



postal bulletin

Directives Control Division, Washington, DC 20260

PB 21038—May 29, 1975—Twelve Pages

10-Cent Military Services Bicentennial Commemorative Stamps

Description. The 10-cent Military Services Uniforms Bicentennial commemorative stamps will be first placed on sale at Washington, DC 20013, on July 4, 1975. The block of four designs printed on the same sheet depict uniforms worn by the Continental Army, Navy, Marines, and American Militia during the Revolutionary War.

Do Not Sell Before July 5, 1975.



Image area each stamp: 0.84 x 1.44 inches.

Issued in sheets of 50.

Colors: Yellow, magenta, cyan, blue, black and red.

Marginal markings: Six plate numbers, Mail Early in the Day and Mr. Zip.

Initial printing: 150 million.

Designer: Edward Vebell.

Collectors. Request first-day cancellations from: Military Services Stamps, Postmaster, Washington, DC 20013 (see PSM, section 257.2). Requests for single stamps will be honored, providing the name of the stamp is indicated lightly in pencil in the upper right corner of the envelope.

USPS Pallet Shortage

The U.S. Postal Service is experiencing a critical pallet shortage due to the delayed return and improper use of USPS pallets. Our pallets can be identified by their *U.S. Mail* markings on their orange stringers (sides). When empty these pallets should be immediately dispatched in accordance with instructions previously issued by each regional logistics division. Any questions concerning pallets or the pallet program should be addressed to your regional pallet program coordinator.—*Bulk Mail Processing Dept., 5-29-75.*

Selected mint stamps will be available at the Philatelic Sales Division, Washington, DC 20265, beginning July 5, 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 417**), consider that the stock should be depleted prior to September 4, 1975, at all post office outlets—except designated philatelic windows and postal stores.

First-class post offices requiring additional bulk quantities: immediate 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 x 11¼ inch commemorative series stamp panels will be released with the stamps. The panels (**Item 971**) 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, 5-29-75.*

MAS Is On The Way

The most comprehensive national training program yet attempted by the Postal Service will get under way in July at the Postal Service Training and Development Institute in Bethesda, MD.

This new program, called Management Action Series, aims at providing every newly-appointed first-level supervisor, middle/senior manager, and city delivery postmaster with three weeks of training at the time of appointment, prior to his or her assuming job responsibilities.

When fully operational, there will be some 34 three-week Management Action Series courses, conducted by Master Supervisors, Managers, and Postmasters drawn from field management.

Programs are now being developed, and pilot courses will begin in July. They will be fully operational by September 1976.

The May issue of *POSTAL LEADER* contains a full description of the Management Action Series.—*Employee Relations Dept., 5-29-75.*

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OPPORTUNITIES FOR ASSIGNMENT AS MAS MASTER POSTMASTER, MANAGER, AND SUPERVISOR

The inset on page 1 briefly outlines the Management Action Series (MAS), a new national training program.

Postal supervisors, managers, and postmasters who meet the eligibility criteria described below now have an opportunity to be considered for a two-year assignment in **conducting** the MAS at the Postal Service Management Academy. Through participation as Master Postmasters, Master Managers, and Master Supervisors, the individuals selected to conduct the MAS will participate in a unique broadening experience, not normally available to postal management, as an integral part of their personal career development.

Role of the Master Supervisor, Master Manager, and Master Postmaster

The role of the Master Supervisor, Master Manager, and Master Postmaster is different from the traditional classroom trainer in that the management action sessions will be undertaken in a simulated back-home work environment. The Master Supervisor, Master Manager, or Master Postmaster in this environment, working with eight newly-appointed managers, will be expected to fulfill the roles of a boss, peer, subordinate, or consultant, depending on the work environment situation presented at a particular time.

Eligibility Criteria

A. Master Supervisor

The minimum eligibility requirement for a Master Supervisor is an initial-level supervisory (or higher-level manager) assignment in a field installation for at least the preceding two years in functional areas such as mail processing, delivery services, customer services, maintenance, etc.

B. Master Manager

The minimum eligibility requirement for a Master Manager (may be either a mid-level or a senior-level manager) is an assignment as a manager of other supervisors or managers for at least the preceding two years in functional areas such as mail processing, delivery services, customer services, maintenance, finance, etc.

C. Master Postmaster

The minimum eligibility requirement for a Master Postmaster is a cur-

rent assignment as a City Delivery Postmaster with at least three years of experience in this position.

Application/Nomination Procedure

A. Application Procedure

Eligible USPS employees may nominate themselves for this assignment by completing application form 2591, *Application for Employment*, showing the applicable program (Master Supervisor, Master Manager, or Master Postmaster) and the number of this POSTAL BULLETIN, and by submitting their application to their immediate supervisor for completion of Form 2577, *Estimate of Potential*. Both forms are forwarded through the appropriate regional postmaster general and senior assistant postmaster general to the Executive Secretary of the MAS Selection Board, Room 9910, U.S. Postal Service, Washington, DC 20260.

B. Nomination Procedure

1. Regional Nominations:

Associate Office Postmasters, Sectional Center Managers, District Managers, and Regional Postmasters General are encouraged to nominate eligible employees who are interested, available, and recommended as high-potential candidates. Nominations must clearly state the applicable program (Master Supervisor, Master Manager or Master Postmaster) and the number of this POSTAL BULLETIN. Nominations must also be accompanied by completed Forms 2591 and 2577 and are forwarded through the regional postmaster general and the appropriate senior assistant postmaster general to the Executive Secretary of the MAS Selection Board, Room 9910, U.S. Postal Service, Washington, DC 20260. The senior assistant postmaster general will review nominations and make recommendations prior to forwarding *all* nominations to the Executive Secretary.

