

# postal bulletin

Washington, DC 20260/Thursday, March 14, 1974/Eight Pages



## All First-Class Post Offices

### Promotion Eligibility of Lower Level Employees

Postmasters shall give career mail handlers and post office maintenance employees who have satisfactorily completed their probationary period and have evidenced the necessary aptitude to perform at a higher level position priority consideration for promotion to clerk and carrier positions provided they have qualified in an entrance or inservice administration of the clerk-carrier examination. These employees are not required to be within reach on the hiring list but qualify for promotion if their score is passing.

Postmasters should take positive steps to:

1. Assure that all lower level employees who have passed the clerk-carrier test and have performed at a satisfactory level are identified and given priority consideration for promotion to appropriate vacancies;

2. Assure that all lower level employees who have performed at a satisfactory level and have not taken the clerk-carrier test, but want to do so, are given the opportunity to take the test noncompetitively; and

3. Establish programs to provide assistance to lower level employees who need help in preparing to take the test.—*Employee Relations Department, 3-14-74.*

## All Postal Installations

### Form 4590, Summary of Vehicle Use

Effective at once only Form 4590, Summary of Vehicle Use, dated June 1973, will be acceptable as a source document at the postal data centers.

Previous editions of Forms 4590 should be destroyed. Data centers are instructed to return any previous editions of Forms 4590 received and request resubmission of the current form. *Delivery Services Department, 3-14-74.*

## All Post Offices with Stamp Vending Equipment

### Stamp Vending Equipment

By this date all stamp vending equipment should have been modified in accordance with the new postage rates. Any mod kits received which have not been used will be immediately returned to the Western Area Supply Center. No extra kits are to be retained. Some locations need additional kits and WASC will fill back orders from these returned kits. Your immediate attention is required on this matter.—*Customer Services Department, 3-14-74.*

## All Postal Installations

### 1974 Initial-Level Supervisor Examinations

To the list of positions for Exam. No. O/S 100 on page 11 of *POSTAL BULLETIN* 20966 of January 24, 1974, add the following position:

2340-6008—Supervisor, Postal Operations.—*Employee Relations Department, 3-14-74.*

## All Regional Offices and Postal Installations

### Obsolete Methods Handbook

Methods Handbook, Series M-16 (Rev.), *Transfer Clerks*, last published July 1, 1966, and which describes the duties and responsibilities of the position known as transfer clerk, is now obsolete. For this reason, this handbook will not be reissued, carried, or retained in supply center inventories. To replace any needed instructions now contained in this handbook, regional directives will be issued for dissemination to appropriate personnel.—*Logistics Department, 3-14-74.*

## All Postal Installations

### Central Region Changes

Discontinuance of the Central Region's Madison, Wisconsin Postal District, effective March 9, 1974, has been announced by Regional PMG, Clarence B. Gels.

Administration of the Madison District's 12-sectional centers will be assigned to the Des Moines, Minneapolis/St. Paul, and Milwaukee Districts as shown below:

**To Des Moines**—Sectional centers at Decorah and Dubuque.

**To Minneapolis/St. Paul**—Sectional centers at Spooner, La-Crosse, and Eau Claire.

**To Milwaukee**—Sectional centers at Green Bay, Iron Mountain, Madison, Oshkosh, Portage, Rhinelander, and Wausau.

In addition to the above, the Windom, Minnesota SCF 56101, which has been a part of the Sioux Falls District, is transferred to the Minneapolis/St. Paul District.

All headquarters reporting systems should be updated to reflect the above changes.—*Operations Group, 3-14-74.*

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All Post Offices Issuing International Money Orders

## NEW INTERNATIONAL MONEY ORDER SYSTEM

Exhibit A

POSTAL BULLETIN 20967 of January 31, 1974, announced that post offices would convert to the new International Money Order System on March 30, 1974. The following instructions will apply to this conversion where they differ from instructions in 171.2, Postal Service Manual.

### OLD SYSTEM

The card type, print-punch International Money Orders will no longer be issued after the close of business March 29, 1974. Post offices will report the amounts and fees for international orders issued through March 29, 1974, in A/C Nos. 17310 and 40830, respectively, on the statement of account for the accounting period or postal quarter ending that date. Appropriate supporting documents (Forms 6125-A, 6126, 1846, and 1846-B) will be submitted with such statements of account.

