



# postal bulletin

Directives Control Division, Washington, DC 20260

PB 21051—August 14, 1975—12 Pages

## 10-Cent USPS Bicentennial Commemorative Stamps

**Description.** The 10-cent U.S. Postal Service Bicentennial commemorative stamps will be first placed on sale at Philadelphia, PA 19101 on September 3, 1975. The block of four designs printed on the same sheet depict old and new methods of transporting mail.

**Do Not Sell Before Sept. 4, 1975.**



Image area each stamp: 1.44 x 0.84 inches.  
 Issued in sheets of 50.  
 Colors: Yellow, red, cyan, black, blue, and gray.  
 Marginal markings: Six plate numbers, Mail Early in the Day, and Mr. ZIP.  
 Initial printing: 150 million.  
 Designer: James L. Womer.

**Collectors.** Request first-day cancellations from: USPS Bicentennial Stamps, Postmaster, Philadelphia, PA 19101 (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 hand corner of the envelope. Requests must be postmarked no later than September 3, 1975. Selected mint stamps will be available at the Philatelic Sales Division, Washington, DC 20265, beginning September 4, 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 September 15, 1975.

**Postal Data Centers** have been requested to prepare two automatic distribution printouts with related invoices and labels for use by sectional

## Postal Bulletin

**This is the last weekly edition of the Postal Bulletin. Effective with this issue, the Bulletin will be printed on a biweekly basis.—Directives Control Division, 8-14-75.**

centers 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-date sale.

**Additional Quantities.** Before requisitioning additional stamps (Item 419), consider that the stock should be depleted prior to November 4, 1975 at all post office outlets—except designated philatelic windows and postal stores.

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

*Post offices with over 950 revenue units requiring additional stamps in less than bulk quantities and all other post offices:* requisition on Form 17 from designated sectional center 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 975) 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 sectional centers. Panels are available on a first-come basis from all distributing offices.—Office of Stamps, 8-14-75.

## Postal Service Manual

Because of the new method of distributing changes to the POSTAL SERVICE MANUAL (see POSTAL BULLETIN 21050, 8-7-75), some offices will start receiving additional copies of certain PSM issues. If these additional copies are not needed, throw them away. If the number of extras is substantial, send them to the Eastern Area Supply Center, Somerville, NJ 08877, indicating *Surplus PSM Issues* on the outside of the package. Send only *complete* issues. Do not send those that have any pages removed. Either approach will be less costly than our maintaining a separate distribution system for each chapter.

Do **not** use extra copies of issues to start additional complete manuals for people who do not really need them. Do **not** start ordering additional chapters or issues for such a purpose. We do not have the stock to fill such orders, and maintaining unneeded complete manuals wastes staff time.—Directives Control Division, 8-14-75.

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## ANNUAL COUNT OF MAIL ON RURAL ROUTES

### I. INTRODUCTION

These instructions provide standardized and uniform procedures in conducting the count of mail on rural routes. A careful reading and complete understanding of this material and the instructions on the reverse of mail count and route evaluation forms—Forms 4241, *Rural Delivery Statistic Report*, and Form 4239, *Count of Mail (Rural Route)*—by postmasters, supervisors, and rural carriers will insure the accuracy of the count data, the prompt evaluation, and correct classification of rural routes. Postmasters, supervisors, and rural carriers must insure that mail counts are properly conducted and that data reported is accurate.

### II. PURPOSE AND DEFINITION OF COUNT

**A.** The count of mail is physical counting and recording at specific times of the number of pieces of mail delivered, collected, or handled on rural routes. The count of mail is used to assemble data which provide the basis for the evaluation of the individual route. These route statistics will indicate:

1. Volume of mail handled.
2. Amount of office and route time used by the carrier.
3. Adequacy of service to the rural public.
4. Efficiency and performance of the carrier.

**B.** The evaluation of a rural route is determined by the mail volume, daily miles traveled, and the number of boxes served. (See part X, columns 14-17.)

### III. COVERAGE AND COUNT PERIOD

**A.** The 2-week period September 15-27 has been designated for the annual rural mail count.

**B.** All rural routes (heavy duty, RCS Mileage and auxiliary) will be counted during this period. At those offices where the central markup was instituted and no mutually agreed rural mail count period was possible, the special count may coincide with the annual count. (See XII-A.)

**C.** Disregard the provisions in section 353.341, *POSTAL SERVICE MANUAL*, that counts on nonheavy duty (0 mileage routes may be waived).

### IV. RESPONSIBILITY

#### A. Local Conferences

At least 15 days before the start of the count, postmasters shall schedule joint conferences of supervisors and rural carriers to discuss these procedures and instructions. Postmasters must advise the sectional center as soon as possible, but no later than 10 days before the start of the count, of any major points of disagreement concerning these instructions so they can be resolved before the count period.

#### B. Accuracy of Count

1. Postmasters or supervisors will be held responsible for the completeness of all mail count information and accuracy of *Total* columns entered on the report forms, as well as the manner in which the count of mail is conducted. Afford the carrier adequate time to review the completed Form 4241 before signing. Signatures of the postmaster and carrier are considered verification of the validity of the count data.

2. Where the carrier disagrees with the count data, he need not sign the form. He shall, however, submit written comments explaining in detail his reasons for objecting and the exact nature of the supposed errors or omissions. The postmaster also shall include his comments in writing concerning any questions raised by the carrier.

3. Where there is a disagreement on the actual number of pieces counted, every effort should be made to resolve the matter immediately.

4. A written reply to the postmaster will be furnished by sectional center offices advising of the decision. *The carrier will be promptly informed in writing by local management of the decision and the reasons therefor.*

### V. CONDUCTING THE COUNT

**A.** All classes of mail handled by each rural carrier will be counted daily during the official count period. Mail must be counted before it is cased.

1. On O routes (nonheavy duty) the carrier will count the mail 8 days and the postmaster or supervisor will count 4 days (picked at random).

The carrier will observe and may also count if he desires on the days he is not responsible for making the count. Persons other than the carrier will write their initials on Form 4241 next to the days they make the count.

2. *Where in the judgment of management, the route borderlines a heavy-duty status, the supervisor or postmaster will make the full 12-day count.*

3. On presently classified heavy-duty and auxiliary routes, the postmaster or supervisor will make the count on all days during the 12-day count period. The rural carrier will observe and may also count the mail. However, mail delivered and collected must be counted by the postmaster or supervisor and entered on the daily count form, Form 4239. Carriers serving J or K routes may, if they wish, observe the mail count on their relief days.

**B.** Care must be exercised by supervisors in controlling mail count forms in order to assure that all entries are proper.

### VI. DEFINITION AND EXPLANATION OF HEAVY-DUTY ROUTES

#### A. Definition

A heavy-duty rural route is one on which the evaluated weekly hours of service, as determined by the official time standards, provide higher salary under the heavy-duty compensation schedule than would be provided under the mileage salary of the RCS schedule.

#### B. Explanation

There are three distinct types of heavy-duty routes:

1. H route—regular carrier works 6 days a week.

2. J route—regular carrier has a day off every other week.

3. K route—regular carrier has a day off every week.

#### C. Important

To determine whether or not a particular route is classified heavy duty, examine the current Form 1303, *Salary Change Notice*. If the route is presently heavy duty, then H, J, or K will appear before the route number under the heading PAY LOC. (Route). Also, the evaluated hours for the route will be shown in the *Rural Data* block under *HD Hrs.*

## VII. CASING OF MAIL BY CARRIER

**A.** *The principle underlying the count is that the same mail flow conditions prevail during the count period that are normally in effect the rest of the year.* Postmasters and supervisors must see that all mail available up to the normal cutoff time for distribution on the day preceding the count is delivered, and that all mail available up to the normal cutoff time on the last day of the count is delivered.

