



# postal bulletin

Directives Control Division, Washington, DC 20260

PB 21059—Sept. 25, 1975—24 Pages

## 10-Cent Christmas Postage Stamps

Two non-denominated Christmas postage stamps having a selling value of 10-cents each will be first placed on sale at Washington, DC 20013 on October 14, 1975. These stamps are intended for *Domestic Use*.

**DO NOT SELL BEFORE OCTOBER 15, 1975**



Size: 0.84 x 1.44 inches.

Issued in Sheets of 50.

Colors: Beige, yellow, red, green, brown, and black.

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

Initial printing: 1 billion.

Designer: Stevan Dohanos.



Size: 0.84 x 1.44 inches.

Issued in Sheets of 50.

Colors: Yellow, red, blue, brown, and black.

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

Initial printing: 1 billion.

Designer: Bradbury Thompson.

**Collectors.** Request first-day cancellations from: Christmas Stamps, Postmaster, Washington, DC 20013 (see PSM, section 257.2). Requests for first-day cancellations will be honored through October 31, 1975. Selected mint stamps will be available at the Philatelic Sales Division, Washington, DC 20265, beginning October 14, 1975.

The Christmas stamps will be sold at post offices only to persons who specifically request them. At such time as it appears that as a result of this practice you may have an excess of Christmas stamps, the stamps may be placed on general sale, withholding other 10-cent denomination sheet postage stamps unless specifically requested.

**Supply.** All post offices will receive an initial supply of each stamp under the automatic distribution system. **The quantity to be automatically supplied each post office will be approximately 10 times the amount (five times for Ghirlandaio, Item 510, and five times for Prang, Item 511) that is being furnished in the automatic distribution of a 50-subject commemorative postage stamp.** In order to assure the availability of stock at all post offices by October 15, the initial shipments of **items 510 and 511** will be the same as furnished on a regular commemorative issue. The subsequent shipments will equal approximately four times the initial shipment of each stamp.

(Continued on p. 3)

## State Tax Withholding Changes

The State of Colorado has revised its state income tax withholding requirements. The withholding changes were effective Pay Period 19-75. The change was reflected on affected postal employees' salary checks dated September 19, 1975.—*Finance Dept., 9-25-75.*

### CONTENTS

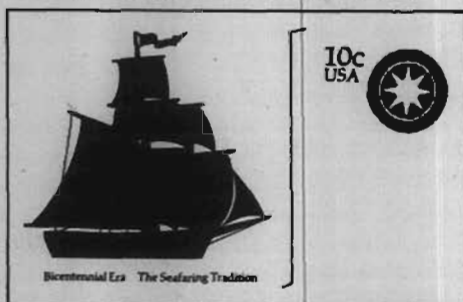
Page Col.

|  |    |   |
|--|----|---|
| 10-Cent Christmas Postage Stamps                             | 1  | 1 |
| 10-Cent Seafaring Tradition Commemorative Stamped Envelope   | 2  | 1 |
| Annual Count of Mail on Rural Routes                         | 10 | 2 |
| Annual Inspection of Rural Routes                            | 12 | 1 |
| Availability of Form 13                                      | 17 | 3 |
| Availability of MS-56  | 10 | 1 |
| Availability of S-33   | 12 | 3 |
| Changes for the New Chart of Accounts                        | 6  | 1 |
| Christmas Mail Early Schedule                                | 2  | 3 |
| Compliance with Privacy Act                                  | 10 | 3 |
| Contingency Planning in the Event of Natural Gas Shortages   | 2  | 3 |
| Discontinuance of Customer Complaint Analysis Program        | 13 | 1 |
| Discontinuance of Form 2397                                  | 12 | 2 |
| Domestic First-Class Mail Upgrade                            | 17 | 2 |
| Domestic Orders  | 19 | 2 |
| EEO Program for Progress Report                              | 18 | 1 |
| Form 4056-A  | 18 | 3 |
| Inauguration of Service—AM-141                               | 17 | 3 |
| Merging First-Class Mail and Airmail                         | 19 | 1 |
| Money Orders—U.S.  | 23 | 1 |
| National ZIP Code Directory                                  | 11 | 3 |
| Official Mail  | 2  | 3 |
| Personal Property Code Numbers                               | 13 | 1 |
| Personal Property System                                     | 12 | 1 |
| Post Office Changes No. 9                                    | 21 | 1 |
| Property Code Numbers  | 13 | 3 |
| Quarterly Inventory Reports for Retail & Philatelic Products | 4  | 1 |
| Real Estate and Building Contracting                         | 19 | 3 |
| Reimbursement Rates—Drive-out Agreements                     | 18 | 3 |
| Revised Lock Pouch Allowance for Rural Carriers              | 3  | 3 |
| Special Cancellations  | 17 | 3 |
| State Tax for Iowa and Oklahoma                              | 19 | 2 |
| State Tax Withholding Changes                                | 1  | 3 |
| Supply Catalog Changes                                       | 12 | 2 |
| Uniform Allowance Program                                    | 14 | 1 |
| Uniform Contract Extended                                    | 13 | 3 |
| Vehicle Accounting System                                    | 11 | 1 |

