



postal bulletin

Directives Control Division, Washington, DC 20260

PB 21050—August 7, 1975—12 Pages

10-Cent World Peace Through Law Commemorative Stamp

Description. The 10-cent World Peace through Law commemorative stamp will be first placed on sale at Washington, DC 20013.

THE RELEASE DATE WILL BE ANNOUNCED LATER.

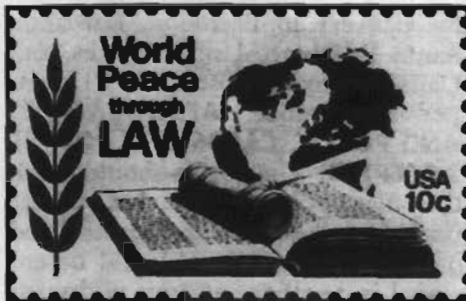


Image area: 1.44 x 0.84 inches.
Issued in sheets of 50.

Colors: Brown, green and blue.

Marginal markings: One plate number, Mail Early in the Day and Mr. Zip.

Initial printing: 140 million.

Designer: Melbourne Brindle.

Collectors. Request first-day cancellations from: World Peace through Law Stamps, Postmaster, Washington, DC 20013 (see PSM, section 257.2). Requests must be postmarked no later than mid August. Selected mint stamps will be available at the Philatelic Sales Division, Washington, DC 20265.

Supply. All classes of post offices will receive an initial supply of the stamps under the automatic distribution system. Before requisitioning additional stamps (Item 421), consider that the stock should be depleted 60-days after first day sale at all post office outlets—except designated philatelic windows and postal stores.

Post offices with 950 or more revenue units requiring additional bulk quantities: immediately requisition on Form 3356 from the Bureau of Engraving and Printing.

Post offices with 950 or more revenue units 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

Postal Service Manual

To cut costs, effective immediately:

a. Single chapter distribution of the Postal Service Manual will be discontinued. The economics of the printing industry make it cheaper to issue each Postal Service recipient a complete Manual rather than make different distributions for each of the Manual's six chapters.

b. Each office will in the future receive the same number of copies of chapters 2-6 as it now receives of chapter 1.

c. Instead of issuing separate transmittal letters for each of the Postal Service Manual's six chapters, one transmittal letter will be issued covering chapter one, which is widely sold to the public, and a second, separate transmittal letter will be issued covering chapters 2-6.

Each office should carefully evaluate any requests it receives from its staff for additional copies of the Postal Service Manual. Because of budget constraints, the stock of Manuals will be limited and there will be no reprinting.

Any office that can reduce the number of Postal Service Manuals it now receives should so advise the Directives Control Division, U.S. Postal Service, Washington, DC 20260.—*Finance Group, 8-7-75.*

stamp panels will be released with the stamps. The panels (Item 973) are printed on heavy art paper suitable for mounting and sell for \$2 each.

Sectional centers: requisition panels (in units of 10 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.

Postmasters are requested to post a copy of this notice in a prominent place pending arrival of USPS Bulletin Board posters. When posters are received, remove this notice.—*Office of Stamps, 8-7-75.*

Postal Bulletin

Effective with the Bulletin dated Thursday, August 14, 1975, the Postal Bulletin will be printed on a biweekly basis.—*Directives Control Division, 8-7-75.*

Souvenir Cards Removed From Sale

The following souvenir cards were removed from sale in the Philatelic Sales Division at the close of business July 31, 1975:

\$1 Hobby (1974)

\$1 Stockholmia (1974)

\$1 Exfilmex (1974)

Any stock remaining on hand of the above items shall immediately be withdrawn from all philatelic outlets and disposed of in accordance with Handbook F-1, section 224.3.

The Inspection Service and postal system examiners will give attention in this area during audit reviews.—*Office of Stamps, 8-7-75.*

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10-Cent International Women's Year Commemorative Stamp

Description. The 10-cent International Women's Year commemorative stamp will be first placed on sale at Seneca Falls, NY 13148 on August 26, 1975.

Do Not Sell Before August 27, 1975.



Image area: 1.44 x 0.84 inches.
Issued in sheets of 50.
Colors: Yellow, light blue and dark blue.
Marginal markings: Three plate numbers, Mail Early in the Day and Mr. Zip.
Initial printing: 140 million.
Designer: Miriam Schottland.

Collectors: Request first-day cancellations from: "IWY Stamp, Postmaster, Seneca Falls, NY 13148" (see PSM, section 257.2). Requests must be postmarked no later than August 26, 1975. Selected mint stamps will be available at the Philatelic Sales Division, Washington, DC 20265, beginning August 27, 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 422**), consider that the stock should be depleted prior to October 26, 1975 at all post office outlets—except designated philatelic windows and postal stores.

Post offices with 950 or more revenue units requiring additional bulk quantities: immediately requisition on Form 3356 from the Bureau of Engraving and Printing.

Post offices with 950 or more revenue units 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 974**) are printed on heavy art paper suitable for mounting and sell for \$2 each.

Requisitioning Cycles For All Postal Installations

Schedules for submitting requisitions to supply centers have been based on the "class" of a post office. Postal Bulletin 21044, eliminated the grouping of post offices by "class", therefore, new requisitioning schedules are necessary.