All unused print-punch International Money Orders on hand as of the close of business March 29, 1974, must be destroyed. Destroy the orders by burning or any other method which assures the complete destruction. Enter the following statement on the back of the Form 6125-A, 6126, or 1846-B covering the last International Money Orders issued on March 29, 1974:

I certify that the serial numbers shown on the front of this form represent the last print-punch money orders issued and that blank money order forms serially numbered from \_\_\_\_\_ to \_\_\_\_\_ inclusive (have been) (will be) promptly destroyed.

(Signature and date)

Post offices will retain until further notice one print-punch machine for use in processing Forms 893, *Money Order Amount Verification*, received from the Money Order Branch, Washington, D.C. All other print-punch machines will be disposed of as stated in paragraph VII-G on page 10 of POSTAL BULLETIN 20920, dated April 11, 1973. Prompt reporting of the disposal of these and all


NOT NEGOTIABLE		CUSTOMER'S RECEIPT		NOT NEGOTIABLE	
87007999331		740306		900000 242*64	
AUTHORIZATION NUMBER		YEAR MONTH DAY		POST OFFICE	
		PAID TO		An international money order of this amount will be forwarded to the payee in the country of destination on your behalf.  <b>Not Negotiable</b>	
		PURCHASED BY			
		PURPOSE			
This receipt is your guarantee of a 100% refund if your money order is lost or stolen. If evidence exists that this payment has not been received by the payee, present this receipt and file a claim.				For a refund at your Post Office. Please allow 60 days before making a claim or inquiry.	

Exhibit B

USPS — AUTHORIZATION VOUCHER —			
87007999331 740306 900000 242*64			
Do not mark or write in the area between the lines <b>NOT NEGOTIABLE</b>			
NOTE: Forward this voucher to the St. Louis, Missouri money order center in official voucher envelope together with domestic vouchers. Do not use elastic bands, paper clips, or any other separators.			

Exhibit C

USPS — AUTHORIZATION TO ISSUE AN INTERNATIONAL MONEY ORDER			
87007999331 740306 900000 242*64			
Do not mark or write in the area between the lines <b>NOT NEGOTIABLE</b>			
Against this Authorization, issue an international money order in the amount indicated above on behalf of the payee specified on the attached application.			
Forward daily this authorization with the related application Form 6701, to the International Money Order Branch, Postal Data Center, St. Louis, Missouri.			

other print-punch machines must be made as prescribed in paragraph VII-G.

**NEW SYSTEM**

**A. Authorization To Issue an International Money Order**

Under the new system, post offices will no longer issue an International Money Order. Instead, they will prepare a form set titled, *Authorization To Issue an International Money Order*, whenever a customer presents Form 6701, *Application for International Money Order*. The form set consists of three parts similar to the domestic money order form set. The first or top part is the *Customer's Receipt* (exhibit A), the second or middle part is the *post office voucher copy* (exhibit B), and the third or bottom part is the *actual Authorization To Issue an International Money Order* (exhibit C). Only the *Customer's Receipt* will be given to the customer. The other two parts are for use internally within the Postal Service as explained below. The forms sets are treated the same as domestic money order form sets in respect to protection, accountability and distribution. They are printed at the time of manufacture with a 10-digit serial number plus an 11-check digit. They may be issued only through use of the same imprinter used for domestic money orders. *Manual issuance is prohibited.*

**B. Amount and Fees**

The maximum amount for a single money order is \$300, except that orders payable in Great Britain should not exceed £50 (approximately \$115) and those payable in Syria \$250. Any number of money orders may be purchased at one time. Fees for International Money Orders are:

Amount of order:	Fee
\$0.01 to \$10-----	\$0.45
\$10.01 to \$50-----	.65
\$50.01 to \$300-----	.75

**C. Application**

Customers will still be required to prepare and submit Form 6701, *Application for International Money Order* (exhibit D). Only Forms 6701 with the edition date of November 1973 will be used with the new system. Customers will also prepare and submit Form 6083, *Supplemental International Money Order Advice*, in accordance with the instructions

on the back of Form 6701 (exhibit E).

**D. Issuing Procedures**

1. *Reviewing Application*

Employees issuing money orders are responsible for verifying that Forms 6701 are properly and legibly completed in accordance with the instructions on the back. *Make sure that the country of payment is one of those listed in 171.218 and 171.219, Postal Service Manual.* Every effort should be made to have customers specify the *Purpose of Payment* as an aid to the recipient in identifying the sender. However, the form may still be accepted if they refuse to do so. Verify also that the customer has properly completed and submitted Form 6083 when required.

