

postal bulletin

Directives Control Division, Washington, DC 20260

PB 21030-Apr. 3, 1975-Five Pages

10-Cent Paul Laurence Dunbar Commemorative Stamp

Description. The 10-cent Paul Laurence Dunbar commemorative stamp will be first placed on sale at Dayton, OH 45401, May 1, 1975.

Do Not Sell Before May 2, 1975



Image area: 0.84 x 1.44 inches.

Issued in sheets of 50.

Colors: Red, blue, yellow and black.

Marginal markings: Five plate numbers,

Mail Early and Mr. ZIP.

Initial printing: 140 million.

Designer: Walter D. Richards.

Collectors. Request first-day cancellations from: Dunbar Stamp, Postmaster, Dayton, OH 45401 (see PSM, 257.2). Selected mint stamps will be available at the Philatelic Sales Division, Washington, DC 20036, beginning May 2, 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 415), consider that the stock should be depleted prior to July 1, 1975, at all post office outlets—except designated philatelic windows and postal stores.

First-class post offices requiring additional bulk quantities: immediately

Travel Vouchers

It is important that travelers submit SF 1169a, Transportation Request, Memorandum Card Copy (buff), along with the travel voucher, showing the valuation of the ticket in the appropriate block.

Prompt submission of travel vouchers is essential so that (a) unnecessary administrative costs are avoided, and (b) costs are reflected in the financial statements for the period during which the travel occurred. Regulations specify that each traveler should submit only one voucher each accounting period (28 days) for all regular travel (including travel in territories and possessions) performed within the period.

a. If only one trip is made and no other trip is anticipated, submit the voucher to your approving officer at the close of travel.

b. If one trip is made that covers two accounting periods, submit only one voucher to cover the trip. The cost of the trip is charged to the period in which the travel ends.

c. Submit travel vouchers within five days after completion of a trip or within five days after the close of the accounting period, as applicable.—Finance Dept., 4-3-75.

requisition on Form 3356 from the Bureau of Engraving and Printing.

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

Panels. A limited number of 8½ by 11¼ inches commemorative series stamp panels will be released with the stamps. The panels (Item 968) 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, 4-3-75.

Stamp and Price Decals for Stamp Vending Machines

New vinyl stamp display and price decals are now available as replacements for damaged or missing decals from stamp vending machines (SVM).

Identify the type and quantity of decals required from the items listed below and submit your request on a separate Form 4984, Repair Parts Requisition, to the Western Area Supply Center, Repair Parts Center, Topeka, KS 66601.

Post offices not authorized to order from the Repair Parts Center may obtain decals through their area maintenance office. New decals should be ordered only if needed to replace damaged or missing decals.

item Description	National Stock Number (NSN)		
1. SI-5/10 decal 2. SI-15/20/30/	7690-00-000-6121		
115/120/300 decal	7690-00-000-6122		
3. SI-90/95 decal kit	7690-00-000-5522		

Decal kits for MMI 3400 stamp vending machines are not available at this time. Requisitioning instructions will be provided when kits are available. Do not requisition until authorized to do so.—Customer Services Dept., 4-3-75.

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Requisitioning Publications and Handbooks

This is to clarify the information given in the article in PB 21029, 3-27-75, on this same subject.

Post Offices

As previously indicated, not all publications and handbooks are to be ordered from Directives Control Division, U.S. Postal Service, Washington, DC 20260—although Form 1286, Request for Postal Publications, should be used. When ordering the authorized publications and handbooks listed in the article in PB 21029, a separate Form 1286 is required for each. The Form 1286 should be sent to the source indicated in the article.

Regions, Districts, and Sectional Centers

Normally, a small supply of the publications and handbooks listed in the article are distributed to those offices specifically responsible for filling post office requests. Do not send post office requests for these publications to the supply center or to the Directives Control Division-unless otherwise indicated. These requests are to be taken care of at the sectional center, district, or region. Forms 1286 should be sent to the Directives Control Division from the regions, districts, or sectional centers to replenish their stock and to adjust their quotas.