Schedules which become effective upon receipt of this Postal Bulletin are shown on pages 3 and 4. All other postal installations not covered in this chart are to use the requisitioning cycle for offices within that State having revenue units above 950 and submit requisitions accordingly.

Publication 24, *Supply Catalog*, which is due to be published in August, will contain the old requisitioning schedule. Therefore, it will be necessary to retain this schedule until a revision to Publication 24 can be published (approximately March 1976).—*Procurement & Supply Dept.*, 8-7-75.

Minority Code Records

Under no circumstances will local records or listings of employees be created, maintained or retained which either directly or indirectly indicate minority code. The only work papers which may indicate minority code are those necessary to capture this information for those ADP tapes which are maintained on a National systemwide basis. Payroll listings, seniority lists, or other rosters or lists will not show minority code or race information for any individuals or from which individuals may be identified, whether on a formal or scratch paper basis. Privacy regulations require strict compliance. Any requests for information which would potentially identify individuals by race shall be rejected, citing Civil Service Commission Regulations (5 Code of Federal Regulations Par. 713.302).—*Employee Relations Dept.*, 8-7-75.

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*, 8-7-75.

International Inaugural Service

On or after September 8, 1975, American Airlines will inaugurate first flight service as follows:

- (1) Boston to Bermuda
- (2) Newark to Bermuda
- (3) Philadelphia to Bermuda
- (4) New York to Barbados.

Also, New York to Barbados and New York to Santo Domingo. Official cachet and philatelic treatment are authorized as outlined in section 257.33, Postal Service Manual. To send covers by these services, prepare them in the usual manner addressed for delivery in Bermuda, Barbados, Santo Domingo, United States, and Canada affixing postage at 21 cents per half ounce. **AEROGRAMMES AND POSTAL CARDS WILL NOT BE ACCEPTED.** The covers should reach the office applying the cachet no later than three days prior to the scheduled date of the flight and should be enclosed in another envelope addressed as follows:

Cachets to be applied by:	Send covers to:
Boston, MA City Post Office.	Postmaster Boston, MA 02109
AMF Boston, MA--	Superintendent Airport Mail Facility Logan International Airport Boston, MA 02128
Newark, NJ City Post Office.	Postmaster General Post Office Federal Square Newark, NJ 07001
AMF Newark, NJ--	Superintendent Airport Mail Facility Newark, NJ 07114
Philadelphia, PA City Post Office.	Postmaster Philadelphia, PA 19101
AMF Philadelphia, PA.	Operations Manager Airport Mail Facility Philadelphia International Airport Philadelphia, PA 19153
New York City Post Office.	Postmaster General Post Office New York, NY 10007
AMF Kennedy, NY--	Philatelic Mail Clerk Airport Mail Facility Building 17D Kennedy International Airport Jamaica, NY 11430

To send covers through the United Nations Post Office for the flights from New York, prepare them as above, except, U.N. (not United States) postage must be affixed. Send covers to:

United Nations Post Office.	Superintendent United Nations Post Office Room I-B-26 United Nations Headquarters New York, NY 10017
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Covers already postmarked, those not properly prepared, and those posted in the usual manner will not receive cachets.—*Logistics Dept.*, 8-7-75.

