



postal bulletin

Directives Control Division, Washington, DC 20260

PB 21020—Jan. 23, 1975—Four Pages

10-Cent Pioneer Commemorative Stamp

Description. The 10-cent Pioneer commemorative stamp will be first placed on sale at Mountain View, CA 94042, February 28, 1975. This issue is the first of two stamps marking U.S. unmanned accomplishments in space.

Do Not Sell Before March 1, 1975.



Image area: 1.44 by 0.84 inches.

Issued in sheets of 50.

Colors: Yellow, red and blue.

Marginal markings: One plate number, Mail Early and Mr. Zip.

Initial printing: 140 million.

Designer: Robert T. McCall.

Collectors. Request first-day cancellations from: Pioneer Stamp, Postmaster, Mountain View, CA 94042 (see PSM, 257.2). Selected mint stamps will be available at the Philatelic Sales Division, Washington, D.C. 20036, beginning March 1, 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 412), consider that the stock should be depleted prior to April 28, 1975, at all post office outlets—except designated philatelic windows and postage stores.

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.

Panels. A limited number of 8½ by 11¼ inches commemorative

All Post Offices Accepting Passport Applications

Passport Application Program Posters

In the next few weeks, all facilities participating in the passport application acceptance program will receive a lobby poster (USPS Poster 15) and a supply of take-one brochures entitled, *Travelers' Tips on Bringing Food, Plant and Animal Products into the United States* (U.S. Department of Agriculture Brochure #1083).

Poster 15 is designed to replace all other current lobby materials which advise customers that passport applications are accepted at that facility. Be sure all other materials are removed and replaced with the new poster. The poster should remain in lobbies through calendar year 1975, be mounted securely, and be displayed in a prominent space.

The brochure is of general interest to anyone who will be traveling out of the country and will be particularly helpful to all passport applicants. An initial supply of 100 brochures will be sent to each participating postal facility. Additional requirements may be ordered from your area supply center on Form 7380, *Requisition for Supplies*, during regular requisitioning cycles. Additional brochures should be requisitioned in multiples of 100, after the initial distribution is received.—*Customer Services Dept., 1-23-75.*

series stamp panels will be released with the stamps. The panels (Item 963) 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, 1-23-75.*

Injury Compensation Program

Supplemental Instructions

Although it is not yet available, Form CA-17, *Duty Status Report*, devised by the Office of Workers' Compensation (OWCP), shall be used for medical reports. When an employee is injured on the job and is to receive either injury compensation or continuation of pay for a period up to 45 calendar days, Form CA-17 shall be used to obtain interim medical reports on his/her duty status.

Until Form CA-17 is available, installations should use Form 3956 to obtain these medical reports.

Postal installations shall furnish the form to an injured employee to be completed by his/her attending physician as often as deemed necessary by the responsible supervisor. The physician shall forward the original of the form to the postal installation and a copy to the appropriate OWCP district office.

A POSTAL BULLETIN notice will advise installations when Form CA-17 is available in the supply centers.—*Employee & Labor Relations Group, 1-23-75.*

Wanted Circular Canceled

The following postal offender has been apprehended:

David Charles Todhunter

Desiroy the wanted circular, issued 6-23-73, concerning him.—*Inspection Service, 1-23-75.*

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Stamps & Stories

The 1973 edition of *Stamps & Stories* (with blue cover), *Item 902*, will be withdrawn from sale on January 31, 1975, at all postal locations. Unsold copies are to be returned to the sectional centers using the back of Form 17. No reorders should be processed for the 1973 edition. All point-of-sale materials promoting this edition of *Stamps & Stories* must be removed from the lobby on January 31, 1975.

The 1975 edition of *Stamps & Stories* (see illustration) has a brown cover and is *Item 914*. It is being shipped to sectional centers for distribution to all stamp collecting centers during the first two weeks of February. The new edition should be placed on sale **after** February 1, 1975. A nationwide press release will officially announce the availability of the new edition beginning February 17, 1975. Post offices should notify their local newspapers when it is available.



