



# postal bulletin

Directives Control Division, Washington, DC 20260 PB 21033—April 24, 1975—Eight Pages

## 10-Cent D. W. Griffith Commemorative Stamp

**Description.** The 10-cent D. W. Griffith commemorative stamp will be first placed on sale at Beverly Hills, CA 90213, May 27, 1975.

**Do Not Sell Before May 28, 1975**



Image area: 1.44 x 0.84 inches.  
Issued in sheets of 50.

Colors: Red, blue, yellow and brown.

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

Initial printing: 140 million.

Designer: Fred Ottes.

**Collectors.** Request first-day cancellations from: D. W. Griffith Stamp, Postmaster, Beverly Hills, CA 90213 (see PSM, 257.2). Selected mint stamps will be available at the Philatelic Sales Division, Washington, DC 20265, beginning May 28, 1975.

**Supply.** All classes of post offices will receive an initial supply of the stamps under the automatic distribution system. Production difficulties at the Bureau of Engraving and Printing have made it necessary to make two automatic distributions. The first shipment will be approximately one-half the quantity normally furnished on the automatic distribution. The second shipment will follow and should be completed by not later than June 6, 1975.

**Postal Data Centers** have been requested to prepare two automatic distribution printouts with related invoices and labels for use by SCF's in making the initial and subsequent distributions to associate post offices.

**Sectional Centers** which maintain an automatic distribution program for NCO's and local stations and branches will be required to reduce the initial quantity stamps furnished

## Modified Airmail Pouches

The companies that are modifying the domestic airmail pouches have complained about receiving bundles of pouches which contain some that already have been modified with the large label holders. The contractors have stated that extra man-hours are required for the separation of these pouches and repacking them for return to the depositories. If this situation continues, the contractors state they could request additional payment for handling.

Effective immediately, when making up bundles for shipment to a concentration point or depository, all postal installations are to separate airmail pouches with large label holders from those with small label holders.—*Logistics Dept., 4-24-75.*

these offices to insure that all postal outlets will have a supply of the stamps by first-day sale.

**Additional Quantities.** Before requisitioning additional stamps (Item 414), consider that the stock should be depleted prior to July 27, 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 8½ by 11¼ inches commemorative series stamp panels will be released with the stamps. The panels (Item 969) 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, 4-24-75.*

## Publications and Handbooks Out of Stock

The publications and handbooks listed below are out of stock. Do not order them at this time. When they are revised, there will be an automatic distribution, or information concerning availability will appear in the Postal Bulletin:

Pub. 17__ M-20	Pub. 178L,
Pub. 37__ M-33	Pt. 2__ M-62
Pub. 70__ M-37	Pub. 194__ M-63
Pub. 74__ M-42	Pub. 195__ P-11
Pub. 125__ M-46	Pub. 202__ P-14
Pub. 151__ M-52	F-29 ____ P-20
Pub. 158__ M-53	F-33 ____ P-24
Pub. 178L,	F-39 ____ P-25
Pt. 1__ M-55	

—*Office of Management Services, 4-24-75.*

## Successful Bidder Form

Form 4517-X, *Successful Bidder*, has been discontinued. Present stock of this form at supply centers will be issued through June 21, 1975. Balance on hand as of June 22, 1975, will be destroyed.—*Delivery Services Dept., 4-24-75.*

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## Engineering Change Board Organization and Function

On March 7, 1975, a Regional Instruction was published establishing a U.S. Postal Service Configuration Management Program and creating an Engineering Change Board to manage it. The Board has met and established procedures for the development, processing, and implementation of changes to approved equipment configurations. These procedures will be published shortly. Pending publication of these procedures, the procedures set forth in sections 621.4 and 621.5, *POSTAL SERVICE MANUAL*, will be followed in securing approval of modifications to the equipment listed below.

The Engineering Change Board has determined that certain types of equipment presently deployed in the field will be brought under the USPS Configuration Management Program, and are immediately placed under Configuration Control. This means that modifications are prohibited on these items unless authorized by an official Modification Work Order issued pursuant to the direction of the Headquarters Engineering Change Board. Modification Work Orders are mandatory unless otherwise noted, and all modifications required by such Orders must be made within the time specified.

The following equipment items are covered:

1. Model 42 Culling Machine
2. Model 500 Edger-Feeder
3. Mark II Facer-Canceller
4. SPLSM—all versions and models
5. ABMPS—all system components
6. MPLSM
7. ZMT
8. ESP
9. ADAPT
10. MPLSM Training Console
11. OCR-I
12. OCR-II
13. AOCR
14. Enricher
15. Single Position Flats Sorting Machine
16. SPR Sorter
17. Hamper Dumper
18. Collection Boxes—all types
19. Cluster Boxes—all types
20. Stamp Vending Machines—following models: SI-5, SI-10, SI-15, SI-20, SI-

## Form 3541

The next phased rate step due July 6, 1975, under the existing temporary rate schedule may have to be modified, depending on the context and timing of a forthcoming decision by the Postal Rate Commission.

