



# postal bulletin

Directives Control Division, Washington, DC 20260

PB 21042—June 12, 1975—Twelve Pages

## 10¢ Apollo-Soyuz Space Commemorative Stamps

**Description.** The 10-cent Apollo-Soyuz space commemorative stamps will be first placed on sale at Kennedy Space Center, FL 32815, July 15, 1975. The U.S. Postal Service and the Ministry of Posts and Telecommunications of the Soviet Union will issue a twin pair of postage stamps honoring the Apollo-Soyuz space mission.

**Do Not Sell Before July 16, 1975.**



Image area each stamp: 2.44 x 1.05 inches.

Issued in sheets of 24.

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

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

Initial printing: 200 million.

American designer: Robert T. McCall.

Russian designer: Anatoly M. Aksamit.

**Collectors.** Request first-day cancellations from: Apollo-Soyuz Stamps, Postmaster, Kennedy Space Center, FL 32815 (see PSM, section 257.2). The covers will be serviced with a single stamp (10 cents) or with both designs (20 cents). Because of the size of the stamps, the return address should be placed low on the cover and to the left. Selected mint stamps will be available at the Philatelic Sales Division, Washington, DC 20265, beginning July 16, 1975.

**Supply.** Two automatic distributions will be made to all classes of post offices. The first shipment will be approximately one-half the quantity normally furnished on the automatic distribution of a 50-subject stamp. The second shipment will follow and should be completed by not later than July 29, 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 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 418), consider that the stock should be depleted prior to September 16, 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 using (Item No. 418). As these stamps will be distributed in sheets of 24, orders shall be for quantities of 2,400, 4,800, 7,200, 9,600, 12,000, 24,000, 36,000, 48,000, 60,000, and multiples of 60,000 stamps to the maximum 6,000,000 copies.

**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 inches commemorative series stamp panels will be released with the stamps. The panels (Item 972) 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, 6-12-75.

## PSM Issue 100

There will be a further delay in distributing POSTAL SERVICE MANUAL ISSUE 100 to some post offices. A notice will be placed in the POSTAL BULLETIN when the distribution has been completed. If you have not received your supply, please do not order before that time.

## Domestic Order

**False Representation.** Enforced by postmaster at city listed.

<i>State/City</i>	<i>Name Covered</i>
CA, Sherman Oaks	Van Owen Enterprises, 13440 Ventura Boulevard, Suite 108

—Judicial Officer, 6-12-75.

## CONTENTS

	<i>Page</i>	<i>Col.</i>
10-Cent Apollo-Soyuz Space Commemorative Stamps	1	1
Abandonments of Second-Class Permits	2	2
Accident Report, Form 1769	3	3
Back Issues of Commemorative Postage Stamps Available	8	3
Carrying or Wearing of Firearms on Postal Property	2	1
Decapitalization of Category D Property	3	3
Disposal of Surplus Relay Boxes	2	3
Domestic Order	1	3
Foreign Order Notice 41	3	1
Housing Vacancy Surveys	4	1
Lockbox/Caller Service	8	2
Mailing Prohibited Items to Japan	8	1
Money Order Service with Bermuda Eliminated	8	3
Money Orders—Canadian	9	1
Money Orders—U.S.	11	1
Notice to Box Customers	5	1
Post Office Changes No. 43	7	1
Postal Fiscal Year Calendar, 1976	2	1
PSM Issue 100	1	3
Public Law 89-301, Time Recording Procedures	8	1
Registered Mailings from the Bureau of the Mint	3	2
Rotary and L.A. Locks	3	2
Special Bulk Third-Class Rates for Qualified Nonprofit Organizations	4	1

## 1976 Postal Fiscal Year Calendar

The calendar below should be removed from this POSTAL BULLETIN, and affixed to the space provided on the inside of the front cover of the cashbook.

1976 POSTAL FISCAL YEAR CALENDAR					
POSTAL QUARTER	ACCOUNTING PERIOD	FROM	THROUGH	ACCOUNTING PERIOD	POSTAL QUARTER
I	1	June 21, 1975	July 18, 1975	1	I
	2	July 19, 1975	August 15, 1975	2	
	3	August 16, 1975	September 12, 1975	3	
	4	September 13, 1975	October 10, 1975	4	
II	5	October 11, 1975	November 7, 1975	5	II
	6	November 8, 1975	December 5, 1975	6	
	7	December 6, 1975	January 2, 1976	7	
III	8	January 3, 1976	January 30, 1976	8	III
	9	January 31, 1976	February 27, 1976	9	
	10	February 28, 1976	March 26, 1976	10	
IV	11	March 27, 1976	April 23, 1976	11	IV
	12	April 24, 1976	May 21, 1976	12	
	13	May 22, 1976	June 18, 1976	13	

—Finance Department, 6-12-75.

### Carrying or Wearing of Firearms on Postal Property

Some contractors and/or their employees are carrying or wearing firearms while performing services under a mail transportation contract. Procurement regulations and contract provisions are silent with respect to firearms while operating under a U.S. Postal Service highway contract.

Our policy is that contractors or their employees are solely responsible for any firearm which they carry. The U.S. Postal Service disclaims any responsibility and does not normally require the carrying of firearms in connection with the ordinary transportation of mail by contractors or their employees.