1975 Stamps & Stories
Item 914

Sectional Center Responsibility

Beginning with Quarter III, FY 75, sectional centers shall write in 1975 *Stamps and Stories* on Form 1079-A, *Philatelic Product Sale and Physical Inventory Record*, as:

Line Reference: 22
Item Description: Stamps & Stories
(1975—Brown Cover)
Item Number: 914

Directory of Post Offices

The 1974 edition of the *Directory of Post Offices* (Pub. 26) is now being distributed to all postal installations. After the initial distribution, postal installations should requisition additional copies on Form 1286, *Request for Postal Publications*, through Directives Control Division, U.S. Postal Service, Washington, D.C. 20260. Be certain to furnish mail list information and a justification for requesting the additional copies.

Postal customers can purchase the new edition for \$3.90 by sending their orders to: Superintendent of Documents, Government Printing Office, Washington, DC 20402. **No free exchange policy** exists for the *Directory of Post Offices*.—*Customer Services Dept.*, 1-23-75.

Proper Identification of Sacks for Newspaper Treatment

Customers are complaining about delays to publications entitled to *newspaper treatment* (125.4 PSM). In some instances publishers do not affix Tag 15, *Time Value Data*, to sacks containing this material. In order to meet our published delivery standards for surface preferential mail, it is essential that mail entitled to *newspaper treatment* be conspicuously identified for prompt handling.

Postmasters should assure that *newspaper treatment* publications entered at their offices bear Tag 15. Intermediate and delivery offices identifying such mail not bearing Tag 15 should promptly notify the origin offices.—*Logistics Dept.*, 1-23-75.

Domestic Order

False Representation. Enforced by postmaster at city listed.

State/City	Name(s) covered
New York.	Dena of Denmark, 663 Fifth Avenue.
New York.	Avenue.

—*Judicial Officer*, 1-23-75.

Inventory and sales data on the 1973 *Stamps & Stories* should be reported at *Line Reference 02* in the normal manner for Quarter III. Subsequent reporting should reflect no sales under column F on line 02. Other inventory data should be reported until such time as column D entries reduce the *On Hand End of Quarter* entry to zero.—*Customer Services Dept.*, 1-23-75.

All Installations 25,000 Square Feet and Larger

Energy Conservation

Electrical power companies have been known to make mistakes on both billing and meter reading that have proven to be very costly to the Postal Service.

Since electrical rates vary from company to company, all factors involved in the total electrical bill must be examined not only to insure that the most economical rates are realized, but to doublecheck the accuracy of billing and meter reading.

Review the electrical bills and refer to the appropriate rate schedules to understand the billing factors (paying particular attention to the demand factor). Do not take the utility companies' billing for granted. Check to see that all factors leading to the total dollar amount and kilowatt consumption are correct.—*Real Estate & Buildings Dept.*, 1-23-75.

All Personnel Processing Mail for Dispatch Abroad

Foreign Order No. 30

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

A *lottery order* has been issued against:

CANADA

Don Mills, Ontario

Business Success Enterprises, 25 Sunny Glenway, TH-119
Matt San Andres, 203-7 St. Dennis Dr.

Downsview, Ontario

Ben Yarra, 29 Londongreen Court, Unit 39

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*, 1-23-75.