Therefore, Form 3541, *Computation of Second-Class or Controlled Circulation Postage*, will not be reprinted at this time for stock in the supply centers. Post offices with second-class and/or controlled circulation entries are hereby authorized to reprint locally, if needed, a quantity of these forms not to exceed a 60-day supply.—*Rates & Classification Dept., 4-24-75.*

- 30, SI-115, SI-120, SI-300, SI-95, MMI-3400, SI-906.
21. Postal Commodity Machines—following models: NV-21CE-64, NRI-17, MMI-3200, NV-21CE-72
22. Currency/Coin Changers—models SC-3502 and MMI-4101.
23. Dollar Bill Validators—models MMI-1300, MMI-1302, MMI-1302-A
24. SSPC Core Unit
25. Parcel Depository
26. All Postal Scales
27. Money Order Imprinters
28. Postage Meter Machines—as follows:
  - (a) Model RF
  - (b) RS/4200-4250
  - (c) 5409 (base only)
  - (d) 5316 (head only)
  - (e) Model RT
  - (f) 5300
  - (g) Model 4150
  - (h) 5308 (head only)
  - (i) 5303 (head only)
  - (j) 4151 (base only)
  - (k) 5460 (base only)
  - (l) Model 9010/9222
  - (m) 5461 (base only)
29. Lockboxes—1500 and 1800 series
30. Lobby Drop Mail Unit
31. Sack Label Stencil Processor
32. All USPS-owned ASR-33 Teletypewriters
33. All PSDS equipment maintained in-house.

—*Engineering Change Board, 4-24-75.*

## Lobby Posters

### Current and Non-Current

Postmasters are advised that many obsolete lobby posters remain on display past their expiration dates and occupy valuable display space that should be allocated to new, current lobby posters. See *POSTAL BULLETIN* 21025, 2-27-75, for a comprehensive listing of current and approved posters, and noncurrent and unauthorized posters. The following information supplements and updates that article.

The American Red Cross posters, distributed to most post offices by local Red Cross representatives during the last month, are now obsolete and should be immediately removed from lobby display. Also, noncurrent U.S. Postal Service commemorative stamp posters should be removed from lobbies. The 1975 commemorative stamp posters which are *no longer* current are:

- 341, *Benjamin West*, sent to offices in February 1975.
- 343, *Pioneer* (space probe), sent to offices in February 1975.
- 342, *Collective Bargaining*, sent during the first week in March 1975.
- 344, *Contributors to the Cause* (features four different stamps), sent during second week in March 1975.

Remove these posters immediately.

New commemorative stamp posters should be displayed for a four-week period only (note expiration dates in small print near bottom edge on all stamp posters), and removed promptly on the expiration dates.

Presently, only two commemorative stamp posters are current:

- 346, *Mariner 10*, sent to offices during the last week of March 1975.
- 347, *Battles of Lexington and Concord*, sent during the second week of April 1975.

During the last week in April, the *Paul Laurence Dunbar* (348) commemorative stamp poster will be sent to offices.

A poster advertising *Stamp Collecting* (345) was sent to offices during February and should continue to be displayed in lobbies until further notice.

Next week all first-class offices will receive a lobby poster featuring a message from the Maritime Commission (U.S. Department of Commerce). Maritime posters should be displayed in lobbies for the month of May only.—*Customer Services Dept., 4-24-75.*

## Injury Compensation Program

### Continuation of Pay for Separated Employees

#### I. Introduction

A. The 1974 Amendments to the Federal Employees Compensation Act requires USPS to continue the regular pay of an employee who suffers a traumatic injury and stops work due to the injury. The regular pay of the employee may continue for a period of up to 45 calendar days. An employee scheduled to be separated, and who suffers a traumatic injury on or before the separation date, shall be separated irrespective of the injury. However, the employee is entitled to receive continuation of pay for a period up to 45 calendar days.

B. Postal Bulletins 21009, 11-7-74, and 21014, 12-12-74, outline the payroll procedures to be used to accommodate the continuation of pay (COP) for employees being carried on USPS rolls. Each installation is responsible for maintaining a record of Workers' Compensation (WC) leave granted employees suffering a traumatic injury.

#### II. Payroll Procedures — General.

The following payroll procedures shall be used to effect continuation of pay for separated employees:

A. Form 50, *Notification of Personnel Action*, will be submitted to the PDC as a *Hold Out—No Payroll Tape* and annotated under item 30, *Remarks*: "Employee suffered a traumatic injury on \_\_\_\_\_ and has been placed in a WC leave status".

