



# postal bulletin

Directives Control Division, Washington, DC 20260

PB 21023—Feb. 13, 1975—16 Pages

## Memorandum to All Employees

As I prepare to return to private life, I want to thank all of you in the Postal Service for the support and encouragement you have given me during the last three years.

I consider my period of service as Postmaster General as the most challenging of my career. In many ways it also has been the most gratifying. I have had the privilege during this time to meet thousands of you hard-working employees. My firsthand knowledge of your dedication convinces me the organization will continue to meet its goals and give constantly improving service to the public.

Hard work and patience are required to move the mail efficiently day in and day out. When problems arise, I urge you to remember that the importance of your work justifies your efforts.

Good mail service is essential to the economic life of our country, and it serves, more than any other communications mechanism, to bind all of our people together.

I cannot leave without noting that the Postal Service is fortunate in having Benjamin F. Bailer as the new Postmaster General. He is a highly talented man sensitive to the needs of both the American people and postal employees.

To him and to you, I give my thanks for "a job well done" and my every wish for good days ahead.

*E. T. Klassen*

E. T. KLASSEN,  
Postmaster General.

## Schedule Adjustments— Sunday Premium Payment

The following instructions are issued for all postmasters and/or officers-in-charge. By March 3, 1975, all work schedules in the Clerk, Maintenance, Motor Vehicle, and Special Delivery Messenger Crafts, which were established or posted since June 13, 1973, which were arranged solely to avoid the payment of Sunday premium, and for which no operational justification existed, must be reviewed and adjusted so as to provide Sunday premium payment.

A schedule which was arranged solely to avoid Sunday premium, but was arranged prior to June 13, 1973, would not have such schedule adjusted until the position involved is vacated and reposted. When the position is reposted it must be reposted so as to provide Sunday premium payment. For example, where a schedule has been effected since June 13, 1973, which consists of a beginning time for Tour 1 of 12:01 a.m., Monday, and 10:00 p.m. on Tuesday, Wednesday, Thursday, and Friday, and this schedule was arranged solely to avoid Sunday premium payment, the schedule shall be adjusted to provide a beginning time of 10:00 p.m. Sunday; or to provide Sunday premium payment in some other fashion such as a beginning time of 8:00 p.m. Sunday or 10:00 p.m. Saturday. Additionally, no schedule shall be established or posted in the future solely to avoid the payment of Sunday premium.

The determination as to whether or not a position must be reposted, because of any starting time change required by these instructions, shall be based upon the applicable provisions of the National Agreement and/or local agreements concerning this subject.

E. V. DORSEY

—Operations Group, 2-13-75.

## Restricted Delivery

Effective immediately, restricted delivery mail may be delivered either to the addressee or to an agent the addressee authorizes in writing to receive his restricted delivery mail. Form 3849 or a letter from the addressee can be used for this authorization.

Customers requesting the endorsements *Deliver to Addressee Only* or *Deliver to Addressee or Order*, should be advised that they are obsolete and have been replaced by the endorsement *Restricted Delivery*.

Instructions for obtaining the new rubber handstamp with the wording *Restricted Delivery* were published in PB 21018, January 9, 1975.

Mail bearing the obsolete endorsement *Deliver to Addressee Only*, which previously did not allow the addressee to authorize an agent to receive his restricted delivery mail, will be handled in accordance with the new procedures.

Section 165.3, POSTAL SERVICE MANUAL, has been amended to reflect this change.—*Rates & Classification Dept., 2-13-75.*

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## Contributors to the Cause Stamps

**Description.** Four commemorative stamps honoring unheralded persons who played important roles in the American Revolution will be issued March 25, 1975, at four separate locations. The first-day sale cities are Carmel, NY—8¢ Sybil Ludington; Chicago, IL—10¢ Haym Salomon; Cambridge, MA—10¢ Salem Poor; and Greensboro, NC—18¢ Peter Francisco. A descriptive text will be printed on the reverse side of each stamp. Three of the stamps are for postal rates effective in the United States, Canada, and Mexico—eight cents for post cards and ten cents for surface letters. Eighteen cents is the surface letter rate and airmail post card rate beyond the United States, Canada, and Mexico.

**DO NOT SELL BEFORE MARCH 26, 1975.**



Image area: 1.44 x 0.84 inches.

Issued in sheets of 50.

Colors: Yellow, Magenta, Cyan and Black.

Marginal markings: Five plate numbers, Mail Early and Mr. Zip.

Initial printing: 8¢ Ludington 55 million; 10¢ Salomon 140 million; 10¢ Poor 140 million; 18¢ Francisco 40 million.

Designer: Neil Boyle.

**Collectors.** Request first-day cancellations from: 10¢ Poor Stamp, Postmaster, Cambridge, MA 02139; 10¢ Salomon Stamp, Postmaster, Chicago, IL 60607; 18¢ Francisco Stamp, Postmaster, Greensboro, NC 27420; 8¢ Ludington Stamp, Postmaster, Carmel, NY 10512. A remittance of 16 cents per Ludington cover will be required for first-day cancellations—two stamps will be affixed. (See PSM, 257.2.) Selected mint stamps will be available at the Philatelic Sales Division, Washington, DC 20036, beginning March 26, 1975.

### Supply

#### A. 10¢ Poor and 10¢ Salomon

All classes of post offices will receive an initial supply of these two stamps under the automatic distribution system. Before requisitioning additional stamps—10¢ Poor (Item

407) and 10¢ Salomon (Item 408)—consider that the stock should be depleted prior to May 25, 1975, at all post office outlets except designated philatelic windows and postal stores.

**1. First-Class Post Offices Requiring Additional Bulk Quantities.** Immediately requisition on Form 3356 from the Bureau of Engraving and Printing.

**2. 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.

#### B. 8¢ Ludington and 18¢ Francisco

Postmasters should immediately submit their requisitions for these two denominations, since *no automatic distribution will be made of either.*

## MPLSM Distribution Speeds

Effective immediately, pending revision of Handbook M-54, the multi-position letter sorting machine shall be operated at the following approved speeds for the distribution being performed:

Distribution	Machine Speed Letters per Minute
Outgoing primary	60
Outgoing secondary (ZIP code)	60
Outgoing secondary State (scheme knowledge)	55
Incoming primary (ZIP code)	60
Incoming primary (scheme knowledge)	55
Incoming city secondary (scheme knowledge)	50
Box Mail	60

—Logistics Dept., 2-13-75.

Requisitions shall be limited to the quantity needed to meet the philatelic demand.

**1. Bulk Quantities.** First-class post offices requiring more than 3,000 of these two issues should immediately order minimum lots of 5,000 stamps, or the multiples shown in exhibit 222.32 (Commemorative Stamps) in Handbook F-1, *Financial and Cost Controls*. Submit Form 3356—use Item 409 for 8¢ and Item 410 for 18¢—to the Bureau of Engraving and Printing. *Requisitions should be received at the Bureau by not later than February 24, 1975.*

**2. Less Than Bulk Quantities.** First-class post offices requiring less than 3,000 of these two issues and all other post offices may submit a separate requisition (Form 17) to their designated sectional center facility. *Requisitions should be submitted to the SCF immediately.*

**Panels.** A limited number of 8½ by 11¼ inches commemorative series stamp panels will be released with the stamps. The panels (Item 965) are printed on heavy art paper suitable for mounting, featuring a single stamp of each design, 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, 2-13-75.*

## FREEDOM OF INFORMATION ACT REGULATIONS

The following text is a comprehensive revision of the Postal Service's regulations governing the release to members of the public of Postal Service records. This is a matter of great importance to all postmasters and to the heads of all other postal facilities because of the critical role which the regulations assign to them in the administration of the *Freedom of Information Act*.