**B.** *Available mail* is that mail distributed and placed on carrier cases, in hampers, trays, or on the floor beneath the carrier desk, and that which is in distribution cases up to the cutoff or final withdrawal time prior to departure time to serve the route. It does not include mail distributed after the scheduled cutoff or final withdrawal time, or mail received too late for distribution, as long as the requirements in section 333.243, *Postal Service Manual*, are met.

**C.** Mail will be distributed to insure a normal flow on the day preceding the count period and the last day of the count. All simplified address mail available at delivery units shall be distributed to rural carriers during the count period; except that where a commitment has been made to a mailer to deliver on a specific date later than the count period the mailer's request must be honored.

**D.** During the count period, mail may be cased after the carrier returns to the office upon completion of the trip—provided the validity of the count can be protected.

**E.** Mail cased on the Saturday preceding the count period will not be included in the count. Mail cased after the carrier returns from serving the route on the last day of the count shall be credited on the same Form 4239 used earlier in the day and shall be included in the annual count.

## VIII. MAIL COUNT FORMS

### A. Requisitions

1. Forms 4239 and 4241 are available at supply centers, and will be ordered by sectional center post offices only, using Form 4750, *Special Requisition for Supplies*. Form 4241 has been revised as of January 1975. Only the revised form will be used starting September 13, 1975. After this date all previous editions will be destroyed. The August 1973 edition of Form 4239 will be used for these reports.

*a.* Each sectional center office will requisition quantities sufficient for the number of rural routes under their jurisdiction and for each intermediate office served by these routes.

*b.* Distribution will be made automatically by sectional centers to those post offices having rural routes.

2. Additional requirements will be ordered on Form 7380, *Requisition for Supplies*, during regular requisitioning cycles.

3. *Sectional centers are cautioned not to overorder Forms 4239 and 4241.* Submit requisitions for only the amount of forms that will be required during this annual mail count period.

### B. Use

Forms 4239 will be completed by intermediate offices having rural delivery and forwarded to the head-out office for consolidation on Form 4241. Form 4241 will not be completed by intermediate offices. The August 1973 editions of Forms 4239 will be used for these reports.

## IX. FORM 4239, COUNT OF MAIL (RURAL ROUTE)—HOW TO USE

### A. Description

1. Form 4239 is designed to function as a combination daily worksheet and mail count record. This important daily record provides the basic source of mail volume and time data which are transferred to Form 4241 and consolidated for the 2-week operation. (A separate form is used to record each day's mail count.)

2. The official or carrier responsible for making the count will prepare two copies daily (use carbon paper). After completion daily, one copy will be retained by the postmaster; one copy will be furnished the carrier. Complete the worksheets in rough form as they are prepared each day; do not later type them from the forms used as worksheets.

3. The official or carrier who makes the daily count will sign Form 4239. The heavy duty and auxiliary rural carriers will make no entries on Form 4239. *Upon request, the Form 4239 shall be shown to the carrier, before strapping out, to allow verification of the count data.*

### B. Worksheet for Counting

**Column A. Letter-Size Mail**—All letter size ordinary letters, cards, and circulars 5 inches or less in width which can be cased in the separations of the standard carrier case. Include detached address labels for sample

merchandise and catalogs, and special delivery letter-size mail. (A fee is also paid when delivered in accordance with section 354.126, *POSTAL SERVICE MANUAL*.)

Does not include newspapers, catalogs, boxholders, flats, rolls, and magazines, even though they may be cased with letter mail.

Each direct bundle distributed and tied out at the distribution cases is counted as one parcel; enter each bundle of letter mail tied out, for delivery to one family or firm as one parcel in column C.

**Column B. Papers, Magazines, Catalogs**—Newspapers, magazines, flats, catalogs, and rolls and other small pieces which can be conveniently cased and strapped out.

**Column C. Parcels**—Enter the number of parcels of all classes and small pieces which because of their size and/or shape cannot be conveniently cased and would not normally be cased with other mail in the letter or flat separations (*where flat separations are used*) and strapped out.

Only specifically addressed samples too large to be cased will be included in the parcel count. Include special delivery parcels.

*Note:* Catalogs, newspapers, rolls and similar second-class items exceeding 2 pounds in weight shall be counted as parcels, including catalogs with detach labels.

**Column D. Boxholders**—Simplified address mail including samples with simplified address (section 122.4, *POSTAL SERVICE MANUAL*).

When samples are received with detached address labels, enter the total number of samples. (See column A for label count.) The number of pieces of boxholder mail must not exceed the number of families on the route for each mailing. Include in this column all boxholders whether cased or not.

**Column E. Boxholders Strapped Out**—Show here the number of boxholders (counted in column D) which were cased and strapped out. Rural carriers should handle boxholders in the normal manner during the mail count. If a particular carrier does not normally case boxholder mail the rest of the year, he should not case it during the count.

**Column F. Registered, Certified Articles, and Numbered Insured Parcels**—Enter the number of articles received daily for delivery.

**Column G. COD's and Customs Due Received for Delivery**—Enter the number of articles received daily for delivery.

**Column H. Change of Address**—Show the number of orders to change address—Form 3575, *Change of Address Order* or Form 3546, *Notice to Change Forwarding Order*—entered in route directory or Form 4232A, *Customer's Name and Address*, and/or Form 3982, *Changes of Address*. Form 3546 initiated by the carrier is creditable as a forwarding order.

*Note:* The entry of a new or additional customer's name on Forms 1564, *Address Change Sheet*, or Form 4232A, is not to be recorded as a change of address order.

**Column J. Marked Up**—Enter the number of pieces of all classes of mail marked up. Markups are mail undeliverable as addressed which requires the carrier to endorse the mail with the new address or with the reason for nondelivery specified in part 159, *POSTAL SERVICE MANUAL* (including pieces of no obvious value in section 159.116 and indefinitely addressed mail referred to in section 159.543). This includes mail deliverable from the same local delivery unit or other delivery unit.

Do not include pieces for which Forms 3579, *Undeliverable 2d, 3d, 4th or Controlled Circulation Matter*, were prepared.

Mail missorted to a route shall not be recorded as a markup except when it is deliverable from another local delivery unit, if known, in which case it must be endorsed with carrier initials and route number. *Missorted and missent* mail is included in the original count of mail. This also applies where routes have been adjusted, territory changed, and the mail is routed to the wrong carrier.

At post offices where the Central Markup System is in effect, markup credits will be given for the following categories of undeliverable mail:

1. Mail sorted in the A-Z separations (one markup is allowed for each bundle—usually only one bundle is required).
2. Deceased
3. No mail receptacle
4. Refused
5. Temporarily away
6. Vacant (obvious value third class mail addressed to *Occupant*—applies only to those rural routes

where street and house numbers are used).