B. As outlined in previous bulletins, the 45 day COP entitlement commences on the first full day following the disabling traumatic injury.

C. A manually prepared replacement timecard and rural certificate with complete indicative information, will be prepared by the postal installation for submission to the PDC. The method of time recording that will be used to record COP hours for up to 45 days, is as follows.

#### III. Payroll Procedures—Specific

##### A. Timecards, Form 1230—Non PSDS Offices

1. *Regular Full/Part-Time Employees.* The employee must be paid the same hours (excluding overtime) he would have received had he remained in a work status. Enter the hours to be paid, not to exceed

8, in the daily block of the OL column of the timecard. Identify the hours with the WC code above the hours posted. Enter also, if applicable, into the appropriate blocks, the nightwork hours and/or Sunday hours employee would normally work.

2. *Casual Employees.* Casual employees working irregular hours each week must be paid no less than 24 hours in one week. This minimum does not apply to the week in which COP ends. Night work (NW) hours, if applicable, should be entered in the normal manner. The WC hours totaled in the OL block must also be entered in the EO-WK block of the timecard to generate necessary reports. NW hours are totaled and entered as usual.

3. *Regular Rural Carrier.* The manually prepared Form 1314, *Statement of Service Performed on Rural Route*, should reflect a G in the daily entries. The appropriate J or K entries should be made where applicable. Annotate in bold print "COP Separated Employee" on line one under the heading *Name of Carrier*.

4. *Auxiliary Rural Carrier.* Auxiliary rural carrier (Desig. 77) timecard certification will be made as for casual employees outlined in paragraph III-A-2.

##### 5. *Sub Rural Carrier*

a. Form 50 will be processed as outlined in II-A of this bulletin.

b. Form 1314 will not be used for time certification. A replacement Form 1230 must be prepared with all indicative data complete. Show designation as 77-0 and CAG identification as assigned. The COP must be certified on Form 1230 in hours only. Therefore, enter 8 hours in the daily OL block for each day the sub rural carrier would normally work. Total these hours in the OL Total block and carry this total to the EO block. However, in no event may the total hours in the OL Total block, or the EO Total block be less than 24 hours per week.

6. *Emergency Sub Rural Carrier.* Same procedure as for sub carrier.

B. *PSDS Offices.* PSDS offices will continue to use the procedures outlined in Postal Bulletin 21009, 11-7-74, part IV, section D. For maximum control, place all applicable EMR's in one pay location. Leave authorization (Code 18, IOD-WC) for these employees should be discontinued

## Supervisory Rate Protection

Under those special circumstances which would grant indefinite rate protection for an employee going from a PES position to a lower grade PES position, indefinite rate protection will also be granted to PES employees going to the PMS Schedule, even if above the maximum of the PMS range to which assigned, and subject to the same rules for retention or loss of that rate.—*Employee Relations Dept., 4-24-75.*

## Return Receipts

In some cases postal employees are destroying Forms 3811, *Return Receipts*, when they are attached to undeliverable mail. Return receipts should always be returned to the mailer.

If a return receipt is attached to an undeliverable article, indicate the reason for non-delivery in block 6, initial and postmark the card, and return the article to the mailer with the return receipt attached. Refer to 165.241 and 159.272, *POSTAL SERVICE MANUAL—Rates & Classification Dept., 4-24-75.*

when the conditions listed in part IV, section B, of the referenced bulletin are met. At the ADPC, employee EMR's will be automatically deleted when the termination action is processed through the ADPC/PDC comparison programs.

IV. *Expiration Period.* Continuation of pay will not be interrupted until:

a. The expiration of 45 calendar days, or

b. The installation receives notification from the Office of Workers' Compensation to terminate pay, or

c. The installation receives medical information from the former employee's attending physician to the effect that the former employee is no longer disabled.

V. *Replacement Timecards.* Replacement timecards for COP, when submitted to the PDC for payment, may be included in the regular submission but should be conspicuously isolated for identification and special handling. The final replacement timecard must be annotated to show COP has expired as a result of any one of the conditions outlined in IV above.

VI. *Effective Date.* These instructions are effective Pay Period 10/75 (April 26, 1975).—*Finance Dept., 4-24-75.*

## Delivery of All Government Checks

**Important:** These instructions apply alike to Federal, State, and local Government checks.

Section 154.141, *POSTAL SERVICE MANUAL*, states that Federal Government checks will be delivered to the addressee, to persons who customarily receive his mail, or to other persons authorized in writing to receive his mail. Delivery will not be made to an attorney, claim agent, or broker, even though the addressee requests such delivery, unless the check is specifically addressed in care of the attorney, claim agent, or broker.