Pub. 159C

To correct the information given in PB 21029, requests for this publication should be sent to the appropriate Regional Chief Inspector.—
Office of Management Services, 4-3-75.

Stamps Removed From Sale

The following stamps were removed from sale in the Philatelic Sales Division at the close of business March 31, 1975:

10¢ Veterans 10¢ Robert Frost

Any stock remaining on hand of the above items shall immediately be withdrawn from all philatelic outlets and placed on general sale until April 30, 1975. The Inspection Service and Postal System Examiners will give attention in this area during audit reviews.—Office of Stamps, 4-3-75.

All Personnel Processing Mail for Dispatch Abroad

Foreign Order No. 36

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

A. A false representation order has been issued against:

W. GERMANY

Hamburg

International Telex Directory Clarkstar Ltd. D-2000, P.O. Box 600309

ENGLAND

Middlesex HA2 ONP

New Products & Services Directory
(Published by Newsletters for Business
Ltd)
P.O. Box 30, Harrow

London W8 6EJ

International Telex, Pantheon Publishers 44 Earls Court Road Kensington

HONG KONG

DPC Insurance Reports, 1975
Directory Publishing Corp. Ltd.
Far East Regional Office
503 Hollywood Commercial House
Old Bailey Street

CANADA

Montreal, P.Q., Quebec

Beauti-Breast of Paris 2875 Bates Road

Do not dispatch any mail to the above. Endorse it: Return to Sender: Order Issued Against Addressee for Violation of False Representation Law.

B. A lottery order has been issued against:

BAHAMAS

Nassau

Kyle, Marie P.O. Box N-9418 Levine, Eric P.O. Box N-9413 Marks, Ted P.O. Box N-9419

IRELAND

Cork

Barron, James
6 Hartlands Avenue
Cork City
Lee, Frank Mrs.
34 Melbourn Road
Bishopstown

County Clare

Madden, Bridie Lahinch

Do not dispatch any mail to the above. Endorse it: Lottery Mail and Return it to Sender.

If such mail bears no return address, treat it as undeliverable and dispose of it in accordance with 159.4

Rural Carrier Card Index System

Rural carriers now have the option of using a loose leaf binder form or a card index system to alphabetically list the names of customers on their routes. Form 4232A, Customers Name and Address, replaces Form 4232 on those routes where the card index system is desired. This form is available in the area supply centers. Postmasters should requisition approximately one card for each family on those routes where the card index system will be implemented.

In addition to Form 4232A, two new items for use with the card index system are now available from area supply centers as follows:

1tem No. Description
O-89E Card set,
alphabetized, 5 by 8 in.
buff.
O-394C Filing case,
pressboard, 5 by 8 in.

Offices should requisition their initial requirements of Item O-89E, O-394C, and Form 4232A from their area supply center on Form 4750, Special Requisition for Supplies, until April 28, 1975. Do not order any other items or forms on this special requisition. Additional requirements will be ordered on Form 7380, Requisition for Supplies, during regular requisitioning period.

Until further notice, authorized FEDSTRIP ordering offices will requisition Items O-89E and O-394C from area supply centers only.

Items O-89E, O-394C, and Forms 4232A are to be requisitioned only for those routes actually changing to the card index system. Two sets of alphabetized index cards will be requisitioned for each filing case.

In those offices where the Central Markup System is not used and a customer submits a forwarding order, the rural carrier will place the new address on the bottom portion of Form 4232A and place the form in the rear section of the filing case using the second set of alphabetized cards for this purpose.—Delivery Services Dept., 4-3-75.

PSM. This notice may be posted at the outgoing primary and it must be posted on the Foreign Order Board at all SCF's and designated International Exchange Offices.—Judicial Officer, 4-3-75.