2. *Imprinter Preparation*

The imprinter is prepared exactly the same for issuance of the form set *Authorization to Issue an International Money Order* as for the form set for a domestic money order. See V-C-2 of SPECIAL POSTAL BULLETIN

20920, dated April 11, 1973. *Make a practice of verifying that the date is correctly set.*

3. *Imprinting the Form Set*

The authorization form set is imprinted exactly the same as a domestic form set as described in V-C-3 of POSTAL BULLETIN 20920. The imprinted amount on form sets will always be in U.S. money. If a customer insists on the foreign equivalent for an order payable in one of the countries mentioned in 171.214b.(2), Postal Service Manual, obtain the conversion rate from a local bank or firm which deals in foreign currency. If no such source is available locally, call 314-622-4933, which is the International and Accounting Branch, Money Order Division, at the St. Louis Postal Data Center. Advise the customer in all cases that the quoted foreign equivalent is only approximate and will not necessarily be the amount paid in the foreign country.

4. *Completing the Transaction*

a. Remove the imprinted form set and snap-out the carbons.

**Exhibit D**

U. S. POSTAL SERVICE

APPLICATION FOR INTERNATIONAL MONEY ORDER

PRINT CLEARLY AND FULLY

ATTACH AUTHORIZATION TO ISSUE AN INTERNATIONAL MONEY ORDER

Amount	Dollars	Cents
Payable to (Given Name, Initial(s), Family Name)		
Address (House Number and Street)		
City (Town)		
Country (Province, Canton, Department, Kreis, etc.)		
Postal Code		
Country		
Purpose of Payment		
Sent By Purchaser (Given Name, Initial(s), Family Name)		
Address (House Number and Street)		
City (Town), State and ZIP Code		

ATTACH FORM 6083

FOR OFFICIAL USE ONLY

AUTORIZATION NO \_\_\_\_\_

U. S. DOLLARS-AMOUNT \_\_\_\_\_

FEE \_\_\_\_\_

Form 6083 attached (See instructions on reverse)

YES       NO

Postal Clerk Signature \_\_\_\_\_

PS Form 6701, Nov. 1973

## Exhibit E

b. Dispose of the carbon and the stub as trash.

c. Verify that all information (including validation plate and limitation plate imprint) is clearly imprinted on the authorization (bottom) part, and that the date, office number, and amount are correct, clear, and completely legible on all parts.

d. Both customers and clerk should verify the imprinted amount.

e. Collect payment for the face amount and the fee. Then hand the customer *only* the customer's receipt (top) part of the form set.

f. Remind the customer to complete the *Paid To* and *Purchased By* portions of the receipt. The receipt must be presented whenever an inquiry is made.

g. Place the voucher (middle) part in the proper receptacle for end of day reporting. Maintain voucher copies of authorization form sets as a separate group in numerical sequence (first 10 digits) from voucher copies of domestic money orders.

h. Replace the limitation plate in the storage slot.

i. Move the amount keys back to their asterisk position.

j. If two or more clerks share a single imprinter at the same time, each must remove his validation plate from the imprinter after his own sale.

k. When a Form 6083 is required, complete it by placing the date stamp where indicated and entering *Authorization No.* (first 10 digits) above the words *Money Order No.* Do not write on the line next to *Money Order No.* When Forms 6083 are reprinted separate lines will be provided for entering the *Authorization No.* and the *Money Order No.*

l. Complete the bottom of Form 6701 under the words *For Official Use Only*. Attach the authorization (bottom) part of the form set and Form 6083, when applicable, to their designated places on the Form 6701 with paper clips. *Do not staple*. Mail Forms 6701 and attached documents by regular mail daily to the Money Order Division at the address shown on the back of the form.

#### 5. Spoiled Form Sets

a. *Issuance of new form set.*—Issue a new form set without additional fee if form set is spoiled on day of issue due to defective form set, clerk error, mutilation, erroneous date, or faulty imprint during issuance. Once Form

In order to prevent errors and delay in payment, observe the following:

#### INSTRUCTIONS FOR COMPLETING THIS APPLICATION

Furnish the given names of purchaser and payee. If full names cannot be supplied, initials may be accepted. If payee has only one given name, known to purchaser, write it in full. Example: John Jones (not J. Jones). If possible, state the given name of a married woman (not that of her husband). Example: Mrs. Mary J. Brown (not Mrs. William H. Brown).

PRINT CLEARLY AND FULLY names and addresses, numbers and amounts.