**Column K. Forms 3579 and 3868 Completed**—Enter the number of Forms 3579 completed and the number of Forms 3868, *Carrier's Clearance Receipt*. Forms 3579 must be kept current so there are none on hand on the first day of the count. And no duplicate Forms 3579 will be completed or counted during the count period. Where the Central Markup System is implemented, enter only the number of Forms 3868 completed.

**Column L. Money Order Applications**—Enter the number of money order applications received on the route.

**Column M. Letters and Flats Collected**—Enter the number of letters and flats collected on the route. If mail is received in bundles, each bundle should be counted as one piece. Do not count each letter in the bundle.

**Column N. Ordinary and Insured Parcels Collected**—Enter the number of ordinary and insured parcels accepted on the route. Presacked parcels on which postage has been computed are to be counted as one parcel for each sack.

**Column O. Registers and Certified Collected**—Enter the number of registered and certified articles accepted on the route.

**Column P. Postage Due**—Enter the number of postage due articles taken out or for delivery.

**Column Q. Loading Vehicle**—The time actually used to transfer mail from the carrier's work area to the vehicle, including placing in the vehicle. *Postmasters should carefully supervise this procedure to assure that efficient practices are followed.* This allowance is not to be interpreted as a minimum 15 minutes daily. However, loading time in excess of 15 minutes daily must be explained in detail.

The actual time shown for loading the vehicle must not include time for arranging parcels in delivery sequence, since there is a standard allowance for this function. (Time used to return hampers, gurneys, etc., to workroom floor is creditable under loading time.)

**Column R. Other Suitable Allowance**—A reasonable time allowance may be claimed for unusual conditions or for other services rendered on a daily or weekly basis not accounted for under the normal work functions.

Items for which time is claimed under this heading must be of a recurring, daily or weekly nature.

*Where weekly recurring safety talks are conducted actual time will be recorded in Column R.*

*At those offices where the Central Markup System is installed, actual time will be allowed (Column R) for time required to place the mail in the designated receptacle.*

Where no office personnel is on duty when the carrier returns from servicing the route on Saturday, the carrier will receive actual time allowance for duties performed over and above normal functions on this day and the following work day.

Where a carrier serves an apartment building with approved apartment boxes in the lobby, the standard box time allowance is given for each box served, plus the actual time required to travel from the vehicle to the boxes and return to the vehicle.

*Note:* The *dismount time* is not the total elapsed time, only the actual travel time to and from the box location. Under *Remarks* on Form 4241, show the number of apartment buildings served by the carrier. Those carriers who serve a non-personnel rural station receive an allowance of 15 minutes daily for each station served. Any additional time claimed must be adequately justified under *Comments*. See instructions for columns 97-99 on reverse of Form 4241.

Do not include personal time or time used for purchasing and checking stamp stock at office from which route emanates; these are automatically granted by mechanical means.

**Column S. Counting Time**—The number of minutes actually used in counting the mail. Include only time used by carrier.

**Column T. Waiting Time**—The number of minutes carrier spent waiting for mail after the official starting time.

**Column X. Intermediate Offices Served Daily—Services Performed at Intermediate Offices**—Show the number of intermediate post offices served daily. Carriers who perform functions or services at intermediate offices for which time allowances are provided shall receive appropriate time credit for these services.

All functions performed or services provided at intermediate offices shall be recorded daily by that postmaster on Form 4239 and forwarded to the postmaster at the carrier's originating office in a sealed envelope.

Where a carrier purchases and checks stamp stock at an intermediate office, the actual time required to perform this function, not to exceed 5 minutes daily, should be shown in the *Other Suitable Allowance* column and explained under *Comments*. The latter postmaster, in completing Form 4241 for the week, will include in the proper *Total* columns the items applicable to the intermediate office, and will write in above *Date* line (lower right of form) the words *includes services performed at intermediate office*. On the form under *Comments* indicate the functions or services performed.

**Column Y. Weight of Locked Pouch Service Carried Daily**—Show the weight in pounds (rounded to the nearest whole pound) of all mail to and/or from intermediate offices.

#### X. FORM 4241—RURAL DELIVERY STATISTICS REPORT—HOW TO USE

**A. At end of each day** during the count period, transfer the totals of Columns A–X on Form 4239 to the proper lines on Form 4241. This information may be made available to the carrier. Draw a circle around the day of the week when a substitute serves the route. **Complete Form 4241 in triplicate.**

**B. At the top of the form** show the name of the post office, State, and ZIP code, the name of the carrier and social security number of the carrier; and inclusive dates of the count period. Designate triweekly routes with an *X* in the box provided. Also include name of sectional center, ZIP Code, and designate with an *X* in proper section if route is under Central Markup System. Designate tri-weekly and auxiliary route with an *X* in the box provided.

**Columns 1–6.** Read instructions on form.

**Columns 7–8.** Show the route number in two digits, i.e., route number 1 would be shown as 01. Enter a zero in the first box for all routes from 1 to 9.

**Columns 9–13.** The official length of the routes as of the last day of the count, Form 4003, *Official Rural Route Description*, must be shown to **two decimal places**. However, do not use the decimal point on the form. For example: A route 61.38 miles in length would be shown as 06138 on the form; 45.5 miles as 04550; 101.28 miles as 10128.

*Note:* All route adjustments (deletions and/or extensions) which are justified and requested shall be submitted at an appropriate date so such changes shall be effective prior to the start of the mail count.

**Columns 14–17.** Show the number of mailboxes on the route as of the last day of the count; 187 boxes would be shown as 0187. Count as a box temporarily vacant dwellings and places of business with or without a box erected which has not been vacant more than 90 days. But do not include abandoned boxes, permanently vacant buildings, or buildings under construction or dwellings and business receiving delivery solely through general delivery or a post office box. In resort areas, transient trailer parks, and transient mobile home parks, only the boxes being served during the mail count period shall be counted.

**Columns 18–20.** Show number of vehicle stops necessary to serve all boxes on the route. Where a group of boxes can be served without moving the vehicle, the stop will be counted as one stop.

**Columns 21–22.** Show the present salary step of the carrier. Step 7 should be entered as 07; step 10 should have a 1 in the first block, and a 0 in the second block.

**Column 23.** Place a 1 in this block if the route is currently classified as heavy duty or a 0 if it is a mileage route (see Form 1303).

**C. Before totaling** the entries for the days of the count period on the *Total* line, verify all figures transferred from Forms 4239 for each day and for each item.

**Columns 40–96.** Enter the totals for the two weeks on the *Total* line under each column. **Do not average these items.**

**Columns 59–63. (Important.)** Be sure to include only those boxholders cased and strapped out.

**Columns 97–99.** See instructions on form. *Other Suitable Allowances* will not be approved unless fully justified under *Remarks* on the reverse of form.

**D. Carrier's Daily Time Record**—Show the exact time (not the scheduled time) the carrier reported, left, returned, ended, and the actual lunchtime, if any, in minutes for each day of the count period. The column *Total Daily Time (Less Lunch)* must be totaled in hours and

minutes of the line *Total Hours and Minutes*; 38 hours, 47 minutes must be shown: 38:47.

**Columns 24–27.** Convert the hours and minutes to minutes by multiplying the hours by 60 and adding to this the minutes; 38 hours, 47 minutes would be shown as 2,327 (38 hours  $\times$  60 = 2,280, plus 47 minutes = 2,327).

