

postal bulletin

Directives Control Division, Washington, DC 20260

PB 21018-Jan. 9, 1975-Six Pages

10-Cent Benjamin West Commemorative Stamp

Description. The 10-cent Benjamin West commemorative stamp will be first placed on sale at Swarthmore, PA 19081, February 10, 1975. This issue is the first in the American Arts Set to be issued in 1975.

Do Not Sell Before Feb. 11, 1975



Image area: 0.84 by 1.44 inches.
Issued in sheets of 50.
Colors: Yellow, blue, red, black and gray.
Marginal markings: Five plate numbers,
Mail Early and Mr. Zip.

Initial printing: 140 million. Designer: Bradbury Thompson.

Collectors. Request first-day cancellations from: Benjamin West Stamp, Postmaster, Swarthmore, PA 19081 (see PSM, 257.2). Selected mint stamps will be available at the Philatelic Sales Division, Washington, DC 20036, beginning February 11, 1975.

Supply. All classes of post offices will receive an initial supply of the stamps under the automatic distribution system. Before requisitioning additional stamps (Item 406), consider that the stock should be depleted prior to April 10, 1975, at all post office outlets—except designated philatelic windows and postal stores.

All Post Offices Accepting Passport Applications

Passport Application Program

It has come to our attention that not all passport application acceptance employees are requiring the applicant to take the oath of affirmation which appears as the last item on the application form. The oath of affirmation relates to the truthefulness of statements made on the application and must be taken and signed by the applicant.

The oath of affirmation should not be confused with the oath of allegiance which is no longer required and has been deleted from the application form.

All employees should be reminded that the oath of affirmation must be taken by every applicant. The employee should ask the applicant, "Do you swear (or affirm) that the statements in the application are true and complete to the best of your knowledge and belief?"—Customer Services Dept., 1-9-75.

First-class post offices requiring additional bulk quantities: immediately requisition on Form 3356 from the Bureau of Engraving and Printing.

First-class post offices requiring additional stamps in less than bulk quantities and all other post offices: requisition on Form 17 from designated SCF on next scheduled requisitioning date.

by 11½ inches commemorative series stamp panels will be released with the stamps. The panels (Item 962) are printed on heavy art paper suitable for mounting and sell for \$2 each.

Sectional centers: requisition panels (in units of 10 or cartons of 100) on Form 17 from accountable paper depositories. Associate offices: requisition any required quantity from designated SCF's. Panels are available on a first-come basis from all distributing offices.—Office of Stamps, 1-9-75.

International Inaugural Service

On or after February 4, 1975, Scandinavian Airlines System will inaugurate DC 10 service from Los Angeles to Copenhagen, Denmark. Official cachet and philatelic treatment are authorized as outlined in section 257.33, Postal Service Manual. To send covers by this service, prepare them in the usual manner addressed for delivery in Denmark, United States, and Canada, affixing postage at 26 cents per half ounce. Aerogrammes and Postal cards will not be accepted. The covers should reach the office applying the cachet no later than three days prior to the scheduled date of the flight and should be enclosed in another envelope addressed as follows:

Cachets to be Send covers to: applied by:

Los Angeles City Post Office. Manager, Terminal Annex, Los Angeles, CA 90052

Los Angeles Airport Mail Facility. Manager, Worldway Postal Center, Los Angeles, CA 90009.

Covers already postmarked, those not properly prepared, and those posted in the usual manner will not receive cachets.—Logistics Dept., 1—9-75.

CONTENTS	Page	Col.
10-Cent Benjamin West Com- memorative Stamp	1	1
Change in Contract Cleaner	2	2
Controlled Circulation Publica-		
tion Mail	2	1
Custodial Work Hours	4	2
Expired Boiler and Elevator In-		
spection Certificates	2	2
Foreign Order No. 29	9	3
Foreign Order No. 23	0	3
Fourth-Class Catalog Permit	3 2	
GSA Lobby Brochure	2	3
Inspection Service Boundary		
Changes	2	3
Changes	4	i
Insured Mail Indemnity Claims		1
International Inaugural Serv-		
ice	5	3
Money Orders-Canadian		1
Money Orders-U.S	6	1
New Restricted Delivery Hand-		
	4	3
stamp		3
Passport Application Program		2
Post Office Changes No. 23	4	1
Standing Orders for Empty		

Mailbag Equipment_____

Controlled Circulation Publication Mail

All offices accepting controlled circulation publication mailings paid for under permit will send an information copy of Form 3541, Computation of Second-Class or Controlled Circulation Postage, to:

Postal Data Center Attn: Cont. Circ. A/P—— U.S. Postal Service P.O. Box 14872 St. Louis, MO 63180

This copy will be used for statistical purposes and is in addition to the post office record copy. This instruction is for internal data collection purposes only and does not require any change in procedures by the mailer, mailing requirements or methods of processing of the forms by post offices.