REQUISITIONING SCHEDULE FOR SUPPLIES - WESTERN AREA SUPPLY CENTER

REVENUE UNIT RANGE					REVENUE UNIT RANGE				
STATE	950 & OVER	190-950	36 - 189	UP TO 35	STATE	950 & OVER	190-950	36 - 189	UP TO 35
ALASKA	Feb 1 - 5	Feb 1 - 5			MONTANA	Feb 15-20	Feb 15-20	Feb 15-20	May 15-20
	May 1 - 5	Aug 1 - 5				May 15-20	Aug 15-20	Aug 15-20	
	Aug 1 - 5					Aug 15-20			
	Nov 1 - 5					Nov 1 - 5			
ARIZONA	Feb 15 -20	Feb 15-20	Feb 15-20	May 15 - 20	NEBRASKA	Mar 1 - 5	Mar 1 - 5	Mar 1 - 5	June 1 - 5
	May 15-20	Aug 15-20	Aug 15-20			June 1 - 5	Sept 1 - 5	Sept 1 - 5	
	Aug 15 -20					Sept 1 - 5			
	Nov 1 - 5					Nov 1 - 5			
ARKANSAS	Mar 15 -20	June 15-20	June 15-20	June 15-20	NEVADA	Feb 15-20	Feb 15-20	Feb 15 - 20	May 15 - 20
	June 15-20	Nov 1 - 5	Nov 1 - 5			May 15-20	Aug 15-20	Aug 15 - 20	
	Sept 15-20					Aug 15-20			
	Nov 1 - 5					Nov 1 - 5			
CALIFORNIA	Jan 1 - 5	Apr 1 - 5	Apr 1 - 5	July 1 - 5	NEW MEXICO	Feb 15-20	Feb 15-20	Feb 15 - 20	May 15 - 20
	Apr 1 - 5	Oct 1 - 5	Oct 1 - 5			May 15-20	Aug 15-20	Aug 15 - 20	
	July 1 - 5					Aug 15-20			
	Oct 1 - 5					Nov 1 - 5			
COLORADO	Feb 15-20	Feb 15-20	Feb 15-20	May 15 - 20	NO. DAKOTA	Mar 1 - 5	Mar 1 - 5	Mar 1 - 5	June 1 - 5
	May 15-20	Aug 15-20	Aug 15-20			June 1 - 5	Sept 1 - 5	Sept 1 - 5	
	Aug 15-20					Sept 1 - 5			
	Nov 1 - 5					Nov 1 - 5			
HONOLULU, HAWAII	Jan 1 - 5				OKLAHOMA	Mar 1 - 5	June 1 - 5	June 1 - 5	June 1 - 5
	Apr 1 - 5					June 1 - 5	Nov 1 - 5	Nov 1 - 5	
	July 1 - 5					Sept 1 - 5			
	Oct 1 - 5					Nov 1 - 5			
IDAHO	Feb 15-20	Feb 15-20	Feb 15-20	May 15 - 20	OREGON	Feb 1 - 5	Feb 1 - 5	Feb 1 - 5	May 1 - 5
	May 15-20	Aug 15-20	Aug 15-20			May 1 - 5	Aug 1 - 5	Aug 1 - 5	
	Aug 15-20					Aug 1 - 5			
	Nov 1 - 5					Nov 1 - 5			
ILLINOIS	Jan 15-20	Jan 15-20	Jan 15-20	Oct 15 - 20	S.D. DAKOTA	Mar 1 - 5	Mar 1 - 5	Mar 1 - 5	June 1 - 5
	Apr 15-20	July 15-20	July 15-20			June 1 - 5	Sept 1 - 5	Sept 1 - 5	
	July 15-20					Sept 1 - 5			
	Oct 15-20					Nov 1 - 5			
IOWA	Mar 15-20	Mar 15-20	Mar 15-20	June 15 - 20	TEXAS	Feb 1 - 5	Feb 1 - 5	Feb 1 - 5	May 1 - 5
	June 15-20	Sept 15-20	Sept 15-20			May 1 - 5	Aug 1 - 5	Aug 1 - 5	
	Sept 15-20					Aug 1 - 5			
	Nov 1 - 5					Nov 1 - 5			
KANSAS	Mar 1 - 5	Mar 1 - 5	Mar 1 - 5	June 1 - 5	UTAH	Feb 15-20	Feb 15-20	Feb 15-20	May 15 - 20
	June 1 - 5	Sept 1 - 5	Sept 1-5			May 15-20	Aug 15-20	Aug 15-20	
	Sept 1 - 5					Aug 15-20			
	Nov 1 - 5					Nov 1 - 5			
LOUISIANA	Mar 15-20	Mar 15-20	Mar 15-20	June 15-20	WASHINGTON	Feb 1 - 5	Feb 1 - 5	Feb 1 - 5	May 1 - 5
	June 15-20	Sept 15-20	Sept 15-20			May 1 - 5	Aug 1 - 5	Aug 1 - 5	
	Sept 15-20					Aug 1 - 5			
	Nov 1 - 5					Nov 1 - 5			
MINNESOTA	Mar 15-20	Mar 15-20	Mar 15-20	June 15-20	WISCONSIN	Jan 15-20	Apr 15-20	Apr 15-20	Apr 15 - 20
	June 15-20	Sept 15-20	Sept 15-20			Apr 15-20	Oct 15-20	Oct 15-20	
	Sept 15-20					July 15-20			
	Nov 1 - 5					Oct 15-20			
MISSOURI	Jan 15-20	Jan 15-20	Jan 15-20	Jan 15-20	WYOMING	Feb 15-20	Feb 15-20	Feb 15-20	May 15 - 20
	Apr 15-20	July 15-20	July 15-20			May 15-20	Aug 15-20	Aug 15-20	
	July 15-20					Aug 15-20			
	Oct 15-20					Nov 1 - 5			

Note. Offices in revenue range 950 and above will requisition quarterly, range 36 to 950 semi-annually, and range 35 and under annually.

Offices in revenue range 36 to 189 in Alaska requisition from Postmaster, Seattle, Washington—May, November. Offices in range 35 and under in Alaska requisition from Postmaster, Seattle, Washington—May.

All postal establishments in Hawaii, Guam, the Canton, Caroline, Mariana, Wake and Marshall Islands and

Samoa will requisition to the Postmaster, Honolulu, Hawaii, in accordance with the schedule established by him.

Requisitions must be submitted as scheduled. JUSTIFICATION MUST ACCOMPANY ANY REQUISITION SUBMITTED OUT OF CYCLE. EMERGENCY REQUISITIONS WITH JUSTIFICATION ARE TO BE SUBMITTED ON FORM 7380.