As custodians of records they have the responsibility for receiving and acting upon requests from members of the public for access to records maintained by them. As a result of the 1974 amendments to the Act, action in response to these requests must be taken within ten working days from their receipt. Because the Act authorizes disciplinary action against individuals who arbitrarily and capriciously refuse to comply with its requirements, custodians should familiarize themselves with their obligations and the procedures for responding to requests.

Prompt action is essential if the statutory deadlines are to be met. If a custodian remains uncertain how he should respond to a request for records after reading these regulations, he should immediately seek the assistance of regional counsel by telephone.

The revised regulations become effective Wednesday, February 19, 1975. They will be part 265 of the *POSTAL SERVICE MANUAL* and will replace part 261 and sections 262.1 through 262.7 of part 262 of the *MANUAL*.

### PART 265 RELEASE OF INFORMATION

#### 265.1 PURPOSE AND SCOPE

This part contains the regulations of the Postal Service relating to the availability to the public of Postal Service records. Included in this part are the regulations which implement section 552 of title 5, United States Code, the *Freedom of Information Act*, insofar as it applies to the Postal Service. Official records of the Postal Service made available pursuant to the requirements of the Act shall be furnished to members of the public as prescribed by this part.

#### 265.2 POLICY

.21 It is the policy of the Postal Service to make its official records

available to the public to the maximum extent consistent with the public interest. This policy requires a practice of full disclosure subject only to the specific exceptions required or authorized by law.

.22 The exemptions from mandatory disclosure provided by section 552(b) of title 5, and section 410(c) of title 39, United States Code, for various types of records, reflect the fact that under some circumstances the public interest may be better served by leaving the disclosure of particular records to the discretion of the Postal Service than by requiring their disclosure. As to those records the disclosure of which is not prohibited by statute, Executive Order, or regulation, the discretion vested in the Postal Service should be exercised after giving consideration to the following: the effect of nondisclosure on the public's right to know about a particular matter; the effect of disclosure on the right of privacy of any affected individuals; the effect of disclosure on the public interest in the economical, efficient, and orderly operation of the nation's mail system; and any other factors that may be relevant under the circumstances.

#### 265.3 RESPONSIBILITY

##### .31 CUSTODIAN

Official records are in the custody of the postmaster or other head of a facility, such as a postal data center, mailbag depository, sectional center facility, district office or regional headquarters, or of a group or department of Headquarters, at which they are maintained. These custodians are responsible for responding in the first instance to requests from members of the public for Postal Service records.

##### .32 RECORDS OFFICER

The Records Officer, Management Information Systems Department, United States Postal Service, Washington, DC 20260, is responsible for the overall administration of this part, including the issuance of detailed instructions to custodians.

##### .33 GENERAL COUNSEL

The General Counsel decides timely appeals authorized by this part.

#### 265.4 INQUIRIES

Inquiries regarding the availability of Postal Service records should be directed to the head of the post office,

postal data center, mailbag depository, sectional center facility, district office, regional headquarters, or other facility, or group or department of Headquarters, at which the official records are maintained. If the appropriate custodian is not known, inquiries should be directed to the Records Officer, Management Information Systems Department, United States Postal Service, Washington, DC 20260, telephone number (202) 245-4142.

#### 265.5 PUBLIC READING ROOM

The Library of the Postal Service Headquarters, 475 L'Enfant Plaza, West, S.W., Washington, DC 20260, serves as public reading room for the materials which are listed in 265.612 and .613 as available for public inspection and copying.

#### 265.6 AVAILABILITY OF RECORDS

##### .61 RECORDS AVAILABLE TO THE PUBLIC UPON REQUEST

###### .611 General

Postal Service records are available for inspection or copying at the request of any person, in accordance with the provisions of this part, except as otherwise provided by law or regulations, including but not limited to, sections 265.62 through 265.66 of this part. Certain categories of records of particular interest are available on a continuing basis as provided in sections 265.612 and 265.613 of this section and are listed in a public index as provided in section 265.614. Access to other records may be requested on an individual basis in accordance with the procedures provided in section 265.7. Official records which are maintained on an electronic storage medium will normally be made available, in accordance with this part, as an exact duplicate of the requested original in a form readable by the human eye, such as a computer printout.

###### .612 Opinions

All final opinions and orders made in the adjudication of cases by the Judicial Officer, Administrative Law Judges, and Board of Contract Appeals, and all advisory opinions concerning the private express statutes issued pursuant to 310.6 of title 39, Code of Federal Regulations (CFR), all bid protest decisions, and all decisions on appeals pursuant to this part, rendered by the Law Depart-

ment are on file and available for inspection and copying in the Headquarters Library, United States Postal Service, 475 L'Enfant Plaza, West, S.W., Washington, DC 20260.

**.613 Administrative Manuals and Instructions to Staff**

The manuals, instructions, and other publications of the Postal Service that affect members of the public are available through the Headquarters Library, United States Postal Service, Washington, DC 20260, and at many post offices and other postal facilities. Those which are available to the public but are not listed for sale may be inspected in the Library, or at any postal facility which maintains a copy. Copies of publications which are not listed for sale or available free of charge may be obtained by paying a fee in accordance with section 265.8.

**.614 Public Index**

a. A public index is maintained in the Headquarters Library of all final opinions and orders made by the Postal Service in the adjudication of cases, Postal Service policy statements which may be relied on as precedents in the disposition of cases, and administrative staff manuals and instructions that affect the public.

b. The index mainly contains matters issued after July 4, 1967. However, the Postal Service may include prior matters.

c. Any person may arrange for the inspection of any matter in the public index in accordance with the procedures of section 265.7.

d. Copies of the public index and of matters listed in the public index may be purchased through the Headquarters Library upon payment of fees as listed in the index or as provided in section 265.8.

**.62 RECORDS NOT SUBJECT TO MANDATORY PUBLIC DISCLOSURE**

Certain classes of records are exempt from mandatory disclosure under exemptions contained in the *Freedom of Information Act* and in section 410(c) of title 39, United States Code. The Postal Service will exercise its discretion, in accordance with the policy stated in section 265.2, as implemented by instructions issued by the Records Officer with the approval of the General Counsel, in determining whether the public interest is served by the inspection or copying of records that are:

a. Related solely to the internal personnel rules and practices of the Postal Service.

b. Trade secrets, or privileged or confidential commercial or financial information, obtained from any person.

c. Information of a commercial nature, including trade secrets, whether or not obtained from a person outside the Postal Service, which under good business practice would not be publicly disclosed. This class includes, but is not limited to:

(1) Information pertaining to methods of handling valuable registered mail.

(2) Records of money orders, except as provided in Chapter 1 of the *POSTAL SERVICE MANUAL*.

(3) Technical information concerning postage meters and prototypes submitted for Postal Service approval prior to leasing to mailers.

(4) Reports of the market surveys conducted by or under contract in behalf of the Postal Service.

(5) Records compiled within the Postal Service which would be of potential benefit to persons or firms in economic competition with the Postal Service.

(6) Information, which if publicly disclosed, could materially increase procurement costs.

d. Interagency or internal memoranda or letters that would not be available by law to a private party in litigation with the Postal Service.

e. Reports and memoranda of consultants or independent contractors, except to the extent they would be required to be disclosed if prepared within the Postal Service.

f. Files personal in nature, including medical and personnel files, the disclosure of which would constitute a clearly unwarranted invasion of personal privacy.

g. Information prepared for use in connection with proceedings under chapter 36 of title 39, United States Code, relating to rate, classification, and service changes.

h. Information prepared for use in connection with negotiation of collective bargaining agreements under chapter 12 of title 39, United States Code, or minutes of, or notes kept during, negotiating sessions conducted under such chapter.

i. Other matter specifically exempted from disclosure by statute.