The general rule is that contractors or their employees may not carry firearms either openly or concealed on their persons while on Postal property. While on Postal property contractors or their employees must lock any firearms in their vehicles. Any contractor or employee who violates these firearms regulations (see PSM 232.648) may be requested to leave the property immediately or be subject to arrest.

**This information is to be posted on loading docks.**—Logistics Dept., 6-12-75.

### Abandonments of Second-Class Permits

In the past when a publisher voluntarily abandoned the second-class permit authorized for his publication, he was notified of his appeal rights. A publisher has a right to appeal and a right to a hearing only from revocation or denial actions. An abandonment of a second-class permit is a voluntary act on the part of a publisher, and not a revocation or denial. Therefore, publishers who advise postmasters **in writing** that they are voluntarily abandoning the second-class permits authorized for their publications will no longer be notified by the Director, Office of Mail Classification, that they have a right of appeal. Instead, Forms MCD 18, *Voluntary Abandonment of Second-Class Mail Privileges*, will be sent to the postmasters at the offices of original entry notifying them that the second-class permits authorized for the publications have been canceled. Original entry office postmasters will be responsible for notifying postmasters at additional entry offices of such action.—Rates & Classification Dept., 6-12-75.

### Disposal of Surplus Relay Boxes

With the possible exception of some large cities, requirements for relay boxes (Item D-1171) have steadily diminished as carrier routes have been motorized.

A review should be made by individual post offices, or at the SCF level, to determine what reasonable quantity of *serviceable*, surplus relay boxes should be retained for replacement purposes. Once actual requirements have been determined, all other unneeded, excess relay boxes (serviceable or unserviceable) should be disposed of in accordance with section 655.2 and part 656 of the POSTAL SERVICE MANUAL. Also refer to the article, *Disposal of Personal Property*, in POSTAL BULLETIN 21022, 2-6-75.

Unserviceable and excess street letter boxes, relay boxes, and other property having *Property of Post Office Department* or *Property of the U.S. Postal Service* embossed or cast or otherwise permanently affixed to the basic material must be demolished before sale as scrap.—Delivery Services Dept., 6-12-75.

*All Personnel Processing Mail For Dispatch Abroad*

**Foreign Order Notice 41**

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:

**AUSTRALIA**

North Sydney, 2060

Hinds Business Directories PTY, Ltd:  
and/or International Telex Directory  
75-77 Pacific Highway

Sydney, 2060

A/c No. 481620

Bank of New South Wales  
North Sydney Branch

**ENGLAND**

London WC2H 9PA

International Telex and/or  
Crawford Harrowby & Co.  
60 Neal Street

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:

**BARBADOS**

Bridgetown

Bowen, Miss Ruby  
P.O. Box 3104  
Forde, Mr. Walter  
P.O. Box 3222  
Haynes, Miss Sybil  
P.O. Box 1275

**Bridgetown**

Hurley, Mr. Percy  
P.O. Box 3301  
McClellan, Mr. David  
P.O. Box 1108  
Pilgrim, Miss Claudine  
P.O. Box 5022  
Roachford, Miss Lucille  
P.O. Box 3217  
Sewell, Edna  
Sandford Villa  
Cottage 3343, Bay Street

**JAMAICA**

**Spanish Town**

Boone, Louise  
P.O. Box 686  
Carberry, Mrs. A. G.  
P.O. Box 278  
DeCosta, G. Harold  
P.O. Box 342  
Dennis, Mrs. Miriam L.  
P.O. Box 342  
Elliott, C. D.  
P.O. Box 342  
Foster, V. Timothy  
P.O. Box 765  
Griffith, Peter  
P.O. Box 686  
Liggins, K. A.  
P.O. Box 765  
Marshall, M. L.  
P.O. Box 278

**Rotary and L.A. Locks**

Although there is a suitable inventory of L.A. Locks and Rotary Locks, there are many postal installations that do not have a sufficient amount of these items on hand for their daily requirements.

All postal facilities should conduct a thorough search for L.A. Locks and Rotary Locks that may be in storage area, hampers, and other containers. Those locks surplus to the needs of a particular installation are to be forwarded to the nearest concentration point or depository.—*Logistics Dept., 6-12-75.*

**Registered Mailings From the Bureau of the Mint**

An exception to the descriptive listing of registered mail has been granted to the Bureau of the Mint in San Francisco, CA.

It will not be considered a discrepancy when dispatch bills are received with registers bulk-billed providing the inclusive number of the registers in the dispatch appear at the bottom of the dispatch bill.