REQUISITIONING SCHEDULE FOR SUPPLIES - EASTERN AREA SUPPLY CENTER

STATE	REVENUE UNIT RANGE				STATE	REVENUE UNIT RANGE			
	950 & OVER	190-950	36 - 189	UP TO 35		950 & OVER	190 - 950	36 - 189	UP TO 35
ALABAMA	Mar 1 - 5	June 1 - 5	Mar 1 - 5	Nov 11 - 15	NEW JERSEY	Feb 1 - 5	Feb 1 - 5	May 1 - 5	May 1 - 5
	June 1 - 5	Nov 11-15	Sept 1 - 5			May 1 - 5	Aug 1 - 5	Oct 21 - 25	
	Sept 1 - 5					Aug 1 - 5			
	Nov 11-15					Oct 21 - 25			
CONNECTICUT	Feb 11-15	Feb 11-15	May 11-15	May 11 - 15	NEW YORK	Feb 1 - 5	May 1 - 5	Feb 1 - 5	May 1 - 5
	May 11-15	Aug 11-15	Nov 1 - 5			May 1 - 5	Oct 21-25	Aug 1 - 5	
	Aug 11-15					Aug 1 - 5			
	Nov 1 - 5					Oct 21 - 25			
DELAWARE	Jan 11-15	Jan 11-15	Apr 11-15	Apr 11 - 15	NO. CAROLINA	Mar 11 - 15	Mar 11-15	June 11-15	Mar 11 - 15
	Apr 11-15	July 11-15	Oct 11-15			June 11-15	Sept 11-15	Dec 1 - 5	
	July 11-15					Sept 11-15			
	Oct 11-15					Dec 1 - 5			
DISTRICT OF COLUMBIA	Mar 11-15				OHIO	Jan 1 - 5	Apr 1 - 5	Jan 1 - 5	July 1 - 5
	June 11-15					Apr 1 - 5	Oct 1 - 5	July 1 - 5	
	Sept 11-15					July 1 - 5			
	Dec 1 - 5					Oct 1 - 5			
FLORIDA	Mar 1 - 5	Mar 1 - 5	June 1 - 5	Mar 1 - 5	PENNSYLVANIA	Jan 11 - 15	Jan 11 - 15	Apr 11 - 15	July 11 - 15
	June 1 - 5	Sept 1 - 5	Nov 11-15			Apr 11 - 15	July 11-15	Oct 11 - 15	
	Sept 1 - 5					July 11-15			
	Nov 11-15					Oct 11 - 15			
GEORGIA	Mar 1 - 5	Mar 1 - 5	June 1 - 5	Sept 1 - 5	PUERTO RICO*	Feb 1 - 5	Feb 1 - 5		
	June 1 - 5	Sept 1 - 5	Nov 11 - 15			May 1 - 5	Aug 1 - 5		
	Sept 1 - 5					Aug 1 - 5			
	Nov 11-15					Oct 21 - 25			
INDIANA	Jan 1 - 5	Apr 1 - 5	Jan 1 - 5	Apr 1 - 5	RHODE ISLAND	Feb 11 - 15	Feb 11-15	May 11-15	May 11 - 15
	Apr 1 - 5	Oct 1 - 5	July 1 - 5			May 11 - 15	Aug 11-15	Nov 1 - 5	
	July 1 - 5					Aug 11 - 15			
	Oct 1 - 5					Nov 1 - 5			
KENTUCKY	Mar 1 - 5	Mar 1 - 5	June 1 - 5	June 1 - 5	SO. CAROLINA	Mar 11-15	Mar 11-15	June 11-15	June 11 - 15
	June 1 - 5	Sept 1 - 5	Nov 11-15			June 11-15	Sept 11-15	Dec 1 - 5	
	Sept 1 - 5					Sept 11-15			
	Nov 11-15					Dec 1 - 5			
MAINE	Feb 11 - 15	May 11-15	Feb 11 - 15	May 11 - 15	TENNESSEE	Mar 1 - 5	Mar 1 - 5	June 1 - 5	Mar 1 - 5
	May 11-15	Nov 1 - 5	Aug 11 - 15			June 1 - 5	Sept 1 - 5	Nov 11 - 15	
	Aug 11-15					Sept 1 - 5			
	Nov 1 - 5					Nov 11 - 15			
MARYLAND	Jan 11-15	Jan 11-15	Apr 11 - 15	Jan 11 - 15	VERMONT	Feb 11 - 15	May 11 - 15	Feb 11 - 15	May 11 - 15
	Apr 11-15	July 11-15	Oct 11 - 15			May 11 - 15	Nov 1 - 5	Aug 11 - 15	
	July 11-15					Aug 11 - 15			
	Oct 11 - 15					Nov 1 - 5			
MASS.	Feb 11 - 15	Feb 11-15	May 11 - 15	May 11 - 15	VIRGIN ISLANDS	Feb 1 - 5	Feb 1 - 5		
	May 11-15	Aug 11-15	Nov 1 - 5			May 1 - 5	Aug 1 - 5		
	Aug 11-15					Aug 1 - 5			
	Nov 1 - 5					Oct 21 - 25			
MICHIGAN	Jan 1 - 5	Jan 1 - 5	Apr 1 - 5	Jan 1 - 5	VIRGINIA	Mar 11-15	June 11-15	Mar 11-15	Mar 11 - 15
	Apr 1 - 5	July 1 - 5	Oct 1 - 5			June 11-15	Dec 1 - 5	Sept 11-15	
	July 1-5					Sept 11-15			
	Oct 1 - 5					Dec 1 - 5			
MISSISSIPPI	Mar 1 - 5	Mar 1 - 5	June 1 - 5	Sept 1 - 5	W. VIRGINIA	Mar 11-15	June 11-15	Mar 11-15	Sept 11 - 15
	June 1-5	Sept 1 - 5	Nov 11 - 15			June 11-15	Dec 1 - 5	Sept 11-15	
	Sept 1-5					Sept 11-15			
	Nov 11-15					Dec 1 - 5			
NEW HAMPSHIRE	Feb 11 - 5	Feb 11 - 15	May 11 - 15	May 11 - 15					
	May 11 - 5	Aug 11 - 15	Nov 1 - 5						
	Aug 11 - 15								
	Nov 1 - 5								