Section 154.15 provides that State and local government checks will be handled in accordance with instructions printed on the envelopes. Certain of these checks have instructions not to transfer or forward. If undeliverable as addressed, such checks will be returned to the sender immediately.

The importance of care and accuracy in delivering check letters cannot be overemphasized as a standard precaution in protection of the mails.

Where it is convenient, the city delivery addressee will be alerted that a check letter has been delivered by ringing the bell or knocking on the door. The carrier is not required to wait for a response.

All carriers should report immediately when they are being followed. A number of important arrests for mail thefts have resulted from such reports.

Postmasters shall immediately report lost, stolen, maliciously damaged, defaced, or destroyed mail to the local postal inspector or the postal inspector in charge.

### Additional Instructions

1. Make sure checks are placed in the correct receptacle and if practicable behind or under other mail. In vertical-type apartment mailboxes, deposit papers and magazines first, then check letters and other preferential letter mail for security purposes and to prevent damage to letter-size mail.

2. Do not deliver checks into unlocked or defective apartment house mailboxes. (Notice 11, *Information for Apartment House Customers*, states in part that the letterbox should be kept locked at all times and failure

## Restricted Delivery Mail

This is to clarify the article in *POSTAL BULLETIN* 21026, 3-6-75, on the above subject.

With the change in Restricted Delivery Mail Service effective February 13, 1975, addressees may use one of three methods to authorize another person to receive their restricted delivery mail.

Customers who regularly receive restricted delivery mail may authorize an agent by use of Form 3801, *Standing Delivery Order*, or by a letter to the postmaster. These authorizations are for post office records. The addressee signs in the second block on Form 3801 and makes the notation, "This authorization is extended to include Restricted Delivery mail" on the part of the form provided for signatures of authorized agents.

Form 3849, *Notice of Mail Arrival or Attempted Delivery*, may be left for this authorization if the post office has no standing delivery order or letter on file. On the back of the form the addressee enters the name of the person designated in the *Deliver Article to* block, and then signs and dates the authorization two lines below. The agent then signs for receipt of the article on the front of the form by entering the name of the addressee on line 1 and his name on line 2.

Proof of identification should be required of the addressee or agent if not known by the delivery employee when restricted delivery mail is delivered.—*Rates & Classification Dept.*, 4-24-75.

to comply may result in the suspension of delivery service.)

3. Do not leave checks outside mailboxes at any time.

4. Do not make trial deliveries of checks under any circumstances.

5. Observe the printed instructions on individual check envelopes when handling as undeliverable mail.

Installation heads must bring to the attention of delivery employees this notice and the regulations and instructions applicable to Government checks. (See sections 154.14 and .15, *POSTAL SERVICE MANUAL*, and sections 133.6 and 337, *Handbook M-41, City Delivery Carriers Duties and Responsibilities*.)—*Delivery Services Dept.*, 4-24-75.

## Bicentennial Philatelic Passport

It is intended that stamps equivalent to the first-class postage rate be affixed to pages in the Bicentennial Philatelic Passport. But in the event that customers request cancellation of stamps other than the first-class rate, such as special services or stamps of a denomination higher or lower than the first-class rate, the cancellation should be provided. Therefore, the instructions printed in the Bicentennial Philatelic Passport for use of current, unused first-class postage stamps are to be liberally interpreted to mean any U.S. Postage Stamps.

The basic purpose of the Bicentennial Philatelic Passport is to provide a record of visits to heritage sites. There are no established procedures to provide this service by mail. In the instance where a customer inadvertently mails the passport to the post office for cancellation, however, the postmaster may authorize cancellation of the stamp and return of the passport to the customer under provisions of *POSTAL SERVICE MANUAL*, section 143.26, and in consonance with our emphasis on participating in the Bicentennial activities and in accommodating the public.—*Customer Services Dept.*, 4-24-75.

## Locks Found in Bundles of Empty Mailbags

There have been increasing incidents of L.A. Locks, Registry locks, and various other type locks found in bundles of empty mailbags.

Effective immediately postal installations will exercise care that locks are properly separated and shipped only in authorized lock containers. See *POSTAL SERVICE MANUAL*, 582.3.—*Logistics Dept.*, 4-24-75.

## Missing Rotary Lock

All offices should be on the alert for **Rotary Lock No. D14957**. This lock cannot be opened with a post office rotary key. If located, the pouch should not be cut, but should be held intact. Immediately notify the Postal Inspector-in-Charge, Chattanooga, TN (FTS 615-266-3220) of the finding, of the apparent origin, and to obtain disposition instructions.—*Inspection Service*, 4-24-75.