New concept offices will prepare an additional copy, clearly identify it as an information copy, and send it to the area finance office for forwarding to the St. Louis Postal Data Center. The finance number of the area finance office must be placed on each information copy by the area finance office.

Forms for each accounting period should be sent to the St. Louis Postal Data Center within 1 week after the end of each accounting period.

Form 3541

1. Only Forms 3541, pertaining to the controlled publications (entries on lines 11 or 12) which have a revenue credited to A/C 40350, are to be sent to the St. Louis PDC.

2. Forms sent to the St. Louis PDC must be readable for keypunching, and have the following information filled out:

Finance number of area finance office. Publication number.

Date of mailing.

Average weight per copy to six decimal places.

For domestic mailings: pounds, copies and charges on line 11.

For foreign mailings: copies and charges on line 12.

3. Line 11, Column G: Enter the largest figure only. (Example: If pound rate charges are more than piece rate charges, enter only the amount of pound rate charges.)

4. Note that the weight per copy on line 12 in ounces is no longer required for foreign copies. Be sure to enter the weight per copy to six decimal places in the space provided.

All First-Class Offices

Change in Contract Cleaner Policy

Postmasters may now enter into contracts for the cleaning of buildings or identifiable portions of buildings which are occupied by non-postal tenants and are not used for proprietary postal functions, provided such space is not currently being cleaned by field service custodial maintenance employees. This includes office space adjacent to or above postal operating space; identifiable sections of buildings which are separated from postal space which are outleased to nonpostal functions; and buildings which have been vacated by the Postal Service and are awaiting final disposition. Postal buildings which are vacated as a result of transferring operations (including custodial cleaning functions performed by bargaining unit personnel) to another building, shall be permitted to be cleaned under con-

Section 624.261, PSM, will be amended accordingly.—Real Estate & Buildings Dept., 1-9-75.

Expired Boiler and Elevator Inspection Certificates

We have been advised by General Services Administration that expired inspection certificates for boilers and elevators are displayed in certain postal facilities.

Expired certificates must be removed and arrangements made for an immediate inspection of elevators and boilers in accordance with regional instructions (in those buildings which do not have a valid certificate).

Form 279, Certificate of Inspection (elevators), and Form 279A, Certificate of Inspection—Pressure Vessel (boilers), are available in the supply centers.

Any questions on inspection procedures should be directed to your regional general manager, maintenance management division, real estate and buildings department.—Real Estate & Buildings Dept., 1-9-75.

5. Office sending incomplete/unreadable forms will be asked to resubmit. Send all forms for an accounting period in one batch during the week immediately after the close of that accounting period. Do not submit negative reports.—Management Information Systems Dept., 1-9-75.

All First-Class Offices

GSA Lobby Brochure

This week all first-class offices and classified stations and branches will receive a supply of 100 take-one brochures entitled, Consumer Information. The brochure is the new index of many selected federal publications available to the public from Government Services Administration by mail order.

The index lists four U.S. Postal Service brochures available to mail order customers at no charge: Consumer's Guide to Postal Services and Products, Packaging for Mailing, U.S. Postage Stamps and Postal Stationery, and Prohibiting Delivery of Offensive Mail.

Distribute the brochure in lobbies until February 15, 1975, or until the supply of brochures is exhausted.—Customer Services Dept., 1-9-75.

Inspection Service Boundary Changes

Effective January 4, 1975, Inspection Service Division boundaries within the Western Region were realigned. Beginning that day, post offices within the following ZIP Code areas will be assigned to the Inspection Service Divisions indicated:

ZIP Code Area	Division
590-599	Scattle
798-799	Denver
800-827	Denver
828	Seattle
829-834	Denver
835-838	Seattle
840-884	Denver
890-891	Los Angeles
893	Denver
894-897	San Francisco
898	Denver
900-935	Los Angeles
936-969	San Francisco
970-999	Seattle
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Addresses and telephone numbers for those Inspectors in Charge are:

Inspector in Charge, P.O. Box 329, Denver, CO 80201. Telephone: 303-837-4541.

Inspector in Charge, P.O. Box 30456, Los Angeles, CA 90030. Telephone: 213-688-2180.

Inspector in Charge, P.O. Box 367, San Francisco, CA 94101. Telephone: 415-556-2421.

Inspector in Charge, P.O. Box 400, Seattle, WA 98111. Telephone: 206-442-7840.—Inspection Service, 1-9-75.