QUARTERLY SUMMARY OF POST OFFICE CHANGES

New names, discontinued names, and ZIP code changes previously announced in Postai Bulletins of February 13, 1975, through March 27, 1975. Abbreviations and symbols: B=Branch, R=Rural, S=Station, F=Finance, x=Classified, and CPO=Community Post office. (Contract stations and branches do not have the symbol x for the type of installation.)

New Names of Postal Units

State	New name	Class or type	Attached to post office	ZIP code	State	New name	Class or type	Attached to post office	ZIP
AZ AZ	Fountain Hills.	RB Sx	Scottsdale	85269 85046	мо	West County	Bx	Saint Louis	63141
1581176	Sherwin Plaza	8x	Mammouth Lakes	93546	MT	Hellgate	8x	Missouls	59801
CA	Midtown Center	ŝ	Los Angeles	90019	IN	Mystic Islands	Sx	Tuckerton	06067
CT	Enfield Street	Sx	Enfield	08082	NC	West Trade Street	8x	Charlotte	28202
FL	Callaway	RB	Panama City	32401	PA	Richland Mail	В	Johnstown	15904
HI	Pukalani	Bx	Makawao	96788	тx	Killeen Army Base	В	Killeen	76544
KS K8	Robert L. Roberts	Sx 8x	Kansas City	66104	סיד	Downtown	8x	Ogden	84402
Kp	Delano	81	WICHIGH.	67212	ou	Dededo	8	Agans	96912

Names of Postal Units Discontinued

State	ZIP	Name discontinued	Class or type	Attached to post office	Mall to	ZIP code	State	21P code	Name discontinued	Class or type	Attached to post office	Mail to	ZIP
L	35189 35177	Woodward Village Springs.	2 4		Bessemer	35020 35126	NM	88850	Three Rivers	RB	Tularosa	Tularosa	88852
R	72172 72688	VanZinc	CPO	DeWitt	DeWitt	72042 72601	NY	10558	Columbus	Sx	Mount Vernon.	Mount Vernon.	10550
EL.	32401	Calloway		Panama City	Callaway	32401	NC NC	27290 27595	Jackson Hill Woodsdale	3		Denton Roxboro	27239 27578
L	62968 62008	New Liberty Belleview	4		Brookport	62910 62045	ND ND	58484 58539	Edmunds	4		Pingree Flasher	58476 58535
L KB	61527	Eden	RB Sx	Hanna City Kansas City	Hanna City Robert L.	61536	OH	43219	College Springs.	В	Columbus	Columbus	43219
ZS ZS	67216 67219	Oaklawn Park City	B	Wichita	Roberts. Wichitado	67216 67219	PA PA PA	17531 15701 17042	Regency Mall	B B	Indiana	Strasburg Indiana Lebanon	17579 15701 17042
CY	41807 40815	Carr Creek	4		Redfox	41847 40351	TN	37827	Norma	RB	Huntsville	Huntsville	37758
XY XY XY	41815 42556	Southdown		Ermine	Ermine	41815 42501 41179	TX UT	75080 84519	Dai-Rich	8	Richardson	Richardson	75080
MD T	41190 21033	Daniels	RB	Ellicott City	Vanceburg Ellicott City	21043	ชีวิ	84101	Saltair	RB	Salt Lake City.	Price	84501 84101
AA.	02645	East Harwich.	RS	Harwich	Harwich	02645	VA VA	22727	Criglersville Falling Creek	RB B	Madison	Madison Richmond	22727 23234
MN	63958	Pinecreek	CPO	Doniphan	Doniphan	56753 63935	VA VA	23434	Bennetts Creek. Hatton	В	Suffolk	Sudolk	23434
ON	63639	Elvins	Bx	Flat River	Flat River	63601	WA	99002	Amber	1		Cheney	99004
ON	65238 63677	Bynumville Womack		Salisbury	Salisbury Frederick- town.	65281 63645	WA WA	98 399 99177	Clearwater Tiger	RB 4	Forks	Forks Usk	98331 99180
ит	59801	Federal Station.	Sx	Missoula	Heligate	59801	WI	54920	Auroraville	CPO	Berlin	Berlin	54928

-Customer Services Dept., 4-3-75.