**Columns 28–31.** Read instructions on form.

**Columns 32–34.** Actual time spent daily by the carrier waiting for mail and/or counting mail must be shown under the *Waiting and Counting Time* column, totaled in minutes for the week; 90 minutes would be shown as 090. Include only the time used by the carrier in counting mail.

**Columns 35–37.** Show the total weight in pounds (rounded to the nearest whole pound) of all classes including outside pieces transported to intermediate offices.

**Column 38.** Where a carrier normally and regularly withdraws his own mail from clerical distribution cases, sacks, hampers, or trays, enter the figure 1 on the *Total* line for that column. If an employee other than the carrier regularly withdraws mail and places it on the carrier's case, enter a zero on the *Total* line for that column.

**Column 39.** Where a carrier is required to deliver or collect pouch mail at intermediate offices, and does not receive a regular locked pouch allowance, enter the figure 1 on the *Total* line for this column. Otherwise, show a zero.

*Note:* If a carrier serves more than one intermediate office, show the total number of offices served daily in this column.

**E. Important:** Each box or square at the top of the form and on the *Total* line must be filled in with a number or a zero. Be sure the last digit of each number appears in the box farthest to the right in each column. Where you have a three-digit number such as 982, and there are five blank boxes on the *Total* line or elsewhere on the form, use zeros in the boxes in front of the 982. Thus, 982 would be shown as 00982 in such a case. Be sure to:

1. Enter numbers as far to the right of each column as possible.
2. Enter only one number in each box.

3. Beside the signatures, show the date the form was completed.

*Note:* Be sure to circle the day of the week the route was served by a substitute, including J and K days on heavy duty routes.

#### XI. REVIEW OF FORMS 4239 AND 4241

**A. Errors**—Each year errors are detected on Forms 4239 and 4241 which reflect careless preparation of the forms. These errors result in improper classification of rural carriers.

**Postmasters must review and double check all data recorded on these forms before submission to sectional centers.**

**B. Central Markup System**—At offices where Central Mark-up System is installed, be especially alert in reviewing Forms 4239 (Columns J & K) and 4241 (Columns 72-75, and 76-78) to assure that entries only reflect mark-up work actually performed by carriers. Continue to record Forms 3868 in column K.

**C. Use Care**—Remember the importance of the data submitted.

#### XII. SUBMISSION AND DISPOSITION OF FORMS 4241

##### A. Submit to Sectional Center Office

1. Mail the original and first carbon copy of Forms 4241 so they are received at the *Sectional Center* not later than October 3, 1975. Retain the second carbon copy.

2. In all cases where a *special count* coincides with the *annual count*, endorse Forms 4241 above the front upper margin of the form in bold red letters on all copies the following: **Special count, adjust. Effective not later than 10-25-75.**

3. After review, the first copy will be returned with needed corrections clearly marked. Compare it with your copy, make necessary corrections and promptly give one copy to the rural carrier and retain the other in your files.

##### B. Signature of Postmaster

In order not to delay the scheduled submission of Forms 4241 to the sectional center office any postmaster who will be absent on leave (annual,

sick, convention) will designate an employee to sign the forms for him in the event his office does not have an assistant postmaster or assistant to the postmaster authorized to act for him during his absence. See section 244.33, *Postal Service Manual*, for the format to be used when signing for the postmaster.

##### C. Sectional Center Offices

1. Review Forms 4241 and submit all forms to PDC by close of business October 10, 1975. Forward reviewed Forms 4241 daily to the PDC beginning October 1, 1975; forms should not be accumulated over several days—

2. Verify and separate Forms 4241 which represents *Special Counts* coincident with the *annual count* and forward to PDC in separate envelopes or packages clearly marked **Special count, adjust. Effective not later than 10-25-75.** THE SPECIAL FORMS 4241 SHOULD REACH THE PDC NOT LATER THAN OCTOBER 8, 1975.—*Delivery Services Department, 8-14-75.*

## HEALTH BENEFITS PROGRAM

The annual health benefits open season will be held from November 15 through November 30, 1975. During the open season an eligible employee not enrolled in a Federal health plan may register to be enrolled. An employee already enrolled may make changes in his/her registration. Additional open season information will be given in a later POSTAL BULLETIN.

### Requisitioning Forms

All installations are to make sure a sufficient supply of the following forms are on hand to take care of increased demand during the upcoming open season:

a. Standard Form 2809, *Health Benefits Registration Form.*

b. Standard Form 2809-A, *The Federal Employees Health Benefits Program.*

c. Standard Form 2810, *Notice of Change in Health Benefits Enrollment.*

d. BRI 41-210, *Information to Consider in Choosing a Health Plan.*

Supplies of the above forms should be requisitioned from area supply centers on Form 7380, *Requisition for Supplies*, during the installation's regular requisitioning period.

### Automatic Distribution of Brochures and Pamphlets

The supply centers expect to receive revised editions of certain health benefits brochures and pamphlets by the end of October 1975. When received, they will promptly make an automatic distribution of the following revised health benefits materials to all installations:

a. Pamphlet BRI 41-117, *Open Season Instructions.*

b. 1976 Brochures of the two Government-wide plans.

c. 1976 Brochures of employee organization plans.

d. BRI 41-212(2) (P.S.), 1976

*Federal Employee Biweekly Health Benefits Rates.*

The automatic distribution is expected to be completed to all installations in sufficient time for the open season. In the meantime, do not submit requisitions for the revised publications to the supply centers or the Civil Service Commission.

### Comprehensive Medical Plan Brochures

Each postal installation located in an area served by a comprehensive plan(s) must request a sufficient supply of the plan's brochures directly from the appropriate plan(s). Below is an updated list of comprehensive medical plans (alphabetically by state) with the name, address, and phone number of the person to contact for requesting brochures. This list replaces the one in a previous POSTAL BULLETIN. Retain this list for future use.

LIST OF COMPREHENSIVE PLANS PRESENTLY PARTICIPATING  
(Alphabetically by State)