## 10-Cent Seafaring Tradition Commemorative Embossed Stamped Envelope

**Description.** The 10-cent Seafaring Tradition commemorative embossed stamped envelope will be first placed on sale at Minneapolis, Minnesota, on October 13, 1975. This is the first in a series of Bicentennial Era envelopes which honors the seafaring tradition with a compass rose forming the indicia. The series incorporates a new format for envelopes, carrying a silhouette in the lower left corner which complements the subject of the indicia. Depicting the occupations of the common man which formed the basis of American economy, future subjects will include farming, home-making, craftsmanship, and medicine.

**Do Not Sell Before Oct. 14, 1975**



The envelope will be available in sizes 6¾ and 10 regular and can be ordered through post offices with printed return addresses in minimum lots of 500 at the same prices currently charged for printed stamped envelopes.

**Collectors.** Request first-day cancellations from: Seafaring Tradition, Postmaster, Minneapolis, MN 55401, plainly indicating full name and address, including ZIP Code, with remittance to cover the cost, which is 12 cents per envelope. Both sizes of regular envelopes will be serviced, but unless size 10 is stipulated in the request, the cancellation will be on a size 6¾. Requests must be post-marked no later than October 13, 1975.

For the benefit of collectors, the 10-cent Seafaring Tradition commemorative embossed stamped envelope will be available at the Philatelic Sales Division, Washington, DC 20265 beginning October 14, 1975. The envelope will be available in sets of 2, one each size 6¾ and 10 regular at 24 cents per set, or minimum box lots of 500 plus postage and handling charges. The minimum handling charge is 50 cents. The box

lot prices for 500 plain Seafaring Tradition embossed stamped envelopes are as follows:

6¾ regular—\$53.55.  
10 regular—\$54.20.

**Requisitioning.** All post offices may submit requisitions for the 10-cent Seafaring Tradition commemorative embossed stamped envelope to the U.S. Stamped Envelope Agency, Williamsburg, PA 16693. *Orders will be filled as fast as manufacturing and distribution facilities permit.*

**Plain Envelopes.** Requisition for the plain Seafaring Tradition commemorative embossed stamped envelopes shall be submitted immediately in accordance with the following schedule using Form 3205, *Requisition for Plain Stamped Envelopes:*

| Size No. | Item No. | Quantities Available  |
|----------|----------|---|
| 6¾       | 661      | Order in lots of 500 to 5,000 and thereafter in multiples of 5,000. |
| 10       | 161      | Order in lots of 500 to 2,500 and thereafter in multiples of 2,500. |

**Printed Envelopes.** Postmasters may, until *November 15, 1975*, accept customers' requests for sizes 6¾ and 10 regular Seafaring Tradition embossed stamped envelopes with printed return addresses. Orders must be for minimum lots of 500 envelopes using the special item numbers assigned above and shall be sold at the prices currently charged for sizes 6¾ and 10 regular printed embossed stamped envelopes. Allow the usual 6 weeks for delivery. However, requests for printed embossed stamped envelopes will not be dispatched from the U.S. Stamped Envelope Agency, Williamsburg, PA prior to October 13, 1975.

**Postmasters** are urged to requisition a supply of the new Compass Rose design embossed stamped envelopes as these envelopes may be of interest to boating and sailing enthusiasts as well as collectors. Postmasters should also be certain that all window clerks are aware that the new Seafaring Tradition envelope is available for sale in both sizes 6¾ and 10 regular (without windows) and with printed return addresses. —*Office of Stamps, 9-25-75.*

## Contingency Planning in the Event of Natural Gas Shortages

**Energy Action No. R-75-302**

There is a distinct possibility of a natural gas shortage this winter. Suppliers may have to curtail service to some of their interruptible customers—including Postal Service.