MONEY ORDER IMPRINTERS—SERIAL NUMBERS

Under the present procedure for mechanical preparation of the Form 961-A, P.O. Property Record, serial numbers of property items are not shown. Recent burglaries of money order imprinters have made it mandatory that the detailed inventory records at all postal installations contain a record of the complete fourteen-digit serial number.

For all postal installations other than second-, third-, or fourth-class post offices, the record of the serial number should be manually written on Form 961—A in block 14, Serial or Model Number. In addition the location within the installation should be shown and manually written in block 13, Location (Post Office—Station—Branch). Second—and third-class post offices will post, upon receipt, the item description, property control number (PCN), and the full fourteen-digit serial number to the annual inventory listing if the item is not already shown on the listing. If the item, however, is included in the listing then only the fourteen-

digit serial number should be posted to make the accounting record complete. All fourth-class offices will enter receipt of the imprinter in the back of the cashbook, and this record will also show all fourteen serial number digits.

This system will provide for use of the record as a check for inventory purposes or for specific identification as proof in instances of theft or burglary.—Finance Dept., 4-3-75.

EEO Program for Progress

All first-class post offices, district offices, regional headquarters, groups and independent departments at USPS Headquarters, Inspection Service region and division offices, and other field installations and activities reporting directly to USPS Headquarters, shall prepare Form 1789, EEO Program For Progress Report, for the period 10-2-74-4-1-75.

First-class offices will prepare and submit Forms 1789 in accordance with instructions issued by their respective region. Forms 1789 prepared by offices with workforces of 500 or more employees, district level compilations (all first-class only), a regional office report, and a regionwide compilation (all first-class only), shall be submitted by the region to the Office of Equal Employment Opportunity by April 30, 1975.

All Headquarters field installations and activities are to prepare and submit Forms 1789 in accordance with instructions issued by the appropriate Headquarters group or independent department. Forms 1789 for each Headquarters group and independent

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Schedule Adjustments— **Sunday Premium Payment**

Postal Bulletin 21023, February 13, 1975, gave instructions for the adjustment of certain work schedules. Similar adjustments must be made for affected Mail Handlers by April 26, 1975.—Operations Group, 4 3-75.

department, each Inspection Service region (region-wide compilation), and all Headquarters field installations and activities with workforces of 200 or more employees, shall be routed through the appropriate group or independent department head and submitted to the Office of Equal Employment Opportunity by April 30, 1975.

The U.S. Civil Service Commission definition of minority designations is clearly displayed on the face of Form 1789. Forms 1789 for installations in Hawaii, Guam, Puerto Rico, and the Virgin Islands shall display data in the vertical Totals column only on the extreme right side of the form.—Employee Relations Dept., 4-3-75.

Apartment House Mail Receptacles

Beginning May 1, 1975, the larger size (6 by 5 by 15 inches) apartment mailboxes are required in new and remodeled buildings.

For reasons beyond their control. however, a few builders and developers may have difficulty installing the old size box before May 1. Extenuating circumstances may justify a reasonable extension of time to install the old style boxes.

Local postal officials shall review requests for exceptions from builders and developers in their delivery area and use good judgment in approving or denying exceptions to the new requirement for larger mailboxes.-Delivery Services Dept., 4-3-75.

Domestic Orders

False Representation. Enforced by postmasters at cities listed.

State/Otty Name(a) Covered CA, Calabasas ___ Multi-Marketing and/or Marketing 4676 Mirasol Beauti-Breast of Paris Post Office Box 3725

-Judicial Officer, 4-3-75.

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 OB1.