POST OFFICE CHANGES NO. 25

(Supplemental to 1974 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. 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
AZ	Peach Springs	Mohave	2	Grand Canyon Caverns	RB	86434	Delete	3-20-74	RB disc.
CA	Palm Desert	Riverside	1	Indfan Wells	RB	92260	do	6-30-72	RB disc.
CA	White Pines	Calaveras	3			95256	do	1-31-75	P.O. disc.
CA	(Mail to Arnold)	do	2			95223		2-1-75	
CO	Starkville	Las Animas	4			81074	Delete	2-28-75	P.O. conv. to CPO.
CO	Trinidad	do	1	Starkville	CPO	81074	Add	3-1-75	
FL	Orlando	Orange	1	NTC Annex	U	32812	Delete	1-4-75	MOU conv. to B.
FL	do	do	1	do	B	32812	Add	1-5-75	
FL	Panama City	Bay	1	Calloway	RB	32401	do	2-1-75	RB estab.
ID	Council	Adams	2	Bear	RB	83603	Delete	12-7-74	RB disc.
IN	Hazelton	Gibson	3			47640	do	1-20-75	Corrects Spelling of P.O.
IN	do	do	3			47640	Add	1-20-75	
KY	Irvine	Estill	2	Ravenna	Bx	40472	Delete	8-23-74	Changes conv. date announced PB 20994.
KY	do	do	2	do	Bx	40472	Add	2-14-75	
KY	South Irvine	do	3			40336	Delete	2-14-75	Corrects eff. date announced PB 20994.
KY	(Mail to Irvine)	do	2			40483		2-15-75	
ME	Carroll	Penobscot	4			04420	Delete	11-8-74	P.O. disc.
ME	(Mail to Spring)	do	3			04487		11-9-74	
NM	Las Cruces	Dona Ana	1	University Park	Bx	88001	Delete	7-1-74	New Zip Code assigned.
NM	do	do	1	do	Bx	88003	Add	7-2-74	
TX	San Antonio	Bexar	1	North Broadway	Sx	78217	do	10-29-74	Sx estab.
TX	do	do	1	South Texas Medical Center	Sx	78229	do	10-20-74	Sx estab.
WY	Riverton	Fremont	1	Sand Draw	RB	82501	Delete	12-15-74	RB disc.

Historical Designs on Collection Boxes

In preparation for the forthcoming National Bicentennial there have been suggestions to display special designs (posters, decals, etc.) on collection boxes depicting the historical background of a particular community or area.

While we are not encouraging widespread deviation from the policy requiring a uniform appearance of collection boxes, we do not want to discourage postal employee enthusiasm and involvement in the Bicentennial.

All suggestions or requests to decorate collection boxes must have regional approval before being implemented. The Regional Postmaster General or his designee shall have the responsibility and authority to review, and either approve or disapprove such requests, through calendar year 1976.—*Delivery Services Dept., 1-23-75.*

It's a Family Affair

That's right, all members of your immediate family living with you can have their own credit union account where they can save for their individual future needs—college, travel, or retirement. Give your family members good financial training through a convenient credit union membership. Even if they move from your household after joining they retain their membership in the credit union, remember: once a member, always a member. If you do not have a credit union where you work, join USPSFCU, Box 23650, Washington, DC 20024.

Special Cancellation Die Hubs

Requests to obtain special cancellation die hubs for the sole purpose of conveying Postal Service messages, such as, *Mail Early, Use ZIP Code*, and the like, or for replacing the standard killer bars, are considered to be for internal Postal Service use and are to be submitted to the Assistant Regional Postmaster General, Mail Processing. (See sections 258.12, .311 and .312, PSM.) Internal die hubs are not to be used to commemorate local or national events, post office anniversaries, etc.

Applications for die hubs which are to be paid for by a sponsor and are used for non-postal advertising purposes are to be submitted to Headquarters Office of Mail Classification, Rates and Classification Department. (See sections 258.11, .13, .14 and .32, PSM.)—*Rates & Classification Dept., 1-23-75.*