The postmaster must refuse to issue an international money order payable to any person if the full given name (or initials) cannot be furnished by applicant, unless payee is a peer or bishop, for whom his title is sufficient. When payee is a business firm, its usual commercial designation is acceptable.

USE FORM 6083:

(a) when the money order is payable in Greece, Japan, Lebanon, Syria or Yugoslavia.

(b) if name and address of payee, as furnished in application, cannot be deciphered readily at the issuing post office.

In either case, purchaser should write the name and address in the language of the country of payment on Form 6083. The post office will forward Form 6083, the application and the authorization to the Money Order Division daily.

FOR FEES AND ADDITIONAL INFORMATION ASK THE POSTAL EMPLOYEE.

#### WINDOW ENVELOPE P-433 MAY BE USED TO MAIL THIS APPLICATION

(Insert this side up to show address below)

Money Order Division  
Postal Data Center  
P. O. Box 14964  
St. Louis, MO 63182

6701 and accompanying documents have been sent to the Money Order Division, it is no longer possible to treat a form set as spoiled.

Any request for a change in the form set will be handled through the inquiry procedure described in F below. Whoever was at fault on the original form set (clerk or customer) will pay the fee if a new form set is required.

b. *Treatment of spoiled form set.*—(1) Customer's receipt and voucher copy—destroy immediately.

(2) Authorization copy—stamp or mark *Spoiled* below the data imprint area. *Do not stamp or mark between the lines* (OCR read band area). When the office number and date do not appear or are illegible, write them

below the OCR read band area.

(3) Retain the spoiled authorizations as a separate group behind the voucher copies. Do not attach anything to the spoiled authorizations.

#### E. Fund Accounting

Accounting for International Money Order business is the same as domestic as described in VI-A through E of SPECIAL POSTAL BULLETIN 20920 except as follows:

1. The person or unit maintaining the cashbook will perform all accounting and verification work for International Money Order business.

2. Accounts for amounts and fees represented by the authorization form set issued are A/C 17330 for amounts

Continued on p. 5

All First- and Second-Class Post Offices

### 1974 Golden Eagle Passport

Refer to POSTAL BULLETIN 20969, February 14, 1974, page 2. The *Accounting, Inventory, and Reporting Procedures* section of the referenced article has been revised. Changes include (1) the deletion of three accounts in the second paragraph, (2) a revision of the first sentence of the third paragraph, and (3) the addition of a new fourth paragraph. The complete section, including all revisions, is printed below:

**Accounting, Inventory and Reporting Procedures.**—It is imperative that the inventory and accounting procedures are carefully and accurately followed. Golden Eagle Passports are accountable items and the inventory report is the only documentation for collecting reimbursement for USPS services from the Department of Interior.

Golden Eagle Passports are accountable items handled as a non-postal stamp (Pt. 220, F-1, *Financial and Cost Controls*). They should be reported in the statement of account using the following accounts:

- 16122—Received.
- 16123—Destroyed.
- 16124—Ending Inventory.
- 16125—Claims for Losses.
- 16126—To other offices.

At the end of each accounting period (first-class offices) or postal quarter (all other offices), the ending inventory (A/C 16124) reported on the statement of account *must* be reduced to reflect the actual value of the Golden Eagle Passports remaining unsold. The postal data centers will determine the value of those sold and advise the Accounting Services Branch at headquarters.

Sales of Golden Eagle Passports should be reported by window clerks as they occur and the ending inventory, A/C 16124 reduced on a Current Basis.

As of COB the last day of each postal quarter, the accountable paper custodian in each post office will complete form 1079, line 11, Golden Eagle Passports.

The accounting section will verify that the ending inventory as reported on the statement of account is in agreement with Golden Eagle Passport section of the quarterly inventory report.

Postmasters are reminded to report the receipt of the 1974 Golden Eagle Passports in the cashbook as a write-in to A/C 16122 Received. (A/C 16121 is for PDC use only).—*Finance Department, 3-14-74.*

All Postal Installations

### State Tax Withholding—Arizona and Vermont

The States of Arizona and Vermont have revised their State income tax withholding requirements. The withholding changes will be effective Pay Period 7, 1974. These changes will be reflected on affected Postal employees' salary checks dated April 5, 1974.—*Finance Department, 3-14-74.*

All Postmasters

### Domestic Orders

Enforced by postmasters at cities listed.

#### False Representation

State and city	Name covered by order
New Jersey, Princeton.	National Opportunity Research Service, 199 Nassau St.
California, Encino.	E-Diet, Box 376.
California, Tarzana.	E-Diet, Box 29.
California, Encino.	Slim and Trim.