### Maintenance Bulletins

During the third quarter of FY-75 (January 4, 1975, through March 28, 1975), the following maintenance bulletins were published and distributed by Maintenance Technical Support Center, Office of Maintenance Management (MTSC/OMM):

Number	Subject	Distribution
MMO-18-75.....	Mark II Facer-Canceler Maintenance Performance Standards.	All Mark II Facer-Canceler Offices.
MMO-22-75.....	Southern Region Pilot Maintenance Support Plans for MMI-3200 and 3400 Vending Machines.	All Area Maintenance Offices, Maintenance Capable Offices, and SSPC Technicians in Southern Region.
MMO-23-75.....	Differences in the New Facer Cancelers (S/N 2001 and Above).	All Mark II Facer-Canceler Offices.
MMO-24-75.....	Repair of NRI Dollar Bill Validators (DBV) Simplex 100 Series and Buck Passer Model 34-04-009.	All Area Maintenance Offices, Maintenance Capable Offices, and SSPC Technicians.

In addition to distribution noted above, copies of all maintenance bulletins were distributed to regional maintenance staffs and all districts. Each office designated above to receive a maintenance bulletin which did not receive one should notify Maintenance Technical Support Center, P.O. Box 1600, Norman, OK 73069. Postmasters and office managers should insure internal routing of maintenance bulletins to their local maintenance personnel in order to preclude unnecessary ordering of maintenance bulletins.—*Real Estate & Buildings Dept., 4-24-75.*

#### All Postal Installations with Rural Delivery Service

### Annual Inspection of Rural Routes

Section 353.347, POSTAL SERVICE MANUAL, requires an annual inspection of all rural routes in May of each year. The following are supplemental guidelines for conducting this inspection:

**1. Inspection Report.** Form 4248, *Rural Route—Annual Inspection Report*, must be completed for each regular and auxiliary rural route. This form will be retained in the post office file.

**2. Official Route Travel.** The postmaster or employee designated to inspect the route will carry the current Form 4003, *Official Rural Route Description*, on the inspection trip to assure that the line of route travel being followed is correct. While route travel shown on Form 4003 is measured by traveling the most direct drive practicable without pulling out to serve mailboxes, a check is to be made of the difference in actual mileage in the line of travel against the official mileage shown on Form 4003. On those routes where it is not required that the lower portion of Form 4003 show the mileage for each route change, the total route mileage will be checked for accuracy. Should the mileage check indicate that the

mileage shown on Form 4003 is at wide variance with the actual mileage, schedule the route for remeasurement as provided for in section 353.348, PSM. Submit amended Form 4003 showing the correct mileage for processing.

**3. Stops.** The minimum number of stops required to serve all boxes on the route must be counted during inspection (on heavy duty routes). The number of stops on the route is determined by actual count of the number of times a rural carrier must move his vehicle in order to serve all boxes on the route. This is the basis for adjustment of equipment maintenance allowance for those rural routes having a large number of stops in relation to the number of miles as provided in the special EMA chart.

**4. Road Conditions.** Observe and note road conditions which hamper delivery service and take prompt action with appropriate highway officials or authorities to effect corrections. See section 353.14, PSM.

**5. Mailbox Irregularities.** The condition of mailboxes is to be noted during the inspection trip for possible irregularities. Form 4056, *Your Mailbox Needs Attention*, is to be used to notify customers of any irregularities

#### All First-Class Offices

### Pressure Sensitive Bands for Letter Bundles

Pressure sensitive bands are now available in area supply centers for use in separating and bundling metered letter mail by customers having insufficient volume to tray. Four bands are stocked, printed face and back, for reversible use, in the following combinations:

**Item O-8103A**

Face: Printed LOCAL-CITY/TOWN, in circle design, colored red.

Back: Printed IN STATE, in triangle design, colored orange.

**Item O-8103B**

Face: Printed LOCAL-CITY/TOWN, in circle design, colored red.

Back: Printed OUT OF STATE, in square design, colored green.

**Item O-8103C**

Face: Printed AIRMAIL, words colored blue.

Back: Printed OUT OF STATE, in square design, colored green.

**Item O-8103D**

Face: Printed LOCAL-CITY/TOWN, in circle design, colored red.

Back: Printed OUT OF TOWN, words, colored black.

These bands are to be furnished free to customers who prepare their mail to local requirements and are to be distributed by customer service representatives only where savings are identified and captured by the use of the bands.

These mailing bands are packaged in shrink wrap packages of 250 bands. The unit of issue will be PG (package).