The candidate and his or her supervisor may be interviewed at the candidate's employing office or at another location, at the Board's discretion. Screening and selection criteria include, but are not limited to, the following:

—A high degree of technical qualifications in a functional field, accompanied by recognized superior performance on the job;

—Excellent oral communications skills;

—Evidence of effective interpersonal work relationships with supervisors, peers, and subordinates;

—Degree of interest in serving as a Master Supervisor, Master Manager, or Master Postmaster in the USPS Management Academy;

—Development of subordinates; and

—Evidence of recent self-development.

The Board is responsible for choosing candidates for the next phase of the selection. Those not selected as candidates for Master Supervisor, Master Manager, or Master Postmaster will be notified by the Board.

B. Preparation of Candidates and Final Selection

Candidates for selection as a Master Supervisor, Master Manager, or Master Postmaster will be enrolled for three weeks in a special Management Action Series at the Training Institute in Bethesda, MD, and will undergo further evaluation. Their participation in the special MAS program will be carefully observed. Upon completion of the special MAS program, each participating candidate will be considered by the board in making final selection for Master Supervisor, Master Manager, and Master Postmaster assignments based on:

2. Headquarters Nominations:

The heads of Headquarters departments and of field installations reporting to Headquarters are also encouraged to nominate eligible employees who are interested, available, and recommended as high-potential candidates. Nominations must clearly state the applicable program (Master Supervisor, Master Manager, or Master Postmaster) and the number of this POSTAL BULLETIN. Nominations must also be accompanied by completed Forms 2591 and 2577 and be forwarded through the appropriate senior assistant postmaster general to the Executive Secretary of the MAS Selection Board at the address above. The senior assistant postmaster general will review nominations and make recommendations prior to forwarding *all* nominations to the Executive Secretary.

Selection Procedure

A. Preliminary Screening and Selection

The MAS Selection Board will screen all nominations and applications received to make a preliminary selection of Master Supervisor, Master Manager, and Master Postmaster candidates and to determine which to interview.

- The candidate's participation in the training;
- The candidate's continued interest in serving as a Master Supervisor, Master Manager, or Master Postmaster; and
- The number and kind of vacancies available.

Candidates who are offered and accept *Master* assignments will report, upon notification, to the Academy for duty as a Master Supervisor, Master Manager, or Master Postmaster. They remain on the rolls of their current installation.

C. Equal Opportunity

In all phases, employees must be considered without regard to race, color, religion, age, sex, national origin, political affiliation or membership in supervisory or other managerial organizations. All individuals involved are responsible for affirmative action in the nomination, consideration, and selection of qualified minority and women candidates.

D. Composition of the MAS Selection Board

The Board consists of the following:

1. Senior Assistant Postmaster General, Operations, chairman;
2. Senior Assistant Postmaster General, E&LR, member;
3. A Regional Postmaster General (designated by the SAPMG, Operations, for each meeting), member;
4. Senior Assistant Postmaster General (Finance, Administration, or Manpower & Cost Control if the individual is being selected for a MAS Program in their area of responsibility), member;
5. Assistant Postmaster General or Department Director in the func-

tional area (if requested by the responsible SAPMG), member;

6. Director of Office of Manpower Development, executive secretary; and

7. Executive Manager, PST&DI, ex-officio member.

Assignment

A. Personnel selected as Master Supervisors, Master Managers, or Master Postmasters are assigned to the Management Academy for two consecutive years. At the outset, they will receive approximately three months of specialized training at the Academy.

B. The Master Supervisors, Master Managers, and Master Postmasters may receive (from their home installation) (PMS) step or (PES) merit increases, respectively, if eligible and recommended by the Academy.

C. A Master Supervisor, Master Manager, or Master Postmaster, while assigned to the Academy, will continue to:

1. Be considered by installation heads for promotion along with other qualified candidates, and

2. Incumbent either the position from which initially assigned to the Academy or the position to which promoted in the field while at the Academy.

D. Installation heads may fill positions incumbered for the Master Supervisor and Master Manager program by temporary appointment to be terminated with the return or permanent reassignment of the incumbent. Publication 194, *Guide to Promotion and Reassignment*, or Regional Instruction 788-P-147, 8-1-74 (Filing No. 716), must be followed in making any selection for temporary appointment, since the appointment may become permanent if the position is vacated. (Note: Regional Instructions are not furnished to postmasters.)

Any temporary postmaster vacancy created by the selection of a Postmaster as a Master Postmaster will be filled by Officer-in-Charge assignment until the Postmaster returns from the Academy assignment or is permanently reassigned to another

position. The 120-day limitation on an OIC assignment is waived for this program.

E. During the two year assignment, each Master Supervisor, Manager, and Postmaster will spend at least four weeks in his or her home installation in order to remain current with postal operations. In order best to accommodate training needs, work schedules during the two years shall be considered flexible.

F. There will be no assignment extension beyond the two years. An employee may be considered for another assignment as a Master Supervisor, Master Manager, or Master Postmaster three years after completing the previous assignment.

Program Costs

All costs for the Management Action Series and the Master Supervisor, Master Manager, and Master Postmaster Programs are centrally funded through the Postal Service Training and Development Institute, including costs for:

- Preselection interviews;
- Preselection training;
- Relocation to the USPS Management Academy;
- Salaries and benefits while assigned to the Academy as a Master Supervisor, Master Manager, or Master Postmaster;
- Relocation from the Academy at completion of two-year assignment; and
- Any other expenses related to the above as authorized by Handbook M-9, *Travel*.