—*Judicial Officer, 3-14-74.*

*Continued from p. 4*

and A/C 40835 for fees. Correct Forms 1412 or 1412-A, *Cashbooks, and Statements of Account*, to show these account numbers.

3. Voucher copies and spoiled authorization forms will be submitted to the Money Order Division as separate groups. They will be included in the same envelope or package as the domestic vouchers and spoiled domestic money orders.

#### F. Inquiries

Inquiries regarding International Money Orders payable in foreign countries will continue to be made on Form 6684, *Inquiry Concerning International Money Order Issued in the United States*. Complete the form from data shown on the customer's receipt copy of authorization form sets. Enter the authorization number where the form states International Money Order No. Send Forms 6684 relating to the new system to the Money Order Division at St. Louis. Inquiries regarding old style international orders will continue to be sent to the Money Order Branch in Washington, D.C. These instructions will be incorporated into the Postal Service Manual.—*Finance Department, 3-14-74.*

All Post Offices

### Second-Class Postage Rates

Under the temporary rate schedule for second-class publications effective March 2, 1974, the postage for special rate publications may in some instances be higher when computed at the applicable special rate than when computed at the regular rate, if mailed under the following conditions:

1. The publication is accepted at the special rates in section 132.122, PSM.
2. There are fewer than 5,000 copies per issue mailed outside the county of publication.
3. The individual copies weigh less than 0.05 pound (more than 20 pieces per pound).

For those publications which meet the three conditions above, postage should be computed at both the *Regular* and *Special* rate subheadings

in column F of Form 3541, *Computation of Second-Class or Controlled Circulation Postage*, and the lower resulting postage applied to the mailings.

It should be noted that the exemption from advertising pound rates for special-rate publications containing 10 percent or less advertising is not applicable for regular-rate postage computations.

Postage adjustments may be made to publisher's second-class accounts for issues computed at the higher postage rates since the March 2 rate increases were effected. A Form 3541 must be used for such adjustments and it should be identified as a postage correction for the issues involved.—*Finance Department, 3-14-74.*