Offices may order their initial requirement of these bands from their area supply centers on Form 4750, *Special Requisition for Supplies*, until May 30, 1975. Thereafter, requisitions will be submitted on Form 7380, *Requisition for Supplies*, during regular requisitioning cycles.—*Customer Services Dept., 4-24-75.*

requiring attention. The display of customer's names on rural mailboxes is now optional (section 156.52, PSM). Disregard instructions on (old) Form 4056 and Form 4248 that lack of name on box constitutes an irregularity. Where irregularities are not corrected, service may be withdrawn in accordance with section 353.324, PSM.—*Delivery Services Dept., 4-24-75.*

## POSTMASTER RELIEF AND REPLACEMENT

The Postmaster General has approved a new plan for providing relief and replacement service for postmasters effective May 10, 1975 (pay period 11). This plan includes establishment of three supervisory positions for higher-level pay purposes in certain offices, fixing of responsibility for such services in certain positions, and assumption of such responsibility without change in compensation in other cases.

The positions to be used for higher level assignments, according to the postmaster's grade, are as follows:

Postmaster's Grade	Higher Level Position*
Grade 12	Postal Operations Administrator (A) 2305-6049, PMS-10 (as required—not applicable to fourth class offices).
Grade 15	Postal Operations Administrator (B) 2305-6046, PMS-13.
Grade 17	Postal Operations Administrator (C) 2305-6047, PMS-15.
Grade 18 (without supervisor)	

\* Higher level postmaster relief and replacement service will be combined with service in the employee's regular position for overtime purposes.

The new higher-level positions will be used in lieu of Special Clerk, SP3-3, PS-4, in third-class offices, and pro-

vide entitlement to higher level compensation for both relief and replacement service to any employee so assigned regardless of class of office.

### Payroll Requirements

#### A. Certification and Payment

Service as a Postal Operations Administrator will be certified for higher level pay on Form 1640, *Certificate for Additional Salary Payment*, in lieu of postmaster replacement and/or postmaster relief. The higher-level position will be in accordance with the schedule of levels shown in the preceding paragraph. Payment for the certified higher-level hours will be made at the difference rate between regular assigned position and higher-level position.

#### B. Timekeeping Procedures

1. *Postmaster Relief*. Service previously identified as postmaster relief and entered in the postmaster relief block of Form 1230, *Timecard*, for payment as PS-4 special clerk will no longer be applicable. In lieu thereof, all service performed will be entered on the timecard in the regular manner with pay period totals posted to the appropriate total blocks. That portion of service representing higher level service (Postal Operations Administrator) will be certified on Form 1640 for payment at the differential rate.

2. *Postmaster Replacement*. All service performed by an employee will be entered on the employee's regular timecard in the usual manner and totaled as required in the appropriate total blocks. In addition, that portion of service representing higher level in the position of Postal Operations Administrator (Desig. 09-0) will be certified on Form 1640 for payment at the differential rate.

3. *Combined Relief and Replacement Recordings*. Postmaster relief and postmaster replacement service heretofore identified and processed separately may, now, as Postal Operations Administrator, be combined for certification and payment on Form 1640. The designation for this new position to be shown on Form 1640 will be 09-0 in lieu of 08-0.

4. *Transfer of Hours Requirement*. In view of the change to a supervisory designation and to ensure proper accountability of hours, Form 1670, *Total Hours Transferred to and From Payroll Accounts*, must be prepared and included with your timecard submission each pay period to the PDC. Instructions for proper preparation of Form 1670 are found in Handbook F-21, *Timekeepers Instructions*, section 512. F-21 will be amended to show that third-class offices are now required to prepare Form 1670 (see section 512.13).—*Finance Dept.*, 4-24-75.

**MONEY ORDERS: IF YOU SPOIL A MONEY ORDER, STAMP OR MARK THE WORD "SPOILED", IN THE "PAY TO" OR "PURCHASED BY" AREA ON THE MONEY ORDER. NEVER MARK IN THE READ BAND AREA OF THE MONEY ORDER.**

POST OFFICE CHANGES NO. 36

(Supplemental to 1973 Directory of Post Offices, Publication 26)