Announcements

Headquarters Operations Group will periodically announce opportunities for Master Supervisors, Master Managers, and Master Postmasters throughout the Postal Service. This POSTAL BULLETIN constitutes the *initial announcement*. All applications/nominations received by the Executive Secretary of the MAS Selection Board on or before **July 1, 1975**, will be considered at the first Board meeting.—*Employee Relations Dept.*, 5-29-75.

**TURN DIALS ON PROTECTIVE EQUIPMENT
FOUR COMPLETE TURNS.**

UNIFORM PROGRAM—LICENSED VENDOR LISTING

The following uniform vendors have received their vendor's license or have had an address or name change since distribution of Publication 136, *Licensed Vendor Listing*. This additional listing must be attached to Publication 136. These lists must be posted where they are readily available for employee perusal:

A B C Shoe Store	406 Main Street	Lafayette, IN	47901	Fortners Clothing Store	197 Marion Street	Anderson, SC	29621
A B C Uniform Shop	14709 Euclid Ave.	Cleveland, OH	44112	GW Custom Tailor	626 N. Washington Street	Alexandria, VA	22314
Abigail Uniform Shoppe	2425 Riverside Ave.	Minneapolis, MN	55454	Gina's Uniforms & Police Equip.	1462 Mendocino Ave.	Santa Rosa, CA	95401
Allan's Family Shoes	8438 Van Nuys Blvd.	Panorama City, CA	91402	Hanon Men Shoe's Inc.	118 Cabot Street	Beverly, MA	01915
Allen, George Y. Man's Shop	217 Park Avenue	Oklahoma City, OK	78102	Hayes Uniforms & Work Clothes	Box 781	Tappahannock, VA	22560
Anderson's, The	P.O. Box 119	Maumee, OH	43537	Hy-Step-Corner	2425 McHenry Ave.	Modesto, CA	95350
Bill's Shoe Solon, Inc.	33371 Aurora Rd.	Solon, OH	44139	Inyart's Shoe Store	Box 427 N. Side Square	Charleston, IL	61920
Bob's Shoe Store	3917 Brambleton Ave.	Roanoke, VA	24018	Iron Man, The	1265 Laurel Lane	San Luis Obispo, CA	93401
Bridgeport Uniform Center	2436 Main Street	Bridgeport, CT	06604	Irving's Army & Navy Store	487 N. Main Street	Bristol, CT	06010
Brown's Shoe Fit Company	Box 1832	Salina, KS	67401	Irwin, Bob—Knapp Shoes	419 N. 11th Street	Boise, ID	83702
Cal-Uniforms	7332 Natal Drive	Westminster, CA	92883	Ja Vees of Lewiston	708 Main Street	Lewiston, ID	83501
Callie Shop, The	22324 G Street	Santa Margarita, CA	93453	Jack-David Stores	120 So. Main Street	Salt Lake City, UT	84101
Capitol Uniforms	19 Union Street	New London, CT	06320	Jackson Military Store	P.O. Box 11133	Jackson, MS	39213
Cassins, Don Footwear	Centre Mall	Bristol, CT	06010	Jan's Bootery	1007 Gallia Street	Portsmouth, OH	45662
Cellitti's Market	1016 E. 16th Street	Ashtabula, OH	44004	Jerry's Shoe Store	540 Ashmun	Sault St. Marie, MI	49783
Charleston Dept. Store, Inc.	1609-11 W. Washington St.	Charleston, WV	25312	Johnson's Dept. Store	309 Jackson	Elk River, MN	55330
Cicco, Frank N., Custom Tailor	133 W. North St.	Butler, PA	16001	Kalso Earth Shoe	Lenox Square	Atlanta, GA	30324
Clancy Police Equip. & Clothing	224-19th Street	Watervliet, NY	12189	Kalso Earth Shoe	973 Lexington Ave.	New York, NY	10021
Colbar Marine, Inc.	340 Industry Street	Astoria, OR	97103	Kamps Shoe Stores	132 South Main St.	Greensburg, PA	15602
Cop Shop, Inc., The	P.O. Box 2965	Naples, FL	33940	King's Toe	223-A Sarasota Ave.	Los Gratos, CA	95030
Country Gentleman, The	126 So. Broadway	Wells, MN	56097	Knapp Retail	902 East Tallmadge Ave.	Akron, OH	44310
Craft Shoes	6145 Jericho Turnpike	Commack, LI, NY	11725	Knapp Shoes	4491 Sunrise Hwy.	Bohemia, NY	11787
Cronin-Peterson Men's Wear	213 So. Broadway	Rochester, MN	55901	Kranson Clothes, Inc.	Mundy Street	Wilkes-Barre, PA	18702
Cummings Shoe Store	356 Main Street	Longmont, CO	80501	L.J.L. Uniforms	P.O. Box 211	Brea, CA	92621
D and J Sewing Center	101 North Klevin	Anchorage, AK	99504	Lehigh Safety Shoe Co.	205 N. James Street	Newport, DE	19804
Dahle's	820 Vista Ave.	Boise, ID	83707	Lehigh Safety Shoe Co.	1100 E. Main Street	Endicott, NY	13760
Dave's	53-61 So. Market St.	Frederick, MD	21701	Lehigh Safety Shoe Co.	2774 Erie Blvd., East	Syracuse, NY	13224
Dave's Uniform Co., Inc.	5943 W. Lawrence Ave.	Chicago, IL	60630	Life Uniform Co.	114 Worcester Ctr.	Worcester, MA	01608
Davison Shoes #33	114 North Penn	Independence, KS	67301	Ludwig, John H., Knapp Shoes	506 1/2 Columbia St.	Elmira, NY	14901
DeHart, William E., D.P.M.	1301 Flushing Rd.	Flint, MI	48504	Lund's Inc.	1630 Whitney Ave.	Hamden, CT	06517
DiPrima's Shoe Store & Rpr. Serv.	108 Oothcaloga St.	Calhoun, GA	30701	McAn, Thom Store #5129	Cor. Greenwich & Liberty	New York, NY	10006
Domtone's Uniform Clothing	2141 Woodbridge Ave.	Edison, NJ	08817	McKee's Shoes	3911 Camp Bowie Blvd.	Ft. Worth, TX	76107
Dragon's Shoes	418 Main Street	Edison, NJ	08817	Maco Sporting, Inc.	748 Prospect Ave.	Cleveland, OH	44115
Dugan's Shoe Store	115 N. Main Street	Bennington, VT	05201	Marino Shoes	453 5th Street, West	Sonoma, CA	95476
Earth Shoe	1658-33d St. NW.	Albion, NY	14411	Marsh Manor Shoe Repair	3730 Florence St.	Redwood City, CA	94063
Earth Shoe	514 Cedar Ave.	Washington, DC	20007	Martin Shoes, Inc.	4823 Clio Road	Flint, MI	48504
Earth Shoe	238 Pine Ave.	Minneapolis, MN	55404	Mason-Scholl Shoes	109 E. Brodway	Salt Lake City, UT	84111
Ed's Shoe Service	238 Pine Ave.	Minneapolis, MN	55404	Mid-State Uniform & Equip. Co.	P.O. Box 1163	Joplin, MO	64801
Eddie's Country Fair, Inc.	168 Canal Street	Albany, GA	31701	Miller, Jerry I. D. Shoes	161 East 33d Street	New York, NY	10016
Emergency Equipment Co.	Ellenville, NY	Ellenville, NY	12428	Mosby's Inc.	130 South Main St.	Colville, WA	99114
Emporium, The	149 West Water Street	Rockland, MA	02370	Murray's Uniforms	312 Main Street	Bradley Beach, NJ	07720
Faherty's Shoes	P.O. Box 80	Jackson, MS	39205	Nation-Wide Shoes	16041 E. Whittier Blvd.	Whittier, CA	90603
Fain's Dept. Stores, Inc.	461 Second Street Pike	Southampton, PA	18966	Natural Footwear Corp.	1077 Massachusetts Ave.	Cambridge, MA	02138
Family Shoe Store	609 Charles Street	Providence, RI	02904	Natural Shoe Store, Inc., The	12 East 13th Ave.	Columbus, OH	43201
Flair Uniform #2	101 3d Ave., SE.	Cedar Rapids, IA	52401	Norman's Shoe Center	5419 Military Ave.	Omaha, NE	68114
Flemma Bros., Inc.	2340 Miracle Lane	Mishawaka, IN	46544	Nunnery's Mens Wear, Inc.	211-213 State St.	McComb, MS	39648
Formal Shop, The	2006 Genesee Street	Utica, NY	13502				
Ft. Lauderdale Uniform Rental	450 Howe Avenue	Shelton, CT	06484				
	101 NW. First Ave.	Ft. Lauderdale, FL	33301				