## POST OFFICE CHANGES NO. 7

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

Abbreviations: B=Branch, C=City Delivery, Conv.=Converted, CPO=Community Post Office, Disc.=Discontinued, DOPO=Directory of Post Offices, Estab.=Established, F=Finance, IC=Independent City, MOU=Money Order Unit, MR=Mailing Restrictions (from Part 126 PSM) apply, NP=Nonpersonnel, NZCD=National ZIP Code Directory, 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
AL	Bexar	Marion	4			35547	Delete	2-15-74	} P.O. disc.
AL	(Mail to Hamilton)	do	1			35570		2-15-74	
AK	St. Paul Island	Southcentral	3	St. George Island	RB	99660	Add	2-1-74	} RB estab.
AK	Anchorage	do	1	Atka	RB	99502	Add	2-16-74	
CA	Woodland Hills	Los Angeles	1	Calabasas	CPO	91302	Delete	9-15-73	} To correct FOB 20966.
CA	do	do	1	do	Bx	91302	Add	9-15-73	
CA	Idria	San Benito	4			95027	Delete	1-4-74	} P.O. disc.
CA	(Mail to San Jose)	Santa Clara	1			95125		1-4-74	
CA	Sunnyside	San Diego	3			92079	Delete	3-2-74	} P.O. disc.
CA	(Mail to Bonita)	do	1			92002		3-2-74	
CA	Westend	San Bernardino	3			93564	Delete	2-1-74	} P.O. disc.
CA	(Mail to Trona)	do	2			93562		2-1-74	
CO	Keota	Weld	4			80738	Delete	12-21-73	} P.O. disc.
CO	(Mail to Grover)	do	3			80729		12-21-73	
IA	Burchinal	Cerro Gordo	4			50425	Delete	3-1-74	} P.O. disc.
IA	(Mail to Rockwell)	do	2			50469		3-2-74	
IA	Harcourt	Webster	3	Lanyon	RB	50544	Delete	1-31-74	RB disc.
KS	Herkimer	Marshall	4			66433	Delete	3-29-74	} P.O. conv. to CPO
KS	Marysville	do	1	Herkimer	CPO	66433	Add	3-30-74	
MS	Homewood	Scott	4			39089	Delete	2-1-74	} P.O. disc.
MS	(Mail to Pulaski)	do	3			39152		2-1-74	
MS	Oma	Lawrence	4			39142	Delete	3-1-74	} P.O. disc.
MS	(Mail to Monticello)	do	2			39654		2-1-74	
MO	Montauk	Dent	4			65545	Delete	2-1-74	} P.O. disc.
MO	(Mail to Salem)	do	1			65560		2-1-74	
MO	Mill Grove	Mercer	4			64662	Delete	3-29-74	} P.O. disc.
MO	(Mail to Princeton)	do	2			64673		3-30-74	
MO	Stet	Carroll	4			64660	Delete	3-29-74	} P.O. conv. to CPO
MO	Norborne	do	2	Stet	CPO	64680	Add	3-30-74	
MO	Willhott	Ozark	4			65782	Delete	3-29-74	} P.O. disc.
MO	(Mail to Wasola)	do	4			65773		3-29-74	
MT	Shonkin	Chouteau	4			59476	Delete	2-2-74	} P.O. conv. to CPO
MT	Great Falls	Cascade	1	Shonkin	CPO	59476	Add	2-2-74	
NH	Epsom	Merrimack	3			03234	Delete	2-1-74	} P.O. disc.
NH	Gossville	Merrimack	3			03239	Delete	3-1-74	
NH	Mail to Epsom	do	2			03234	Add	3-1-74	ZIP code change due to consolidation of P.O.'s
NY	Waccabuc	Westchester	3			10597	Add	9-26-73	Re-estab. P.O. disc. rescinded 11-26-73
ND	Hamar	Eddy	4			58336	Delete	2-1-74	} P.O. conv. to CPO
ND	Tolna	Nelson	3	Hamar	CPO	58336	Add	2-1-74	
OK	Jefferson	Grant	4			73748	Delete	11-18-74	} P.O. disc.
OK	(Mail to Medford)	do	2			73759		1-18-74	
OK	Renfrow	do	4			73767	Delete	2-1-74	} P.O. disc.
OK	(Mail to Medford)	do	2			73759		2-1-74	
OK	Boise City	Cimarron	2	Wheelless	RB	73952	Delete	1-31-74	RB disc.
OR	Waterloo	Linn	4			97395	Delete	3-2-74	} P.O. disc.
OR	(Mail to Lebanon)	do	1			97355		3-2-74	
PA	Schwenksville	Montgomery	2			19473	Delete	2-1-74	} P.O. conv. to CPO
PA	(Mail to Collegeville)	do	1	Schwenksville	Bx	19473	Add	2-1-74	
PR	Cidra	Guayama	2c			00639	Delete	2-16-74	} C estab.
PR	do	do	2c			00639	Add	2-16-74	
SD	Kirley	Haakon	4			57546	Delete	12-31-74	} P.O. disc.
SD	(Mail to Midland)	do	3			57552		1-1-74	
SD	Esmond	Kingsbury	4			57333	Delete	12-31-73	} P.O. disc.
SD	(Mail to Iroquois)	do	3			57353		1-1-74	
SD	Chelsea	Faulk	4			57431	Delete	4-27-74	} Post office to conv. CPO.
SD	Northville	Spink	3	Chelsea	CPO	57431	Add	4-27-74	
TN	Knoxville	Knox	1	Halls Crossroads	RB	37918	Delete	2-9-74	RB disc.
TX	Sherwood	Irion	4			76948	Delete	2-1-74	} P.O. disc.
TX	(Mail to Mertzon)	do	3			76941		3-2-74	
TX	Courtney	Grimes	4			77851	Delete	2-1-74	} P.O. disc.
TX	(Mail to Navasota)	do	1			77868		2-1-74	
TX	Glen Cove	Coleman	4			76843	Delete	2-1-74	} P.O. conv. to CPO
TX	Abilene	Taylor	1	Glen Cove	CPO	76843	Add	2-1-74	
TX	Longworth	Fisher	4			79531	Delete	2-1-74	} P.O. disc.
TX	(Mail to Abilene)	Taylor	1			79604		2-1-74	
TX	Winkler	Navarro	4			75864	Delete	2-1-74	} P.O. disc.
TX	(Mail to Streetman)	Freestone	3			75859		2-1-74	
VA	Tunstall	New Kent	4			23172	Delete	2-16-74	} P.O. disc.
VA	(Mail to New Kent)	do	3			23124		2-17-74	