*All offices in category Revenue Unit Range 189 and below in Puerto Rico and the Virgin Islands submit requisitions to the Postmaster, San Juan, Puerto Rico, under schedule established by that post office. Requisitions must be submitted as scheduled. JUSTIFICATION MUST

ACCOMPANY ANY REQUISITION SUBMITTED OUT OF CYCLE. EMERGENCY REQUISITIONS WITH JUSTIFICATION ARE TO BE SUBMITTED ON FORM 7380.

Rubber Line Stamps

Effective immediately, rubber line stamps, PS Items: 500, 502, 518, 574, 575, and rubber type Item 645, will be requisitioned *directly* from the new contractor—Ace Rubber Stamps Works Company, Inc., 14 East Park Street, Newark, New Jersey, 07102. Form 1567, REQUISITION FOR RUBBER AND STEEL STAMPS ONLY, shall be the only form used for this purpose. NOTE: Requisitions will *not* be forwarded to this headquarters or to the supply centers. Editions of forms earlier than February 1972 will *not* be used. All forms with earlier edition dates should be destroyed. New York Postal Data Center will continue to handle billings and payments for these items.

Orders received by the former contractor, Sterrett Manufacturing Company, after June 30 will be sent to the Eastern Area Supply Center for forwarding to the new contractor. Orders received by Sterrett after August 31 will not be processed nor returned. Requisitioning offices may call Eastern Area Supply Center (Mrs. Rose Kuchler, Area Code 201/846-4203, Extension 47) if there is a question regarding the date of receipt of order.

To eliminate duplicate effort and avoid unnecessary ordering delays, strict adherence to these instructions is required.—*Procurement & Supply Dept., 8-7-75.*

Improper Packing of Bundled Mailbag Equipment

Some large mailers and post offices are reporting the receipt of bundled mailbag equipment that is mixed in type and size. All postal installations making up bundles are to strictly enforce the method of packing as set forth in the Postal Service Manual, section 581.431. Bundled equipment is **NOT** to be commingled; only one size of any one type bag is to be packed within a like type mailbag.

All installations that receive bundles of mixed mailbag equipment are to note it on Form 5052, Report of Mail Equipment Improperly Prepared For Dispatch. Repetition of this offense by any installation is to be reported to the Director, Logistics Division.—*Logistics Dept., 8-7-75.*

Certification of Restricted Articles

Section 124.154 of the POSTAL SERVICE MANUAL states that every airmail shipment of restricted articles mailable under part 124 shall be accompanied by a shipper's certification prepared in accordance with Federal Aviation Regulations, completed and signed in duplicate by the mailer. Sections 103.3 and 103.25, Federal Aviation Regulations, Volume VI, require the shipper's certificate illustrated below, or one bearing the same information, to be attached to any dangerous article which is to be sent by an air carrier. This regulation applies to those parcels which have any marking, such as the diamond-shaped hazardous material warning labels, indicating that they contain restricted items. Effective July 27, 1975, a label similar to the following shall be used:

<p>This is to certify that the contents of this consignment are properly classified, described by proper shipping name and are packed, marked and labelled and are in proper condition for carriage by air according to all applicable carrier and government regulations. (For international shipments add "and to the IATA Restricted Articles Regulations").</p> <p>This consignment is within the limitations prescribed for passenger aircraft. The following minimum information shall be provided:</p>			
Numbers of Package(s)	Specify each article separately (Proper shipping name)	Classification	Net quantity per package
<p>Name and address of shipper or his authorized agent</p> <p>Signature</p> <p>Date</p>			

Any mailing pieces to be moved by air containing restricted articles which do not bear a shipper's certificate in duplicate are to be returned to the mailer. Sacks containing these items will have Tag 44, affixed for in house handling.—*Rates & Classification Dept., 8-7-75.*

Area Mail Processing Offices

The implementation of the Area Mail Processing Concept requires AMP installations to carry out some administrative duties that were formerly performed at Associate offices.

Specifically, the provisions of 146.1, Postal Service Manual, as they affect the office of mailing, are to be observed by centralized mail processing installations.

Section 146.122c, regarding handling of short-paid mail in quantities of ten or more is to be handled by AMP's in the following manner: When a short paid mailing is detected, AMP's shall either contact the customer directly by telephone if located nearby, or telephone the corresponding Associate office so that that office may contact the customer. The customer may elect to call at the AMP or to have the mail returned.