**.63 INVESTIGATORY RECORDS**

**.631** Investigatory files compiled for law enforcement purposes, whether or not considered closed, are exempt by statute from mandatory disclosure except to the extent otherwise available by law to a party other than the Postal Service, 39 U.S.C. 410(c)(6). As a matter of policy, however, the Postal Service will normally make investigatory records available upon request unless the production of these records would:

a. interfere with enforcement proceedings,

b. deprive a person of a right to a fair trial or an impartial adjudication,

c. constitute an unwarranted invasion of personal privacy,

d. disclose the identity of a confidential source, and, in the case of a record compiled by the Postal Inspection Service in the course of a criminal investigation or of a lawful national security intelligence investigation, confidential information furnished only by the confidential source,

e. disclose investigative techniques and procedures, or

f. endanger the life or physical safety of law enforcement personnel.

**.632** Authority to disclose investigatory records to persons outside the Postal Service must be obtained from the Chief Postal Inspector, United States Postal Service, Washington, DC 20260, or his designee.

**.64 DISCLOSURE OF NAMES AND ADDRESSES OF CUSTOMERS**

The addresses of postal customers will be made available only in accordance with the following:

a. The new address of any specific customer who has filed a change of address order will be furnished to any person upon payment of the fee prescribed in section 265.843.

b. The name and address of the holder of a bulk mail permit, permit imprint or similar permit, or postage meter permit, and the name of any person applying for a permit in behalf of a holder, will be furnished to any person upon the payment of any fees authorized by section 265.8.

c. The recorded post office box address of a customer whose mail is redirected to a post office box will be furnished to any person upon payment of the fee prescribed in section 265.843.

d. The business name and address of the holder of a post office box being used for the purpose of doing

or soliciting business with the public, and any person applying for a box in behalf of a holder, will be furnished to any person without charge. The postmaster may furnish this information when he is satisfied from the entries appearing on Form 1093, *Application for Post Office Box*, or from evidence furnished by the requester, such as an advertising circular, that a box is being used for such a business purpose. When the postmaster is unable to determine whether a business use is involved, he shall refer the request to Regional Counsel for advice.

e. Except as provided in .64d above, the name or address of the boxholder will be furnished only:

(1) to a Federal, State, or local government agency upon prior written certification that the information is required for the performance of its duties,

(2) to a person empowered by law to serve legal process upon prior written certification that the information is required to effect service, or

(3) in compliance with a subpoena or other court order.

f. The mailing address of any customer sought in connection with jury service, if known, will be furnished without charge upon prior written request to a court official, such as a judge, court clerk or jury commissioner.

g. If the location of a residence or a place of business is known to a Postal Service employee, whether as a result of his official duties or otherwise, he may, but need not, disclose the location or give directions to it. No fee shall be charged for such information.

#### .65 INFORMATION NOT AVAILABLE FOR PUBLIC DISCLOSURE

.651 The Postal Service and its officers and employees shall not make available to the public by any means or for any purpose any mailing list or other list of names or addresses (past or present) of postal patrons or other persons.

.652 Records or other documents which are classified or otherwise specifically authorized by Executive Order to be kept secret in the interest of the national defense or foreign policy are not subject to disclosure pursuant to this part.

.653 Records consisting of trade secrets or confidential financial data, the disclosure of which is prohibited by section 1905 of title 18, United

States Code, are not subject to disclosure pursuant to this part.

.654 Other records, the disclosure of which is prohibited by statute, are not subject to disclosure pursuant to this part.

#### .66 PROTECTION OF THE RIGHT OF PRIVACY

If any record required or permitted by this part to be disclosed contains the name of, or other identifying details concerning, any person, including an employee of the Postal Service, the disclosure of which would constitute a clearly unwarranted invasion of personal privacy, the name or other identifying details shall be deleted before the record is disclosed. A notice such as: *The names of individuals and other identifying details have been deleted to prevent an unwarranted invasion of the personal privacy of the individuals involved* shall be placed on any record from which this material has been deleted.

#### .67 DISCLOSURE IN PART OF OTHERWISE EXEMPT RECORD

Any reasonably segregable portion of a record shall be provided after deleting the information which is neither subject to mandatory disclosure nor available as a matter of discretion.

### 265.7 PROCEDURE FOR INSPECTION AND COPYING OF RECORDS

#### .71 SUBMISSION OF REQUESTS

##### .711 Form and Content of Request

To permit expeditious handling and timely response in accordance with the provisions of this part, a request to inspect or to obtain a copy of an identifiable Postal Service record shall be in writing and bear the caption *Freedom of Information Act Request* or otherwise be clearly and prominently identified as a request for records pursuant to the *Freedom of Information Act*. Form 1478, *Freedom of Information Request*, may be used for this purpose. If submitted by mail or otherwise submitted in an envelope or other cover, a request shall be clearly and prominently identified as such on the envelope or other cover. Other requests for information will be considered informal requests and will be handled as expeditiously as practicable but not necessarily within the time limitations set forth in section 265.72. An informal request will be granted or

denied according to the substantive rules in section 265.6, if found to be a request for a record. A *Freedom of Information Act* request shall identify the record sought as completely as possible, by name, description, or subject matter, and be sufficient to permit the custodian to locate it with a reasonable amount of effort. The request may state the maximum amount of fees for which the requester is willing to accept liability without prior notice. See section 265.852. If no amount is stated the requester will be deemed willing to accept liability for fees not to exceed \$10.00.

##### .712 To Whom Submitted

A request shall be submitted to the custodian of the requested record. If the location of the record is not known, inquiry should be directed to the Records Officer, Management Information Systems Department, United States Postal Service, Washington, DC 20260, telephone (202) 245-4142. If a request is submitted to a facility other than that at which the record is maintained, it shall be promptly transmitted to the appropriate custodian with a copy of the transmittal furnished to the requester. A request which is not initially submitted to the appropriate custodian shall be deemed to have been received by the Postal Service for purposes of computing the time for response in accordance with section 265.72 at the time that it is actually received by the appropriate custodian. If a request seeks records maintained at two or more facilities, the custodian shall be deemed to be the next senior common supervisor of the heads of the facilities; e.g., sectional center manager, district manager, Regional Postmaster General.

##### .713 Reasons for Request

In view of the possibility that some or all of the records may be exempt from mandatory disclosure, the requester may state any reasons why the record should nevertheless be made available to him even if exempt.

##### .714 Request for Waiver of Fees

The requester may ask that fees, the advance payment of fees, or the advance deposit of estimated fees be waived in whole or in part, and may state any reasons in support thereof. See section 265.856.

##### .715 Categorical Requests

A request for all or substantially all of the records within a specific cat-

egory will be deemed a reasonable description of those records only if it is possible, without further information, to determine which particular records are sought. See section 265.723 concerning the providing of additional information.

**.716 Request for Records Located at Numerous Facilities**

A request for records which are, or may be, located at all or a substantial number of post offices or other postal facilities will be deemed to be a reasonable description only of such of those records as are maintained at the post office or other facility to which the request is submitted, and of those records maintained at any other post offices or facilities specifically identified in the request. See 265.712 concerning the custodian of records of two or more facilities.

**.72 RESPONSIBILITIES OF THE CUSTODIAN**

**.721** The custodian of the requested record is the person responsible for determining whether to comply with or to deny the request. A custodian who is not an Officer as defined in Appendix A, however, should not deny a request, until he has obtained the advice of Regional Counsel. If denial of a request appears necessary, the custodian should seek advice as soon as possible after receipt of the request so as to provide adequate time for legal review.

