



# postal bulletin

Directives Control Division, Washington, DC 20260 PB 20999 — Sept. 5, 1974 — Five Pages

## 6.3-Cent Ordinary Postage Stamp in Coil Form

**Description.** The 6.3¢ coil stamp will be first placed on sale at Washington, DC 20013 on October 1, 1974. This issue is primarily for use by bulk mailers holding precancel permits.

**Do Not Sell Before Oct. 2, 1974.**



Image area : 0.76 by 0.86 inches.  
Issued in coils of 500 and 3,000.  
Color : Orange.  
Designer : Frank Lionetti.

**Collectors.** Request first-day cancellations from: Bulk Rate Stamp, Postmaster, Washington, DC 20013 (see PSM, 257.2). Enclose 13 cents for each cover. The Postal Service will affix a pair of the 6.3¢ coil stamps to cover the first class mailing rate. Non-precanceled stamps will be available at the Philatelic Sales Division, Washington, DC 20036, beginning October 1, 1974.

**Supply.** Postmasters requiring this stamp in **precanceled form** should submit requisitions to the Bureau of Engraving and Printing in accordance with Part 143 Postal Service Manual. Use item No. 763 for coils of 500 and 764 for coils of 3,000. Enclose a memorandum with your requisitions stating the city and state name to be overprinted on the stamp.

**Non-precanceled.** The stamp may be sold only at postal stores and at the Philatelic Sales Division in non-precanceled form. Sales shall be in minimum strips of ten and multiples thereof.—*Office of Stamps, 9-5-74.*

## Rural Carrier Safety Kit

A special Rural Carrier Safety Kit will be distributed by September 15, 1974 to all Postmasters who have rural routes. This kit is part of the intensified safety campaign to reduce accidents in the Postal Service.

The Rural Carrier Safety Campaign is mandatory. Implementing guidelines will be contained in the safety kits distributed to Postmasters concerned.—*Employee Relations Department, 9-5-74.*

## Form 5398 (May 1974)

Form 5398, *Transportation Performance Record—Large Installation*, has been revised and has a new title. Dupli-mats for the new Form 5398, *Highway Van Control A/N Inputs and Performance Record*, are now available in the Supply Centers.

The form is to be used for recording all highway transportation whether it be in the Highway Management Program or not. Instructions for its completion are found in the *Highway Management Program Operations Manual* issued June 1, 1973, and updated June 28, 1974.

Facilities needing this form should order an initial supply using Form 4750. Order additional requirements during the regular requisition cycle on Form 7380.—*Logistics Department, 9-5-74.*

## Passport Program Forms

Forms DSP-19, *Application for Amendment of Passport* and DSP-82, *Application for Passport by Mail*, have been revised to delete the Oath of Allegiance. Beginning September 30, 1974 use *only* the May, 1974 edition of the DSP-19 and the February 1974 or May 1974 editions of DSP-82. On September 30, destroy all earlier editions of the forms.

Post offices that do not have the revised editions should immediately order initial supplies from their supply center on Form 4750, *Special Requisition for Supplies*. Order additional requirements on Form 7380, *Requisition for Supplies*, during regular requisitioning cycles.—*Customer Services Department, 9-5-74.*

## Special Achievement Award Certificate

The Special Achievement Award Certificate (ref. PSM 473.1) has been re-designed to enhance and bring its appearance more into the line of progression with other certificates of similar importance.

The re-design of the Special Achievement Award Certificate was specifically done in such a manner as to permit use in its present form or to allow appropriate wording to be added to fit the occasion of presentation.