The second copy of the dispatch bill received in a dispatch from the Bureau of the Mint, San Francisco, will not be returned to the dispatching office unless there is a discrepancy. If there is a discrepancy, it shall be fully explained on the second copy and returned to the dispatching office.—*Rates & Classification Dept., 6-12-75.*

Moody, Mrs. Leon K.  
P.O. Box 278

**Spanish Town**

Nelson, Raphael  
P.O. Box 278  
Olson, Mrs. Francis  
P.O. Box 686  
Phillips, Clark A.  
P.O. Box 686  
Roberts, Mrs. Martha  
P.O. Box 765  
York, Sidney  
P.O. Box 278

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, 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, 6-12-75.*

*Installations Other Than 2nd, 3rd, & 4th Class Post Offices*

**Decapitalization of Category D Property**

Category D property will, at the beginning of FY 76, no longer be considered capitalized personal property. This property category consists of the following all-inclusive types of property: (1) collection and relay boxes, (2) distribution cases and tables, (3) lock boxes, (4) carrier utility carts, (5) folding nose trucks, (6) nutting trucks, (7) mail bags and mail locks, and (8) screenline/counterline. The property code numbers for all D property items shown in the current Handbook F-43, *Property Code Numbers*, will be removed from the PCN master tape effective A/P 13, FY 75. There will no longer be issuances of property code numbers for the types of property that are considered as Category D assets.

The new Handbook F-43, currently being printed for distribution at the end of Postal Quarter I of FY 76, will not contain PCN's for D items and all present references to this property will be deleted.

Since Handbook F-26, *Property Accounting*, is currently being revised to remove all references to D property, it is suggested that all references in the present F-26 relating to this property be disregarded and no longer used. (F-26 is not distributed to post offices).

No transmittal letters will be issued for Handbooks F-43 or F-26 outlining the changes in this notice.—*Finance Dept., 6-12-75.*

**Accident Report, Form 1769**

The current postal fiscal year ends June 20, 1975. Accidents occurring on or subsequent to June 21, 1975, will be processed for fiscal year 1976. The reports for all accidents which occur prior to June 21 must be received by the servicing PDC no later than noon July 2, 1975, for processing in fiscal year 1975. All reports not received by the above cut-off date with a FY 75 accident number will be returned to the reporting installation for re-assignment of accident numbers for processing in FY 76 statistics. The accident report number, item 4, Form 1769, will be assigned in ascending order starting with 00001.—*Employee Relations Dept., 6-12-75.*

*All City Delivery Offices***HOUSING VACANCY SURVEYS**

The following is excerpted from a new USPS-HUD interagency agreement:

The United States Postal Service (USPS) will conduct Housing Vacancy Surveys requested by the Department of Housing and Urban Development (HUD) in accordance with the following terms:

1. HUD will be responsible for furnishing all administrative and technical support during all phases of the survey. All necessary forms and instructions will be supplied by HUD to each post office participating in a survey. Postmasters will be responsible for assuring that the survey forms are properly completed.

2. HUD will advise each postmaster of the selection of his office for inclusion in a survey as far in advance of the survey date as practicable. The postmaster will be advised of the preferred time span within which the survey is to be completed. The actual date for conducting the survey, giving due attention to the preferred time span, will be a matter for USPS decision. USPS is under no obligation to use overtime or auxiliary assistance to conduct Housing Vacancy Surveys.

3. HUD will advise the Office of Delivery and Collection, USPS, of the location of surveys to be conducted during April and May of each year as far in advance of those months as possible. The information will enable USPS to validate the rates of reimbursement.

4. Surveys will not be conducted during the month of December of any year.

5. Consistent with other terms and conditions of this agreement, including full recovery of USPS costs, USPS may perform special or emergency surveys at the request of HUD.

6. All forms, instructions, or reports used by USPS for HUD will be reviewed and approved by USPS prior to issuance, and subsequently, as needed.

7. HUD will furnish USPS with an annual summary of the number of surveys conducted, forms completed, and total reimbursement by postal region.

HUD will reimburse [Headquarters] USPS at a rate of \$3.00 for each completed [HUD] Form 2597 and \$6.00 for completed [HUD] Forms 2597D or 2597G. These rates

of reimbursement will be reviewed annually by USPS and are subject to change by amendment to this interagency agreement.

Consistent with the other terms and conditions of this agreement, including full recovery of USPS cost, HUD may use, on a trial basis, experimental forms in the process of development. HUD will reimburse USPS at a rate of \$3.00 for each experimental survey form used by a carrier and \$10.00 for each experimental survey form used by the postmaster in the collection of the survey data.

The Housing Vacancy Surveys conducted under this agreement are intended to meet the administrative needs of HUD or other agencies served by HUD. The survey results will not be released or published by USPS except in response to a court order or subpoena. HUD will supply participating postmasters, upon their request, with a summary tabulation of the survey results.

This agreement supersedes all prior agreements between HUD and USPS and their predecessor agencies or constituent units.—*Delivery Services Dept., 6-12-75.*

**SPECIAL BULK THIRD-CLASS RATES FOR QUALIFIED NONPROFIT ORGANIZATIONS**

A new section 134.57 is being added to the *POSTAL SERVICE MANUAL* to clarify what may be mailed at the special bulk third-class rates for qualified nonprofit organizations. The text of this section is:

**.57 What may be mailed at the special bulk third-class rates for qualified nonprofit organizations**

An organization authorized to mail at the special bulk third-class rates for qualified nonprofit organizations may mail *only* its own matter at these rates. An organization may not delegate or lend the use of its permit to mail at special third-class rates to any other person, organization, or association. Cooperative mailings may not be made at the special bulk third-class rates for qualified nonprofit organizations if one or more of the cooperating persons or organizations is not entitled itself to the special rates. Cooperative mailings involving the mailing of matter in behalf of or produced for an organization not authorized to mail at the

special bulk third-class rates for qualified nonprofit organizations must be paid at the applicable regular rate. If customers disagree with a postmaster's decision that the regular rate of postage applies to a particular mailing, the procedures in 146.14 may be followed.