**.722** The custodian shall make this determination within ten working days, i.e., exclusive of Saturdays, Sundays, and holidays, of receiving the request, and more rapidly if feasible. The custodian and the requester may, by mutual agreement, preferably in writing establish a different response period from those provided in this section 265.72.

**.723** If a requested record cannot be located from the information supplied, the requester should be given an opportunity to supply additional information and, if feasible, to confer with the custodian or his representative, in an attempt to provide a reasonable description of the records sought. If additional information is furnished, the request will be deemed to have been received by the custodian when sufficient additional information to identify and locate the record with a reasonable amount of effort has been received.

**.724** The ten working day response period allowed above may be extended by the custodian, after con-

sultation with Regional Counsel, or with the General Counsel if the custodian is at Headquarters, *for a period not to exceed an additional ten working days* when, and to the extent, reasonably necessary to permit the proper processing of a particular request, under one or more of the following unusual circumstances:

a. The request requires a search for and collection of records from a facility other than that processing the request;

b. The request requires the search for, and collection and appropriate examination of, a voluminous amount of separate and distinct records; or

c. The request requires consultation (1) with another agency having a substantial interest in the determination of whether to comply with the request, or (2) among two or more components of the Postal Service having substantial subject matter interest in the determination of whether to comply with the request.

**.725** When the custodian finds that the additional time is required, he shall acknowledge the request in writing within the initial ten day response period, state the reason for the delay, and indicate the date on which a decision as to the disclosure is expected.

**.726** If the custodian has been unable to comply with the applicable time limit provisions of this section, in spite of the exercise of due diligence, he shall nonetheless make a determination as promptly as possible. He shall notify the requester of the exceptional circumstances preventing timely compliance and of the date by which it is expected that the determination will be made. A copy of this notification shall be sent to the General Counsel, U.S. Postal Service, Washington, DC 20260.

**.727** If a requested record is known to have been destroyed, disposed of, or otherwise not to exist, the requester shall be so notified.

**.73 COMPLIANCE WITH REQUEST UPON AFFIRMATIVE DETERMINATION BY CUSTODIAN**

**.731** When a requested record has been identified and is to be disclosed in whole or in part, the custodian shall ensure that the record is made available promptly and shall immediately notify the requester where and when and upon what reasonable conditions, if any, including the payment of fees, the record will be available for inspection or

copies will be available. Postal Service records will normally be available for inspection and copying during regular business hours at the postal facilities at which they are maintained. The custodian may, however, designate other reasonable locations and times for inspection and copying of some or all of the records within his custody.

**.732** Any fees, authorized or required by section 265.8 shall be paid by the requester before the record is made available or a copy is furnished unless payment is waived or deferred pursuant to section 265.85. See also section 265.852, concerning advance notice of fees.

**.733** A custodian complying with a request may designate a representative to monitor any inspection or copying.

**.74 DENIAL OF REQUEST**

**.741** A reply denying a request in whole or in part shall be in writing, signed by the custodian or his designee, and shall include:

a. A statement of the reason for, or justification of, the denial, e.g., the nonexistence of the record, including, if applicable, a reference to the provision or provisions of section 265.6 authorizing the withholding of the record and a brief explanation of how each provision applies to the records requested;

b. The name and title or position of the person responsible for the denial of the request (see § 265.742); and

c. A statement of the right to appeal and of the appeal procedure within the Postal Service (described in section 265.75).

**.742** The custodian is ordinarily the person responsible for the denial of the request. If the denial of a particular request has been directed by higher authority, however, the name and title or position of the person directing the denial shall be given in the reply to the requester in place of the custodian as the person responsible for the denial, and a copy of the denial shall be sent to that person.

**.75 APPEAL PROCEDURE**

**.751** If a request to inspect or to copy a record is denied, in whole or in part, if no determination is made within the period prescribed by this section, or if a request for waiver of fees is not granted, the requester may appeal to the General Counsel, U.S. Postal Service, Washington, DC 20260.

**.752** The requester shall submit his appeal in writing within 30 days of the date of the denial or of the other action complained of, or within a reasonable time if the appeal is from a failure of the custodian to act. The General Counsel may, in his discretion, consider late appeals.

**.753** In the event of the denial of a request or of other action or failure to act on the part of a custodian from which no appeal is taken, the General Counsel may, if he considers that there is doubt as to the correctness of the custodian's action or failure to act, review the action or failure to act as though an appeal pursuant to this section had been taken.

**.754** A letter of appeal should include, as applicable:

a. A copy of the request, of any notification of denial or other action, and of any other related correspondence;

b. A statement of the action, or failure to act, from which the appeal is taken;

c. A statement of the reasons why the requester believes the action or failure to act is erroneous; and

d. A statement of the relief sought.

#### **.76 ACTION ON APPEALS**

**.761** The decision of the General Counsel or his designee constitutes the final decision of the Postal Service on the right of the requester to inspect or copy a record. The decision will normally be made within twenty working days from the time of the receipt by the General Counsel. The 20-day response period may be extended by the General Counsel or his designee for a period not to exceed an additional 10 working days when reasonably necessary to permit the proper consideration of an appeal, under one or more of the unusual circumstances set forth in section 265.724. The aggregate number of additional working days utilized pursuant to this section 265.761 and section 265.724, however, may not exceed 10.

**.762** The decision on the appeal shall be in writing. If the decision sustains a denial of a record, in whole or in part, it shall state the justification therefor and shall specify any exemption or exemptions relied on and the manner in which they apply to the record withheld, and shall inform the requester of his right to judicial review. An indexed file of decisions on appeals shall be main-

tained by the General Counsel and be made available to the public.

**.763** If not prohibited by or under law, the General Counsel or his designee may direct the disclosure of a record even though its disclosure is not required by law or regulation.

### **265.8 SCHEDULE OF FEES**

#### **.81 POLICY**

The purpose of this section is to establish fair and equitable fees to permit the furnishing of records to members of the public while covering the direct costs incurred by the Postal Service.

#### **.82 RECORD RETRIEVAL**

**.821** The fee for each quarter hour spent by clerical personnel in searching for records other than by computer is \$2.00. If no more than one quarter hour of clerical search time is required in connection with a request or a series of related requests, no charge for search time shall be made.

**.822** When a search cannot be performed by clerical personnel and must be performed by professional or managerial personnel, the fee for each quarter hour in searching for records other than by computer is \$2.75 for each quarter hour.

**.823** The fee for retrieving data by computer is the actual cost of the retrieval as calculated in accordance with the Information Services Price List in effect at the time that the retrieval services are performed. The list is established by the Management Information Systems Department, U.S. Postal Service, and is subject to periodic revision. (See Appendix B for the list in effect on February 19, 1975.)

**.824** Sections .821, .822, and .83 also apply to information stored within micrographic systems.

#### **.83 REPRODUCTION**

**.831** The fee for reproducing any record or publication, other than a change of address order, is \$.10 per page. The reproduction fee is in addition to any fee authorized by section .82 for the retrieval of the same record.

**.832** The Postal Service may at its discretion make coin-operated copy machines available at any location or otherwise give the requester the opportunity to make copies of Postal Service records at his own expense. Unless authorized by the Records Officer, however, no offsite

copying shall be permitted of records which, if lost, could not be replaced without inconvenience to the Postal Service.

**.833** The Postal Service will normally furnish only one copy of any record. If duplicate copies are furnished at the request of the requester, the per-page fee shall be charged for each copy of each page. At his discretion, when it is reasonably necessary because of a lack of adequate copying facilities or other circumstances, the custodian may make the requested record available to the requester for inspection under reasonable conditions and need not furnish a copy thereof.