Orchards Shoe Shop	546 Thain Road	Lewiston, ID	83601	Shoe Factory Outlet Store, The	701 Collier Street	Hannibal, MO	63401
Oscar's Uniforms & Clothing	2710 S. Lamar	Austin, TX	78704	Shoes and Things	Federal Plaza	Monroe, NY	10950
Ozark Shoe and Service	345 S. Jefferson	Springfield, MO	65806	Simon's Men's & Boys' Wear	1626 Union Street	Schenectady 9, NY	12308
Pete's Shoe Box	1122 Getty	Muskegon, MI	49442	Something Else Sales Co.	630 Shore Rd.	Long Beach, NY	11561
Postal Uniform Co.	1710 Golf Road	Waukegan, IL	60085	Sorrentino's Shoe Repair	1736½ S. Raccoon Rd.	Austintown, OH	44515
Professional Uniforms	515 Main, P.O. Box 252	Rapid City, SD	57701	Stan's Shoe Shop	111 South	Waterloo, IA	50702
Queens Outdoor Store, Inc.	80-14 Northern Blvd.	Jackson Heights, NY	11372	Stephen's Shoe Service	2343 D Street	La Verne, CA	91760
R & R Uniforms, Inc.	811 Division Street	Nashville, TN	37203	Taylor's Warehouse & Showroom	644-35th Street	Des Moines, IA	50312
Radebaugh Fetzer O., The	3142 Prospect Ave.	Cleveland, OH	44115	Tony's Shoe World	Westgate Plaza	New Castle, PA	16101
Red Wing Shoe Store	1723 N. Academy Blvd.	Colorado Springs, CO	80909	Uniforms Unlimited	Alps Road at Baxter	Athens, GA	30601
Rockwell's Boot Shop	706 Broadway	Marysville, KS	66508	Van Rooyen, Joe	319 N. Clinton Ave.	St. Johns, MI	48879
Roger's Shoe Store	318 East Main	Nacogdoches, TX	75961	Shoes & Repair	31 So. 2d Street	Yakima, WA	98901
Roots Natural Footwear	2587 E. Sunrise Blvd.	Fl. Lauderdale, FL	33304	Victor's Shoes	1148 E. Apache Trail	Apache Junction, AZ	85220
Roots Natural Footwear	1933 Peachtree Rd., NE.	Atlanta, GA	30309	Village Bootery and Repair	113-115 S. Main Street	Windsor, MO	65360
Roots Natural Footwear	307 S. State	Ann Arbor, MI	48108	Vincent's Shoes, Inc.	1327 J Street	Sacramento, CA	95814
Roots Natural Footwear	144 Mamavoneck Ave.	White Plains, NY	10601	Walk-Over Shoe Store	214 South Main Street	Salt Lake City, UT	84101
Roots Natural Footwear	5386 Westheimer Court	Houston, TX	77027	Welley, John A., Mason Shoes	1708 9th Ave., South	Great Falls, MT	59405
Ropfogel's, Harry Inc.	Commercial at 5th	Emporia, KS	66801	Wilcox Custom Tailors	118 1st Drive, SE.	New Philadel- OH 44663 phia	
Royal College Shop	837 Massachusetts St.	Lawrence, KS	66044	Willard's Sales	6404 Mt. Vernon Rd., SE.	Cedar Rapids, IA	52403
Rutherford's Shoes, Inc.	1533 W. Bethany Home Rd.	Phoenix, AZ	85015	Work Shoe World	1251 H. S. Beach Blvd.	La Habra, CA	90631
Shafraan's	4540 California Ave., SW.	West Seattle, WA	98116	Wright, James—Knapp Shoes	3623-A State Street	Santa Barbara, CA	93106