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
104,911,301	to	104,911,500
106,023,259	to	106,023,300
106,550,419	to	106,550,500
120,742,680	to	120,742,800
128,201,700	to	128,202,100
129,360,793	to	129,360,800
131,316,241	to	131,316,500
131,462,524	to	131,462,540
132,338,160	to	132,338,300
134,519,591	to	134,519,600
134,928,645	to	134,928,700
135,878,662	to	135,878,700
137,328,801	to	137,329,300
139,732,942	to	139,733,000
141,568,001	to	141,568,800
141,631,601	to	141,631,700
141,655,112	to	141,655,500
141,980,101	to	141,980,300
143,979,583	to	143,979,650
143,991,521	to	143,991,580
145,573,801	to	145,574,800
145,690,901	to	145,691,000
145,787,864	to	145,787,900
145,856,825	to	145,856,884
146,232,640	to	146,232,700
147,043,701	to	147,043,900
	Zalata!	

transfer transfer to the second		
149,007,901	to	149,008,000
149,744,083	to	149,744,100
149,877,756	to	149,878,100
150,616,137	to	150,616,200
150,679,320	to	150,679,500
153,209,301	to	153,210,300
153,757,563	to	153,757,700
155,654,809	to	155,655,300
155,857,068	to	155,857,200
156,129,112	to	156,129,200
157,287,547	to	157,287,600
157,401,111	to	157,401,136
157,554,201	to	157,554,300
158,014,440	to	158,014,500
158,109,070	to	158,109,100
158,767,040	to	158,767,300
159,474,549	to	159,474,900
159,564,346	to	159,564,400
160,193,201	to	160,193,300
160,507,331	to	160,507,400
160,606,501	to	160,606,900
160,919,925	to	160,920,000
160,921,817	to	160,921,900
161,799,901	to	161,800,000
161,981,006	to	161,981,900
162,015,701	to	162,015,800

only.			
162,3	14,201	to	162,314,700
162,6	00,001	to	162,600,200
163,4	20,501	to	163,420,800
163,5	73,201	to	163,573,900
	49,901	to	
	18,226	to	165,618,300
166,2	78,201	to	166,278,500
	51,587	to	166,951,700
	77,105	to	170,477,200
	71,801	to	171,472,100
	15,673	to	171,816,000
	62,701	to	173,563,700
	90,301	to	
	17,402	to	174,317,500
	34,677	to	175,434,900
	26,349	to	176,226,700
	80,901	to	176,781,200
	14,939	to	178,515,100
	38,411	to	179,838,600
180,4	46,855	to	180,446,866
182,9	75,501	to	182,976,200
183,4	57,601	to	183,458,300
	69,412	to	183,769,500
	28,741	to	185,028,800
4 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	46,001	to	186,446,500
The second second second	62,562	to	199,662,600
150,22		4.50	