Name of Plan	Brochure No.	Enrollment Code No.	Request for Brochures	Name of Plan	Brochure No.	Enrollment Code No.	Request for Brochures
<b>Arizona</b> Arizona Health Plan.	BRI 41-228	721 722	Mr. Clark Yaggy, Administrative Manager, Arizona Health Plan, McDowell-Ten Medical Bldg., 125 E. McDowell Road, Phoenix, Arizona 85006, Phone (602) 257-8800.	<b>Massachusetts</b> Harvard Community Health Plan.	BRI 41-196	681 682	William C. Clifford, Manager, Group Practice Marketing, Harvard Community Health Plan, Blue Cross and Blue Shield, 100 Summer Street—Third Floor, Boston, MA 02108, Phone (617) 956-3155.
<b>California</b> De Paulo Health Plan.	BRI 41-225	731 732	Mrs. Gail DePaulo, DePaulo Health Plan, Inc., 2444 Wilshire Blvd., Santa Monica, CA 90403, Phone (213) 828-5521.	<b>Michigan</b> Metro Health Plan.	BRI 41-113	521 522	Joseph Gennaro, Blue Cross and Blue Shield of Michigan, 28077 Greenfield, Suite 462, Southfield, MI 48075, Phone (313) 557-2324.
Family Health Program.	BRI 41-187	661 662	Henry Schultz, Director of Government Relations, Family Health Program, 2925 N. Palo Verde Ave., Long Beach, CA 90815, Phone (213) 429-2474.	<b>Minnesota</b> Group Health Plan—St. Paul.	BRI 41-43	531 532	James Erlanson, Director of Enrollment Promotion, Group Health Plan, 2500 Como Avenue, St. Paul, MN 55108, Phone (612) 648-9461.
Foundation for Medical Care (CA County Medical Societies).	BRI 41-29	861 862	Cal Rodway, Foundation for Medical Care, 540 E. Market Street, Stockton, CA 95201, Phone (209) 948-0312.	<b>New Mexico</b> Lovelace-Bataan Health Program.	BRI 44-224	741 742	Mrs. Kris Mathieson, Lovelace-Bataan Health Program, 3400 Gibson Blvd., SE, Albuquerque, NM 87108, Phone (505) 842-7883.
Kaiser Foundation Health Plan, SO. CA. Region.	BRI 41-28	621 622	Don Sherwood, Kaiser Foundation Health Plan, Inc., Southern California Region, 1515 North Vermont, Room 703 Los Angeles, CA 90027, Phone (213) 667-8894.	<b>New York</b> GHI Family Doctor Plan.	BRI 41-40	801 802	Mr. Walter Perry, Public Relations, GHI Building, 326 West 42nd Street, New York, NY 10036, Phone (212) 760-6529.
Kaiser Foundation Health Plan, NO. CA. Region.	BRI 41-31	591 592	Mrs. Susan Rish, Kaiser Foundation Health Plan, Inc., Northern California Region, P.O. Box 12916, Oakland, CA 94604, Phone (415) 645-6306.	Health Insurance Plan (H.I.P.).	BRI 41-27	511 512	Daniel Kennedy, Assistant to the President, Health Insurance Plan of Greater New York, 623 Madison Avenue, New York, NY 10022, Phone (212) 754-1144.
Ross-Loos Medical Group.	BRI 41-54	611 612	Lou Wolf, Ross-Loos Medical Center, 1711 W. Temple Street, Los Angeles, CA 90026, Phone (213) 413-1313, X 575.	<b>Ohio</b> Kaiser Community Health Foundation Plan.	BRI 41-173	641 642	Mr. Clifford Crosby, Kaiser Community Health Foundation, General Stores, Purchasing Department, 3510 Chester Avenue, Cleveland, OH 44114, Phone (216) 621-5600.
<b>Colorado</b> Kaiser Foundation Health Plan of Colorado.	BRI 41-188	651 652	Mr. James G. Strms, Group Enrollment Coordinator, Kaiser Foundation Health Plan of Colorado, 2525 West Alameda Avenue, Denver, CO 80033, Phone (303) 936-3141.	<b>Oregon</b> Kaiser Foundation Health Plan of Oregon.	BRI 41-33	571 572	Mr. Arthur A. Amato, Kaiser Foundation Health Plan, 1500 SW. First Avenue, 11th Floor, Portland, OR 97201, Phone (503) 224-3400, X 433.
<b>Connecticut</b> Community Health Care Center Plan, Inc.	BRI 41-211	711 712	Mrs. Ruth Greenberg, Director of Enrollment, Community Health Center Plan, 150 Sargent Drive, New Haven, CT 06511, Phone (203) 787-3141.	National Hospital Assoc. Plan.	BRI 41-53	941 942	Edward McKean, Vice President, National Hospital Assoc., Far-west Assurance Bldg., 812 SW. Washington Street, Portland, OR 97205, Phone (503) 224-7740.
<b>District of Columbia</b> Group Health Association.	BRI 41-41	501 502 504 505	Mr. Grimes, Cherokee Enterprises, 440 Swann Avenue, Alexandria, VA 22202, Phone (703) 549-0300.	<b>Rhode Island</b> RIGHA Health Plan.	BRI 41-209	701 702	Mr. George Stallard, Director of Enrollment, RIGHA, 210 High Service Avenue, No. Providence, R.I. 02904, Phone (401) 353-4700.
University Affiliated Health Plans, Inc.	BRI 41-229	771 772	Mr. Ralph Gallo, University Affiliated Health Plans, Inc., 5125 MacArthur Blvd., NW, Washington, D.C. 20016, Phone (202) 626-2298.	<b>Washington</b> Group Health Cooperative Plan—Puget Sound.	BRI 41-52	541 542	Mr. John Rock, Group Enrollment Division, Group Health Cooperative of Puget Sound, 200—15th Avenue East, Seattle, WA 98112, Phone (206) 628-6016.
<b>Hawaii</b> Hawaii Medical Service Association.	BRI 41-44	871 872	Arnold M. Nishi, HMSA Marketing, 1504 Kapiolani Blvd., Honolulu, HI 96808, Phone (808) 944-2110.	Washington Physicians Service.	BRI 41-36	831 832	Mr. Jim Goodman, Accounting Manager, Washington Physicians Service, 220 West Harrison Street, Seattle, WA 98119, Phone (206) 281-3431.
Kaiser Foundation Health Plan.	BRI 41-34	631 632	Mrs. Sarah Mitsuyuki, Kaiser Foundation Health Plan, Inc., 1697 Ala Moana, Honolulu, HI 96815, Phone (808) 949-5811, X 103.	<b>Western Clinic</b> Plan.	BRI 41-46	561 562	L. G. DeBolt, Business Manager, Western Clinic Plan, 521 South K Street, Tacoma, WA 98405, Phone (206) MA7-9151.
<b>Idaho</b> Medical Service Bureau Plan (No. Idaho Dist.).	BRI 41-47	811 812	John Beck, Account Manager, North Idaho District Medical Service Bureau, Inc., P.O. Box 1106, Lewiston, ID 83501, Phone (208) 746-2671, X 32.	<b>Wisconsin</b> Compens Health Plan.	BRI 41-204	601 602	Robert Brownlee, FEP Accounts Executive, Blue Cross of Wisconsin, 4115 N. Teutonia Avenue, Milwaukee, WI 53201, Phone (414) 871-9100.
<b>Illinois</b> Michael Reese Health Plan.	BRI 41-226	751 752	James Koehlinger, Comptroller's Office, 3055 So. Cottage Grove Ave., Chicago, IL 60616, Phone (312) 791-2848.	<b>Puerto Rico</b> 888 Plan (Puerto Rico).	BRI 41-114	891 892	Mr. Jaime Veray, Manager, Service to Subscribers Dept., Correo General, San Juan, PR 00986, Phone (809) 764-0363.
Union Health Service.	BRI 41-227	761 762	Mr. Brendan J. Stewart, Executive Director, Union Health Service, Inc., 1634 W. Polk Street, Chicago IL 60612, Phone (312) 829-4224.				
<b>Maryland</b> Columbia Medical Plan.	BRI 41-189	671 672	James Stumpf, Administrative Supervisor, Columbia Medical Plan, 5999 Harpers Farm Road, Columbia, MD 21044, Phone (301) 977-8500.				

**CHANGE IN CONVERSION RATE FOR MONEY ORDERS DRAWN PAYABLE IN CANADA**

Effective immediately, the rate for money orders issued for payment in Canada will be \$.97 U.S. dollar equals \$1.00 Canadian dollar. Insert this change in section 171.22c, POSTAL SERVICE MANUAL.