The Special Achievement Award Certificate, PS Item Number 0-1100B, is now available in Area Supply Centers. Installations may order these certificates from their area supply centers on Form 7380, *Requisition For Supplies*, during regular requisitioning cycles. Any existing supply of the old certificates should be disposed of as waste.—*Employee Relations Department, 9-5-74.*

## Firearms in Dead Parcel Branches

Effective immediately, firearms being sent to dead parcel post branches must be sent by registered mail. Include a memorandum with the shipment providing the reason for nondelivery and how it was discovered that the shipment contained firearms. The *Postal Service Manual* will be amended.—*Finance Department, 9-5-74.*

## CONTENTS

	Page Col.	
6.3-Cent Ordinary Postage Stamp in Coil Form.....	1	1
Applications for Second-Class Mail Privileges.....	3	1
Firearms in Dead Parcel Branches .....	1	3
Energy Usage Reports.....	2	3
Form 5398 (May 1974).....	1	2
Management Identification Card .....	2	1
Money Order Inquiry Forms...	2	1
Money Orders—U.S.....	5	1
Passport Program Forms.....	1	2
Philatelic Sales Program.....	2	2
Post Office Changes No. 8.....	4	1
Receipt for Certified Mail.....	4	1
Rural Carrier Safety Kit.....	1	2
Special Achievement Award Certificate .....	1	3

## Money Order Inquiry Forms

**Form 6401.** The address on Form 6401, *Inquiry as to Payment of Money Order* (November 1971), is no longer valid. To submit these forms, insert them in an envelope addressed to:

Money Order Division  
Postal Data Center  
P.O. Box 14965  
St. Louis, MO 63182

A new form 6401 (April 1974) which includes the correct address is in the supply centers; however present inventory precludes a blanket distribution of the new forms. Reorder the new Form 6401 *only* when your supply of the old form has been depleted or is at the reorder level.


**Form 6684.** The address on Form 6684, *Inquiry Concerning International Money Order Issued in the United States*, is now invalid. Submit these forms by inserting them in an envelope addressed to:

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

—Finance Department, 9-5-74.

## Management Identification Card

Form 201, an identification card for members of Postal Management, is expected to be available from area supply centers after September 9, 1974. Installations may requisition this form from their area supply center on Form 7380, *Requisition For Supplies*, during regular requisitioning cycles. Postal installation heads will issue Form 201 on request to members of their management and supervisory staffs.

HOLDER'S SIGNATURE	 THIS CARD IDENTIFIES A MEMBER OF <b>POSTAL MANAGEMENT</b>
	NAME _____
	EMPLOYED AT _____
	TITLE _____
	DATE _____
	ISSUING OFFICER _____
	IF FOUND, DROP IN ANY U.S. MAIL BOX

—Employee Relations Dept., 9-5-74.

## Philatelic Sales Program

Six new Stamp Collecting Kits (including 2 different Space Kits) have just been shipped to designated sectional centers for further distribution to Stamp Collecting Centers. These kits should be placed on sale immediately upon receipt. Additional quantities of the new Stamp Collecting Kits will be distributed in September 1974 to insure adequate stock availability to coincide with the national advertising program.

The 1974 Mint Set is scheduled for distribution the latter part of October 1974.

The new products and their item numbers are:

Stamp Collecting Kits:	Item No.
Space (Revised Edition & Second Edition).....	907
The Animal Kingdom.....	909
The World of Sports.....	910
Birds and Butterflies.....	911
Masterworks.....	912
Mixed Carton (10 of each of 5 kits) <sup>1</sup> .....	913
1974 Mint Set.....	931

<sup>1</sup> These Space Kits have the same item number as the original Space Starter Kit.  
<sup>2</sup> The kits in the mixed carton must be reported and accounted for using their individually assigned item number.

Stamp Collecting Centers should relocate their philatelic display merchandisers to focus maximum customer attention on the products available. Possibly place them near the entrance or adjacent to speedy lines.

Stamp Collecting Kit display material for philatelic merchandisers will be distributed with instructions in early October 1974. In the interim, sales outlets should use one of each of the new kits received for display purposes in the merchandiser. Posters, counter cards, and other promotional material for philatelic products will be distributed from September to November 1974 and should be set in place as soon as possible.

These kits plus the 1972, 1973, the new 1974 Mint Sets, and the Stamps and Stories book now on hand provide a wide variety of philatelic products available for sale well in advance of the Christmas shopping season. This will provide ample time for post offices to plan their local promotional efforts to compliment the national advertising program.—Customer Services Dept., 9-5-74.