—Labor Relations Dept., 5-29-75.

PRIVACY ACT REPORTING REQUIREMENT

According to the Privacy Act of 1974, the Postal Service must publish a notice of the existence and character of all records systems which contain **personal** information such as an individual's name, route number, social security number, etc. This applies equally to records which contain information about persons who may or may not be Postal employees.

Each region is presently completing survey forms for each personal information system of records (files) which is common to various Postal facilities throughout the region.

In addition to these systems, all facility heads (district and sectional center managers, postmaster, etc.) who are maintaining **any personal** information which is unique to their requirements—i.e., that which is not maintained by all other Postal facilities similar to theirs—*must* complete a survey form, and forward it to the regional representative by June 2, 1975. A separate form must be com-

pleted for each unique system maintained.

Records systems that have been directed by Headquarters or the region are not to be reported. Only those systems which contain **personal** information in addition to that required by Headquarters or regional procedures, will be entered on the survey form which is to be obtained by calling the regional representative.

A list of regional representatives follows:

Central Region

Headquarters, Central Region
U.S. Postal Service
433 W. Van Buren Street
Main Post Office Building
Chicago, IL 60699
(Mr. Irwin Pio, 312-886-2029)

Southern Region

Headquarters, Southern Region
U.S. Postal Service
Memphis, TN 38166
(Mr. D. L. Haynes, 901-534-4324)

Eastern Region

Headquarters, Eastern Region
U.S. Postal Service
1845 Walnut Street
P.O. Box 8601
Philadelphia, PA 19101
(Mr. Thomas Dunn, 215-597-0524)

Western Region

Headquarters, Western Region
U.S. Postal Service
San Bruno, CA 94099
(Mr. Frank Gibson, 415-876-9250)

Northeast Region

Headquarters, Northeast Region
U.S. Postal Service
33rd Street & 8th Avenue
Main Post Office
New York, NY 10098
(Mr. Harry Core, 212-971-7161)

This notice does not apply to Inspection Service field components.—*Management Information Systems Dept., 5-29-75.*

Forms 1286 and 1286-A

A. Form 1286-A: For Orders Which Do NOT Require Mailing List Changes.

Form 1286-A, *Publication Order Blank*, is a new form designed to expedite those orders which do NOT require mailing list changes. (Note: it cannot be used in place of Form 1286, *Request for Postal Publications*. See part B.) Complete Form 1286-A as indicated on exhibit A. Use Form 1286-A only if you want to order:

- Single transmittal letters (TL's).
- Nonrevisable (bound) handbooks/publications (those that are dated and are not issued with transmittal letters).
- Extra copies of a single POSTAL BULLETIN issue (if you did not receive your distribution or if you received less than your quota).

As indicated on Form 1286-A, you may send the form directly to the Eastern Area Supply Center. However, if you order revisable handbooks/publications with Form 1286-A, the form will be returned to you. This will delay the filling of your order.

In summary, use Form 1286-A only in cases where you are not required to use Form 1286 (long form).

THIS IS YOUR MAILING LABEL—FILL OUT CAREFULLY UNITED STATES POSTAL SERVICE EASTERN AREA SUPPLY CENTER SOMERVILLE, NJ 08877 OFFICIAL BUSINESS			NAME OF POSTAL INSTALLATION SCF Manager/Postmaster PENALTY FOR PRIVATE USE TO AVOID PAYMENT OF POSTAGE, \$300		
Postmaster Anytown, MO 69999			FEDSTRIP ADDRESS CODE DATE 99999Z 5-29-75		
			SIGNATURE OF POSTAL OFFICIAL <i>James A. Doe</i>		
			Use this Form only for replacements or omissions in original distribution.		
			NO MAILING LIST CHANGE WILL BE MADE BASED ON THIS ORDER.		
PUBLICATION	ISSUE NO.	QTY	PUBLICATION	ISSUE NO.	QTY
POSTAL BULLETIN	21029	2	PUBLICATIONS a. Complete text (Give pub. No.)	21	50
POSTAL SERVICE MANUAL (Specify PSM issue No.)	101	6	b. Transmittal Letter (Specify Pub. No. and T.L. No.)	197 TL-1	1
OTHER			HANDBOOKS a. Complete text (Specify series No.; e.g., M-1)	M-48	1
			b. Transmittal Letter (Specify series No. and T.L. No.)	M-31 TL-6	2

PS Form 1286-A
Mar. 1975

PUBLICATION ORDER BLANK

U.S. GOVERNMENT PRINTING OFFICE: 1975-682-002

B. Forms 1286: For Orders Which Require Mailing List Changes.

Continue to use Form 1286 to order all publications, handbooks, and other issuances which require mailing list changes. Complete Form 1286 as thoroughly as possible; indicate present quota as well as new quota and furnish justification for each request. Submit Form 1286 in duplicate (do not remove the carbon paper) to Directives Control Division, Washington, DC 20260.