Rate: U.S. dollar equals \$1.03 Canadian money—Table from 1 cent to \$300

U.S. cents	Canadian cents	U.S. cents	Canadian cents	U.S. dollars	Canadian dollars	U.S. dollars	Canadian dollars
1	1	51	53	1. 00	1. 03	51. 00	52. 58
2	2	52	54	2. 00	2. 06	52. 00	53. 61
3	3	53	55	3. 00	3. 09	53. 00	54. 64
4	4	54	56	4. 00	4. 12	54. 00	55. 67
5	5	55	57	5. 00	5. 15	55. 00	56. 70
6	6	56	58	6. 00	6. 19	56. 00	57. 73
7	7	57	59	7. 00	7. 22	57. 00	58. 76
8	8	58	60	8. 00	8. 25	58. 00	59. 79
9	9	59	61	9. 00	9. 28	59. 00	60. 82
10	10	60	62	10. 00	10. 31	60. 00	61. 86
11	11	61	63	11. 00	11. 34	61. 00	62. 89
12	12	62	64	12. 00	12. 37	62. 00	63. 92
13	13	63	65	13. 00	13. 40	63. 00	64. 95
14	14	64	66	14. 00	14. 43	64. 00	65. 98
15	15	65	67	15. 00	15. 46	65. 00	67. 01
16	16	66	68	16. 00	16. 49	66. 00	68. 04
17	18	67	69	17. 00	17. 53	67. 00	69. 07
18	19	68	70	18. 00	18. 56	68. 00	70. 10
19	20	69	71	19. 00	19. 59	69. 00	71. 13
20	21	70	72	20. 00	20. 62	70. 00	72. 16
21	22	71	73	21. 00	21. 65	71. 00	73. 20
22	23	72	74	22. 00	22. 68	72. 00	74. 23
23	24	73	75	23. 00	23. 71	73. 00	75. 26
24	25	74	76	24. 00	24. 74	74. 00	76. 29
25	26	75	77	25. 00	25. 77	75. 00	77. 32
26	27	76	78	26. 00	26. 80	76. 00	78. 35
27	28	77	79	27. 00	27. 84	77. 00	79. 38
28	29	78	80	28. 00	28. 87	78. 00	80. 41
29	30	79	81	29. 00	29. 90	79. 00	81. 44
30	31	80	82	30. 00	30. 93	80. 00	82. 47
31	32	81	84	31. 00	31. 96	81. 00	83. 51
32	33	82	85	32. 00	32. 99	82. 00	84. 54
33	34	83	86	33. 00	34. 02	83. 00	85. 57
34	35	84	87	34. 00	35. 05	84. 00	86. 60
35	36	85	88	35. 00	36. 08	85. 00	87. 63
36	37	86	89	36. 00	37. 11	86. 00	88. 66
37	38	87	90	37. 00	38. 14	87. 00	89. 69
38	39	88	91	38. 00	39. 18	88. 00	90. 72
39	40	89	92	39. 00	40. 21	89. 00	91. 75
40	41	90	93	40. 00	41. 24	90. 00	92. 78
41	42	91	94	41. 00	42. 27	91. 00	93. 81
42	43	92	95	42. 00	43. 30	92. 00	94. 85
43	44	93	96	43. 00	44. 33	93. 00	95. 88
44	45	94	97	44. 00	45. 36	94. 00	96. 91
45	46	95	98	45. 00	46. 39	95. 00	97. 94
46	47	96	99	46. 00	47. 42	96. 00	98. 97
47	48	97	1. 00	47. 00	48. 45	97. 00	100. 00
48	49	98	1. 01	48. 00	49. 48	98. 00	101. 03
49	51	99	1. 02	49. 00	50. 52	99. 00	102. 06
50	52			50. 00	51. 55	100. 00	103. 09
						200. 00	206. 19
						300. 00	309. 28

## City Tax Withholding— Denver, CO

Effective with Pay Period 19-75 (August 30-September 12), the San Bruno Postal Data Center will *automatically* begin withholding the Denver Occupation Privilege Tax for postal employees earning \$125 or more per pay period and working within Denver City Corporate Limits. The tax will not be withheld or apply to employees working at the Main Post Office, 18th and Stout, and the South Denver Station, 225 S. Broadway. As Federal enclaves (land over which the Federal Government has exclusive jurisdiction), these two locations are exempt from taxation.

The Occupation Privilege Tax rate will be assessed at \$1.00 per pay period. The rate of withholding is based on the normal tax rate for the city; however, employees have the option to file *Special Withholding Certificate*, Form 4, which provides an exemption to the tax. Instructions for completing Form 4 were published in POSTAL BULLETIN 21043, 6-19-75.

Do nothing if you are subject to the normal tax rate. The postal data center will automatically make the proper payroll deduction. Your *Earnings and Deductions Statement* will show the amount of city tax withheld under the block entitled *Em-Rent-Trans*. When data designated for this block appears in conjunction with city tax data, the city tax will be shown on the second line.—*Finance Dept.*, 8-14-75.

## Improper Handling of Bundled Mail Bearing Pressure Sensitive Labels

Customer complaints are being received at Headquarters of improper handling and delivery of bundled mail bearing pressure sensitive package labels. A number of presort mailers report that direct bundles with USPS red label *D* affixed (i.e., direct for 5-digit ZIP Code area) are being incorrectly identified as *firm* directs.

Remedial action must be taken to insure that all mail processing employees recognize and understand the distinction between the *D* (city/five-digit direct) and the *F* (firm direct) type of pressure sensitive label. In addition, Poster 187, *Labeling Packages of Mail*, April 1974, should be prominently displayed.—*Logistics Dept.*, 8-14-75.

## Wanted Circulars Canceled

The following postal offenders have been apprehended:

**Charles Edward Moody**  
**Edwin Milton Ward**

Destroy the wanted circulars issued 3-20-75 and 7-23-75, respectively, concerning them.—*Inspection Service*, 8-14-75.

## Four-Position Commemorative Stamps

### Automatic Distribution

All post offices which currently receive full-carton lots of new issue commemorative stamps direct from the Bureau of Engraving and Printing will be furnished four-position stock on the next automatic distribution of a new issue commemorative stamp. Four-position stock is defined as having the same plate number appearing in the upper right, upper left, lower right, and lower left corner on four separate sheets of stamps. Collecting four positions of plate numbers is a method of saving stamps by philatelists.

The Office of Stamps has directed the Bureau of Engraving and Printing to furnish the four-position stock in order to permit postmasters and sales personnel to better serve the philatelic community and to increase sales. Operational evaluations are being conducted to determine the feasibility of broadening this program further and shipping four-position stock to any post office that receives a minimum of 20,000 50-subject stamps direct from the Bureau of Engraving and Printing.

Postmasters and stamp distribution personnel shall distribute the stock to associate post offices, stations, and branches in such a manner as to assure the availability of four-position stock at all appropriate retail outlets. When necessary, sheets of new commemoratives and special issues should be withdrawn from each of the four positions for the purpose of filling postmasters' orders for less-than-bulk lots of stamps.

It is recommended that postmasters post notice of the availability of four-position stock at lobby windows where it is provided and notify local stamp clubs.—*Office of Stamps*, 8-14-75.

## Second-Class Publications

An experimental program is underway at a selected post office which is testing the advisability of using the detached card form of address on second-class publications.

It has come to our attention that some post offices without authority to do so, have been accepting second-class publications for some time using the detached address label technique.

Other than in the specific test office where such an experiment is in progress, no post offices are authorized to accept such mailings. Postmasters will take immediate steps to discontinue this practice unless specifically authorized by the Director, Office of Mail Classification.—*Rates & Classification Dept.*, 8-14-75.