Post Office Use of Registered Mail

The use of the registered mail service by the Postal Service has shown a marked increase. Postmasters are cautioned to use the registered mail service only for mailings that have an intrinsic value or are required to be registered by regulations. The registered mail service should not be used for mailings that could go by regular or certified mail.

Postmasters are requested to inform all their employees who may use registered mail of this notice.—*Rates & Classification Dept., 8-7-75.*

AMP's will act accordingly. In either case the postage charges must be adjusted before the mail is dispatched.—*Rates & Classification Dept., 8-7-75.*

International Mail— New Provisions

This notice is the first in a series that will be published concerning new provisions and changes in the international mail regulations which were adopted by the 1974 Congress of the Universal Postal Union. Following are the most significant changes which affect postal customers and postal employees. **THESE NEW PROVISIONS WILL BE EFFECTIVE JANUARY 1, 1976.**

a. Sealing

Mailers will be permitted to seal printed matter and small packets. Universal Postal Union regulations require a permit to indicate the customer has authority to seal printed matter mailed in bulk. The U.S. Postal Service will satisfy this requirement by authorizing customers to seal printed matter when they apply for and are authorized to pay postage by: Precanceled stamps, permit imprints, meter stamps, or second-class and controlled circulation indicia. The permit authorizing payment of postage by any one of the above means will also be the permit for sealing printed matter. Mailers already authorized to pay postage using one of these means are also permitted to seal printed matter. No permit is required for sealing small packets. Both small packets and printed matter whether sealed or unsealed, will continue to be subject to inspection. Mailing of sealed articles at the postage rates for these two categories of mail will be considered consent by the mailer to inspection of the contents by postal and customs employees.

b. Plastic Wrap

The use of closed, transparent plastic wrapping will also be authorized in foreign mailings. An address label must be placed under or on the plastic film in the direction of the greatest dimension. The plastic film must carry a white, opaque band near the address label so postal endorsements can be written on it.

c. Return Receipts

(1) All return receipts (Forms 2865), including those which accompanied outgoing surface mail, will be returned to senders by airmail. The fee for the new all airmail service has not yet been established.

Radioactive Matter

The Federal Aviation Administration under the Transportation Safety Act of 1974 has precluded the shipment of any radioactive materials by passenger aircraft unless such material is intended for use in, or incident to, medical diagnosis or treatment. This includes all radioactive matter which is otherwise acceptable under Publication 6, *Radioactive Matter.—Rates & Classification Dept., 8-7-75.*

(2) The provisions for requesting return receipts after mailing and duplicate return receipts will be abolished. To determine if a piece of international mail was delivered, customers will file an inquiry.

d. Perishable and Radioactive

Perishable biological substances and radioactive materials must be registered in international mail.

e. Domestic Rate

Disposition of mail matter addressed for delivery in the United States which was posted abroad by senders whose residence is in the United States will be simplified as a result of a new regulation. When the U.S. Postal Service intercepts mail which is in violation of Part 250 of Publication 42, and the sender refuses to pay the applicable domestic rate, the items may be disposed of in accordance with domestic regulations. In the past we were obligated to return the material if the sender refused to pay domestic postage.

f. Valuables

Mailing valuables in registered letters will be prohibited by 12 additional countries bringing the total to 25. They will no longer accept letters containing coins, banknotes, paper money, platinum, gold, silver, jewelry or other precious articles. The 12 additional countries are:

Bangladesh	Honduras
Bolivia	Italy
Colombia	Khmer Republic
Costa Rica	Panama
Cuba	Paraguay
Ecuador	U.S.S.R.

Additional information on these new provisions and instructions for implementing them will be published at a later date. Please remember these provisions are not effective until *January 1, 1976.—Rates and Classification Dept., 8-7-75.*

Letter Carrier Cases

There is a temporary shortage of carrier cases, particularly wing cases (Items 143 and 144), at many offices. Every effort is being made to expedite procurement of new carrier cases under a new contract. It is possible, however, that shipments may not begin for several months.

Procurement records indicate that substantial quantities of all types of carrier cases have been procured during recent years. There is reason to believe that many offices have carrier cases which are (1) unused, and surplus to their needs; (2) being underutilized as carrier cases; or (3) being used for purposes other than as carrier cases (storage, etc.).

All offices are directed to conduct a survey to determine if any carrier cases can be declared surplus to their immediate needs. Reference should be made to part 182, Carrier Casing Equipment, Methods Handbook M—39, Management of Delivery Services.

Report all surplus carrier cases (Items 124, 143 and 144) to the director, delivery division, in the appropriate regional headquarters.—*Delivery Services Dept., 8-7-75.*

Time Card Entries

Effective Pay Period 18-75 (August 16) supervisory employees in Level PMS 11 and above may record their time daily in ink on Form 1230 in lieu of mechanical time recorders. This will apply to postal installations where other than the Postal Source Data System is operative. Timekeepers Manual F-21, section 143.1, and Postal Service Manual, section 243.91a, when amended, will reflect this change.—*Finance Dept., 8-7-75.*

Form 3811-A

The April 1974 edition of Form 3811-A, *Return Receipt (After Mailing)*, is designed for the return address to be inserted in the space just below the "U.S. Postal Service Official Business" heading. Some post offices are reading that heading as the return address and are forwarding these forms to Headquarters instead of returning them to the sender.