Form 1286 is printed so that it may be enclosed in a window envelope and sent to Directives Control Division. Never send Form 1286 to the Eastern Area Supply Center.

You must complete Form 1286 and mail it to Directives Control Division if you want to increase your quota (i.e., the amount of changes automatically mailed to you) of the following:

- POSTAL BULLETINS
- POSTAL SERVICE MANUAL issuances
- Revisable (looseleaf) handbooks and publications—those which are updated by transmittal letters (TL's).

In summary, you must order revisable handbooks, publications, and manuals on Form 1286, properly completed. Any other method will delay the filling of your order.—*Directives Control Division, 5-29-75.*

Cashbook and Statements of Account for PFY 1976

Cashbook, Form 1551; *Statements of Account*, Forms 1553, 1555; and *Daily Financial Statement*, Form 1558-1 and -2, to be used during fiscal year 1976, will be distributed by the area supply centers. Of particular importance this year is the publication of a common cashbook which will be used by post offices without regard to class of office. Post offices which have not received the appropriate forms by June 16 should immediately contact their supply center. Offices which receive incorrect forms must return these forms to their supply center when requesting replacements.

Postmasters are cautioned to review all changes and new procedures immediately to insure accurate recording and reporting of required accounting entries.—*Finance Dept., 5-29-75.*

New Accounting Forms

Orders for Form 1412, *Daily Financial Report*, received by the supply centers indicate that post offices are ordering in excess of their needs. To insure availability of the new forms in offices which require them, all requisitions have been cut by one-third. Also, no requisitions for Form 1412 will be honored for any office other than first-class.

Since very few, if any, third- or fourth-class offices now use Form 1412, no requisitions for any form in the 1412 series will be honored for third- or fourth-class offices. If there are any third-class offices which do require Form 1412-B, interim supplies should be obtained from the sectional center.

Requisitions received for Form 2960, *Inventory Record*, and Form 3317, *Retail and Philatelic Products—Clerks Daily Sales Record*, have been reduced by 50% for the reason stated above.

Additional supplies have been ordered and as soon as they are available a notice will be published in the POSTAL BULLETIN.—*Finance Dept., 5-29-75.*

New Promotion Guide

Promotions and reassignments to most PES and many PMS positions will be made in accordance with *Guide to Promotion and Reassignment*, Publication 194, revised May 1975. The procedures are effective June 21, 1975, when all promotions and reassignments to covered positions will be governed by the guide.

Publication 194 provides some procedural options to the regions and districts. Local implementation of the guide should therefore be deferred until the effective date in order to allow time for any supplemental regional and/or district instructions to be issued.

A limited supply of Publication 194 has been forwarded to each regional headquarters for further distribution to postal installations. Because printing costs prohibit a complete distribution to all employees, every installation head is responsible for publicizing or posting the guide or otherwise making it accessible for review by managers, supervisors, and other employees of the installation.

An installation head may request a small number of additional copies, through channels, from the Assistant Regional Postmaster General for Employee and Labor Relations.

The guide requires use of Form 2577, *Estimate of Potential*, revised February 1975, which is available at area supply centers. Installation heads should requisition only enough forms to meet an anticipated three-month need. The June 1972 edition of Form 2577 may be used until the revised form is received.—*Employee Relations Dept.*, 5-29-75.

All Installations With Mailing Vestibules

Mailing Vestibule Chains

Postmasters of installations having mailing vestibules with swinging double doors are alerted that only the chain issued by supply centers under Item No. 0-830, subsequent to July 1, 1965, is authorized for use. These chains are described as follows:

- a. Manufactured from $\frac{3}{8}$ inch case-hardened metal.
- b. Each link measures approximately $1\frac{15}{16}$ inches in length.
- c. Chain weighs approximately 3 pounds.
- d. Approximate length for chain is 24 inches.

If the vestibule doors are made of aluminum and the holes provided are not large enough to permit the authorized chain to be used, the holes may be enlarged, or the following procedure may be used as an alternate method of solving the problem.

Locally purchase *eye-bolts* of approximately $1\frac{3}{4}$ inches inside diameter and of a shank diameter sized to match the holes in the doors. Shank length should be sufficient to accommodate a washer and nut on both sides of the door. The entire *eye-bolt* must be case-hardened.

Install the assembly with the washers against the door surface. Weld the inside nut to the shank of the *eye-bolt* to prevent removal and after aligning the *eye-bolt* and tightening the outside nut, *pin* it or tighten a setscrew to prevent loosening.

It should be noted that protruding *eye-bolts* may, or may not, be a safety hazard depending on the care used when installing and finishing the installation.—*Office of Maintenance Mgmt.*, 5-29-75.