#### **.84 OTHER COSTS**

##### **.841 Publications**

Publications and other printed materials may, to the extent that they are available in sufficient quantity, be made available at the established price, if any, or at cost to the Postal Service.

##### **.842 Other Charges**

When a response to a request requires services or materials other than the common ones listed in sections .82 and .83 of this section, the direct cost of such services or materials to the Postal Service may be charged, but only if the requester has been notified of the nature and estimated amount of such cost before it is incurred.

##### **.843 Change of Address Orders**

Although change of address information is not required by the *Freedom of Information Act* to be made available to the public, the fee for obtaining this information in accordance with 265.64a is included in this section as a matter of convenience to the public. The fee for searching for and reproducing change of address orders is \$1.00 per change of address. The fee is not refundable.

#### **.85 PAYMENT AND WAIVER OF FEES**

##### **.851 Liability and Payment**

The requester is responsible, subject to limitations on liability provided by this section, for the payment of all fees for services resulting from his request, whether or not any of the requested records are made available to him. Payment shall be made before any record is made available or any copy is furnished unless payment is waived or deferred pursuant to this section. Checks in payment of fees shall be made payable to United States Postal Service.

**.852 Advance Notice**

To protect members of the public from unwittingly incurring liability for unexpectedly large fees, a request that is expected to result in fees in excess of \$10.00 will be deemed not to have been received until the requester is notified of the estimated cost and agrees to bear it. The notification shall be transmitted as soon as possible after physical receipt of the request, but in any event within five working days, giving the best estimate then available. It shall include a brief explanatory statement of the nature and extent of the services upon which the estimate is based and shall offer the requester an opportunity to confer with the custodian or his representative in an attempt to reformulate the request so as to meet his needs at lower cost. No notification is required if the request specifically states that whatever cost is involved is acceptable or is acceptable up to a specified amount that covers estimated costs or if payment of all fees in excess of \$10.00 has been waived.

**.853 Advance Deposits**

When it is estimated that the fees chargeable under this section will amount to more than \$100.00, an advance deposit of not less than 50 percent of estimated fees shall be required, unless the payment of fees in excess of \$100.00 has been waived. The deposit should be made within 5 working days of receipt by the requester of notice of the requirement. The determination of the availability of the records sought by the requester shall not be delayed to await this deposit, if such determination will involve search charges of less than \$25.00. In other cases, however, the determination of the availability of the records shall be delayed to await the deposit and the request will not be deemed to have been received until the deposit is received.

**.854 Waiver of Fees Where Records are not Disclosed**

Ordinarily, fees shall not be charged if the requested records are not found, or if all of the records located are withheld as exempt. However, search fees may be charged if the time spent in searching for the requested record warrants charges in excess of \$25.00 and the requester was notified of the estimated cost, either pursuant to section 265.852 or in a separate notification, and of

the fact that it could not be determined in advance whether any records would be made available and that he might be responsible for search fees even though no records are made available, unless the requester promptly withdraws or modifies his request upon receipt of such notification.

**.855 Fees Not Charged for Certain Services**

Fees shall not be charged where they would amount, in the aggregate, for a request or series of related requests, to less than \$3.00. This general waiver shall not apply to the fee for providing change of address information.

**.856 Waiver of Fees by Custodian**

The custodian may waive, in whole or in part, a fee not in excess of \$25.00 or the requirement for the advance payment of such a fee, when he determines, in accordance with guidelines established by the Records Officer, that the furnishing of the records is primarily for the benefit of the general public, or that charging the fee otherwise required would impose an undue hardship or inconvenience on the requester. If the custodian determines that waiver is appropriate, but the amount of the fee or the deposit is in excess of his authority to waive, he shall promptly submit a recommendation for such a waiver to the Officer exercising jurisdiction over his post office or facility or to the General Counsel. Until the Officer has acted on the recommendation, the custodian shall require any advance deposit or advance payment otherwise warranted by this section to be made but shall inform the requester that waiver is under consideration and may defer any action requiring deposit or payment, if desired by the requester, until waiver has been granted or denied.

**.857 Waiver by Officer**

Any Officer of the Postal Service (see Appendix A) or his designee, may waive in whole or in part any fee required by this part or the requirement for advance payment or advance deposit of any fee.

**.858 Waiver of Fee for Changes of Address**

The fee prescribed by section 265.843 is waived in the following circumstances for providing change of address information for:

a. Telegraph companies when the sender of the telegram is the U.S. Government.

b. Federal, state, and local public health officials when the persons being sought are infected with or exposed to contagious diseases.

c. Federal, state, and local government agencies, upon certification that the change of address is required for the performance of their duties, and all other known sources for obtaining the change of address have been exhausted. This waiver does not apply to fees for services performed in accordance with section 122.5 of the POSTAL SERVICE MANUAL.

d. Postage meter manufacturers when they are attempting to locate a missing meter.

**.86 ACCOUNTING FOR FEES**

Custodians shall account for fees paid in accordance with this section as follows:

a. Deposit fees received as postal funds. Record the amounts collected as write-in entries to A/C 49299, *Miscellaneous, Other than U.S. Government Agencies*, in the cashbook and statement of account. Record the manner paid, the amount received, and the number of hours used to compile lists or prepare copies of other records released on the request for this information. Attach written replies to the customer's request stating the number of hours required to prepare information and the amount to be charged in lieu of the above notation. File materials chronologically.

b. Forward fees received for information furnished by postal data centers, automatic data processing centers (ADPC), and regional offices to the disbursing officer at the appropriate postal data center for deposit, specifying the proper account number to be used for recording the amounts collected. Postal data centers, ADPC's and Headquarters offices providing record retrieval as described in paragraph .823 of this section, plus the fees covered in paragraphs .821 and .822, and .83 and .84 of this section will enter the fees in A/C 40990, *Miscellaneous*; ADPC complexes will enter in A/C 49299, *Miscellaneous, Other than U.S. Government Agencies*. Other installations will enter all fees deposited in A/C 40990.

**265.9 ANNUAL REPORT**

A report concerning the administration of the Freedom of Information Act and this part for the preceding

calendar year is to be submitted to the Congress by March 1 of each year. To permit the timely compilation and submission of this annual report, each custodian shall submit to the Records Officer a report of each *Freedom of Information Act* request received pursuant to section 265.711 immediately following the custodian's action on it. The Records Officer shall prescribe the form and content of the report and may vary the time for the submission of reports by individual custodians to avoid undue duplication or frequency of submissions.

APPENDIX A—OFFICERS OF THE POSTAL SERVICE

The following constitute the Officers of the Postal Service: Postmaster General, Deputy Postmaster General, Senior Assistant Postmasters General, Regional Postmasters General, General Counsel, Assistant Postmasters General, Consumer Advocate, Chief Inspector, Judicial Officer, Executive Assistant to the Postmaster General for Postal Affairs, Controller, and Treasurer.

APPENDIX B—INFORMATION SERVICES PRICE LIST

SYSTEM UTILIZATION CHARGES

Processor Utilization S/360 Model 65, \$150.00/Process Hour.  
Selector Channel Utilization, \$52.40/Channel Hour.  
Multiplexor Channel Utilization, \$18.52/Channel Hour.

SYSTEM OCCUPANCY CHARGES

Processor Storage, \$0.53/K/Occupancy Hour.  
Extended Core Storage, \$0.24/K/Occupancy Hour.  
2314 Disk, \$22.38/Occupancy Hour.  
2400 Tape Drive, \$14.50/Occupancy Hour.  
1288 Scanner, \$48.44/Occupancy Hour.  
3330 Disk, \$9.12/Occupancy Hour.