Postmasters are requested to bring this problem to the attention of distribution personnel. At the next printing, Form 3811-A will be redesigned to alleviate this confusion.—*Rates & Classification Dept., 8-7-75.*

POST OFFICE CHANGES NO. 5

(Supplemental to 1975-76 Directory of Post Offices, Publication 26—not yet published.)

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 126 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.) (See PB 21044, 6-26-75.)

State	Name of post office	County/parish	Name of station, branch, or unit	Type S/B	ZIP code	Change action	Effective date	Explanation of change
AK	Cape Yakataga	Southcentral			99560	Delete	7-18-75	} PO conv to CPO.
AK	Cordova	do	Cape Yakataga	CPO	99560	Add	7-19-75	
FL	Bradenton	Manatee	Bayshore Gardens	B	33505	Delete	1-28-75	} ZIP Codes changed.
FL	do	do	do	B	33507	Add	1-28-75	
FL	do	do	Cortez Plaza	B	33505	Delete	1-28-75	
FL	do	do	do	B	33507	Add	1-28-75	
FL	do	do	Trailer Estates	B	33505	Delete	1-28-75	
FL	do	do	do	B	33507	Add	1-28-75	
KY	Cordell	Lawrence			41210	Delete	8-30-75	} PO disc.
KY	(Mail to Blaine)	do			41124		8-31-75	
KY	War Creek	Breathitt			41388	Delete	8- 8-75	} PO disc.
KY	(Mail to Jackson)	do			41339		8- 9-75	
MI	Muskegon	Muskegon	Wolf Lake	B	49442	Delete	6-24-75	B disc.
NE	Roscoe	Keith			69159	Delete	8-29-75	} PO disc.
NE	(Mail to Ogallala)	do			69153		8-30-75	
OK	Oklahoma City	Oklahoma	Eastern	Sx	73117	Delete	8-15-75	Sx disc.
PA	Philadelphia	Philadelphia	Wissinoming	Sx	19124	Delete	7-26-75	} Change ZIP Code for Sx.
PA	do	do	do	Sx	19135	Add	7-27-75	
PA	Zellenople	Butler	Fernway	B	16063	Delete	7- 1-62	B disc.
VA	Ballsville	Powhatan			23010	Delete	8-29-75	} PO disc.
VA	(Mail to Powhatan)	do			23139		8-30-75	
VA	Helmet	King and Queen			23074	Delete	7-31-75	} PO disc.
VA	(Mail to Saint Stephens Church)	do			23148		8- 1-75	
WV	Knob Fork	Wetzel			26579	Delete	8-31-75	} PO conv. to CPO.
WV	Littleton	do	Knob Fork	CPO	26579	Add	9- 1-75	

—Customer Services Dept., 8-7-75

New Two-Letter Address Abbreviations

New two-letter address abbreviations have been assigned to the Pacific Islands (Trust Territories and American Samoa). The new abbreviations are authorized for use only when the ZIP Code is included in the address.

The new abbreviation for the Trust Territories, which includes the Caroline Islands, the Mariana Islands and the Marshall Islands, is TT. The ZIP Codes for the Trust Territories are 96940 to 96970. The bottom address line for mail addressed to Ponape, Caroline Islands 96941 will now read: Ponape, TT 96941.

The new abbreviation for American Samoa is AS. The ZIP Code for American Samoa is 96799. The bottom address line for mail addressed to Pago Pago, Samoa 96799 will now read: Pago Pago, AS 96799.

These new abbreviations will be included in the next reprint of Publication 59, Address Abbreviations and in the preliminary pages of the 1975-76 National ZIP Code Directory, Pub. 65, and the 1975-76 Directory of Post Offices, Pub. 26.—Customer Services Dept., 8-7-75.

Desk Light

LIGHT, DESK, Fluorescent lamp with adjustable swinging arm. NSN 6230-00-299-7771—(Illustration 8 page 163 of the October 1974 GSA Supply Catalog).

These desk lamps bought under Contract GS-00S-86522 from the P.N. Luminous Equipment Company may be a safety hazard. The time frame for receipt by your activity is approximately July 1970 to January 1972.

Normal adjustments to the light over a period of time can expose the current-carrying wires making the base of the fixture hot and causing an electrical shock. We believe the likelihood of this occurrence is very rare. However, all lamps obtained under

this contract should be checked for possible defects. Manufacturer and contract information are listed on a label affixed to the base of the lamp.

The specification has been revised since the cited contract was awarded and the possibility of a safety hazard on items received subsequent to the above dates has been eliminated.

Dispose of any lamps found defective and submit an SF 364 (in accordance with instructions published in the GSA catalog), including the original requisition number to the GSA regional office which shipped the item. Credit billing will be processed on receipt of the required information.—Procurement & Supply Dept., 8-7-75.

**U.S. SAVINGS BONDS EARN
INTEREST AT A
GUARANTEED RATE**

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 21049 article.

