

Directives Control Division, Washington, DC 20260

PB 21027-Mar. 13, 1975-Six Pages

10-Cent Lexington and Concord Commemorative Stamp

Description. The 10-cent Lexington and Concord commemorative stamp will be first placed on sale at Lexington, MA 02173 and Concord, MA 01742, on April 19, 1975.

Do Not Sell Before April 20, 1975.

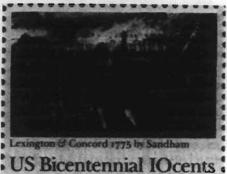


Image area: 1.44 x 1.105 inches. Issued in sheets of 40.

Colors: Yellow, red, blue, black and green. Marginal markings: Six plate numbers, Mail early in the day and Use Zip Code.

Initial printing: 140 million. Designer: Bradbury Thompson.

Collectors. Request first-day cancellations from: Lexington and Concord, Postmaster at Lexington, MA 02173, and/or Concord, MA 07142 (see PSM, section 257.2). Selected mint stamps will be available at the Philatelic Sales Division, Washington, DC 20036, beginning April 21, 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 413), consider that the stock should be depleted prior to June 19, 1975 at all post office outlets except designated philatelic windows and postal 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 81/2 x 111/4 inches commemorative series All Participating SCFs

On-Site Meter Setting **Promotion Program**

The national on-site meter setting promotion effort is now being prepared for distribution to all SCFs that are, or will be active in this program.

The program will consist of the fol-

lowing pieces:

a. Pre-Addressed Direct **Packets**

b. Pre-Addressed Followup Direct Mail Packets

c. Postmaster's Workbook

d. Lobby Announcement Packet

e. Counter Card

f. Poster

g. Disclaimer Letter The above pieces, with the exception of the disclaimer letter, are now being printed and will be ready for shipment to SCFs during the month of April. These promotion pieces will arrive in separate shipments and should be consolidated at the SCF level before distribution to associate offices. The direct mail and followup packets have been pre-addressed to meter holders and sorted into 5-digit ZIP sequence. These are to be directed to appropriate offices for distribution. The other pieces, which will arrive at approximately the same time, should be distributed in appropriate quantities to all participating

The disclaimer letter has already been printed and shipped to participating locations. Cartons containing this disclaimer letter should not be opened or distributed until each SCF is in receipt of all the above promotion pieces.-Customer Services Dept., 3-13-75.

stamp panels will be released with the stamps. The panels (Item 967) 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, 3-13-75.

Color and Graphics Handbook

Color and Graphics Handbook, MS-54, has recently been distributed to all regions, districts, and sectional centers. MS-54 will not be issued to any other offices. When a postal facility requires painting, a copy may be borrowed from the regional, district, or sectional center office.

Graphics Handbook, MS-54A, has been distributed to all postal facilities, except fourth-class offices, on a permanent basis.

Several requests for additional copies of these handbooks have been received. These requests, Forms 1286, will not be filled unless adequate justification is given. Orders for MS-54 must be signed by a district manager, a sectional center manager, or general manager, maintenance management division, for the region. Requests for MS-54A must be signed by the postmaster.

Copies of MS-54 are available in the Eastern Area Supply Center for purchase by the public at \$25 per copy. Do not give copies to the public. If contacted for a copy, tell the individual to write to the Manager, Eastern Area Supply Center, U.S. Postal Service, Somerville, NJ 08877, enclosing check or money order payable to USPS, Eastern Area Supply Center.—Real Estate and Buildings Dept., 3-13-75.

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FOR POC USE

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COURT ORDERED ALIMONY AND/OR CHILD SUPPORT

I. Introduction

Under recently enacted legislation, Public Law 93-647, the Postal Service has the same legal obligation as a private employer to accept garnishment or attachment of wages in child support and/or alimony cases when served with appropriate legal process. Consequently, payroll procedures are required to provide an efficient mechanism for compliance. This bulletin outlines procedures to be followed when processing court orders and related documents for submission to postal data centers.

II. General Instructions for Postal Installations Receiving Court Orders

A. Disposition of Court Orders and Use of Form 1242

Upon receipt of a court order for payroll deductions to cover alimony and/or child support, the postmaster or installation head (or designee) will complete Form 1242 (see exhibit A) and forward completed copy and a copy of the court order to the postal data center. A copy of all court orders will be submitted to Regional Counsel. However, with the exception of doubtful cases (examples outlined below), do not delay completion of Form 1242. Contact regional counsel prior to preparation of Form 1242 if any of the following situations exist:

- 1. Court order that is received pertains to an employee who is employed by the Postal Service, but he is no longer working under the jurisdiction of the postal official authorized to complete the particular employee's Form 1242.
- 2. Court order that is received pertains to a former Postal employee.
- 3. Court order that is received appears questionable on its face. For example, the document is unsigned, undated, served under questionable circumstances, or issued by a court having jurisdiction that does not encompass the Postal installation.