Fourth-Class Catalog Permit Imprint

All offices accepting fourth-class catalog rate mailings paid for under permit-imprint are required to submit information copies of Form 3602, Statement of Mailing Matter with Permit-Imprints, or Form 3605, Mailing Statement—Fourth-Class Bulk Rates, to:

Postal Data Center Attn: Catalog Forms A/P—— U.S. Postal Service P.O. Box 14872 St. Louis, MO 63180

These copies will be used for statistical purposes and are in addition to the post office record copies. This instruction is for internal data collection purposes only and does not require any change in procedures by the mailer, mailing requirements or methods of processing of the forms by post offices.

New concept offices will prepare additional copies, clearly identify them as information copies, and send them to the area finance office for forwarding to the St. Louis Postal Data Center. The finance number of the area finance office must be placed on each information copy by the area finance office.

Forms for each accounting period should be sent to the St. Louis Postal Data Center within 1 week after the end of each accounting period. Please note that the copies of forms should be readable for keypunch purposes.

Special Instructions

- A. Form 3602 (reverse side only).
- 1. Submit a copy of the reverse side only.
- 2. Enter the finance number of the area finance office in the box titled Station or Unit. (Use a hyphen after the first two digits of the six-numeric digit finance number; i.e., 09-1234.)
- 3. Denote the date on the form by using six-numeric digits; i.e., month-day-year: 07-01-75.
- 4. In the box titled Rate Chargeable on Each, enter the zone number above dotted line for rate charged.

B. Form 3605

- 1. Submit a copy of the form.
- 2. Enter the finance number of the area finance office in the appropriate box. (Use a hyphen after the first two digits of the six-numeric digit finance number; i.e., 09-1234.)

3. Denote the date on the form by using six-numeric digits; i.e., month-day-year: 07-01-75.

Regulations

All offices should verify that the following regulations are being followed:

- 1. Only revenues for fourth-class mailings described in PSM 135.12 are to be entered in A/C 40462. Permit payments for mailings described in PSM 135.11, PSM 135.13, and PSM 135.14 should be credited to A/C 40463.
- 2. Forms to be sent to St. Louis PDC are only those associated with A/C 40462 (fourth-class catalogs) not those associated with A/C 40463. Do not send forms for permit mailings of matter mailed at rates other than the catalog rate (parcel post, library rate, film catalogs and other special rate mailings) as the revenues for these belong in A/C 40463.
- 3. In most cases, the only form associated with PSM 135.12 and A/C 40462 will be Form 3605, Mailing Statement—Fourth-Class Bulk Rates. The two exceptions are:
- (a) Offices with single-piece rate mailings (PSM 135.123) paid by permit, which are composed of between 250 and 299 pieces, all to one zone, would use Form 3602. The charges for these would be computed based on the rate table in PSM 135.123.
- (b) Offices with single-piece rate mailings (PSM 135.123) paid by permit, which are composed of over 299 pieces, all to one zone, and which fail to meet the presort requirements given in PSM 135.121, would use Form 3602. The changes for these would be computed based on the rate table in PSM 135.123.
- Due to computer processing the entries on Form 3605 must be shown on the proper zone line and column. The total line must be completed on each form.
- 5. All Forms 3605 and those Forms 3602, covered in 3 (a) or (b) above, are to be sent to the St. Louis PDC in one batch during the week immediately after the close of each accounting period. Do not submit negative reports.—Management Information Systems Dept., 1-9-75.

All Personnel Processing Mail for Dispatch Abroad

Foreign Order No. 29

Keep all foreign order notices for use as reference. Box numbers refer to P.O. boxes.

A lottery order has been issued against:

BARBADOS

Bridgetown

Andreskson, Mr. Vasco, Sandford Villa, Cottage 3362, Bay Street.

CANADA

Calgary (Alberta)

Calgary Exhibition and Stampede, P.O. Box 2900—T2P 2S5.
The Western, Box 2900 T2P 2K8.

St. Boniface (Manitoba)

Manitoba Silent Sports Assoc. Inc., Box #9, R2H 3B4.

Winnipsg (Manitoba)
Lowden, Doug, Box 672 R3C 2K3.
Manitoba Lotteries Commission.

Manitoba Lotteries Commission, P.O. Box 8900 R3C 3A4.
Winnipeg Sports Car Club, Box 672 R3C 2K3.

IRELAND Drogheda

White, M. (or Maureen), 1 & 5 South Quay.

Dublin

Mullins, Mrs. Kay, 124 Brookwood Avenue, Artane.