Abbreviations: B=Branch. C=City Delivery. Conv.=Converted. CPO=Community Post Office. Disc.=Discontinued. Estab.=Established. F=Finance. IC=Independent City. MOU=Money Order Unit. MR=Mailing Restrictions (from Part 126 PSM) apply. NP=Nonpersonnel. 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
CO	Cascade	El Paso	2	North Pole	RB	80909	Delete	5-10-75	} Corrects PB 21031. Incorrect ZIP code listed.
CO	do	do	2	do	RB	80609	Add	5-10-75	
FL	Flagler Beach	Flagler	2	Palm Coast	CPO	32037	Add	4- 8-75	} CPO estab. New ZIP code assigned. CPO estab.
FL	Ocala	Marion	1	Silver Springs Shores	CPO	32670	Add	4- 7-75	
IN	Peru	Miami	1	Grissom AFB	Bx	46970	Delete	4-10-75	} Corrects ZIP Code shown in DOPO and NZCD.
IN	do	do	1	do	Bx	46971	Add	4-10-75	
IN	Parker	Randolph	2			47368	Delete	5-24-75	} P.O. name changed.
IN	Parker City	do	2			47368	Add	5-25-75	
KS	Melvorn	Osage	3	Olivet	RB	66519	Delete	4-25-75	RB disc. (Mail to Lebo, KS 66856).
MN	Saint Paul	Ramsey	1	Eagan <sup>1</sup>	Bx	55111	Delete	3- 7-75	} ZIP code of Bx changed.
MN	do	do	1	Eagan	BX	55121	Add	3- 7-75	
MO	Marshfield	Webster	1	Morgan <sup>2</sup>	CPO	65709	Delete	3-24-75	CPO disc.
NC	Rockford	Surry	4			27044	Delete	5-30-75	} P.O. disc.
NC	(Mail to Dobson)	do	2			27017		3-31-75	
TX	Killeen	Bell	1	Killeen Army Base	B	76544	Add	10- 1-74	Corrects PB 21029 to conv. MOU to B.

<sup>1</sup> Located in Dakota County. <sup>2</sup> Located in Laclede County.

—Customer Services Department, 4-24-75.

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, K1A 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	149,877,756 to 149,878,100	165,618,226 to 165,618,300
104,911,301 to 104,911,500	150,616,137 to 150,616,200	166,278,201 to 166,278,500
106,023,259 to 106,023,300	150,679,320 to 150,679,500	166,951,587 to 166,951,700
106,550,419 to 106,550,500	153,209,301 to 153,210,300	170,477,105 to 170,477,200
120,742,680 to 120,742,800	153,757,563 to 153,757,700	171,471,801 to 171,472,100
128,201,700 to 128,202,100	155,654,809 to 155,655,300	171,815,673 to 171,816,000
129,360,793 to 129,360,800	155,857,068 to 155,857,200	173,562,701 to 173,563,700
131,316,241 to 131,316,500	156,129,112 to 156,129,200	173,890,301 to 173,890,500
131,462,524 to 131,462,540	157,287,547 to 157,287,600	174,317,402 to 174,317,500
132,338,160 to 132,338,300	157,401,111 to 157,401,136	175,434,677 to 175,434,900
134,519,591 to 134,519,600	157,554,201 to 157,554,300	176,226,349 to 176,226,700
134,928,645 to 134,928,700	158,014,440 to 158,014,500	176,780,901 to 176,781,200
135,878,662 to 135,878,700	158,109,070 to 158,109,100	178,514,939 to 178,515,100
137,328,801 to 137,329,300	158,767,040 to 158,767,300	179,838,411 to 179,838,600
139,732,942 to 139,733,000	159,474,549 to 159,474,900	180,446,855 to 180,446,866
141,568,001 to 141,568,800	159,564,346 to 159,564,400	182,975,501 to 182,976,200
141,631,601 to 141,631,700	160,193,201 to 160,193,300	183,457,601 to 183,458,300
141,655,112 to 141,655,500	160,507,331 to 160,507,400	183,769,412 to 183,769,500
141,980,101 to 141,980,300	160,606,501 to 160,606,900	185,028,741 to 185,028,800
143,979,583 to 143,979,650	160,919,925 to 160,920,000	186,446,001 to 186,446,500
143,991,521 to 143,991,580	160,921,817 to 160,921,900	186,820,405 to 186,820,900
145,573,801 to 145,574,800	161,799,901 to 161,800,000	188,460,651 to 188,460,700
145,690,901 to 145,691,000	161,981,006 to 161,981,900	188,669,520 to 188,670,000
145,787,864 to 145,787,900	162,015,701 to 162,015,800	189,357,868 to 189,357,878
145,856,825 to 145,856,884	162,314,201 to 162,314,700	190,053,526 to 190,054,000
146,232,640 to 146,232,700	162,600,001 to 162,600,200	192,099,601 to 192,820,800
147,043,701 to 147,043,900	163,420,501 to 163,420,800	199,662,562 to 199,662,600
149,007,901 to 149,008,000	163,573,201 to 163,573,900	199,843,031 to 199,843,050
149,744,083 to 149,744,100	165,349,901 to 165,350,200	