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

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

B. **New Style.** The actual serial numbers consist only of the first 10 digits. Destroy the PB 21019 article.

1602963462	to	1602963475	1693870781	to	1693870999	1756102623	to	1756102699
1610245056	to	1610245099	1696499809	to	1696499999	1756102798	to	1756103399
1613378946	to	1613378959	1697247319	to	1697247399	1766089832	to	1766089999
1616545152	to	1616545999	1697615000	to	1697615099	1767029971	to	1767029999
1617414951	to	1617414999	1697615104	to	1697615499	1770820657	to	1770820699
1619847857	to	1619847999	1698585200	to	1698585599	1773192976	to	1773192999
1620558300	to	1620558499	1698628679	to	1698628999	1775605200	to	1775605299
1625023647	to	1625023699	1704066275	to	1704066299	1775717226	to	1775717299
1626277683	to	1626277699	1706357000	to	1706357099	1775877925	to	1775877949
1636675839	to	1636675899	1707113104	to	1707113199	1780920242	to	1780920299
1636676082	to	1636676999	1708413955	to	1708413999	1781575500	to	1781575699
1637059927	to	1637059999	1709307544	to	1709307558	1784370351	to	1784370399
1641315156	to	1641315199	1709747764	to	1709747792	1786239725	to	1786239749
1647477961	to	1647477999	1715496500	to	1715496599	1786303239	to	1786303299
1647728874	to	1647728999	1715610019	to	1715610099	1788311095	to	1788311199
1653308903	to	1653308999	1718763700	to	1718764099	1788375300	to	1788375399
1655512943	to	1655512999	1719079464	to	1719079499	1789072832	to	1789072999
1655671860	to	1655671899	1720390880	to	1720390899	1792670881	to	1792670899
1657057000	to	1657057999	1720390989	to	1720390999	1793361500	to	1793361599
1658213130	to	1658213199	1720391025	to	1720391099	1795689971	to	1795689999
1658402020	to	1658402099	1720526959	to	1720526999	1795816029	to	1795816099
1659321800	to	1659321999	1720874600	to	1720874699	1796046813	to	1796047099
1661306800	to	1661306899	1721162900	to	1721162999	1802597227	to	1802597299
1661306969	to	1661306999	1724036300	to	1724036399	1804724945	to	1804724999
1668769368	to	1668769399	1726939700	to	1726939799	1806421300	to	1806421499
1671890073	to	1671890099	1730124285	to	1730124299	1806486400	to	1806486499
1671890222	to	1671890299	1730690720	to	1730690999	1808108449	to	1808108497
1671971445	to	1671971499	1733233742	to	1733233799	1808257640	to	1808257653
1672136745	to	1672136798	1733566721	to	1733566799	1809829773	to	1809829999
1672529900	to	1672529999	1733805887	to	1733805999	1811920100	to	1811920399
1676338349	to	1676338399	1734819630	to	1734819699	1812086977	to	1812086999
1676765079	to	1676765299	1737500291	to	1737500299	1819197396	to	1819197499
1678869156	to	1678869199	1737817900	to	1737818399	1822780721	to	1822780799
1679044095	to	1679044299	1739545236	to	1739545299	1825975818	to	1825975999
1680774787	to	1680774799	1739605125	to	1739605699	1827806700	to	1827806799
1680888282	to	1680888293	1739661165	to	1739661299	1827838800	to	1827838999
1681394044	to	1681394099	1740484785	to	1740484799	1830327000	to	1830327199
1681712757	to	1681712799	1742213200	to	1742214999	1842507200	to	1842507299
1681853416	to	1681863446	1744356292	to	1744356999	1843812500	to	1843812599
1682698280	to	1682698299	1744905503	to	1744905999	1843883400	to	1843883499
1682729100	to	1682729399	1747527584	to	1747527599	1843893024	to	1843893099
1682836257	to	1682836299	1748460149	to	1748460299	1845418841	to	1845418999
1683997682	to	1683997799	1751526303	to	1751526318	1849999626	to	1849999800
1686035736	to	1686035799	1751781300	to	1751781399	1852668054	to	1852668199
1687391843	to	1687391899	1752339179	to	1752339199	1854063472	to	1854063499
1688304300	to	1688304999	1752507510	to	1752507599	1856957900	to	1856957999
1691674300	to	1691674999	1754429200	to	1754429299	1860628031	to	1860628059
1691794372	to	1691794399	1755637630	to	1755637699	1892707100	to	1892707299
1693813192	to	1693813699	1755641153	to	1755641299	8005023000	to	8005023999
			1755670748	to	1755670899			