A new section 146.14 is being added to the *PSM* to establish procedures which enable customers to protest classification rulings made by local post offices. The text of this section is:

**.14 Contested classification**

If a mailer disagrees with a classification decision made by a local post office, the decision may be appealed by the mailer, in writing, to the postmaster within thirty days. The postmaster will forward the appeal to his postal services center where a decision will be made on the appeal. An unfavorable decision by the postal services center may be appealed, in writing, within ten days following receipt of the decision. The appeal must

be filed with the postmaster. The postmaster will forward the appeal to the General Manager, Domestic Mail Classification Division, U.S. Postal Service, Washington, DC 20260, for a final decision. Pending resolution of an appeal, the mailer may, by letter to the local postmaster, request to mail under a deposit arrangement. The mailer must deposit with the postmaster an amount adequate to cover postage at the higher rate. The difference between the amount deposited and a lower rate subsequently determined to be appropriate will be returned to the mailer if his appeal is sustained. If the appeal is denied, the deposit will not be returned; the deposit will be converted into postage due stamps, canceled and given to the customer.

The provisions of these sections are effective immediately. The *POSTAL SERVICE MANUAL* will be amended.—*Rates & Classification Dept., 6-12-75.*

# NOTICE TO BOX CUSTOMERS

Effective July 1, 1975, the rates and regulations for the provision of Post Office boxes are amended. Rents and fees for periods beginning on or after that date will be collected starting June 11.

Most rental rates for lockboxes are increased and the basic payment period is expanded from one quarter to one semi-annual period. Two periods may be paid at one time.

Box Size	Semi-Annual	Annual
1	\$	\$
2	\$	\$
3	\$	\$
4	\$	\$
5	\$	\$

**CONSULT YOUR POSTMASTER FOR FURTHER INFORMATION**

**Complete this form and display in a conspicuous area near the box station.**



POST OFFICE CHANGES NO. 43

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

Abbreviations: B=Branch, C=City Delivery, Conv.=Converted, CPO=Community Post Office, Disc.=Discontinued, DOPO=Directory of Post Offices, Estab.=Established, F=Finance, IC=Independent City, MOU=Money Order Unit, MPO=Main Post Office, MR=Mailing Restrictions (from Part 128 PSM) apply, NP=Nonpersonnel, NZCD=National ZIP Code Directory, RB=Rural Branch, Resc.=Rescinded, RS=Rural Station, S=Station, x=Classified. (Contract stations and branches do not have the symbol "x" following the symbol for type of installation.)