B. Jurisdictional Transfer Actions— Employees Being Garnisheed

Contact regional counsel if any of the following situations occur subsequent to garnishment:

1. An employee whose wages are being garnisheed leaves the jurisdiction of the postal official originally authorizing the garnishment, and he remains a Postal employee.

PS Porm 1242

2. An employee whose wages are being garnisheed leaves the employ of the Postal Service.

C. Transmittal Requirements

- 1. Prepare Form 1242, in quadruplicate, original to postal data center, remaining copies to regional counsel, personnel folder and employee. The signature of postmaster or other office manager will suffice as authority to proceed processing at postal data center.
- 2. It is imperative that court orders be processed to the postal data center immediately upon receipt to avoid non-payment or "arrearage"

situations. Exception: Doubtful cases referred to regional counsel.

D. Forms Availability

COMPLETED BY

Initial distribution of forms will be made to sectional centers.

III. Specific Instructions for Completing Form 1242

A. Heading

Enter CAG, finance number, employee's name and social security number. Verify SSN shown on the court order with SSN in official personnel folder. In the space provided for home address and post office, enter current address and name of office of employment.

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B. Allotment Information

1. Initial Garnishment

a. Fill in the appropriate blocks. Where ordered, the initial payment will include court costs. If the order specifies child support and alimony payments, combine the amounts and record total deduction to be made in the block entitled "Court Ordered Pay Period Deduction Amount." Record court cost amount in the separate block provided on the form.

b. When applicable, court ordered payments may specify arrearage (back payments). Record total arrearage amount in the space provided. If the order specifies a separate arrearage amount for alimony and child support, combine the amounts and record total in the space entitled "Total Arrears Amount." The amount of arrears collectable per pay period will be as specified on the court order. To determine the pay period and year to stop arrears deduction, divide total arrears amount by amount of arrears collectable per pay period. For example, the pay period and year stop date for an arrearage amount of \$1,000 and arrearage payment schedule of \$50 per pay period, would be 20 pay periods from the effective date of initial deduction $(\$1,000 \div \$50 = 20 \text{ pay periods}).$

c. In some cases, the court order may specify a maximum percentage of wages subject to deduction. A space has been provided to enter "maximum percentage," where applicable. Some court orders may specify minimum deductions. These are easily converted to maximum. For example, a 30% minimum means that the employee's maximum retainable income

is 70%, if the minimum produces the higher amount. To illustrate: assume the court order specifies \$400 per month or 30% minimum, whichever is greater. An employee earning \$1,000 per month would be required to pay the \$400; therefore, the minimum calculation is not applicable. Assume the employee is required to pay \$300 per month or 40% minimum, whichever is greater. The minimum calculation is applicable; therefore, the pay period deduction amount is set up as \$400.

d. Finally, in some cases the court order may specify a maximum fixed deduction amount, but not in percentage terms. Convert the fixed deduction amount to percentage of net pay by dividing the employee's net pay (excluding allotments, bond, and charitable deductions) to determine maximum percentage of pay subject to deduction. If in doubt, contact Regional Counsel.

2. Conversion to Pay Periods

Court ordered payments must be converted to our 26 pay period procedures. If the court order requires monthly payments, multiply monthly amount by 12 and divide results by 26 to obtain the biweekly equivalent payment to be deducted by PDC. If weekly payments are stipulated, multiply by two. Arrearages and court costs will be rounded to whole dollars; i.e., drop amounts of less than 50¢; amounts 50¢ or over, add one dollar.

3. Entry of Identification ("E.I."
Number) and Employee Case
Number

The "E.I." number will be assigned by the postal data center. Postal installations must ensure that the "case" number assigned by the court is correctly entered on Form 1242. The case number identifies check payment to the court.

4. Cancellation and/or Changes in Payment

Form 1242 will be used to process court ordered cancellations and/or changes. Upon receipt of court ordered change, process 1242 entering the required information in the space provided.

5. Insufficient Information to Complete Form 1242

Refer to regional counsel, court orders which do not provide all the information required to accurately complete the form.

IV. Postal Data Center Processing

Postal data centers have been advised by separate instructions of PDC processing requirements.

V. Effective Date

These instructions are effective PP 07-75 (March 15, 1975) for all installations except those serviced by the Atlanta Postal Data Center. Upon transfer of Atlanta PDC functions to New York PDC (scheduled for May 10, 1975), installations serviced by Atlanta will process court orders as outlined in this bulletin. During the interim period, court ordered deductions will be forwarded to Atlanta PDC for manual processing after regional counsel contact requirements have been satisfied.—Finance Department, 3-13-75.

