrier normally and regularly withdraws his own mail from clerical distribution cases, sacks, hampers, or trays, enter the figure 1 on the Total line for that column. If an employee other than the carrier regularly withdraws mail and places it on the carrier's case, enter a zero on the Total line for that column.

**Column 36.** Where a carrier is required to deliver or collect pouch mail at intermediate offices, and does not receive a regular locked pouch allowance, enter the figure 1 on the Total line for this column. Otherwise, show a zero.

**NOTE:** If a carrier serves more than one intermediate office, show the total number of offices served daily in this column.

**E. Important:** Each box or square at the top of the form and on the Total line must be filled in with a number or a zero. Be sure the last digit of each number appears in the box farthest to the right in each column. Where you have a three-digit number such as 982, and there are five blank boxes on the Total line or elsewhere on the form, use zeros in the boxes in front of the 982. Thus, 982 would be shown as 00982 in such a case. Be sure to:

1. Enter numbers as far to the right of each column as possible.
2. Enter only one number in each box.
3. Beside the signatures, show the date the form was completed.

**Note:** Be sure to circle the day of the week the route was served by a substitute, including J and K days on heavy duty routes.

#### XI. Review of Forms 4239 and 4241

EACH YEAR ERRORS ARE DETECTED ON FORMS 4239 AND 4241 WHICH REFLECT CARELESS PREPARATION OF THE FORMS. THESE ERRORS

RESULT IN IMPROPER CLASSIFICATION OF RURAL CARRIERS. POSTMASTERS MUST REVIEW AND DOUBLE CHECK ALL DATA RECORDED ON THESE FORMS BEFORE SUBMISSION TO SCF OFFICES.

AT OFFICES WHERE CENTRAL MARK-UP SYSTEM IS INSTALLED, BE ESPECIALLY ALERT IN REVIEWING FORMS 4239 (COLUMNS "J" & "K") AND 4241 (COLUMNS 69-72, AND 73-75) TO ASSURE THAT ENTRIES ONLY REFLECT MARK-UP WORK ACTUALLY PERFORMED BY CARRIERS. CONTINUE TO RECORD FORMS 3868 IN COLUMN K.

**USE CARE—REMEMBER THE IMPORTANCE OF THE DATA SUBMITTED.**

#### XII. Submission and Disposition of Forms 4241

##### A. Submit to Sectional Center Office

Mail the original and first carbon copy of Form 4241 so they are received at the SECTIONAL CENTER OFFICE not later than October 4, 1973. Retain the second carbon copy. After review, the first copy will be returned with needed corrections clearly marked. Compare it with your copy, make necessary corrections and then give one copy to the rural carrier and retain the other in your files.

##### B. Signature of Postmaster

In order not to delay the scheduled submission of Forms 4241 to the sectional center office any postmaster who will be absent on leave (annual, sick, convention) will designate an employee to sign the forms for him in the event his office does not have an assistant postmaster or assistant to the postmaster authorized to act for him during his absence. See section 244.33, *Postal Service Manual*, for the format to be used when signing for the postmaster.

##### C. Sectional Center Offices

Review Forms 4241 and submit all forms to PDC by COB, October 19, 1973. Forward reviewed Forms 4241 daily to the PDC beginning October 1, 1973; forms should not be accumulated over several days—*Delivery Services Department, 8-23-73.*

*All Sectional Center Facilities and Third and Fourth Class Post Offices*

**Public Law 89-301—  
Back Pay Claims**

Former employees have been notified that they may ask any local postmaster for assistance in obtaining information and time records for filing claims. Since Postmasters of third- and fourth-class offices have not been provided with information or training concerning these procedures, the following guidelines are provided for them for handling such requests from former employees and representatives of deceased employees.

1. If a former employee or the representative of a deceased employee inquires at your post office concerning back pay claim procedures, the former employee or representative of a deceased employee shall be advised that he may visit or write to the installation where the former employee or deceased employee was last employed and request a copy of Notice 114, *Back Pay Claims . . .*, the appropriate time records, and a Claim Form 1002. If the former employee or representative of a deceased employee does not wish to write to or visit the installation where last employed, the installation head shall obtain the name, address, social security number, installations where employed, and the installation where last employed, and request a Notice 114, the relevant time records for the former employee or the deceased employee, and Claim Form 1002 from the installation(s) where employed.

2. Upon receipt of the Notice 114, the time records and Claim Form 1002, the installation head shall mail these documents to the former employee or representative of a deceased employee by registered mail, return receipt requested. The installation head must also include a self-addressed, return envelope for return of the time records, and claim form, if appropriate.

3. From the date the registered package was acknowledged by the former employee or representative of a deceased employee, a 90-day calendar period begins for the submission of Claim Form 1002. This must be controlled by the installation head.