State	Name of post office	County/parish	Class	Name of station; branch, or unit	Type S/B	ZIP code	Change action	Effective date	Explanation of change
AL	Ozark	Dale	1	Fort Rucker	Bx	36360	Delete	7- 1-75	To correct ZIP code. <sup>1</sup>
AL	do	do	1	do	Bx	36362	Add	7- 1-75	
AL	Huntsville	Madison	1	Bedstone Arsenal	Bx	35808	Delete	7- 1-75	
AL	do	do	1	do	Bx	35809	Add	7- 1-75	
CA	San Rafael	Marin	1	Greenbrea	B	94904	Delete	11-21-73	B disc.
CA	Coyote	Santa Clara	3	do	B	95018	Delete	7- 3-73	P.O. conv. to Bx. <sup>1</sup>
CA	San Jose	do	1	Coyote	Bx	95013	Add	7- 4-73	
CA	Nelson	Butte	4	do	B	95958	Delete	7- 3-75	P.O. conv. to CPO.
CA	Durham	do	2	Nelson	CPO	95958	Add	7- 4-75	
CO	Delhi	Las Animas	4	do	B	81034	Delete	5-30-75	Amends PB 21037, 5-22-75.
CO	(Mail to Model)	do	4	do	B	81059	Delete	5-31-75	
CO	Pueblo	Pueblo	1	Colorado City	RB	81004	Delete	7- 1-75	
CO	do	do	1	do	RB	81019	Add	7- 1-75	
FL	St. Petersburg	Pinellas	1	Airport	B	33732	Delete	7- 1-75	Change in ZIP code and parent P.O.
FL	Clearwater	do	1	do	B	33820	Add	7- 1-75	
FL	Jacksonville	Duval	1	Cecil Field	S	32215	Delete	7- 1-75	S conv. to Sx. <sup>1</sup>
FL	do	do	1	do	Sx	32215	Add	7- 1-75	
FL	do	do	1	Mayport	S	32267	Delete	7- 1-75	S conv. to Bx. <sup>1</sup>
FL	do	do	1	do	Sx	32267	Add	7- 1-75	
FL	Boca Raton	Palm Beach	1	do	B	33432	Delete	7- 1-75	See footnote. <sup>1</sup>
FL	do	do	1	do	B	33431	Add	7- 1-75	
FL	Delray Beach	do	1	Highland Beach	RB	33444	Delete	7- 1-75	Change ZIP code and parent P.O. <sup>1</sup>
FL	Boca Raton	do	1	do	RB	33431	Add	7- 1-75	
FL	Fort Pierce	St. Lucie	1	Indrio-St. Lucie	B	33450	Delete	7- 1-75	See footnote. <sup>1</sup>
FL	do	do	1	do	B	33452	Add	7- 1-75	
FL	Lake Worth	Palm Beach	1	Greenacres City	B	33460	Delete	7- 1-75	See footnote. <sup>1</sup>
FL	do	do	1	do	B	33463	Add	7- 1-75	
FL	do	do	1	Congress Avenue	B	33460	Delete	7- 1-75	See footnote. <sup>1</sup>
FL	do	do	1	do	B	33461	Add	7- 1-75	
FL	do	do	1	West Lantana	B	33460	Delete	7- 1-75	See footnote. <sup>1</sup>
FL	do	do	1	do	B	33462	Add	7- 1-75	
FL	Largo	Pinellas	1	Seminole	Bx	33540	Delete	7- 1-75	See footnote. <sup>1</sup>
FL	do	do	1	do	Bx	33542	Add	7- 1-75	
FL	Punta Gorda	Charlotte	1	Port Charlotte	Bx	33950	Delete	7- 1-75	See footnote. <sup>1</sup>
FL	do	do	1	do	Bx	33952	Add	7- 1-75	
FL	Marathon	Monroe	1	Key Colony Beach	RB	33051	Delete	7- 1-75	RB conv. to B. <sup>1</sup>
FL	do	do	1	do	B	33061	Add	7- 1-75	
FL	Winter Park	Orange	1	Aloma	Bx	32793	Add	2-18-73	Bx estab. & new ZIP code assigned.
GA	Athens	Clarke	1	Campus	S	30601	Delete	7- 1-75	See footnote. <sup>1</sup>
GA	do	do	1	do	S	30602	Add	7- 1-75	
GA	do	do	1	Georgia University	Sx	30601	Delete	7- 1-75	See footnote. <sup>1</sup>
GA	do	do	1	do	Sx	30602	Add	7- 1-75	
GA	Albany	Dougherty	1	U.S. Naval Air Station	Bx	31703	Delete	3-29-75	Bx disc.
GA	Brunswick	Glynn	1	Jekyll Island	B	31520	Delete	7- 1-75	B conv. to Bx. <sup>1</sup>
GA	do	do	1	do	Bx	31520	Add	7- 1-75	
GA	do	do	1	Sea Island	Sx	31561	Delete	7- 1-75	S conv. Bx. <sup>1</sup>
GA	do	do	1	do	Bx	31561	Add	7- 1-75	
GA	Warner Robins	Houston	1	Robins AFB	B	31093	Delete	7- 1-75	To correct ZIP Code. <sup>1</sup>
GA	do	do	1	do	B	31098	Add	7- 1-75	
GA	do	do	1	Centerville	RB	31093	Delete	7- 1-75	To correct ZIP Code. <sup>1</sup>
GA	do	do	1	do	RB	31028	Add	7- 1-75	
GA	Rossville	Walker	1	Fort Oglethorpe	Bx	30741	Delete	7- 1-75	To correct ZIP Code. <sup>1</sup>
GA	do	do	1	do	Bx	30742	Add	7- 1-75	
KS	De Soto	Johnson	2	Sunflower	RB	66019	Delete	7-18-75	Name of RB Changed.
KS	do	do	2	Clearview	RB	66019	Add	7-18-75	To Correct ZIP Code listed. <sup>1</sup>
KS	Wichita	Sedgwick	1	West Wichita	Sx	67205	Delete	7- 1-75	
KS	do	do	1	do	Sx	67213	Add	7- 1-75	
KS	do	do	1	Washington Street	Sx	67211	Delete	7- 1-75	
KS	do	do	1	do	Sx	67202	Add	7- 1-75	To correct ZIP Code. <sup>1</sup>
KS	do	do	1	Southeast	Sx	67207	Delete	7- 1-75	
KS	do	do	1	do	Sx	67218	Add	7- 1-75	RB disc.
KS	Kansas City	Wyandotte	1	Piper	RB	66109	Delete	6-30-75	
KY	Hidalgo	Wayne	4	do	B	42822	Delete	7- 3-75	P.O. disc.
KY	(Mail to Monticello)	do	1	do	B	42633	Add	7- 4 75	
MS	Roxie	Franklin	3	Hamburg	RB	39461	Delete	5-24-75	RB disc.
MO	Kansas City	Jackson	1	Central	Sx	64108	Delete	7- 1-75	ZIP code changed.
MO	do	do	1	do	Sx	64142	Add	7- 1-75	
MT	Devon	Toole	4	do	B	59431	Delete	6-27-75	P.O. disc.
MT	(Mail to Shelby)	do	1	do	B	59474	Add	6-28-75	
NC	Morehead City	Carteret	1	Emerald Isle	B	28557	Add	5- 1-75	B estab.
ND	Dresden	Cavaller	4	do	B	58226	Delete	6-30-75	P.O. disc.
ND	(Mail to Langdon)	do	1	do	B	58249	Add	7- 1-75	
PA	Mount Jewett	McKean	2	Clermont	RB	16722	Delete	2- 2-73	RB disc.
PA	Emmaus	Lehigh	1	Versa Cruz	RB	18049	Delete	6-30-69	
PR	San Juan	San Juan	1	Condado	S	00907	Delete	3-15-74	S disc.
SC	Adams Run	Charleston	3	Osborn	RB	29426	Delete	6-30-74	RB disc.
UT	Arcadia	Duchesne	4	do	B	84005	Delete	6-30-75	P.O. disc.
UT	(Mail to Bridgeland)	do	4	do	B	84012	Add	7- 1-75	

<sup>1</sup> To correct 1974 DOPO and NZCD. <sup>2</sup> Parent post office is changing to Multi-ZIP coded office July 1, 1975.