Malahide

Manning, Evelyn, 4 Millview Lawns.

Do not dispatch any mail to the above. Endorse it: Lottery Mail and return it to sender.

If such mail bears no return address, treat it as undeliverable and dispose of it in accordance with 159.4, PSM. This notice may be posted at the outgoing primary and it must be posted on the Foreign Order Board at all SCF's and designated International Exchange Offices.—Judicial Officer, 1-9-75.

Standing Orders for Empty Mailbag Equipment

All postal installations are reminded that the regular quarterly review of standing orders for empty mailbag equipment is to be made at the end of the second quarter (January 3, 1975).

Section 581.73, Postal Service Manual, requires each installation to inform the sectional center facility or mailbag depository manager if ad-

justments are required.

In addition to postal installations, all customer standing orders are to be reviewed for changes in their equipment requirements.—Logistics Dept., 1-9-75.

POST OFFICE CHANGES NO. 23

(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. 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	Change action	Effective date	Explanation of change
CA	San Francisco	San Francisco	1	APO 98304	В	96304	Delete	11- 1-74	APO disc.
IA IA	Big Rock	Scottdo	4 8	Big Rock	CPO	52725 52725	Add	1-31-75 2- 1-75	P.O. Conv. to CPO.
KS	Haviland	Kiowa	2	Trousdale	RB	67145	Delete	1-31-75	RB disc.
KY KY	Furnace 1 (Mail to Irving)	Estilldo	4 2	Ravenna 1	Bx	40488 40472	do	1- 3-75 1- 4-75	P.O. disc.
MD	Baltimore	Independent City	1	Northwood	Sx	21239	Add	12- 1-74	Sx estab.
MO MO MO MO MO	Fagus Qulin Forbes (Mail to Oregon) Independence	Butlerdo	8	Fagus	CPO	63938 63938 64450 64473 64053	Delete Delete Delete	1-31-75 2- 1-75 1-31-75 2- 1-75 1-10-75	P.O. Conv. to CPO. P.O. disc. Sx disc.
NY	New York	New York	1	APO 09354	В	09854	Add	10-31-74	APO estab. MR-B-C-D
ND ND	Bartlett (Mail to Lakota)	Ramsey	4 2			58314 58344	Deleta	1-24-75 1-25-75	P.O. disc.
WV WV	DecotaLeewood	Kanawhado	3 3	Decota	CPO	25055 25055	Delete	12-31-74	P.O. Conv. to CPO.

¹ Mailing address for Customers at Furnace. KY will be Star Route #40383, Ravenna, KY 40472. Ravenna, KY is Bx of Irving, KY.

-Customer Services Dept., 1-9-75.

Insured Mail Indemnity Claims

The St. Louis Postal Data Center continues to receive insurance claims, filed for loss by persons other than the mailers. Also, the person listed as the payee on the claim form is frequently someone other than the mailer or the addressee. Postmasters are reminded that only the mailer may file claims for loss, and the payee on any claim can be only the mailer or addressee.

The PDC is encountering a delay in receiving Form 1510-A, Inquiry For The Loss or Rifling of Mail Matter, from addressee post offices. Postmasters are requested to assure that these forms are annotated and returned to the PDC within 5 days, as required by section 164.54 PSM.

In cases where the records of the addressee post office indicate the item has been returned to the sender, the addressee post office should so indicate on the Form 1510-A and send the form to the accepting post office so the accepting post office can check its return records. The accepting post office should, after checking its return records, annotate the Form 1510-A with its findings and send the form to the PDC.

Custodial Work Hours

Custodial employees who will be eligible for optional retirement on or before July 1, 1977, shall not have their work hours reduced as a result of any field survey into the number of hours required to perform the custodial function in a postal facility.

Personnel records must be flagged to indicate that the authorized hours are for the incumbent only. The hours shall be reduced to that number which results from the survey on the first pay period after the incumbent becomes eligible for optional retirement whether or not he avails himself of the eligibility.

Any custodial personnel falling into this category are still to be fully utilized, either in performing maintenance work or, if necessary, performing other craft work consistent with the National Agreement.

This policy is retroactive to July 1, 1974.—Real Estate & Buildings Dept., 1-9-75.

Postmasters are requested to assure that all employees handling insurance claims are thoroughly familiar with the claim handling procedures stated in part 164 PSM.—Rates & Classification Dept., 1-9-75.

New Restricted Delivery Handstamp

A new rubber handstamp with the wording Restricted Delivery is established as a new supply item and will be stocked by area supply centers under item number R-303. Offices having a need for this new stamp will order initial requirements from their area supply center on Form 4750, Special Requisition For Supplies, until March 1, 1975. After that date requisitioning offices should order their requirements on Form 7380, Requisition For Supplies, during regular requisitioning cycles.