POST OFFICE CHANGES NO. 7—Continued

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
VA	New Hope.....	Augusta.....	3			24469	Add.....	3-1-74	To correct ZIP code listed in DOPO.
WV	Rough Run.....	Grant.....	4			26860	Delete.....	2-15-74	} P.O. disc.
WV	(Mail to Petersburg)	do.....	2			26847		2-16-74	
WI	Whittlesey.....	Taylor.....	4			54492	Delete.....	3-1-74	} P.O. disc.
WI	(Mail to Medford)	do.....	1			54451		3-2-74	
WI	Peebles.....	Fond Du Lac.....	3			53071	Delete.....	2-2-74	} P.O. disc.
WI	(Mail to Fond Du Lac)	do.....	1			54935		2-3-74	
WI	Waunakee.....	Dane.....	2			53597	Delete.....	5-11-74	} C estab.
WI	Waunakee.....	do.....	2c			53597	Add.....	5-11-74	

All Post Offices

**Customer Complaint Analysis Program (Changes)**

Effective March 2, 1974, the beginning of Accounting Period No. 10, customer complaints will no longer be classified as to *Letters, Publications, Advertising, and Merchandise* when reporting under the customer complaint analysis program. Beginning on the same date, information regarding Lost Mail will no longer be reported under the complaints program.

Starting with Accounting Period No. 10, all post offices completing Form 4317, *Complaints Tabulation*, will record complaints according to classes of mail and the categories shown in parts 1, 2, and 3 of the form. No entries are to be made in the columns headed *Letters (Ltrs.)*, *Publications (Pubs.)*, *Advertising (Advt.)*, and *Merchandise (Mdse.)*. Omit entries in the total columns for category 500 *Lost Mail* in parts 1 and 2 of the form, and make no entries in the section of part 3 entitled *Lost Mail—Form 1510*. The procedure for processing customer reports of Lost Mail will not require preparation of a Form 1835 for each Form 1510 record.

At offices designated to report to headquarters each accounting period, complaint coordinators are cautioned to avoid making entries in columns as stated above on OCR Forms 4316 *Customer Complaints Tabulation Summary Report* when transferring information from Forms 4317 to the OCR Forms.—*Customer Services Department, 3-14-74.*

All Post Offices

**Migratory Bird Stamps**

Postmasters are reminded that the amount recorded in A/C 16144 on the statement of account submitted as of the close of the third quarter, fiscal year 1974, must accurately reflect the value of bird stamps on hand in the post office. Except for post offices having established philatelic outlets, the only bird stamps which should be on hand in post offices are the current 1973-74 which sells for \$5. Postmasters will insure that these unsold Migratory Bird Stamps are destroyed during the fourth quarter, and the destruction properly reported on the statement of account for period ending June 21, 1974. See sections 223.26 and 224.3, *Fiscal Handbook F-1*.

The entry in A/C 16144 must be evenly divisible by \$5. Any remainder indicates an error except in those offices having philatelic outlets as referred above. Those offices which have prior year Bird Stamps on hand for philatelic purposes must list the value of prior year stamps, by year of issue, which are included in A/C 16144. The "Remarks" block on the reverse side of Form 1555 should be used for this purpose.—*Finance Department, 3-14-74.*

All Postal Installations

**Report Delays in Receiving Money Orders for C.o.d.'s**

Form 3859, *Report by Mailing PM to I in C of Over 5 Days Delay in Accounting for C.o.d. Parcel*, has been discontinued. However, mailers should be encouraged to report delays in receiving payments for c.o.d. mailings. Request mailers to report delays of over 45 days or more to their postal inspector in charge, giving the name and address of sender and addressee, c.o.d. number and date of mailing of the parcel, and the money order number, amount, and date.—*Finance Department, 3-14-74.*

All Postal Installations

**Registered Mail Claims Forms**

Do not use Form 565, *Registered Mail Inquiry for Delivery and/or Application for Indemnity*, dated October 1973 until notified by a later POSTAL BULLETIN.