**Public Law 89-301, Time Recording Procedures**

Effective June 21, 1975, *special* payroll accounting of hours used for review and processing of claims will no longer be required.

**All Offices**

Charge all hours expended in compliance with the instructions in Notice 115, August 1973 (i.e., the one hour of pay credited to the employee for preparation of a claim all hours expended in review or processing of claims, etc.) as normal work hours. Special annotations are no longer required on time cards. Preparation of Form 1670, *Total Hours Transferred To and From Payroll Accounts*, for such hours is no longer required.

**PSDS-WLRS Offices**

Charge time in complying with instructions in Notice 115 as follows:

Employee Group	Operation Number
Mail Processing	560
Customer Services	742
Support	540
Employee and Labor Relations	541

**Supersession**

These instructions supersede those contained in Notice 115, section V, parts A through I.

Surplus copies of Notice 115 are no longer available in supply centers—*Finance Dept., 6-12-75.*

**Mailing Prohibited Items to Japan**

Section 126.2, footnote M, *POSTAL SERVICE MANUAL*, prohibits mailings containing fruit to military post offices located in Japan. The Status of Forces Agreement between the United States and Japan also prohibits such shipments.

Mail containing fresh fruit (apples and oranges) is being received at the various military post offices in Japan. The fruit is being confiscated and destroyed.

When accepting parcels addressed to military post offices in Japan, acceptance employees should inquire as to whether the parcel contains any prohibited items.—*Rates & Classification Dept., 6-12-75.*

**Lockbox/Caller Service**

In order to improve the administration of and make some necessary clarifications in the Lockbox/Caller Regulations, the following changes are to be made in *SPECIAL POSTAL BULLETIN 21039, 5-30-75.*

**169.122b(2) Change last sentence to:**

Customers who currently rent more than five lockboxes may retain those boxes providing that the appropriate caller fees are paid for all separations in excess of five. (See also 169.323b.)

**169.231 Change last sentence to:**

These are Group 1 (city delivery offices), Group 2 (non-city delivery offices), and Group 3 (offices with 35 or fewer revenue units or otherwise known as fourth-class).

**169.234a Delete:**

\* \* \* except as provided in 169.242c.

**169.241 Change second sentence by adding the word *city* before *carrier*.**

**169.242 Delete section c in its entirety and change section d to c.**

**169.243 Change the first sentence by adding the word *city* before *carrier*.**

**169.244b(1) Delete:**

\* \* \* or part 156.

**169.244b(2) Delete and insert in lieu of:**

Are resident in or have a place of business located in the office in which he is applying where city carrier service is not provided.

**169.245 Change the first sentence to:**

Post offices assigned to Group 3 shall charge the flat rate fee for lockboxes of all sizes.

In the clarifying information of the Special PB, on page 8, delete paragraph B under section 2, Lockbox Service Rental Rates and Fees.

Postmasters and other employees assigned to administer the Lockbox/Caller regulations should carefully review *SPECIAL POSTAL BULLETIN 21039* and pages 2 and 8 of *POSTAL BULLETIN 21040, 6-5-75.*—*Rates & Classification Dept., 6-12-75.*

**Money Order Service With Bermuda Eliminated**

The Bermuda Post Office has notified the USPS of its decision to cease the international exchange of money orders. Accordingly, the sale of domestic money orders, payable in Bermuda, will be discontinued as of June 30, 1975. Money orders issued in Bermuda prior to July 1, 1975, and presented for payment, can be cashed. They are valid for one year from the last day of the month of the original issue.

Delete *Bermuda* from section 171.-217 of the *POSTAL SERVICE MANUAL* and make the appropriate write-in correction under *Bermuda* in Publication 42, *International Mail*. Both publications will be revised accordingly.—*Finance Dept., 6-12-75.*

**Back Issues of Commemorative Postage Stamps Available**

Postmasters having philatelic outlets are urged to provide recent commemorative issues for the benefit of local stamp collectors and for those customers who wish to use commemorative stamps. There are a limited number of the following stamps available. They may be requisitioned from the Bureau of Engraving and Printing on Form 3356, *Stamp Requisition—Bulk Quantities*. Requisitions will be filled on first come basis until stock is exhausted.

Stamps	Item No.
10¢ Universal Postal Union.....	401
10¢ Sleepy Hollow.....	403
10¢ Retarded Children.....	404
10¢ Fort Harrod.....	493
10¢ Expo '74.....	494
10¢ Horse Racing.....	495
10¢ Continental Congress.....	497
10¢ Chautauqua.....	498

—*Office of Stamps, 6-12-75.*

**THE ORANGE AND BLUE POUCHES ARE FOR EXPRESS MAIL SERVICE ONLY. KEEP THEM IN SERVICE—RETURN TO CONCENTRATION POINT.**



**Warning Notice—Unrecovered Stolen Canadian Money Order Forms**

To be posted and used by window clerks. Destroy previous notices. Insert interim notices in sequence.