All First-, Second-, and Third-Class Offices

## Energy Usage Reports

The Energy Conservation and Consumption Reporting System has been in operation since January 1974. In order to meet our commitments to the nation and to reduce costs, we must continue to monitor and control energy consumption in all postal installations. Modifications in the initial reporting requirements are cited below.

**First-Class Offices.** In the near future, you will receive instructions regarding a revised Energy Reporting System that will ease the reporting requirements. But until the new system is activated, continue to file Form 4928 on a monthly basis, as previously instructed. There is an ample supply of forms in the supply centers. Forward the completed forms to:

Energy Reporting Center, Room 2352  
U.S. Postal Service Headquarters  
Washington, DC 20260

Mail the forms so that they arrive no later than 30 days after the last day of the month of record (e.g., September data must be received by October 30). *Note:* this represents a change in the initially instructed due date.

**Second- and Third-Class Offices.** It is no longer necessary for you to submit Form 4928 to Headquarters. However, you are required to maintain accurate and up-to-date records of energy consumption, as described in Handbook MS-49 (offices larger than 25,000 sq. ft.) and MS-50 (offices smaller than 25,000 sq. ft.). This assists the postmaster in monitoring energy usage and also provides current information should the need again arise to forward such information to Headquarters.—Operations Group, 9-5-74.

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

## APPLICATIONS FOR SECOND-CLASS MAIL PRIVILEGES

Many applications for second-class mail privileges forwarded to Headquarters are incomplete or improperly prepared. In particular, postmasters often fail to furnish complete reports regarding records reviewed—to determine whether publications meet the requirements for second-class mail privileges. cursory handling of applications creates additional work for the post office, and inconveniences customers by delaying final action on the applications.

Listed below are instructions for Forms 3501 and 3502, Applications for Second-Class Mail Privileges. Form 3501 is designed for publications to be entered under the provisions of section 132.22, *Postal Service Manual*, and Form 3502 is designed for publications to be entered under the provisions of section 132.23, *Postal Service Manual*.

### Form 3501

The publisher wishing to enter a publication as second-class matter under the provisions of section 132.22, PSM, must (a) establish an annual subscription price for the publication, and (b) furnish the postmaster with evidence (the print order or invoice showing the total number of copies printed; individual and bulk orders for subscriptions; stubs of receipts issued; sales records and returns for over-the-counter sales, cashbook, or similar records) that the publication is circulated to a legitimate list of subscribers and that it is not circulated primarily free.

The postmaster must complete all applicable items on page 1, describing in item 18 the kinds of records reviewed to verify the paid circulation of the publication. A statement such as, "I reviewed the publisher's records" does not describe the kinds of records reviewed. If the print order or invoice showing the total number of copies printed, individual orders for subscriptions, etc. is reviewed, this information must be shown in item 18.

On page 2, the publisher must complete all applicable items of Column (B); and the postmaster must complete all applicable items of Column (C). If subscriptions are paid for with dues or contributions, or if copies are sent to persons whose subscriptions were paid for by others, or if copies were purchased in bulk by other than news agents or newsboys, forward to

Headquarters, as appropriate: (a) printed copies of forms used for taking subscriptions, (b) a statement describing the purpose for which the copies were sent or purchased, the price paid, and the name of the person who purchased the copies (items 22, 26 and 31).

To determine the *Total Subscriptions* (item 33), items 20 through 32 of Column (B) and Column (C) must be added; exclude advertisers' proof copies and exchange copies (items 24 and 25). *Note:* Although advertisers' proof copies and exchange copies may be mailed at the publisher's pound rates under the provisions of sections 132.464 and 132.466, PSM, such copies must not be counted as subscribers' copies.

To determine whether a publication is circulated primarily free, the total number of copies distributed by mail, by the publisher's carriers, or by other means for any purpose must be included in the circulation figures for the publication.