4. If a Claim Form 1002 is received during the 90-day period, it must be forwarded immediately to the of-

*All Postal Installations*

**Packing Nylon Sacks**

Postal Installations, Mailbag Depositories, and Contract Mailbag Terminals are not complying with published instructions regarding the packing of No. 2 and No. 3 brown nylon sacks. Brown nylon sacks are not to be commingled with canvas sacks. No. 2 brown nylon sacks are to be packed 49 into the 50th, and No. 3 brown nylon are to be packed 24 into the 25th. When less than full bundles are accumulated within 5-working days the equipment is to be labeled and dispatched as short bundles to designated concentration point office or depository. (See *Postal Service Manual*, section 581.431).—*Logistics Department*, 8-23-73.

*All Post Offices*

**Gift Parcels to Eastern Germany**

Publication 42, *International Mail*, Country Appendix now lists on page Germany (3) restrictions on the amount of coffee, cocoa, chocolate and tobacco products which may be sent in gift parcels to addresses in Eastern Germany. Effective immediately the amounts are raised to:

	Ounces
Coffee -----	17½
Cocoa -----	35½
Chocolate (including chocolate covered candy) -----	35
Tobacco -----	8¾

Pending revision, a write-in change should be made in Publication 42.—*Finance Department*, 8-23-73.

office(s) of employment with the appropriate time records for review and adjudication.

5. If the Claim Form 1002 is not received within the 90-day period, the installation head should advise the former employee or representative of a deceased employee that the claim is disallowed because it was not filed within the 90-day period.

6. If the former employee or the representative of a deceased employee requests assistance in preparing the claim form, he should be advised to write or visit the Sectional Center Facility serving your post office.—*Employee and Labor Relations Department*, 8-23-73.

*All Postal Installations*

**Security Force Headgear**

The Postal Service Uniform Quality Control Office, U.S. Army Natick Laboratories, has notified certified cap manufacturers to produce the Security Force uniform cap in the same style and color in a light weight tropical fabric. This cap will also have ventilated braid on the sideband.

Effective immediately, Postal Service Security employees may purchase and wear the summer weight cap. This item is an optional item and does not displace other authorized headgear.—*Customer Services Group*, 8-23-73.

*All Postmasters*

**Domestic Order**

Enforced by postmaster at city listed:

**False Representation**

<i>State and city</i>	<i>Name covered by order</i>
California.	Melissa Dubois Methods.
Compton.	P.O. Box 5237.

—*Judicial Officer*, 8-23-73.

*All Post Offices*

**Lockbox Keys**

A deluge of requests for customer lockbox keys received at the Mail Equipment Shops during the past few months has created a backlog of requests and is resulting in a delay in the delivery schedule.

Until the backlog can be reduced, post offices can expect a 45-day delivery on all requests except those of an emergency nature. Where an emergency condition exists, post offices are to briefly cite the circumstances on the reverse of Form 3915, *Lockbox Key Requisition*.—*Procurement and Supply Department*, 8-23-73.

**BE SURE THAT  
PROPER POSTAGE  
IS PAID ON ALL  
LETTERS AND  
PACKAGES**

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

### All Postmasters

#### Inspection Service Boundaries

Effective September 1, 1973, the Inspection Service is transferring the area served by the El Paso Sectional Center in Texas from the Fort Worth Division, Southern Region, to the Denver Division, Western Region. Postmasters in the area affected who formerly corresponded with the Fort Worth Division, should forward their correspondence and direct their inquiries to the Postal Inspector in Charge, Denver Division, Denver, CO 80201 after September 1.—*Inspection Service, 8-23-73.*

### All Postal Installations

#### Oakland Mailbag Depository

On or before September 15, 1973, the Oakland Mailbag Depository will move to a new location at 1650 65th Street, Emeryville, CA 94608. All postal installations conducting business with the depository will make contact at the new location after September 15, 1973. The new telephone number will be listed in a POSTAL BULLETIN notice when known.—*Procurement and Supply Department, 8-23-73.*

### All Postal Installations

#### Groettum Case Supplies

A distribution of supplies used by postal installations in connection with the Groettum Case, Back Pay Claims, was made in sufficient number to satisfy normal requirements. However, if additional quantities of the following supplies are required, submit Form 4750 to the supply center:

Notice 114  
Notice 115  
Form 1002

Supply centers will process such requisitions on a priority basis.—*Procurement and Supply Department, 8-23-73.*