SYSTEM SPOOLING CHARGES

Local Card Reading, \$0.17/1,000 Cards.  
Remote Card Reading, \$0.17/1,000 Cards.  
Local Printing, \$0.20/1,000 Lines.  
Remote Printing, \$0.20/1,000 Lines.  
Local Punching, \$0.51/1,000 Cards.  
Remote Punching, \$0.51/1,000 Cards.

PERIPHERAL CHARGES

AMUS Support, \$4,850.00 Per A/P.  
H-1200 Processing, \$67.25 Hours.  
Optical Scanning, \$40.00 Hours.  
Keypunch, \$3.80 100 Cards.

Xerox, \$2.63 Per 100 CPY.  
Terminal Rental, \$150.00 Terminal.  
RJE Terminal, \$2,300.00 Terminal.  
RJE Terminal (Secaucus), \$3,120.00 Terminal.

APL Service, \$150.00 Terminal.  
Programming Support, \$19.60 Hours.  
Programming Support O/T, \$29.40 Hours.

Systems Analysis Support, \$22.50 Hours.  
Systems Analysis Support, O/T, \$33.75 Hours.

Education Services, Cost Per Student.  
Data Transmission, \$46.00 Hours.  
Aids Support, \$16,250.00 Per A/P.  
Special Forms, 1 Part, \$0.0100 Per Page.  
Special Forms, 2 Part, \$0.0200 Per Page.  
Special Forms, 3 Part, \$0.0300 Per Page.  
Special Forms, 4 Part, \$0.0400 Per Page.  
Special Forms, 6 Part, \$0.0500 Per Page.  
Special Forms, Multilith, \$0.0600 Per Page.

STATISTICAL SERVICES AND SUPPORT

Statistical System Design and Development, \$31.00 Hour.  
System Maintenance and Operation, \$31.00 Hour.  
Special Statistical Projects, \$31.00 Hour.  
Model Development and Analysis, \$31.00 Hour.  
Management Science or Services, \$31.00 Hour.  
System Implementation, \$31.00 Hour.

—Law Dept., 2-13-75.

SUPPLY ITEMS DISCONTINUED BY GSA

Listed below are supply items published in Publication 24, *Supply Catalog*, which have been requisitioned in the past from GSA, and are now discontinued by that agency.

Item No.	Description	Discontinued NSN	Disposition
O-39C	Carbon paper 8" x 13"	7530-00-244-4038	Order 7530-00-244-4072.
O-39D	Carbon paper 8 1/2" x 14 1/2"	7530-00-285-2842	Order 7530-00-244-4063.
O-40A	Carbon paper 3 1/2" x 8 1/2"	7530-00-782-3960	Order from supply center.
O-40H	Carbon paper 8" x 11"	7530-00-244-4121	Discontinued-use Item O-39B.
O-40I	Carbon paper 8" x 13"	7530-00-244-4122	Discontinued-use Item O-39C NSN 7530-00-244-4072.
O-40L	Carbon paper 8 1/2" x 14 1/2"	7530-00-244-4115	Discontinued-use Item O-39D NSN 7530-00-244-4063.
O-90D	Cardboard, Melon	9310-00-641-5223	Discontinued No Replacement.
O-138A	Notebook steno 4" x 8" Pitman	7530-00-223-7938	Order 7530-00-268-4162.
O-139	Standard govt. travel regulations	7610-00-664-0312	Discontinued No Replacement.
O-210-A thru H	Ink, gen. drafting 1 oz.		Do.
O-304	Pencil, indelible med	7510-00-227-1513	Order 7510-00-286-1709.
O-346	Eraser, typewriter w/brush	7510-00-634-5034	Order 7510-00-285-2810.
O-370A	Pad, rubber, black, 12 x 16 3/8"	7520-00-782-4012	Order from supply center.
O-370B	Pad, rubber, black, 6" x 12 1/4"	7520-00-782-4011	Do.
O-371	Eraser, bevel	7510-00-281-2801	Order 7510-00-223-7046.
O-372D	Finger Pad size #13	7510-00-823-7875	Order 7510-00-254-9056.
O-402A	Paper clip small size	7510-00-161-4293	Order from supply center.
O-592	Rubber stamp, band type, revolving line dater month, day and year sequence, size 1 1/2"	7520-00-269-9008	Do.
O-602B	Inking pad for self ink stamp Item 602	7510-00-782-6272	Do.
O-603A	Inking pad for self ink stamp Item 603	7510-00-782-6273	Do.
O-804G	Pad holders for Roberts Mach. except Mdl. 190.	7520-00-782-4026	Discontinued No Replacement.
C-1106B	Floor brush 24" wide	7920-00-292-3366	Order from supply center.
C-1125B	Squeegee 16" wide	7920-00-267-2972	Do.
SF-1107	Temporary receipt lieu of original GBL	7540-00-634-4296	Discontinued No Replacement.
SF-1143A	Advertising order	7540-00-634-4331	Do.

Above changes will be reflected in the next revision to Publication 24, *Supply Catalog—Procurement & Supply Dept., 2-13-75.*

*All Post Offices With Rural Carrier Service*

## Rural Carrier Pay Practice Modifications

On May 1, 1974, the Fair Labor Standards Act (FLSA), as amended, became applicable to the U.S. Postal Service and its employees. In order to comply fully with the overtime requirements of the law, modifications have been made to the 1973 National Agreement between the U.S. Postal Service and the National Rural Letter Carriers Association.

### Current Practices

The current compensation schedule for rural carriers is equivalent to the established pay rate for PS Level 5. A 42-mile route has been regarded as the equivalent of a 40-hour week at Level 5 compensation. An evaluated workweek of 40 hours under the Heavy Duty Schedule has also been regarded as the equivalent of a 40-hour week at Level 5 compensation. Rural carriers serving mileage routes which are more than 42 miles in length or heavy duty carriers whose routes evaluate more than 40 hours per week receive an annual compensation which exceeds the normal 40 hour basic salary for PS-5 employees.

### Modifications

1. The base hourly rate of pay shall continue to be the hourly rate for PS Level 5, and the overtime rate shall be 150% of the base rate and COLA computed in accordance with FLSA requirements.

2. Rural carriers who are paid under the Rural Carrier Heavy Duty Schedule for routes in excess of 40 hours evaluated workweek time will not receive less compensation under FLSA than they presently receive. Such carriers will receive 40 hours of pay at the base hourly rate and additional hours of pay up to the evaluated hours of the route at the overtime rate, regardless of whether they actually work all of the guaranteed hours. Such carriers who actually work in excess of their evaluated hours in any particular workweek will receive additional compensation above the evaluation at the established overtime rate.

3. Rural carriers who are paid under the Rural Carrier Mileage Schedule (RCS) for routes in excess of 42 miles will not receive less compensation under FLSA than they presently

## Unpaid Mail

Under paragraph A-3, page 2, Postal Bulletin 21011, 11-21-74, an exception was made until February 16, 1975, to keep out of the dead parcel office unpaid parcels containing merchandise that is being returned. This exception will continue in effect until further notice.—*Rates & Classification Dept., 2-13-75.*

receive. When actually working over 40 hours per week, the salary of the rural carrier will be based on the compensation for a 42-mile route, attained step and in addition, the carrier will receive compensation for the time actually worked in excess of 40 hours per week at a rate of 150% of the base hourly rate for PS-5 employees in his attained step.

4. Those rural carriers who are paid under the RCS for routes of 42 miles or less, or who are paid under the Heavy Duty Schedule for evaluated workweeks of 40 hours or less will continue to receive a weekly salary which is the same as their present guaranteed weekly compensation for all hours of actual work up to and including 40. Such carriers will receive additional overtime compensation for time actually worked in excess of 40 hours in a particular workweek at 150% of the hourly rate (including COLA) of PS Level 5.