Teletype Directory Listings

Postal facilities with teletype (TWX) machines are continuing to receive notices from organizations offering to list the calling numbers of our machines in various international directories. Headquarters is aware of two companies: (1) The International Telex Directory based in Hamburg, Germany, and (2) The International Telex Corporation located in Atlanta, Georgia. Some of these notices initially appear to be bills for listing our TWX numbers, but are actually subscription orders for international directories. It should be noted that Western Union publishes a Telex/TWX Directory listing our appropriate TWX numbers. These directories are furnished without cost to the Postal Service.

Upon future receipt of these notices, the following action should be taken: Forward all notices originating from foreign countries to the Inspector In Charge, Special Investigations Division, 475 L'Enfant Plaza West, SW, Room 3400, Washington, DC 20260. Post offices receiving notices from domestic organizations should forward these notices to the inspector-in-charge of the appropriate division.—*Procurement & Supply Dept.*, 5-29-75.

Wanted Circular Canceled

The following postal offenders have been apprehended:

Travis W. Allen
Felix Robinson, Jr.

Destroy the wanted circulars issued 3-23-73 and 12-30-74 concerning them.—*Inspection Service*, 5-29-75.

**PROTECT YOUR BACK AS YOU RAISE THAT
SACK, JUST BEND YOUR KNEES, AND
YOU'LL LIFT WITH EASE.**

POST OFFICE CHANGES NO. 41

(Supplemental to 1974 Directory of Post Offices, Publication 26)

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. MPO=Main Post Office. MR=Mailing Restrictions (from Part 126 PSM) apply. MP=Nonpersonnel. NZCD=National Zip Code Directory. RB=Rural Branch. Rxc. 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
MO	Hammond	Ozark	4			65665	Delete	6-20-75	} P.O. disc.
MO	(Mail to Thornfield)	do	4			65762	Delete	6-21-75	
MO	Polk	Polk	4			65727	Delete	5-30-75	} P.O. conv. to CPO.
MO	Bollivar	do	1	Polk	CPO	65727	Add	5-31-75	
NV	Reno	Washoe	1	Sierra	Sx	89506	Add	7- 1-75	Sx estab.
NV	do	do	1	Black Springs	Bx	89508	Delete	7- 1-75	Rx disc.
NV	do	do	1	Stead	Sx	89506	Delete	7- 1-75	Sx disc.
NJ	Somerville	Somerset	1	Bridgewater	B	08807	Add	7- 1-75	B estab.
VA	Richmond	Independent City	1	Belt Boulevard ¹	B	23232	Delete	5- 1-75	B disc.
VA	Richmond	do	1	Carousel ¹	B	23225	Delete	4-30-75	B disc.

¹ Located in Chesterfield County.

—Customer Services Department, 5-29-75.

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	150,679,320 to 150,679,500	171,815,673 to 171,816,000
104,911,301 to 104,911,500	153,209,301 to 153,210,300	173,562,701 to 173,563,700
106,023,259 to 106,023,300	153,757,563 to 153,757,700	173,890,301 to 173,890,500
106,550,419 to 106,550,500	155,654,809 to 155,655,300	174,317,402 to 174,317,500
120,742,680 to 120,742,800	155,857,068 to 155,857,200	175,434,677 to 175,434,900
128,201,700 to 128,202,100	156,129,112 to 156,129,200	176,226,349 to 176,226,700
129,360,793 to 129,360,800	157,287,547 to 157,287,600	176,780,901 to 176,781,200
131,316,241 to 131,316,500	157,401,111 to 157,401,136	178,155,401 to 178,155,500
131,462,524 to 131,462,540	157,554,201 to 157,554,300	178,514,939 to 178,515,100
132,338,160 to 132,338,300	158,014,440 to 158,014,500	178,759,158 to 178,759,197
134,519,591 to 134,519,600	158,109,070 to 158,109,100	179,838,411 to 179,838,600
134,928,645 to 134,928,700	158,767,040 to 158,767,300	180,446,855 to 180,446,866
135,878,662 to 135,878,700	159,474,549 to 159,474,900	182,975,501 to 182,976,200
137,328,801 to 137,329,300	159,564,346 to 159,564,400	183,457,601 to 183,458,300
139,732,942 to 139,733,000	160,193,201 to 160,193,300	183,769,412 to 183,769,500
141,568,001 to 141,568,800	160,507,331 to 160,507,400	185,028,741 to 185,028,800
141,631,601 to 141,631,700	160,606,501 to 160,606,900	186,446,001 to 186,446,500
141,655,112 to 141,655,500	160,919,925 to 160,920,000	186,820,405 to 186,820,900
141,980,101 to 141,980,300	160,921,817 to 160,921,900	188,460,651 to 188,460,700
143,979,583 to 143,979,650	161,799,901 to 161,800,000	188,669,520 to 188,670,000
143,991,521 to 143,991,580	161,981,006 to 161,981,900	189,205,701 to 189,205,800
145,573,801 to 145,574,800	162,015,701 to 162,015,800	189,217,169 to 189,217,400
145,690,901 to 145,691,000	162,314,201 to 162,314,700	189,357,868 to 189,357,878
145,787,864 to 145,787,900	162,600,001 to 162,600,200	190,053,526 to 190,054,000
145,856,825 to 145,856,884	163,420,501 to 163,420,800	192,066,771 to 192,066,774
146,232,640 to 146,232,700	163,573,201 to 163,573,900	192,099,601 to 192,099,800
147,043,701 to 147,043,900	165,349,901 to 165,350,200	196,116,101 to 196,116,600
149,007,901 to 149,008,000	165,618,226 to 165,618,300	198,036,801 to 198,036,900
149,744,083 to 149,744,100	166,278,201 to 166,278,500	199,662,562 to 199,662,600
149,877,756 to 149,878,100	166,951,587 to 166,951,700	199,843,031 to 199,843,050
150,616,137 to 150,616,200	170,477,105 to 170,477,200	209,190,001 to 209,195,000
	171,471,801 to 171,472,100	

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 21037 article.