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

A. Old Style. The listing from PB 21032 is still valid.

B. New Style. The actual serial numbers consist only of the first 10 digits. Destroy the PB 21031 article.

1616545152 to 1616545999	1730124285 to 1730124299	1809829773 to 1809829999
1625466141 to 1625466199	1730690720 to 1730690999	1811920100 to 1811920399
1636675839 to 1636675899	1733233742 to 1733233799	1812086977 to 1812086999
1636676082 to 1636676999	1733566721 to 1733566799	1813318858 to 1813318899
1647728874 to 1647728999	1733805887 to 1733805999	1813957442 to 1813957999
1653308903 to 1653308999	1734819630 to 1734819699	1818265752 to 1818265799
1655512943 to 1655512999	1737500291 to 1737500299	1818290300 to 1818290699
1655671860 to 1655671899	1737817900 to 1737818399	1818314461 to 1818314499
1657057000 to 1657057999	1739545236 to 1739545299	1818346000 to 1818346299
1658213130 to 1658213199	1739605125 to 1739605699	1819144840 to 1819144999
1659321800 to 1659321999	1739661165 to 1739661299	1819197396 to 1819197499
1661306800 to 1661306899	1740484785 to 1740484799	1822780721 to 1822780799
1661306969 to 1661306999	1742213200 to 1742214999	1824739233 to 1824739257
1671890073 to 1671890099	1744356292 to 1744356999	1825975818 to 1825975999
1671890222 to 1671890299	1744905503 to 1744905999	1827806700 to 1827806799
1672136745 to 1672136798	1747527584 to 1747527599	1827806831 to 1827806899
1672529900 to 1672529999	1748460149 to 1748460299	1827838800 to 1827838999
1676765079 to 1676765299	1751526303 to 1751526318	1830327000 to 1830327199
1678869156 to 1678869199	1751781300 to 1751781399	1830774967 to 1830774999
1679044095 to 1679044299	1752339179 to 1752339199	1836169142 to 1836169199
1680888282 to 1680888293	1752507510 to 1752507599	1838226129 to 1838226799
1681394044 to 1681394099	1754429200 to 1754429299	1842507200 to 1842507299
1681712757 to 1681712799	1755637630 to 1755637699	1843812500 to 1843812599
1682698280 to 1682698299	1755641153 to 1755641299	1843883400 to 1843883499
1682729100 to 1682729399	1755670748 to 1755670899	1843893024 to 1843893099
1682836257 to 1682836299	1756102623 to 1756102699	1845418841 to 1845418999
1683997682 to 1683997799	1756102798 to 1756103399	1849150336 to 1849150399
1686035736 to 1686035799	1766089832 to 1766089999	1849316300 to 1849316399
1687391843 to 1687391899	1767029971 to 1767029999	1849999626 to 1849999800
1688304300 to 1688304999	1770820657 to 1770820699	1851665361 to 1851665399
1689773900 to 1689774199	1773192976 to 1773192999	1852668054 to 1852668199
1691674300 to 1691674999	1775605200 to 1775605299	1854063472 to 1854063499
1691794372 to 1691794399	1775717226 to 1775717299	1855182904 to 1855182999
1693813192 to 1693813699	1775877925 to 1775877949	1856957900 to 1856957999
1693870781 to 1693870999	1780920242 to 1780920299	1860214162 to 1860214199
1696499809 to 1696499999	1781575500 to 1781575699	1860628031 to 1860628059
1697247319 to 1697247399	1784370351 to 1784370399	1863733724 to 1863733999
1697615000 to 1697615099	1786239725 to 1786239749	1864630328 to 1864630499
1697615104 to 1697615499	1786303239 to 1786303299	1868034851 to 1868034899
1698585200 to 1698585599	1788311095 to 1788311199	1868603500 to 1868604199
1698628679 to 1698628999	1788375300 to 1788375399	1873655276 to 1873655399
1704066275 to 1704066299	1789072832 to 1789072999	1874751100 to 1874751199
1706357000 to 1706357099	1792670881 to 1792670899	1875828852 to 1875829299
1707113104 to 1707113199	1793361500 to 1793361599	1880328380 to 1880328399
1708413955 to 1708413999	1794039620 to 1794039699	1890779510 to 1890779599
1709307544 to 1709307558	1795689971 to 1795689999	1892707100 to 1892707299
1709747764 to 1709747792	1795816029 to 1795816099	1893327400 to 1893327499
1715496500 to 1715496599	1796046813 to 1796047099	1893660200 to 1893660299
1715610019 to 1715610099	1799339500 to 1799339699	1895568000 to 1895568499
1718763700 to 1718764099	1800923292 to 1800923399	1896017500 to 1896017699
1719079464 to 1719079499	1802597227 to 1802597299	1903632600 to 1903632699
1720526959 to 1720526999	1804724945 to 1804724999	1917899900 to 1917900299
1720874600 to 1720874699	1806421300 to 1806421499	1938175400 to 1938175499
1721162900 to 1721162999	1806486400 to 1806486499	8005023000 to 8005023999
1724036300 to 1724036399	1808108449 to 1808108497	8007230601 to 8007230617
1726939700 to 1726939799	1808257640 to 1808257653	