All Post Offices

**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	3,917,087,308 to 3,917,087,349	5,798,177,326 to 5,798,177,499
114,011,337 to 114,011,849	3,917,185,850 to 3,917,185,899	5,798,390,450 to 5,798,390,499
114,229,150 to 114,229,849	3,917,271,200 to 3,917,271,349	5,799,478,500 to 5,799,479,999
121,968,244 to 121,968,299	3,917,491,137 to 3,917,491,299	5,806,140,822 to 5,806,140,899
122,851,234 to 122,851,299	3,993,150,005 to 3,993,150,049	5,815,989,298 to 5,815,989,399
124,450,066 to 124,450,199	3,999,461,159 to 3,999,461,189	5,817,682,281 to 5,817,682,399
125,833,650 to 125,833,799	4,000,490,300 to 4,000,490,324	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
2,013,337,788 to 2,013,337,999	4,003,639,400 to 4,003,639,749	5,825,526,850 to 5,825,526,999
2,013,711,581 to 2,013,711,699	4,004,131,050 to 4,004,131,249	600,790,950 to 600,791,249
2,014,577,195 to 2,014,577,499	4,008,050,550 to 4,008,051,999	600,847,100 to 600,847,349
2,024,236,154 to 2,024,236,199	4,008,052,000 to 4,008,052,849	606,022,050 to 606,022,249
2,024,875,395 to 2,024,875,999	4,008,052,850 to 4,008,054,249	73,764,000 to 73,767,999
2,029,555,700 to 2,029,555,899	4,008,054,250 to 4,008,055,799	7,426,790,000 to 7,426,793,999
2,034,009,168 to 2,034,009,199	539,427,650 to 539,428,049	7,514,290,319 to 7,514,291,499
2,034,215,108 to 2,034,215,649	540,304,321 to 540,304,499	7,544,018,500 to 7,544,019,399
2,034,241,000 to 2,034,241,149	583,167,400 to 583,167,999	7,557,598,450 to 7,557,598,799
2,042,845,079 to 2,042,845,099	594,683,268 to 594,683,299	7,557,943,250 to 7,557,944,049
2,753,553,213 to 2,753,553,399	599,543,500 to 599,543,999	7,571,982,062 to 7,571,982,099
2,754,501,781 to 2,754,501,809	5,575,546,413 to 5,575,546,499	7,575,752,572 to 7,575,752,599
2,755,707,338 to 2,755,707,399	5,611,934,000 to 5,611,935,999	7,577,399,600 to 7,577,399,640
2,756,795,650 to 2,756,796,249	5,634,099,997 to 5,634,101,999	7,583,570,600 to 7,583,570,799
3,810,433,250 to 3,810,433,349	5,646,932,000 to 5,646,933,999	7,584,368,257 to 7,584,368,299
3,822,851,800 to 3,822,852,999	5,647,270,759 to 5,647,271,999	7,585,987,038 to 7,585,987,099
3,829,844,700 to 3,829,846,199	5,656,140,000 to 5,656,143,999	7,585,998,400 to 7,585,998,499
3,845,695,000 to 3,845,695,999	5,656,522,036 to 5,656,525,999	7,592,004,273 to 7,592,004,299
3,850,802,900 to 3,850,803,999	5,659,292,000 to 5,659,293,999	7,595,577,897 to 7,595,578,549
3,860,606,800 to 3,860,607,749	5,659,763,800 to 5,659,765,299	7,595,759,250 to 7,595,760,149
3,865,679,740 to 3,865,680,449	5,666,020,000 to 5,666,021,999	7,595,853,176 to 7,595,853,211
3,866,798,050 to 3,866,798,799	5,671,762,600 to 5,671,763,999	7,597,521,455 to 7,597,521,499
3,870,420,281 to 3,870,420,599	5,674,407,000 to 5,674,410,499	7,598,339,064 to 7,598,339,199
3,883,236,411 to 3,883,237,249	5,692,340,350 to 5,692,341,849	7,598,550,400 to 7,598,550,699
3,886,882,767 to 3,886,882,787	5,694,032,000 to 5,694,033,999	7,601,425,400 to 7,601,425,999
3,890,800,050 to 3,890,800,949	5,694,251,950 to 5,694,253,249	7,607,637,250 to 7,607,637,349
3,895,752,473 to 3,895,752,999	5,697,680,050 to 5,697,680,899	89,044,000 to 89,046,999
3,897,680,207 to 3,897,680,350	5,730,585,350 to 5,730,586,449	8,333,694,000 to 8,333,695,999
3,900,372,912 to 3,900,373,149	5,733,457,000 to 5,733,457,999	8,347,462,300 to 8,347,462,499
3,900,760,920 to 3,900,760,987	5,734,520,545 to 5,734,521,399	8,385,495,672 to 8,385,495,699
3,903,215,449 to 3,903,215,499	5,737,799,850 to 5,737,800,499	8,598,419,777 to 8,598,419,799
3,905,092,719 to 3,905,093,149	5,739,290,150 to 5,739,290,899	8,600,803,923 to 8,600,803,949
3,907,686,200 to 3,907,686,299	5,757,250,874 to 5,757,251,199	8,601,391,249 to 8,601,391,300
3,909,406,197 to 3,909,406,449	5,766,829,750 to 5,766,831,149	8,604,364,400 to 8,604,364,449
3,909,527,395 to 3,909,527,499	5,777,753,300 to 5,777,753,749	8,607,522,257 to 8,607,522,399
3,909,632,504 to 3,909,632,549	5,783,377,860 to 5,783,377,999	8,607,787,975 to 8,607,787,999
3,912,422,150 to 3,912,422,199	5,783,461,685 to 5,783,463,499	8,610,820,850 to 8,610,821,599
3,914,599,677 to 3,914,599,799	5,783,726,850 to 5,783,727,049	8,611,028,150 to 8,611,028,249
3,914,884,465 to 3,914,885,999	5,786,678,709 to 5,786,678,949	8,617,222,344 to 8,617,222,449
	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.

1607554653 to 1607554699	1621103654 to 1621104999	1623497736 to 1623498499
	1620558300 to 1620558499	