Meanwhile, offices in need of Form 565, *Application for Indemnity for Registered Mail*, dated prior to October 1973, will obtain these forms from the Western Area Supply Center or other offices within their sectional centers.—*Finance Department, 3-14-74.*

**A MAILBAG IS USED 10-15 TIMES A YEAR  
—YOU CAN KEEP IT IN SERVICE 15 YEARS**

## 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	071,188,601 to 071,189,500	106,023,259 to 106,023,300
041,562,501 to 041,563,500	071,531,953 to 071,531,957	106,083,701 to 106,084,200
043,601,701 to 043,602,100	075,283,512 to 075,283,528	106,550,419 to 106,550,500
044,398,071 to 044,398,100	075,283,594 to 075,283,600	107,519,665 to 107,519,667
044,543,701 to 044,543,800	076,343,501 to 076,343,800	107,929,858 to 107,929,900
044,546,201 to 044,546,500	076,853,896 to 076,853,900	112,428,154 to 112,428,400
044,546,569 to 044,547,100	076,890,808 to 076,890,900	116,755,601 to 116,756,200
045,283,954 to 045,284,000	077,341,301 to 077,341,500	119,531,501 to 119,531,600
045,284,501 to 045,284,600	078,120,697 to 078,120,700	120,742,680 to 120,742,800
046,299,050 to 046,299,100	079,041,608 to 079,041,800	120,995,920 to 120,996,000
046,394,501 to 046,394,800	079,078,253 to 079,078,275	128,201,700 to 128,202,100
046,637,401 to 046,637,700	079,078,300 to 079,078,400	129,360,793 to 129,360,800
048,055,301 to 048,055,400	081,332,963 to 081,333,100	130,765,301 to 130,765,400
049,529,901 to 049,530,000	081,901,785 to 081,901,800	131,136,851 to 131,136,900
052,748,410 to 052,748,600	082,141,408 to 082,141,500	131,316,241 to 131,316,500
053,126,881 to 053,127,000	083,712,421 to 083,712,600	131,462,524 to 131,462,540
054,075,324 to 054,075,357	085,264,301 to 085,264,900	132,338,160 to 132,338,300
056,584,334 to 056,584,400	085,982,395 to 085,982,400	134,519,591 to 134,519,600
057,408,404 to 057,408,500	087,408,501 to 087,409,100	134,846,101 to 134,846,200
057,665,072 to 057,665,100	087,497,301 to 087,497,400	134,928,645 to 134,928,700
057,829,001 to 057,829,100	087,675,468 to 087,675,496	135,878,662 to 135,878,700
057,829,901 to 057,830,300	088,573,791 to 088,573,900	137,473,227 to 137,473,300
058,641,516 to 058,641,600	090,981,378 to 090,981,400	137,328,801 to 137,329,300
059,277,101 to 059,277,300	091,740,773 to 091,741,500	137,671,430 to 137,671,500
059,359,906 to 059,359,999	091,781,407 to 091,781,700	139,732,942 to 139,733,000
062,457,614 to 062,457,700	091,781,801 to 091,781,900	141,568,001 to 141,568,800
063,358,201 to 063,358,400	091,793,226 to 091,793,230	141,655,112 to 141,655,500
064,463,292 to 064,463,300	091,794,661 to 091,794,700	141,980,101 to 141,980,300
064,959,263 to 064,959,281	092,528,953 to 092,529,200	143,979,583 to 143,979,650
065,432,828 to 065,433,000	094,192,925 to 094,193,000	143,991,524 to 143,991,580
066,148,996 to 066,149,000	097,565,501 to 097,566,400	145,573,801 to 145,574,800
067,315,691 to 067,316,300	099,263,843 to 099,263,900	145,690,901 to 145,691,000
067,362,230 to 067,362,300	099,460,585 to 099,460,600	145,787,864 to 145,787,900
068,300,730 to 068,300,800	099,914,265 to 099,914,292	145,856,825 to 145,856,884
068,563,196 to 068,563,200	099,914,301 to 099,914,500	147,029,371 to 147,029,400
068,857,201 to 068,857,400	101,538,602 to 101,539,000	147,043,701 to 147,043,900
068,935,291 to 068,935,700	103,027,712 to 103,027,800	149,007,901 to 149,008,000
069,930,001 to 069,930,300	104,757,201 to 104,757,500	153,209,301 to 153,210,300
	104,911,301 to 104,911,500	

## Missing or Stolen U.S. Money Order Forms

Add the missing new-style money order forms to the consolidated list which appeared in POSTAL BULLETIN 20972, dated March 7, 1974:

**1704066275 to 1704066299**

Do Not Cash the Missing Orders.—Finance Department, 3-14-74.

All Post Offices

## Display for Carson City Silver Dollars

This month, all offices except fourth class, will receive a counter card and a supply of brochures advertising the Government Services Administration's program to sell rare silver dollars as collectors items. The counter card and brochures should not be displayed before April 1, 1974. The materials should be displayed in lobbies during April, May, and June 1974 only.—Customer Services Department, 3-14-74.