### Duration

The above, retroactive to May 1, 1974, shall expire concurrently with the 1973 National Agreement: provided, however, that, if legislation is enacted relieving the Postal Service of its current obligations under the Fair Labor Standards Act with respect to overtime pay and minimum wage requirements concerning rural letter carriers, the modifications set forth here shall terminate on the effective date of such legislation.

### Implementation

Payroll procedures are currently being developed for the implementation of the FLSA requirements with regard to rural carriers. Postmasters will be advised of these procedures in the near future.

Questions concerning FLSA requirements should be directed to the respective general manager, regional compensation division.—*Employee and Labor Relations Group, 2-13-75.*

*All Offices Issuing Food Coupons*

## Food Coupon Activity Reports

The food coupon book series now in use (\$2, \$3, \$10 and \$30 books) will be discontinued and not issued after the close of business 2-28-75. The old series will be replaced with a new series of books (\$2, \$7, \$40, \$50 and \$65). All offices that handle food coupons will take the month end inventory, prepare and forward the food coupon activity reports in the usual manner except for the following:

1. All inventory counts must be witnessed;

2. Issuing locations which have the old series of coupons and the new series will report inventories of the old and new series separately.

Sectional centers will report the current month activity on FNS Form 250, *Food Coupon Book Report*, dated 11-71. A separate, inventory only, report of the new series of coupons will also be prepared using the revised FNS 250, *Food Coupon Accountability Report*, dated 10-74.

Instructions for the recall of the old series of coupons will be forthcoming through sectional center managers.—*Finance Dept., 2-13-75.*

## APO and Foreign Civilian Mail

Post offices and mailers should not under any circumstances combine military and foreign civilian mail in the same sack that will be processed at New York.

Military mail sent to New York should be labeled Military Center 090. Foreign civilian mail should be labeled to Foreign Center NY 099.—*Logistics Dept., 2-13-75.*

## Misuse of Official Envelopes

Post offices are using large (6½ x 10½, 9 x 12, and 12 x 16) official envelopes to return to publishers single or small numbers of Forms 3579, *Undeliverable 2d, 3d, 4th or Controlled Circulation Matter*. This practice is wasteful and interferes with normal handling. The large envelopes necessitate handling the pieces as flats.

Single and small numbers of Form 3579 should be mailed in standard, machinable-size envelopes.—*Rates & Classification Dept., 2-13-75.*

### Duplicate Indemnity Claims

The Postal Data Center, St. Louis, advises that they continue to receive duplicate claims with claim numbers that differ from the claim number on the original claim form.

Postmasters are requested to take positive action to insure that all duplicate claims are assigned the same claim number used on the original claim. Dissimilar claim numbers can result in duplicate payments.—*Rates & Classification Dept., 2-13-75.*

*Postmasters at 1st and 2nd Class Offices*

### Trash Removal Invoices

Since there is no easy method of determining which trash removal bills should be paid at the local post office or which should be paid at the postal data center, the following procedure will be followed effective March 1, 1975:

**All bills for trash removal will be certified and sent to the postal data center for payment with the exception of those trash removal charges that are included in utility bills.**

Handbook F-1, *Financial and Cost Controls*, will be revised accordingly.—*Finance Dept., 2-13-75.*

### Wanted Circulars Canceled

The following postal offenders have been apprehended:

**Charles Joseph Tritt  
Johnny Paul Washam**

Destroy the wanted circulars, issued 4-15-74 and 1-6-75, concerning them.—*Inspection Service, 2-13-75.*

### Revised State Tax Withholdings

The Commonwealth of Pennsylvania and the State of Nebraska have revised their income tax withholding requirements. The withholding changes will be effective Pay Period 04, 1975. The changes will be reflected on affected employees salary checks dated February 21, 1975.—*Finance Dept., 2-13-75.*

### Supplies for Central Mark Up System

Supplies for Central Mark Up System are now available from area supply centers as follows:

Item No.	Description	U.O.I.	Price
1 0-394A	File Box 3" X 5"	EA	\$0.92
0-7501	Stencil (box of 500)	BX	4.41
0-7502	Ink	BT	2.00
0-7503	Label, 6,250 per roll	Roll	3.34
1 0-7503A	Label, 25,000 per roll	Roll	13.36

<sup>1</sup> Authorized FEDSTRIP ordering offices will requisition this item from their area supply center only until further notice. Any outstanding orders with GSA depots should be canceled.

<sup>2</sup> New size roll for use only by offices equipped with Model 410 Power Feed Stands.

All of the above items are to be requisitioned from area supply centers on Form 7380, *Requisition for Supplies*, during regular requisitioning cycles. Back orders for all of the above items have recently been filled by supply centers and may not have had time to be delivered. Ordering offices are advised to consider this fact before reordering.—*Procurement & Supply Dept., 2-13-75.*





POST OFFICE CHANGES NO. 27

(Supplemental to 1974 Directory of Post Offices, Publication 28)

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 128 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	Phoenix.....	Maricopa.....	1	Cactus.....	Sx	85046	Add.....	6-21-75	Sx estab.
CA	Mammoth Lakes.....	Mono.....	1	Sherwin Plaza.....	Sx	93546	do.....	1-4-75	Do.
IL	Yorkville.....	Kendall.....	1			60560	Delete.....	3-1-75	} C estab.
IL	do.....	do.....	1C			60560	Add.....	3-1-75	
IL	Hanna City.....	Peoria.....	2	Eden.....	RB	61527	Delete.....	1-31-75	RB disc.
KS	Kansas City.....	Wyandotte.....	1	Northwest.....	Sx	66104	do.....	2-11-75	} Sx Name. } Changed.
KS	do.....	do.....	1	Robert L. Roberts.....	Sx	66104	Add.....	2-11-75	
KY	Ermine.....	Letcher.....	3	Southdown.....	RB	41815	Delete.....	5-28-75	RB disc.
MI	Stevensville.....	Barrien.....	1			49127	do.....	3-29-75	} C Estab.
MI	do.....	do.....	1C			49127	Add.....	3-29-75	
MO	Salisbury.....	Chariton.....	2	Bynamville.....	RB	65238	Delete.....	1-31-75	RB disc.
MO	Womack.....	Sainte Genevieve.....	4			63677	do.....	2-28-75	} P.O. disc.
MO	(Mail to Fredericktown).	Madison.....	1			63645	do.....	3-1-75	
MT	Coram.....	Flathead.....	3			59913	Delete.....	2-28-75	} P.O. conv to CPO.
MT	Columbia Falls.....	do.....	1	Coram.....	CPO	59913	Add.....	2-28-75	
MT	Martin City.....	do.....	3			59928	Delete.....	2-28-75	} P.O. conv to CPO.
MT	Columbia Falls.....	do.....	1	Martin City.....		59928	Add.....	2-28-75	
ND	Edmond.....	Stutsman.....	4			58434	Delete.....	3-1-75	} P.O. disc.
ND	(Mail to Pingree).....	do.....	4			58478	do.....	3-1-74	
NJ	Tuckerton.....	Ocean.....	1	Mystic Islands.....	Sx	06087	Add.....	2-15-75	Sx estab.
OH	Columbus.....	Franklin.....	1	College Springs.....	B	43219	Delete.....	1-20-75	B disc.
PA	Indiana.....	Indiana.....	1	Regency mail.....	B	15701	do.....	11-29-74	B disc.
WA	Amber.....	Spokane.....	4			99002	do.....	2-28-75	} P.O. disc.
WA	(Mail to Cheney).....	do.....	1			99004	do.....	3-1-75	
WA	Tiger.....	Pend Oreille.....	4			99177	Delete.....	2-28-75	} P.O. disc.
WA	(Mail to Ione).....	do.....	3			99129	do.....	3-1-75	

—Customer Service Department, 2-3-75

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—099,999,999.