The Postal Service considers that a publication is not designed primarily for free circulation when over one-half of the copies circulated are paid for at a rate above nominal by the ultimate recipients—unless other available evidence indicates that the intent of the publisher is to circulate the publication free. Based on the circulation of a typical issue of a publication, you can determine whether the publication meets the paid circulation requirements for second-class mail privileges by dividing the total circulation (the sum of items 33, 34 and 35) into *Total Subscriptions*.

### Form 3502

Form 3502 is to be used only for publications issued by the specific types of organizations listed in section 132.23, PSM. The form is not to be modified to fit unspecified applicants. The publisher (a) must complete all applicable items on the front including the organizational category under which he qualifies, and (b) must furnish proof that the organization qualifies within the category indicated.

If the publication is to contain general advertising, the publisher must complete under the *Subscription Data* section the applicable items in Column (B), and the postmaster must verify the records of the publisher and complete the applicable items in Column (C).

If subscriptions are paid for as a part of dues or assessments, contributions, or otherwise, forward to Headquarters, as appropriate: (a) a certified copy of the resolution or (b) a copy of the arrangement between the publisher and the subscriber which is used for subscribing to the publication (item 23).

Each publisher must show in item 31 in addition to his signature, his title and the date the form is completed.

Postmasters must complete the Postmaster's Report section, describing in item 36, for those publications containing general advertising, the kinds of records (print order or invoice showing the total number of copies printed, individual orders for subscriptions, etc.) reviewed to verify the paid circulation of the publication.

A publication containing general advertising and applying for entry under the provisions of section 132.23 must meet the paid circulation requirements in section 132.232c, PSM.

Publications of the specific types of organizations listed in section 132.231, PSM, may contain only the publisher's advertising.

### General

It is essential that postmasters discuss the requirements for second-class mail privileges with publishers before accepting second-class applications, and postmasters give applications full attention at the local level before forwarding to Headquarters.

You are urged to seek help from your Postal Services Center (see pages V & VI of Publication 26, *Directory of Post Offices*) if you have questions concerning application procedures.

The copy of the publication accompanying a second-class application to the Mail Classification Division should contain the identification statements required by section 132.25, PSM; also, it should be marked by the publisher in such a manner that the advertisements and the percentage of advertising in the copy may be verified.

When following the instructions in paragraph 6 of MCD 24, Authorization for Second-Class Mail Privileges, please refer to the initials appearing in the upper right corner of the form.—*Rates and Classification Dept.*, 9-5-74.

## RECEIPT FOR CERTIFIED MAIL

There is a critical shortage of Form 3800, *Receipt for Certified Mail (Label)*. Current estimates call for the supply centers to begin filling back orders about September 16, 1974.

Post offices, whose supply of Form 3800 is depleted, are authorized to utilize plain sheets of paper, size approximately 3" by 5", as emergency replacements. These should be endorsed to show **EMERGENCY RECEIPT FOR CERTIFIED MAIL, CERTIFIED MAIL NO. —**,

**SERVICES REQUESTED**, and **FEE PAID**. Use six-digit numbers for certified numbers. The series of these numbers is unimportant, but they must not begin with a zero. Services requested and fees charged must be shown on the receipt.

These emergency forms are not valid unless postmarked. Certified mail, which utilizes emergency receipts, must not be placed in street collection boxes, or letter drops but must be handed to a postal employee

so that the receipt may be postmarked. Certified mail envelopes or wrappers must be endorsed with **CERTIFIED MAIL NO. —**, and the same number must be shown on both the envelope and receipt.