## Oklahoma State Tax

POSTAL BULLETIN 21048, 7-24-75, notified employees of a change in tax withholding for the Oklahoma State Tax effective Pay Period 17-75 (August 2-15). The effective date for the change is rescinded pending determination of computer formula to be used.—*Finance Dept.* 8-14-75.

## New Lobby Posters

During August, offices will be sent three lobby posters announcing new commemorative stamp issues.

—Poster 356, *World Peace through Law*, will be sent during the week of August 17; it should be displayed for four weeks and removed September 15.

—Poster 357, *International Women's Year*, will be sent during week of August 24; it should be removed September 22.

—Poster 358, *U.S. Postal Service*, will be sent during week of August 31; it should be removed September 29.

During the week of August 17, a 17- by 22-inch poster will be sent by American Revolution Bicentennial Administration (ARBA) directly to offices with 950 revenue units and above and their classified facilities. These posters advertise a single bicentennial medal. This product is available *only* from ARBA and *only* by mail order. Refer all customer inquiries about this product to the address at the bottom of the ARBA poster. ARBA posters should be displayed on a space-availability basis and removed September 30, 1975.—*Customer Services Dept.*, 8-14-75.

## POST OFFICE CHANGES NO. 6

(Supplemental to 1975-76 Directory of Post Offices, Publication 28—not yet published.)

Abbreviations: B=Branch. C=City Delivery. Conv.=Converted. CPO=Community Post Office. Dis.=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
CA	Seaside	Monterey	North Seal Beach	S	90740	Delete	7- 1-75	}S disc. }Amends PB 21049, 7-31-75. <sup>1</sup>
CA	(Mail to Seal Beach)	Orange	do		90740		7- 1-75	
DE	Cannon	Sussex			19935	Delete	9-12-75	}P.O. disc.
DE	(Mail to Bridgeville)	do			19933		9-13-75	
KY	Lamont	Perry			41755	Delete	9- 5-75	}P.O. disc.
KY	(Mail to Hazard)	do			41701		9- 6-75	
KY	Wilbur	Lawrence			41270	Delete	9- 5-75	}P.O. disc.
KY	(Mail to Blaine)	do			41124		9- 6-75	
MT	Suffolk	Fergus			95481	Delete	9-12-75	}P.O. disc.
MT	(Mail to Hilger)	do			95451		9-13-75	
NJ	Jackson	Ocean	Cassville Station	Sx	08527	Add	7- 1-74	Sx estab.
NY	New York	New York	APO 09170	B	09170	Change	8- 6-75	}MR from A-B <sup>1</sup> -F to CDN. }MR from B-C to B <sup>1</sup> -C.
NY	New York	New York	APO 09241	B	09241	Change	8- 6-75	
VT	Royalton	Windsor			05063	Delete	7-31-75	}Amends PB 21049 to correct eff. date.
VT	(Mail to South Royalton)	do			05058		8- 1-75	

<sup>1</sup> Mail for North Seal Beach will be forwarded to Seal Beach for handling.

—Customer Services Dept., 8-14-75.

## Warning Notice—Unrecovered Stolen Canadian Money Order Forms

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

The following money orders are void and should not be cashed: (1) All card type orders. (2) New style orders 000,000,001—099,999,999. Advise holders to send them to Canada Post Office, Ottawa, Canada, KIA 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	155,857,068 to 155,857,200	178,155,401 to 178,155,500
104,911,301 to 104,911,500	156,129,112 to 156,129,200	178,514,939 to 178,515,100
106,023,259 to 106,023,300	157,287,547 to 157,287,600	178,759,158 to 178,759,197
106,550,419 to 106,550,500	157,401,111 to 157,401,136	179,838,411 to 179,838,600
120,742,680 to 120,742,800	157,554,201 to 157,554,300	180,446,855 to 180,446,866
128,201,700 to 128,202,100	158,014,440 to 158,014,500	182,975,501 to 182,976,200
129,360,793 to 129,360,800	158,109,070 to 158,109,100	183,457,601 to 183,458,300
131,316,241 to 131,316,500	158,767,040 to 158,767,300	183,769,412 to 183,769,500
131,462,524 to 131,462,540	159,474,549 to 159,474,900	185,028,741 to 185,028,800
132,338,160 to 132,338,300	159,564,346 to 159,564,400	186,446,001 to 186,446,500
134,519,591 to 134,519,600	160,193,201 to 160,193,300	186,820,405 to 186,820,900
134,928,645 to 134,928,700	160,507,331 to 160,507,400	186,836,001 to 186,836,100
135,878,662 to 135,878,700	160,606,501 to 160,606,900	188,460,651 to 188,460,700
137,328,801 to 137,329,300	160,919,925 to 160,920,000	188,669,520 to 188,670,000
139,732,942 to 139,733,000	160,921,817 to 160,921,900	189,117,971 to 189,118,000
141,568,001 to 141,568,800	161,799,901 to 161,800,000	189,205,701 to 189,205,800
141,631,601 to 141,631,700	161,981,006 to 161,981,900	189,217,169 to 189,217,400
141,655,112 to 141,655,500	162,015,701 to 162,015,800	189,278,454 to 189,278,464
141,980,101 to 141,980,300	162,314,201 to 162,314,700	189,357,868 to 189,357,878
143,979,583 to 143,979,650	162,600,001 to 162,600,200	190,053,526 to 190,054,000
143,991,521 to 143,991,580	163,420,501 to 163,420,800	192,066,771 to 192,066,774
145,573,801 to 145,574,800	163,573,201 to 163,573,900	192,099,601 to 192,099,800
145,690,901 to 145,691,000	165,349,901 to 165,350,200	196,116,101 to 196,116,600
145,787,864 to 145,787,900	165,618,226 to 165,618,300	198,036,801 to 198,036,900
145,856,825 to 145,856,884	166,278,201 to 166,278,500	199,662,562 to 199,662,600
146,232,640 to 146,232,700	166,951,587 to 166,951,700	199,843,031 to 199,843,050
147,043,701 to 147,043,900	170,477,105 to 170,477,200	200,467,313 to 200,467,500
149,007,901 to 149,008,000	171,471,801 to 171,472,100	201,328,601 to 201,329,300
149,744,083 to 149,744,100	171,815,673 to 171,816,000	201,829,536 to 201,829,546
149,877,756 to 149,878,100	173,562,701 to 173,563,700	201,963,699 to 201,963,800
150,616,137 to 150,616,200	173,890,301 to 173,890,500	201,980,250 to 201,980,299
150,679,320 to 150,679,500	174,317,402 to 174,317,500	202,545,957 to 202,546,000
153,209,301 to 153,210,300	175,434,677 to 175,434,900	207,734,201 to 207,737,000
153,757,563 to 153,757,700	176,226,349 to 176,226,700	209,190,001 to 209,195,000
155,654,809 to 155,655,300	176,780,901 to 176,781,200	