RECORDS OF AUTHORIZATION FOR SECOND-CLASS PUBLICATIONS

In the past, when a publication changed its original second-class entry to another post office, the "old" office of original entry retained all authorizations plus Form MCD 6, Reentry of Second-Class Publication, for 3 years, and then destroyed the records in accordance with section 245.52 (b) and (j), Postal Service Manual.

To preserve valuable background records, effective immediately, post offices, upon receipt of MCD 6, will forward to the new office of original entry all records pertaining to authorizations for the publication in

question. This includes the original authorization, plus all records of changes in frequency, title, rate status, and so forth. It does not include any of the financial records relative to postage payment, which will remain in the "old" office for the period prescribed in section 245.52(j), Postal Service Manual.

The "old" post office must retain copies of the authorizations under which mailings were made during the 3 years prior to receipt of Form MCD 6. These records are necessary for postal inspectors or postal system examiners in the event they audit or

examine the "old" office after the publication has been transferred.

Effective immediately, and following the procedure described above, postmasters must forward (using Form MCD 6 as reference), all authorization records of publications still in their possession which have been transferred to a new original entry office.

For publications that are "dead" (either annulled, revoked, abandoned, etc.), follow the instructions in section 245.52(b), Postal Service Manual.—Rates & Classification Dept., 3-13-75.

POST OFFICE CHANGES NO. 31

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

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. R8=Rural Station. 8=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	Туре 8/В	ZIP	Change action	Effective date	Explanation of change
A	Los Angeles	Los Angeles	1	Midtown Center	8	90019	Add	2-26-75	8 estab.
Y Y	Cranston(Mail to Morehead)		4			40815 40851	Delete	8-29-75 8-30-75	P.O. disc.
N	Pinecreek (Mail to Ross)	Roseaudo	4			56747 56753	Delete	3-31-75 4- 1-75	P.O. disc.
8	Onward	Sharkeydo	4 2	Onward	CPO	39143 39143	Delete	4-25-75 4-26-75	P.O. conv. to CPO.
A	Johnstown	Cambria	1	Richland Mall	В	15904	Add	10-14-74	B estab.
7.7	Erie Philadelphia	Loudon	4 3	Erie	CPO	37736 37736	Delete	4-25-75 4-26-75	P.O. conv. to CPO.
X X X	Freestone Teague Richardson		2	FreestoneDal Rich	CPO 8	75842 75842 75090	Delete Add Delete	4-25-75 4-26-75 2-28-75	P.O. conv. to CPO. 8 disc.
T	West Glover Barton		3 2	West Glover	CPO	05875 05875	Delete	4-11-75 4-12-75	P.O. conv. to CPO.
A	Madison	Madison	2	Crigiersville	RB	22727	Delete	2-25-75	RB disc.
A	MicaSpokane		3	Mica	CPO	99023 99023	do	1-81-75 2- 1-75	P.O. conv. to CPO.

-Customer Services Department, 3-13-75.

Migratory Bird Stamps

Postmasters are reminded that the amount recorded in A/C 16144 on the Statement of Account submitted as of the close of the third quarter, fiscal year 1975, must accurately reflect the value of bird stamps on hand in the post office. Except for post offices having established philatelic outlets, the only bird stamps which should be on hand in post offices are the current 1974-75 which sell for \$5. Postmasters will insure that these unsold migratory bird stamps are destroyed during the fourth quarter, and the destruction properly reported on the Statement of Account for period ending June 20, 1975. See sections 223.26 and 224.3, Fiscal Handbook F-1.

The entry in A/C 16144 must be evenly divisible by \$5. Any remainder indicates an error except in those offices having philatelic outlets as referred above. Those offices which have prior year bird stamps on hand for philatelic purposes must list the value of prior year stamps, by year of issue, which are included in A/C 16144. The "Remarks" block on the reverse side of Form 1555 should be used for this purpose.—Finance Department, 3-13-75.

Forwarding of Mail

In some instances, pieces of mail addressed to persons recently retired from one of the branches of the Armed Forces are being rated postage due when forwarded.

When servicemen are released from active duty, the provisions of section 158.4, Postal Service Manual, apply to the forwarding of their mail.

This regulation provides that all first-, second-, and fourth-class mail and third-class mail of obvious value addressed to persons in the United States Service (civil and military) serving at any place where the United States mail service operates, whose change of address is caused by official orders, will be forwarded until it reaches the addressee. No additional postage will be charged. Second-, obvious value third-, and fourth-class mail and air parcel post so forwarded are endorsed by the forwarding office Change of Address Due to Official Orders. This provision for free forwarding from one post office to another applies to mail for the members of the household whose change of address is caused by official orders to persons in the United States Service.-Rates & Classification Dept., 3-13-75.