1616545152	to	1616545999	1739545236	to	1739545299	1819197396	to	1819197499
1625466141	to	1625466199	1739605125	to	1739605699	1822780721	to	1822780799
1636675839	to	1636675899	1739661165	to	1739661299	1824739233	to	1824739257
1636676082	to	1636676999	1740484785	to	1740484799	1825975818	to	1825975999
1647728874	to	1647728999	1742213200	to	1742214999	1827806700	to	1827806799
1655512943	to	1655512999	1744356292	to	1744356999	1827806831	to	1827806899
1657057000	to	1657057999	1744905503	to	1744905999	1827838800	to	1827838999
1658213130	to	1658213199	1747527584	to	1747527599	1829494387	to	1829494399
1659321800	to	1659321999	1748460149	to	1748460299	1830327000	to	1830327199
1672529900	to	1672529999	1751526303	to	1751526318	1830774967	to	1830774999
1676765079	to	1676765299	1751781300	to	1751781399	1836169142	to	1836169199
1678869156	to	1678869199	1752339179	to	1752339199	1838226129	to	1838226799
1679044095	to	1679044299	1752507510	to	1752507599	1842507200	to	1842507299
1680888282	to	1680888293	1754429200	to	1754429299	1843812500	to	1843812599
1681394044	to	1681394099	1755637630	to	1755637699	1843883400	to	1843883499
1681712757	to	1681712799	1755641153	to	1755641299	1843893024	to	1843893099
1682698280	to	1682698299	1755670748	to	1755670899	1845418841	to	1845418999
1682729100	to	1682729399	1756102623	to	1756102699	1848808124	to	1848808199
1682836257	to	1682836299	1756102798	to	1756103399	1849150336	to	1849150399
1683997682	to	1683997799	1766089832	to	1766089999	1849316300	to	1849316399
1686035736	to	1686035799	1767029971	to	1767029999	1849999626	to	1849999800
1687391843	to	1687391899	1770820657	to	1770820699	1851665361	to	1851665399
1688304300	to	1688304999	1773192976	to	1773192999	1852668054	to	1852668199
1689773900	to	1689774199	1775605200	to	1775605299	1854063472	to	1854063499
1691674300	to	1691674999	1775717226	to	1775717299	1854778755	to	1854778778
1691794372	to	1691794399	1775877925	to	1775877949	1855182904	to	1855182999
1693813192	to	1693813699	1780920242	to	1780920299	1856957900	to	1856957999
1693870781	to	1693870999	1781575500	to	1781575699	1860214162	to	1860214199
1696499809	to	1696499999	1784370351	to	1784370399	1860628031	to	1860628059
1697247319	to	1697247399	1786239725	to	1786239749	1863733724	to	1863733999
1697615000	to	1697615099	1786303239	to	1786303299	1864630328	to	1864630499
1697615104	to	1697615499	1788311095	to	1788311199	1868034851	to	1868034899
1698585200	to	1698585599	1788375300	to	1788375399	1868224475	to	1868224499
1698628679	to	1698628999	1789072832	to	1789072999	1868603500	to	1868604199
1704066275	to	1704066299	1792670881	to	1792670899	1873655276	to	1873655399
1706357000	to	1706357099	1794039620	to	1794039699	1874751100	to	1874751199
1707113104	to	1707113199	1795689971	to	1795689999	1875828852	to	1875829299
1708413955	to	1708413999	1795816029	to	1795816099	1880328380	to	1880328399
1709307544	to	1709307558	1796046813	to	1796047099	1890779510	to	1890779599
1709747764	to	1709747792	1799339500	to	1799339699	1892707100	to	1892707299
1715496500	to	1715496599	1800923292	to	1800923399	1893327400	to	1893327499
1715610019	to	1715610099	1802597227	to	1802597299	1893660200	to	1893660299
1718763700	to	1718764099	1804724945	to	1804724999	1895568000	to	1895568499
1719079464	to	1719079499	1806421300	to	1806421499	1896017500	to	1896017699
1720526959	to	1720526999	1806486400	to	1806486499	1901372592	to	1901372699
1720874600	to	1720874699	1808108449	to	1808108497	1903632600	to	1903632699
1721162900	to	1721162999	1808257640	to	1808257653	1907244212	to	1907244299
1724036300	to	1724036399	1809829773	to	1809829999	1911939000	to	1911939299
1726939700	to	1726939799	1811920100	to	1811920399	1913077598	to	1913077999
1730124285	to	1730124299	1812086977	to	1812086999	1914787700	to	1914787999
1730690720	to	1730690999	1813318858	to	1813318899	1917899900	to	1917900299
1733566721	to	1733566799	1813957442	to	1813957999	1920365000	to	1920365199
1733805887	to	1733805999	1818265752	to	1818265799	1938175400	to	1938175499
1734819630	to	1734819699	1818290300	to	1818290699	1942580000	to	1942580299
1737500291	to	1737500299	1818314461	to	1818314499	1945197600	to	1945198099
1737817900	to	1737818399	1818346000	to	1818346299	8005023000	to	8005023999
			1819144840	to	1819144999	8007230601	to	8007230617

UNITED STATES POSTAL SERVICE
WASHINGTON, D.C. 20260
OFFICIAL BUSINESS

PENALTY FOR PRIVATE USE TO AVOID
PAYMENT OF POSTAGE, \$300



AIRMAIL