This procedure is authorized only until regular forms are received from supply centers. It is not applicable for use on certified mail where a sufficient supply of regular Forms 3800 is available.—*Rates and Classification Department, 9-5-74.*

## POST OFFICE CHANGES NO. 8

(Supplemental to 1974 Directory of Post Offices, Publication 26 Not Yet Published)

Abbreviations: B=Branch. C=City Delivery. Conv.=Converted. CPO=Community Post Office. Disc.=Discontinued. DPO=Directory of Post Offices. Estab.=Established. F=Finance. IC=Independent City. MOU=Money Order Unit. MR=Mailing Restrictions (from Part 126 PSM) apply. MP=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
AR	Patrick	Madison	4			72750	Delete	10-11-74	} P.O. disc.
AR	(Mail to Elkins)	Washington	2			72727		10-12-74	
AR	Mountain Top	Franklin	4			72850	Delete	10-11-72	} P.O. disc.
AR	(Mail to Ozark)	do	1			72949			
IL	Mount Vernon	Jefferson	1	Times Square	S	62864	Add	8-23-74	S estab.
LA	Alexandria	Rapides		England Air Force Base	Bx	71301	Delete	10-12-74	} Conv. to B.
LA	do	do		do	B	71301	Add	10-12-74	
SC	Burgess	Horry	4			29517	Delete	9-27-74	} P.O. disc.
SC	(Mail to Murrells Inlet)	Georgetown	2			29576		9-27-74	
TX	Mesquite	Dallas		Town Hall	RB	75149	Delete	8-31-74	RB disc.

—Customer Services Department, 9-5-74.

**IF THE ADDRESS ON YOUR MAILING LABEL OF POSTAL LIFE OR POSTAL LEADER IS INCORRECT, COMPLETE FORM 1216, EMPLOYEE'S CURRENT MAILING ADDRESS. THIS FORM IS AVAILABLE FROM YOUR PERSONNEL OFFICE. RETURN THE COMPLETED FORM TO YOUR PERSONNEL OFFICE FOR PROCESSING. NO OTHER FORM CAN BE USED FOR THIS PURPOSE.**

# MISSING OR STOLEN U.S. MONEY ORDER FORMS—DO NOT CASH

(To be posted and used by window clerks. As directed, destroy previous notices. Insert any interim notices in sequence.)

**A. Old Style.** Destroy the PB 20997 listing. Keep this part A listing until further notified.

121,968,244 to 121,968,299	3,995,593,050 to 3,995,593,099	5,666,020,000 to 5,666,021,999
122,851,234 to 122,851,299	3,999,461,159 to 3,999,461,189	5,671,762,600 to 5,671,763,999
124,450,066 to 124,450,199	4,000,490,300 to 4,000,490,324	5,674,407,000 to 5,674,410,499
125,833,650 to 125,833,799	4,002,271,799 to 4,002,271,899	5,692,340,350 to 5,692,341,849
1,923,904,133 to 1,923,905,999	4,002,991,250 to 4,002,991,649	5,694,251,950 to 5,694,253,249
1,961,462,068 to 1,961,462,499	4,003,639,400 to 4,003,639,749	5,783,377,860 to 5,783,377,999
1,990,815,692 to 1,990,815,899	4,004,131,050 to 4,004,131,249	5,799,478,500 to 5,799,479,999
2,034,215,108 to 2,034,215,649	4,005,503,050 to 4,005,503,099	5,806,140,822 to 5,806,140,899
2,041,216,507 to 2,041,216,536	4,007,000,511 to 4,007,000,566	5,817,682,281 to 5,817,682,399
2,044,407,917 to 2,044,407,955	4,007,363,202 to 4,007,363,999	73,764,000 to 73,767,999
2,759,101,200 to 2,759,101,499	4,008,050,550 to 4,008,055,799	7,592,004,273 to 7,592,004,299
3,822,851,800 to 3,822,852,999	540,304,321 to 540,304,499	7,595,577,897 to 7,595,578,549
3,850,802,900 to 3,850,803,999	599,543,500 to 599,543,999	7,595,759,250 to 7,595,760,149
3,883,236,411 to 3,883,237,249	5,550,886,753 to 5,550,886,999	7,595,853,176 to 7,595,853,211
3,903,103,381 to 3,903,103,399	5,646,932,000 to 5,646,933,999	7,598,550,400 to 7,598,550,699
3,903,318,673 to 3,903,318,699	5,647,270,759 to 5,647,271,999	7,601,425,400 to 7,601,425,999
3,909,406,197 to 3,909,406,449	5,656,140,000 to 5,656,143,999	7,607,637,250 to 7,607,637,349
3,914,884,465 to 3,914,885,999	5,656,522,036 to 5,656,525,999	8,347,462,300 to 8,347,462,499
3,917,491,137 to 3,917,491,299	5,659,292,000 to 5,659,293,999	8,616,820,253 to 8,616,820,272
3,993,150,005 to 3,993,150,049	5,659,763,800 to 5,659,765,299	