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

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

B. New Style. The actual serial numbers consist only of the first 10 digits. Destroy the PB 21050 article.

1616545152	to	1616545999	1755637630	to	1755637699	1843893024	to	1843893099
1625466141	to	1625466199	1755641153	to	1755641299	1845418841	to	1845418999
1628292249	to	1628292299	1755670748	to	1755670899	1848808124	to	1848808199
1636675839	to	1636675899	1756102623	to	1756102699	1849150336	to	1849150399
1636676082	to	1636676999	1756102798	to	1756103399	1849316300	to	1849316399
1647728874	to	1647728999	1766089832	to	1766089999	1849999626	to	1849999800
1655512943	to	1655512999	1767029971	to	1767029999	1851665361	to	1851665399
1657057000	to	1657057999	1770820657	to	1770820699	1851762800	to	1851762899
1658213130	to	1658213199	1773192976	to	1773192999	1852668054	to	1852668199
1659321800	to	1659321999	1775605200	to	1775605299	1854063472	to	1854063499
1676765079	to	1676765299	1775717226	to	1775717299	1854778755	to	1854778778
1679044095	to	1679044299	1775877925	to	1775877949	1855182904	to	1855182999
1688304300	to	1688304999	1780920242	to	1780920299	1856967900	to	1856967999
1689773900	to	1689774199	1781575500	to	1781575699	1860214162	to	1860214199
1691674300	to	1691674999	1784370351	to	1784370399	1860628031	to	1860628059
1691794372	to	1691794399	1786239725	to	1786239749	1863733724	to	1863733999
1693870781	to	1693870999	1786303239	to	1786303299	1864630328	to	1864630499
1693813192	to	1693813699	1788311095	to	1788311199	1866532500	to	1866532599
1696499809	to	1696499999	1788375300	to	1788375399	1868034851	to	1868034899
1697247319	to	1697247399	1789072832	to	1789072999	1868224475	to	1868224499
1697615000	to	1697615099	1792670881	to	1792670899	1868603500	to	1868604199
1697615104	to	1697615499	1794039620	to	1794039699	1873655276	to	1873655399
1698585200	to	1698585599	1795689971	to	1795689999	1875828852	to	1875829299
1698628679	to	1698628999	1795816029	to	1795816099	1880328380	to	1880328399
1704066275	to	1704066299	1796046813	to	1796047099	1890470837	to	1890470899
1706357000	to	1706357099	1797037653	to	1797037699	1890779510	to	1890779599
1707113104	to	1707113199	1799339500	to	1799339699	1892707100	to	1892707299
1708413955	to	1708513999	1800923292	to	1800923399	1893327400	to	1893327499
1709307544	to	1709307558	1802597227	to	1802597299	1893660200	to	1893660299
1709747764	to	1709747792	1804724945	to	1804724999	1895568000	to	1895568499
1715496500	to	1715496599	1806421300	to	1806421499	1896017500	to	1896017699
1715610019	to	1715610099	1806486400	to	1806486499	1896113800	to	1896113899
1718763700	to	1718764099	1807996946	to	1807996999	1901049379	to	1901049499
1719079464	to	1719079499	1808108449	to	1808108497	1901372592	to	1901372699
1720526959	to	1720526999	1808257640	to	1808257653	1903632600	to	1903632699
1724036300	to	1724036399	1809829773	to	1809829999	1907244212	to	1907244299
1726939700	to	1726939799	1813318858	to	1813318899	1911918635	to	1911918799
1730124285	to	1730124299	1813957442	to	1813957999	1911939000	to	1911939299
1730690720	to	1730690999	1818265752	to	1818265799	1913077598	to	1913077999
1733566721	to	1733566799	1818290300	to	1818290699	1914787700	to	1914787999
1733805887	to	1733805999	1818314461	to	1818314499	1916448498	to	1916448599
1734819630	to	1734819699	1818346000	to	1818346299	1916932939	to	1916932999
1737500291	to	1737500299	1819144840	to	1819144999	1917899900	to	1917900299
1737817900	to	1737818399	1819197396	to	1819197499	1918915646	to	1918915699
1739545236	to	1739545299	1822780721	to	1822780799	1920282400	to	1920282497
1739605125	to	1739605699	1824739233	to	1824739257	1920365000	to	1920365199
1739661165	to	1739661299	1825539600	to	1825539699	1937698700	to	1937698728
1740484785	to	1740484799	1825975818	to	1825975999	1937773334	to	1937773399
1742213200	to	1742214999	1827806700	to	1827806799	1938175400	to	1938175499
1744356292	to	1744356999	1827838800	to	1827838999	1940535900	to	1940535999
1744905503	to	1744905999	1829494387	to	1829494399	1942580000	to	1942580299
1747527584	to	1747527599	1830327000	to	1830327199	1945197600	to	1945198099
1748460149	to	1748460299	1830774967	to	1830774999	1953225400	to	1953225699
1751526303	to	1751526318	1836169142	to	1836169199	1956726600	to	1956726799
1751781300	to	1751781399	1838226129	to	1838226799	1959615000	to	1959615399
1752339179	to	1752339199	1842507200	to	1842507299	1960654800	to	1960654849
1752507510	to	1752507599	1843812500	to	1843812599	8005023000	to	8005023999
1754429200	to	1754429299	1843883400	to	1843883499	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**

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### Discontinuance of Form 13

For reasons of economy, the well-known *Buck Slip*, Form 13, *Routing Slip*, is no longer available at supply centers. Do not requisition Form 13 as stocks at supply centers are exhausted and reprourement is not planned. Local printing of Form 13 is not authorized.—*Procurement & Supply Dept.*, 8-14-75.

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### Money Orders to Great Britain

Effective immediately, money orders issued to Great Britain and its intermediaries must not be in excess of \$100.00. British intermediary countries are identified in the *POSTAL SERVICE MANUAL* under section 171.219.—*Finance Dept.*, 8-14-75.

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### International Inaugural Service

The incorrect ZIP Code was given for Newark, NJ City Post Office in *POSTAL BULLETIN* 21050, 8-7-75. Instead of 07001 the correct ZIP is **07102**.—*Logistics Dept.*, 8-14-75.

### Special Fourth-Class Rate

In accordance with the provisions of section 135.214a, *POSTAL SERVICE MANUAL*, books mailed at the special fourth-class postage rate may not contain advertisements other than incidental announcements of books.

Books containing other forms of advertising are being accepted at the special fourth-class rate in error. Specifically, some paperback books contain advertising pages, often in the center of the volumes. These have erroneously been presented for mailing at the special fourth-class rates. Periodic checks should be made of parcels to assure that only books which qualify for the special fourth-class rate are being mailed at that rate. Additional postage at the applicable third- or fourth-class rate must be collected on books which do not qualify for the special fourth-class rate.—*Rates & Classification Dept.*, 8-14-75.

### Misdirected Mail With Incorrect ZIP Codes

Repeated mishandling of improperly ZIP Coded or misdirected mail continues to be a problem.

Post offices receiving first-class and other mail of obvious value intended for another post office should correct the ZIP Code, when practicable, and endorse the mail on the address side *Correct Address Supplied by Post Office at \_\_\_\_\_*. Place a postmark following or below the endorsement (159.172, PSM).

Post offices receiving mail incorrectly ZIP Coded for addresses within their office should cross out the ZIP Code.

Supervisors should bring these instructions to the attention of their employees to avoid unnecessary re-handling of mail.—*Logistics Department*, 8-14-75.

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### YOUR CREDIT UNION

Your best bet for higher interest on savings and a good source of low-cost financing. Join and support your local credit union. If you do not have one locally, you can join the one at headquarters. Write: USPSFCU, Box 23650, Washington, DC 20024.