The above stamp will replace item R-44, a stock handstamp with the wording Deliver to Addressee Only which is now obsolete. It may be used by post offices until the replacement stamps have been received.—Procurement & Supply Dept., 1-9-75.

SAVE MONEY—PROCESS
MAILBAGS FREQUENTLY

Warning Notice—Unrecovered Stolen Canadian Money Order Forms

To be posted and used by window clerks. Destroy previous notices. Insert interim notices in sequence.

The following money orders are void and should not be cashed: (1) All card type orders. (2) New style orders 000,000,001—079,999,999.

Advise holders to send them to Canada Post Office, Ottowa, Canada, KIA OB1.

The new money order serial numbers consist of the first nine digits. The 10th digit is a check digit only.

001 000 000	101 010 011 . 101 010 500	
081,332,963 to 081,333,100	131,316,241 to 131,316,500	156,129,112 to 156,129,200
081,901,785 to 081,901,800	131,462,524 to 131,462,540	157,287,547 to 157,287,600
082,141,408 to 082,141,500	132,338,160 to 132,338,300	157,401,111 to 157,401,136
083,712,421 to 083,712,600	134,519,591 to 134,519,600	158,014,440 to 158,014,500
085,264,301 to 085,264,900	134,928,645 to 134,928,700	158,109,070 to 158,109,100
085,982,395 to 085,982,400	135,878,662 to 135,878,700	158,767,040 to 158,767,300
087,408,501 to 087,409,100	137,328,801 to 137,329,300	159,474,549 to 159,474,900
087,497,301 to 087,497,400	139,732,942 to 139,733,000	159,564,346 to 159,564,400
087,675,468 to 087,675,496	141,568,001 to 141,568,800	160,193,201 to 160,193,300
088,573,791 to 088,573,900	141,631,601 to 141,631,700	160,507,331 to 160,507,400
090,981,378 to 090,981,400	141,655,112 to 141,655,500	160,606,501 to 160,606,900
091,740,773 to 091,741,500	141,980,101 to 141,980,300	160,919,925 to 160,920,000
091,781,407 to 091,781,700	143,979,583 to 143,979,650	160,921,817 to 160,921,900
091,781,801 to 091,781,900	143,991,521 to 143,991,580	161,799,901 to 161,800,000
091,793,226 to 091,793,230	145,573,801 to 145,574,800	161,981,006 to 161,981,900
091,794,661 to 091,794,700	145,690,901 to 145,691,000	162,015,701 to 162,015,800
092,528,953 to 092,529,200	145,787,864 to 145,787,900	162,314,201 to 162,314,700
094,192,925 to 094,193,000	145,856,825 to 145,856,884	162,600,001 to 162,600,200
097,565,501 to 097,566,400	146,232,640 to 146,232,700	163,420,501 to 163,420,800
099,263,843 to 099,263,900	147,043,701 to 147,043,900	163,573,201 to 163,573,900
099,460,585 to 099,460,600	149,007,901 to 149,008,000	165,618,226 to 165,618,300
099,914,265 to 099,914,292	149,744,083 to 149,744,100	166,278,201 to 166,278,500
104,757,201 to 104,757,500		166,951,587 to 166,951,700
# 1 L 12 L 10 L 10 L 10 L 10 L 10 L 10 L	149,877,756 to 149,878,100	170,477,105 to 170,477,200
104,911,301 to 104,911,500	150,616,137 to 150,616,200	171,471,801 to 171,472,100
106,023,259 to 106,023,300	150,679,318 to 150,679,500	171,815,673 to 171,816,000
106,550,419 to 106,550,500	153,209,301 to 153,210,300	173,890,301 to 173,890,500
120,742,680 to 120,742,800	153,757,563 to 153,757,700	176,226,349 to 176,226,700
128,201,700 to 128,202,100	155,654,809 to 155,655,300	178,514,939 to 178,515,100
129,360,793 to 129,360,800	155,857,068 to 155,857,200	183,769,412 to 183,769,500
	100,007,000 10 100,007,200	. 50, 00,112 10 100, 00,000

FILL BURGLAR RESISTANT CHESTS AND SECURITY CONTAINERS TO CAPACITY WITH POSTAL FUNDS, STAMP STOCK, AND BLANK TREASURY CHECKS.

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

A. Old Style. The listing from PB 21007 is still valid.

GREEN SECURITY POUCHES MUST BE RETURNED TO CONCENTRATION POINTS—NOT STORED IN HAMPERS