1616545152	to	1616545999	1751781300	to	1751781399	1842507200	to	1842507299
1625466141	to	1625466199	1752339179	to	1752339199	1843812500	to	1843812599
1628292249	to	1628292299	1752507510	to	1752507599	1843883400	to	1843883499
1636675839	to	1636675899	1754429200	to	1754429299	1843893024	to	1843893099
1636676082	to	1636676999	1755637630	to	1755637699	1845418841	to	1845418999
1647728874	to	1647728999	1755641153	to	1755641299	1848808124	to	1848808199
1655512943	to	1655512999	1755670748	to	1755670899	1849150336	to	1849150399
1657057000	to	1657057999	1756102623	to	1756102699	1849316300	to	1849316399
1658213130	to	1658213199	1756102798	to	1756103399	1849999626	to	1849999800
1659321800	to	1659321999	1766089832	to	1766089999	1851665361	to	1851665399
1676765079	to	1676765299	1767029971	to	1767029999	1852668054	to	1852668199
1679044095	to	1679044299	1770820657	to	1770820699	1854063472	to	1854063499
1682729100	to	1682729399	1773192976	to	1773192999	1854778755	to	1854778778
1683997682	to	1683997799	1775605200	to	1775605299	1855182904	to	1855182999
1686035736	to	1686035799	1775717226	to	1775717299	1856967900	to	1856967999
1687391843	to	1687391899	1775877925	to	1775877949	1860214162	to	1860214199
1688304300	to	1688304999	1780920242	to	1780920299	1860628031	to	1860628059
1689773900	to	1689774199	1781575500	to	1781575699	1863733724	to	1863733999
1691674300	to	1691674999	1784370351	to	1784370399	1864630328	to	1864630499
1691794372	to	1691794399	1786239725	to	1786239749	1866532500	to	1866532599
1693870781	to	1693870999	1786303239	to	1786303299	1868034851	to	1868034899
1693813192	to	1693813699	1788311095	to	1788311199	1868224475	to	1868224499
1696499809	to	1696499999	1788375300	to	1788375399	1868603500	to	1868604199
1697247319	to	1697247399	1789072832	to	1789072999	1873655276	to	1873655399
1697615000	to	1697615099	1792670881	to	1792670899	1875828852	to	1875829299
1697615104	to	1697615499	1794039620	to	1794039699	1880328380	to	1880328399
1698585200	to	1698585599	1795689971	to	1795689999	1890470837	to	1890470899
1698628679	to	1698628999	1795816029	to	1795816099	1890779510	to	1890779599
1704066275	to	1704066299	1796046813	to	1796047099	1892707100	to	1892707299
1706357000	to	1706357099	1799339500	to	1799339699	1893327400	to	1893327499
1707113104	to	1707113199	1800923292	to	1800923399	1893660200	to	1893660299
1708413955	to	1708513999	1802597227	to	1802597299	1895568000	to	1895568499
1709307544	to	1709307558	1804724945	to	1804724999	1896017500	to	1896017699
1709747764	to	1709747792	1806421300	to	1806421499	1901049379	to	1901049499
1715496500	to	1715496599	1806486400	to	1806486499	1901372592	to	1901372699
1715610019	to	1715610099	1807996946	to	1807996999	1903632600	to	1903632699
1718763700	to	1718764099	1808108449	to	1808108497	1907244212	to	1907244299
1719079464	to	1719079499	1808257640	to	1808257653	1911918635	to	1911918799
1720526959	to	1720526999	1809829773	to	1809829999	1911939000	to	1911939299
1724036300	to	1724036399	1813318858	to	1813318899	1913077598	to	1913077999
1726939700	to	1726939799	1813957442	to	1813957999	1914787700	to	1914787999
1730124285	to	1730124299	1818265752	to	1818265799	1916448498	to	1916448599
1730690720	to	1730690999	1818290300	to	1818290699	1917899900	to	1917900299
1733566721	to	1733566799	1818314461	to	1818314499	1918915646	to	1918915699
1733805887	to	1733805999	1818346000	to	1818346299	1920282400	to	1920282497
1734819630	to	1734819699	1819144840	to	1819144999	1920365000	to	1920365199
1737500291	to	1737500299	1819197396	to	1819197499	1937698700	to	1937698728
1737817900	to	1737818399	1822780721	to	1822780799	1937773334	to	1937773399
1739545236	to	1739545299	1824739233	to	1824739257	1938175400	to	1938175499
1739605125	to	1739605699	1825539600	to	1825539699	1940535900	to	1940535999
1739661165	to	1739661299	1825975818	to	1825975999	1942580000	to	1942580299
1740484785	to	1740484799	1827806700	to	1827806799	1945197600	to	1945198099
1742213200	to	1742214999	1827838800	to	1827838999	1953225400	to	1953225699
1744356292	to	1744356999	1829494387	to	1829494399	1956726600	to	1956726799
1744905503	to	1744905999	1830327000	to	1830327199	1959615000	to	1959615399
1747527584	to	1747527599	1830774967	to	1830774999	1960654800	to	1960654849
1748460149	to	1748460299	1836169142	to	1836169199	8005023000	to	8005023999
1751526303	to	1751526318	1838226129	to	1838226799	8006580878	to	8006580899
						8007230601	to	8007230617

UNITED STATES POSTAL SERVICE
WASHINGTON, DC 20260
OFFICIAL BUSINESS

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



AIRMAIL