Advise holders to send them to Canada Post Office, Ottawa, Canada, KIA 0B1.

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

104,757,201 to 104,757,500	145,856,825 to 145,856,884	160,606,501 to 160,606,900
104,911,301 to 104,911,500	146,232,640 to 146,232,700	160,919,925 to 160,920,000
106,023,259 to 106,023,300	147,043,701 to 147,043,900	160,921,817 to 160,921,900
106,550,419 to 106,550,500	149,007,901 to 149,008,000	161,799,901 to 161,800,000
120,742,680 to 120,742,800	149,744,083 to 149,744,100	161,981,006 to 161,981,900
128,201,700 to 128,202,100	149,877,756 to 149,878,100	162,015,701 to 162,015,800
129,360,793 to 129,360,800	150,616,137 to 150,616,200	162,314,201 to 162,314,700
131,316,241 to 131,316,500	150,679,320 to 150,679,500	162,600,001 to 162,600,200
131,462,524 to 131,462,540	153,209,301 to 153,210,300	163,420,501 to 163,420,800
132,338,160 to 132,338,300	153,757,563 to 153,757,700	163,573,201 to 163,573,900
134,519,591 to 134,519,600	155,654,809 to 155,655,300	165,349,901 to 165,350,200
134,928,645 to 134,928,700	155,857,068 to 155,857,200	165,618,226 to 165,618,300
135,878,662 to 135,878,700	156,129,112 to 156,129,200	166,278,201 to 166,278,500
137,328,801 to 137,329,300	157,287,547 to 157,287,600	166,951,587 to 166,951,700
139,732,942 to 139,733,000	157,401,111 to 157,401,136	170,477,105 to 170,477,200
141,568,001 to 141,568,800	157,554,201 to 157,554,300	171,471,801 to 171,472,100
141,631,601 to 141,631,700	158,014,440 to 158,014,500	171,815,673 to 171,816,000
141,655,112 to 141,655,500	158,109,070 to 158,109,100	173,562,701 to 173,563,700
141,980,101 to 141,980,300	158,767,040 to 158,767,300	173,890,301 to 173,890,500
143,979,583 to 143,979,650	159,474,549 to 159,474,900	176,226,349 to 176,226,700
143,991,521 to 143,991,580	159,564,346 to 159,564,400	178,514,939 to 178,515,100
145,573,801 to 145,574,800	160,193,201 to 160,193,300	179,838,411 to 179,838,600
145,690,901 to 145,691,000	160,507,331 to 160,507,400	183,457,601 to 183,458,300
145,787,864 to 145,787,900		183,769,412 to 183,769,500



**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 21022 article.

1602963462	to	1602963475	1697615000	to	1697615099	1775877925	to	1775877949
1610245056	to	1610245099	1697615104	to	1697615499	1780920242	to	1780920299
1613378946	to	1613378959	1698585200	to	1698585599	1781575500	to	1781575699
1616545152	to	1616545999	1698628679	to	1698628999	1784370351	to	1784370399
1617414951	to	1617414999	1704066275	to	1704066299	1786239725	to	1786239749
1619847857	to	1619847999	1706357000	to	1706357099	1786303239	to	1786303299
1620558300	to	1620558499	1707113104	to	1707113199	1788311095	to	1788311199
1625023647	to	1625023699	1708413955	to	1708413999	1788375300	to	1788375399
1625466141	to	1625466199	1709307544	to	1709307558	1789072832	to	1789072999
1626277683	to	1626277699	1709747764	to	1709747792	1792670881	to	1792670899
1636675839	to	1636675899	1715496500	to	1715496599	1793361500	to	1793361599
1636676082	to	1636676999	1715610019	to	1715610099	1794039620	to	1794039699
1637059927	to	1637059999	1718763700	to	1718764099	1795689971	to	1795689999
1641315156	to	1641315199	1719079464	to	1719079499	1795816029	to	1795816099
1647477961	to	1647477999	1720390880	to	1720390899	1796046813	to	1796047099
1647728874	to	1647728999	1720390989	to	1720390999	1796854846	to	1796855199
1653308903	to	1653308999	1720391025	to	1720391099	1799339500	to	1799339699
1655512943	to	1655512999	1720526959	to	1720526999	1800923292	to	1800923399
1655671860	to	1655671899	1720874600	to	1720874699	1802597227	to	1802597299
1657057000	to	1657057999	1721162900	to	1721162999	1804724945	to	1804724999
1658213130	to	1658213199	1724036300	to	1724036399	1806421300	to	1806421499
1658402020	to	1658402099	1726939700	to	1726939799	1806486400	to	1806486499
1659321800	to	1659321999	1730124285	to	1730124299	1808108449	to	1808108497
1661306800	to	1661306899	1730690720	to	1730690999	1808257640	to	1808257653
1661306969	to	1661306999	1733233742	to	1733233799	1809829773	to	1809829999
1668769368	to	1668769395	1733566721	to	1733566799	1811920100	to	1811920399
1671890073	to	1671890099	1733805887	to	1733805999	1812086977	to	1812086999
1671890222	to	1671890299	1734819630	to	1734819699	1813318858	to	1813318899
1671971445	to	1671971499	1737500291	to	1737500299	1819144840	to	1819144999
1672136745	to	1672136798	1737817900	to	1737818399	1819197396	to	1819197499
1672529900	to	1672529999	1739545236	to	1739545299	1822780721	to	1822780799
1676338349	to	1676338399	1739605125	to	1739605699	1825975818	to	1825975999
1676765079	to	1676765299	1739661165	to	1739661299	1827806700	to	1827806799
1678869156	to	1678869199	1740484785	to	1740484799	1827838800	to	1827838999
1679044095	to	1679044299	1742213200	to	1742214999	1830327000	to	1830327199
1680774787	to	1680774799	1744356292	to	1744356999	1836169142	to	1836169199
1680888282	to	1680888293	1744905503	to	1744905999	1838226129	to	1838226799
1681394044	to	1681394099	1747527584	to	1747527599	1842507200	to	1842507299
1681712757	to	1681712799	1748460149	to	1748460299	1843812500	to	1843812599
1681853416	to	1681863446	1751526303	to	1751526318	1843883400	to	1843883499
1682698280	to	1682698299	1751781300	to	1751781399	1843893024	to	1843893099
1682729100	to	1682729399	1752339179	to	1752339199	1845418841	to	1845418999
1682836257	to	1682836299	1752507510	to	1752507599	1849316300	to	1849316399
1683997682	to	1683997799	1754429200	to	1754429299	1849999626	to	1849999800
1686035736	to	1686035799	1755637630	to	1755637699	1851611700	to	1851612199
1687391843	to	1687391899	1755641153	to	1755641299	1852668054	to	1852668199
1688304300	to	1688304999	1755670748	to	1755670899	1854063472	to	1854063499
1689773900	to	1689774199	1756102623	to	1756102699	1856957900	to	1856957999
1691674300	to	1691674999	1756102798	to	1756103399	1860628031	to	1860628059
1691794372	to	1691794399	1766089832	to	1766089999	1868603500	to	1868604199
1693813192	to	1693813699	1767029971	to	1767029999	1868034851	to	1868034899
1693870781	to	1693870999	1770820657	to	1770820699	1892707100	to	1892707299
1696499809	to	1696499999	1773192976	to	1773192999	1895964000	to	1895964399
1697247319	to	1697247399	1775605200	to	1775605299	8005023000	to	8005023999
			1775717226	to	1775717299			