**New Style.** The actual serial numbers consist only of the first 10 digits. Destroy the PB 20998 listing.

602963462 to 1602963475	1679044095 to 1679044299	1720391025 to 1720391099
607554653 to 1607554699	1680774787 to 1680774799	1720874600 to 1720874699
608113079 to 1608113099	1680888282 to 1680888293	1721162900 to 1721162999
608308953 to 1608308999	1681394044 to 1681394099	1724036300 to 1724036399
610245056 to 1610245099	1681712757 to 1681712799	1726939700 to 1726939799
613378946 to 1613378959	1681853416 to 1681863446	1730124285 to 1730124299
616545152 to 1616545999	1682698280 to 1682698299	1730690720 to 1730690999
617414951 to 1617414999	1682729100 to 1682729399	1732319112 to 1732319199
619847857 to 1619847999	1682836257 to 1682836299	1733233742 to 1733233799
620558300 to 1620558499	1683997682 to 1683997799	1733566721 to 1733566799
625023647 to 1625023699	1684035109 to 1684035299	1733805887 to 1733805999
626277683 to 1626277699	1684492060 to 1684492099	1734819630 to 1734819699
636675839 to 1636675899	1686035736 to 1686035799	1737817900 to 1737818399
636676082 to 1636676999	1687391843 to 1687391899	1739545236 to 1739545299
637059927 to 1637059999	1688304300 to 1688301999	1739605125 to 1739605699
641315156 to 1641315199	1691674300 to 1691674999	1739661165 to 1739661299
647477961 to 1647477999	1691794372 to 1691794399	1742213200 to 1742214999
647728874 to 1647728999	1693813192 to 1693813699	1744356292 to 1744356999
653308903 to 1653308999	1693870781 to 1693870999	1744905503 to 1744905999
655512943 to 1655512999	1696499809 to 1696499999	1747527584 to 1747527599
655671860 to 1655671899	1697247319 to 1697247399	1751526303 to 1751526318
657057000 to 1657057999	1697615000 to 1697615099	1751781300 to 1751781399
658213130 to 1658213199	1697615104 to 1697615499	1752339179 to 1752339199
658217618 to 1658217699	1698585200 to 1698585599	1752507510 to 1752507599
658402020 to 1658402099	1698587010 to 1698587099	1754429200 to 1754429299
659321800 to 1659321999	1698628679 to 1698628999	1755637630 to 1755637699
661306800 to 1661306899	1704066275 to 1704066299	1755641153 to 1755641299
661306969 to 1661306999	1706357000 to 1706357099	1755670748 to 1755670899
668769368 to 1668769395	1707113104 to 1707113199	1756102623 to 1756102699
671890073 to 1671890099	1708413955 to 1708413999	1756102797 to 1756103399
671890222 to 1671890299	1709747764 to 1709747792	1766089832 to 1766089999
671971445 to 1671971499	1715496500 to 1715496599	1775605200 to 1775605299
672136745 to 1672136798	1715610019 to 1715610099	1781575500 to 1781575699
672529900 to 1672529999	1718763700 to 1718764099	1793361500 to 1793361599
676338349 to 1676338399	1719079464 to 1719079499	1796046813 to 1796047099
676765079 to 1676765299	1720390880 to 1720390899	1806486400 to 1806486499
678869156 to 1678869199	1720390989 to 1720390999	8005023000 to 8005023999