The following money orders are void and should not be cashed: (1) All card type orders. (2) New style orders 000,000,001—099,999,999. Advise holders to send them to Canada Post Office, Ottawa, Canada, KIA 0B1.

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

104,757,201 to 104,757,500	153,757,563 to 153,757,700	173,890,301 to 173,890,500
104,911,301 to 104,911,500	155,654,809 to 155,655,300	174,317,402 to 174,317,500
106,023,259 to 106,023,300	155,857,068 to 155,857,200	175,434,677 to 175,434,900
106,550,419 to 106,550,500	156,129,112 to 156,129,200	176,226,349 to 176,226,700
120,742,680 to 120,742,800	157,287,547 to 157,287,600	176,780,901 to 176,781,200
128,201,700 to 128,202,100	157,401,111 to 157,401,136	178,155,401 to 178,155,500
129,360,793 to 129,360,800	157,554,201 to 157,554,300	178,514,939 to 178,515,100
131,316,241 to 131,316,500	158,014,440 to 158,014,500	178,759,158 to 178,759,197
131,462,524 to 131,462,540	158,109,070 to 158,109,100	179,838,411 to 179,838,600
132,338,160 to 132,338,300	158,767,040 to 158,767,300	180,446,855 to 180,446,866
134,519,591 to 134,519,600	159,474,549 to 159,474,900	182,975,501 to 182,976,200
134,928,645 to 134,928,700	159,564,346 to 159,564,400	183,457,601 to 183,458,300
135,878,662 to 135,878,700	160,193,201 to 160,193,300	183,769,412 to 183,769,500
137,328,801 to 137,329,300	160,507,331 to 160,507,400	185,028,741 to 185,028,800
139,732,942 to 139,733,000	160,606,501 to 160,606,900	186,446,001 to 186,446,500
141,568,001 to 141,568,800	160,919,925 to 160,920,000	186,820,405 to 186,820,900
141,631,601 to 141,631,700	160,921,817 to 160,921,900	186,836,001 to 186,836,100
141,655,112 to 141,655,500	161,799,901 to 161,800,000	188,460,651 to 188,460,700
141,980,101 to 141,980,300	161,981,006 to 161,981,900	188,669,520 to 188,670,000
143,979,583 to 143,979,650	162,015,701 to 162,015,800	189,117,971 to 189,118,000
143,991,521 to 143,991,580	162,314,201 to 162,314,700	189,205,701 to 189,205,800
145,573,801 to 145,574,800	162,600,001 to 162,600,200	189,217,169 to 189,217,400
145,690,901 to 145,691,000	163,420,501 to 163,420,800	189,278,454 to 189,278,464
145,787,864 to 145,787,900	163,573,201 to 163,573,900	189,357,868 to 189,357,878
145,856,825 to 145,856,884	165,349,901 to 165,350,200	190,053,526 to 190,054,000
146,232,640 to 146,232,700	165,618,226 to 165,618,300	192,066,771 to 192,066,774
147,043,701 to 147,043,900	166,278,201 to 166,278,500	192,099,601 to 192,099,800
149,007,901 to 149,008,000	166,951,587 to 166,951,700	196,116,101 to 196,116,600
149,744,083 to 149,744,100	170,477,105 to 170,477,200	198,036,801 to 198,036,900
149,877,756 to 149,878,100	171,471,801 to 171,472,100	199,662,562 to 199,662,600
150,616,137 to 150,616,200	171,815,673 to 171,816,000	199,843,031 to 199,843,050
150,679,320 to 150,679,500	173,562,701 to 173,563,700	209,190,001 to 209,195,000

**ENCOURAGE MAILERS TO ATTACH A SLIP TO  
ARTICLES ENCLOSED IN PARCELS SHOWING  
NAME AND ADDRESS OF SENDER AND  
ADDRESSEE**



**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 21040 article.

1616545152 to 1616545999  
 1625466141 to 1625466199  
 1636675839 to 1636675899  
 1636676082 to 1636676999  
 1647728874 to 1647728999  
 1655512943 to 1655512999  
 1657057000 to 1657057999  
 1658213130 to 1658213199  
 1659321800 to 1659321999  
 1672529900 to 1672529999  
 1676765079 to 1676765299  
 1679044095 to 1679044299  
 1680888282 to 1680888293  
 1681394044 to 1681394099  
 1681712757 to 1681712799  
 1682698280 to 1682698299  
 1682729100 to 1682729399  
 1682836257 to 1682836299  
 1683997682 to 1683997799  
 1686035736 to 1686035799  
 1687391843 to 1687391899  
 1688304300 to 1688304999  
 1689773900 to 1689774199  
 1691674300 to 1691674999  
 1691794372 to 1691794399  
 1693813192 to 1693813699  
 1693870781 to 1693870999  
 1696499809 to 1696499999  
 1697247319 to 1697247399  
 1697615000 to 1697615099  
 1697615104 to 1697615499  
 1698585200 to 1698585599  
 1698628679 to 1698628999  
 1704066275 to 1704066299  
 1706357000 to 1706357099  
 1707113104 to 1707113199  
 1708413955 to 1708413999  
 1709307544 to 1709307558  
 1709747764 to 1709747792  
 1715496500 to 1715496599  
 1715610019 to 1715610099  
 1718763700 to 1718764099  
 1719079464 to 1719079499  
 1720526959 to 1720526999  
 1720874600 to 1720874699  
 1721162900 to 1721162999  
 1724036300 to 1724036399  
 1726939700 to 1726939799  
 1730124285 to 1730124299  
 1730690720 to 1730690999  
 1733566721 to 1733566799  
 1733805887 to 1733805999  
 1734819630 to 1734819699  
 1737500291 to 1737500299  
 1737817900 to 1737818399  
 1739545236 to 1739545299  
 1739605125 to 1739605699