FEDSTRIP Ordering Procedures

FEDSTRIP ordering offices as defined in part 130, Procurement Handbook S-21, Federal Standard Requisitioning and Issue Procedures, are authorized immediately to make small value purchases, that is, \$10.00 per line item or less, optionally from:

GSA Stores

GSA Retail Stores

USPS Supply Center (for items listed in Publication 24)

Local commercial sources

FEDSTRIP ordering offices may establish an order minimum of \$35.00 regardless of line item value.

In exercising these options, FED-STRIP ordering offices must consider carefully all costs associated with the procurement decision. As an example, GSA Stores shipments and USPS Supply Center shipments are delivered to consignees prepaid whereas pickup of supplies from commercial sources or GSA Retail Stores may entail transportation cost.

The FEDSTRIP Handbook, S-21, will be amended to reflect these instructions.—Procurement and Supply Dept., 3-13-75.

Endorsements on Third-Class Bulk Rate Mail

All third-class bulk rate mail must carry one of the following endorsements either in or immediately adjacent to permit imprints, meter stamps or precanceled stamps:

(a) Bulk Rate or the abbreviation Blk. Rt. by mailers other than non-

profit organizations.

(b) Nonprofit Organization or the abbreviation Nonprofit Org. by authorized nonprofit organizations. Section 134.423, Postal Service Manual.

Mail bearing a 6.3-cent precanceled stamp must carry the prescribed endorsement.—Rates & Classification Dept., 3-13-75.

Collection Box Lock Modification Kit

Supply center stocks of Lock Modification Kits, supply item number D-1170E, have reached critical levels. From all indications, present stocks will be exhausted before new stock is received.

In order to obtain maximum utilization of stocks available, it may be necessary for supply centers to reduce quantities on requisitions being filled. After stocks are depleted, supply centers will establish back orders for these kits. A postal bulletin notice will be published when stocks again become available in supply centers.—Procurement & Supply Dept., 3-13-75.

Postmaster's Communications Guide

Some postmasters will soon receive copies of a Postmaster's Guide to Communications, a booklet discussing the fundamentals of good public communication. The guide is being sent through sectional center managers to all postmasters in communities having news media. A limited number of copies is also being sent to each regional communications director for distribution to newly appointed postmasters. Sectional center managers should distribute the Communications Guide as soon as it is received. Postmasters who receive the Guide should become thoroughly familiar with its contents.—Public and Employee Communications Dept., 3-13-75.

PAYROLL ALLOTMENTS

You can use this easy, convenient, and painless way to save money every payday. Even \$5 or \$10 sent to your credit union every two weeks by the PDC adds up quickly. You will not miss it, BUT if you had started last year, you could sure use the money you would have now. If you wish, have a larger amount sent to the credit union and authorize them to transfer enough to make your loan payment too. If you are not a member of your credit union, JOIN TODAY. If you do not have a credit union where you work, you are eligible to join the one at headquarters. Write to USPSFCU, Box 23650, Washington, DC 20024.

Murals and Fine Arts

Recently, murals or other fine arts in Postal buildings have been removed, defaced, covered over, painted or otherwise damaged while renovation or remodeling projects are being accomplished. These fine arts are a very valuable heritage and are not to be altered in any way or removed without prior approval, in writing, of the regional real estate and buildings division.—Real Estate and Buildings Department, 3-13-75.

MONEY ORDERS: WHEN THE OFFICE NUMBER, DATE AND/OR AMOUNT IS IMPROPERLY IMPRINTED, INCOMPLETE, OR ILLEGIBLE, WRITE THE CORRECT OFFICE NUMBER AND DATE ON THE SPOILED MONEY ORDER IN THE "PAY TO" OR "PURCHASED BY" AREA, ALONG WITH THE WORD "SPOILED".

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 21026 article.

B. Idea Silie.	- 110	actual scrim numbers consist	only of the ma		algua. Desiroy	ale PD 21020 ardele.		
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		1620558499			1709747792			1793361599
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		1647728999			1720874699			1806421499
		1653308999			1721162999			1806486499
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1655671860	to	1655671899	1726939700	to	1726939799	1808257640	to	1808257653
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1693870781	to	1693870999	1775605200		1775605299			1874751199
1696499809		1696499999	1775717226	to	1775717299			1875829299
1697247319	to	1697247399	1775877925	to	1775877949			1880328399
1697615000	to	1697615099	1780920242		1780920299			1892707299
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