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

A. Old Style. The listing from PB 21028 is still valid.

B. New Style. The actual serial numbers consist only of the first 10 digits. Destroy the PB 21029 article.

	121 CONTROL OF THE STATE OF THE	
1616545152 to 1616545999	1720874600 to 1720874699	1806421300 to 1806421499
1625466141 to 1625466199	1721162900 to 1721162999	1806486400 to 1806486499
1636675839 to 1636675899	1724036300 to 1724036399	1808108449 to 1808108497
1636676082 to 1636676999	1726939700 to 1726939799	1808257640 to 1808257653
1647728874 to 1647728999	1730124285 to 1730124299	1809829773 to 1809829999
1653308903 to 1653308999	1730690720 to 1730690999	
		1811920100 to 1811920399
1655512943 to 1655512999	1733233742 to 1733233799	1812086977 to 1812086999
1655671860 to 1655671899	1733566721 to 1733566799	1813318858 to 1813318899
1657057000 to 1657057999	1733805887 to 1733805999	1813957442 to 1813957999
1658213130 to 1658213199	1734819630 to 1734819699	1818265752 to 1818265799
1659321800 to 1659321999	1737500291 to 1737500299	1818290300 to 1818290699
1661306800 to 1661306899	1737817900 to 1737818399	1818314461 to 1818314499
1661306969 to 1661306999	1739545236 to 1739545299	1818346000 to 1818346299
1671890073 to 1671890099	1739605125 to 1739605699	1819144840 to 1819144999
1671890222 to 1671890299	1739661165 to 1739661299	
		1819197396 to 1819197499
1672136745 to 1672136798	1740484785 to 1740484799	1822780721 to 1822780799
1672529900 to 1672529999	1742213200 to 1742214999	1824739233 to 1824739257
1676338349 to 1676338399	1744356292 to 1744356999	1825975818 to 1825975999
1676765079 to 1676765299	1744905503 to 1744905999	1827806700 to 1827806799
1678869156 to 1678869199	1747527584 to 1747527599	1827806831 to 1827806899
1679044095 to 1679044299	1748460149 to 1748460299	1827838800 to 1827838999
1680774787 to 1680774799	1751526303 to 1751526318	1830327000 to 1830327199
1680888282 to 1680888293	1751781300 to 1751781399	1830774967 to 1830774999
1681394044 to 1681394099	1752339179 to 1752339199	
		1836169142 to 1836169199
1681712757 to 1681712799	1752507510 to 1752507599	1838226129 to 1838226799
1682698280 to 1682698299	1754429200 to 1754429299	1842507200 to 1842507299
1682729100 to 1682729399	1755637630 to 1755637699	1843812500 to 1843812599
1682836257 to 1682836299	1755641153 to 1755641299	1843883400 to 1843883499
1683997682 to 1683997799	1755670748 to 1755670899	1843893024 to 1843893099
1686035736 to 1686035799	1756102623 to 1756102699	1845418841 to 1845418999
1687391843 to 1687391899	1756102798 to 1756103399	1849316300 to 1849316399
1688304300 to 1688304999	1766089832 to 1766089999	1849999626 to 1849999800
1689773900 to 1689774199	1767029971 to 1767029999	1851665361 to 1851665399
1691674300 to 1691674999	1770820657 to 1770820699	1852668054 to 1852668199
1691794372 to 1691794399	1773192976 to 1773192999	1854063472 to 1854063499
1693813192 to 1693813699		
	1775605200 to 1775605299	1855182904 to 1855182999
1693870781 to 1693870999	1775717226 to 1775717299	1856957900 to 1856957999
1696499809 to 1696499999	1775877925 to 1775877949	1860214162 to 1860214199
1697247319 to 1697247399	1780920242 to 1780920299	1860628031 to 1860628059
1697615000 to 1697615099	1781575500 to 1781575699	1863733724 to 1863733999
1697615104 to 1697615499	1784370351 to 1784370399	1864630328 to 1864630499
1698585200 to 1698585599	1786239725 to 1786239749	1867009528 to 1867009552
1698628679 to 1698628999	1786303239 to 1786303299	1868034851 to 1868034899
1704066275 to 1704066299	1788311095 to 1788311199	1868603500 to 1868604199
1706357000 to 1706357099	1788375300 to 1788375399	1873655276 to 1873655399
1707113104 to 1707113199	1789072832 to 1789072999	1874751100 to 1874751199
1708413955 to 1708413999	1792670881 to 1792670899	1875828852 to 1875829299
1709307544 to 1709307558	1793361500 to 1793361599	1880328380 to 1880328399
1709747764 to 1709747792	1794039620 to 1794039699	1892707100 to 1892707299
1715496500 to 1715496599	1795689971 to 1795689999	1893660200 to 1893660299
1715610019 to 1715610099	1795816029 to 1795816099	1895568000 to 1895568499
1718763700 to 1718764099	1796046813 to 1796047099	1896017500 to 1896017699
1719079464 to 1719079499	1799339500 to 1799339699	1903632600 to 1903632699
1720390880 to 1720390899	1800923292 to 1800923399	1917899900 to 1917900299
1720390880 to 1720390899	1802597227 to 1802597299	8005023000 to 8005023999
1720526959 to 1720526999	1804724945 to 18047 2499 9	8007230601 to 8007230617
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