1739661165 to 1739661299  
 1740484785 to 1740484799  
 1742213200 to 1742214999  
 1744356292 to 1744356999  
 1744905503 to 1744905999  
 1747527584 to 1747527599  
 1748460149 to 1748460299  
 1751526303 to 1751526318  
 1751781300 to 1751781399  
 1752339179 to 1752339199  
 1752507510 to 1752507599  
 1754429200 to 1754429299  
 1755637630 to 1755637699  
 1755641153 to 1755641299  
 1755670748 to 1755670899  
 1756102623 to 1756102699  
 1756102798 to 1756103399  
 1766089832 to 1766089999  
 1767029971 to 1767029999  
 1770820657 to 1770820699  
 1773192976 to 1773192999  
 1775605200 to 1775605299  
 1775717226 to 1775717299  
 1775877925 to 1775877949  
 1780920242 to 1780920299  
 1781575500 to 1781575699  
 1784370351 to 1784370399  
 1786239725 to 1786239749  
 1786303239 to 1786303299  
 1788311095 to 1788311199  
 1788375300 to 1788375399  
 1789072832 to 1789072999  
 1792670881 to 1792670899  
 1794039620 to 1794039699  
 1795689971 to 1795689999  
 1795816029 to 1795816099  
 1796046813 to 1796047099  
 1799339500 to 1799339699  
 1800923292 to 1800923399  
 1802597227 to 1802597299  
 1804724945 to 1804724999  
 1806421300 to 1806421499  
 1806486400 to 1806486499  
 1808108449 to 1808108497  
 1808257640 to 1808257653  
 1809829773 to 1809829999  
 1811920100 to 1811920399  
 1812086977 to 1812086999  
 1813318858 to 1813318899  
 1813957442 to 1813957999  
 1818265752 to 1818265799  
 1818290300 to 1818290699  
 1818314461 to 1818314499  
 1818346000 to 1818346299  
 1819144840 to 1819144999  
 1819197396 to 1819197499  
 1822780721 to 1822780799  
 1824739233 to 1824739257

1825975818 to 1825975999  
 1827806700 to 1827806799  
 1827806831 to 1827806899  
 1827838800 to 1827838999  
 1829494387 to 1829494399  
 1830327000 to 1830327199  
 1830774967 to 1830774999  
 1836169142 to 1836169199  
 1838226129 to 1838226799  
 1842507200 to 1842507299  
 1843812500 to 1843812599  
 1843883400 to 1843883499  
 1843893024 to 1843893099  
 1845418841 to 1845418999  
 1848808124 to 1848808199  
 1849150336 to 1849150399  
 1849316300 to 1849316399  
 1849999626 to 1849999800  
 1851665361 to 1851665399  
 1852668054 to 1852668199  
 1854063472 to 1854063499  
 1854778755 to 1854778778  
 1855182904 to 1855182999  
 1856957900 to 1856957999  
 1860214162 to 1860214199  
 1860628031 to 1860628059  
 1863733724 to 1863733999  
 1864630328 to 1864630499  
 1868034851 to 1868034899  
 1868224475 to 1868224499  
 1868603500 to 1868604199  
 1873655276 to 1873655399  
 1874751100 to 1874751199  
 1875828852 to 1875829299  
 1880328380 to 1880328399  
 1890779510 to 1890779599  
 1892707100 to 1892707299  
 1893327400 to 1893327499  
 1893660200 to 1893660299  
 1895568000 to 1895568499  
 1896017500 to 1896017699  
 1901372592 to 1901372699  
 1903632600 to 1903632699  
 1907244212 to 1907244299  
 1911939000 to 1911939299  
 1913077598 to 1913077999  
 1914787700 to 1914787999  
 1917899900 to 1917900299  
 1920282250 to 1920282499  
 1920365000 to 1920365199  
 1937698700 to 1937698728  
 1938175400 to 1938175499  
 1942580000 to 1942580299  
 1945197600 to 1945198099  
 1959615000 to 1959615399  
 8005023000 to 8005023999  
 8007230601 to 8007230617

UNITED STATES POSTAL SERVICE  
WASHINGTON, DC 20260  
OFFICIAL BUSINESS

PENALTY FOR PRIVATE USE TO AVOID  
PAYMENT OF POSTAGE, \$500



**AIRMAIL**