As part of your planning for the heating season, review section 752, *Fuel Shortages*, in *Maintennace Handbook MS-49, Energy Conservation and Maintenance Contingency Planning in Large Postal Facilities*, or MS-50, *Energy Conservation and Maintenance Contingency Planning in Small Postal Facilities*.

Since it is expected that facilities with interruptible service contracts will be the first gas customers to be affected by shortages, contingency planning must be reviewed and updated. Management should approve contingency plans by October 17, 1975, and assume that all requirements of Handbook MS-49 or MS-50 are met at each facility—not only to conserve energy but to **save dollars.**—*Real Estate & Bldgs. Dept., 9-25-75.*

## Official Mail

This is to clarify the article *Official Mail* in POSTAL BULLETIN 21045, July 3, 1975. Official mail weighing 13 ounces or less should be handled as first-class mail unless endorsed otherwise. Official mail weighing over 13 ounces should be treated as third- or fourth-class mail unless endorsed otherwise. Pieces not bearing class endorsements which are undeliverable as addressed, should be weighed to determine the class of mail applicable and then handled as specified in section 159.2, POSTAL SERVICE MANUAL.—*Rates & Classification Dept., 9-25-75.*

## Christmas Mail Early Schedule

The *Mail Early Schedule* appearing in this Bulletin should be substituted for the one in the SPECIAL CHRISTMAS POSTAL BULLETIN, 9-17-75. The amended schedule reflects first-class upgrading. (See page 3.)



**Mail Early Schedule**

| Domestic Mails            | Letters | Priority (Air Parcels) More than 13 oz. | Surface Parcels |
|---------------------------|---------|---|-----------------|
| Contiguous 48 States..... | Dec. 15 | Dec. 21                                 | Dec. 10         |
| Alaska and Hawaii.....    | do..... | Dec. 20                                 | Nov. 30         |

| International Mail             | Air Greeting Cards | Air Parcels | Surface Greeting Cards | Surface Parcels |
|--------------------------------|--------------------|-------------|------------------------|-----------------|
| Canada and Mexico.....         | Dec. 19            | Dec. 15     | Dec. 8                 | Dec. 2          |
| South and Central America..... | Dec. 16            | Dec. 11     | Nov. 18                | Nov. 11         |
| Europe.....                    | do.....            | do.....     | do.....                | Do.             |
| Africa.....                    | Dec. 14            | Dec. 9      | Nov. 4                 | Nov. 1          |
| Near East.....                 | do.....            | do.....     | do.....                | Do.             |
| Far East.....                  | do.....            | do.....     | Oct. 25                | Oct. 15         |

| Overseas Military Mail   | Airmail | Parcel Airlift (PAL) | Space Available (SAM) | Surface Mail |
|--|---------|----------------------|-----------------------|--------------|
| Azores.....  | Dec. 9  | Dec. 1               | Nov. 25               | Nov. 25      |
| Canada—Greenland, Labrador, and Newfoundland.  | do..... | do.....              | do.....               | Do.          |
| South and Central America.....   | Dec. 2  | Nov. 18              | Nov. 11               | Nov. 11      |
| Europe—Belgium, Denmark, England, Finland, France, Germany, Greece, Italy, Netherlands, Norway, Portugal, and Spain. | Dec. 11 | Nov. 27              | Nov. 20               | Do.          |
| Africa (excluding Ethiopia), Congo, and Liberia.   | Dec. 9  | Nov. 18              | Nov. 11               | Nov. 11      |
| Near East—Ethiopia, Iran, Israel, Saudi Arabia, and Turkey.  | Dec. 2  | Nov. 7               | Nov. 1                | Nov. 1       |
| Far East—Antarctica, Australia, Indonesia, Japan, Korea, New Zealand, Okinawa, Philippines, Taiwan, and Thailand.    | do..... | Nov. 27              | Nov. 20               | Oct. 28      |

—Customer Services Dept., 9-25-75.

*Continued from p. 1*

Post offices with over 949 revenue units requiring additional bulk quantities of Christmas stamps items 510 and 511: immediately requisition on Form 3356 from the Bureau of Engraving and Printing. Any requisition for special issue Christmas stamps received after October 14 will be filled only if stock is available. Requisitions must be for quantities of 5,000, 10,000, 15,000, 20,000, 25,000, 50,000, 75,000, 100,000, 125,000, and multiples of 125,000. Do not order more than 5 million stamps on a single requisition. The filling of requisitions for additional bulk quantity Christmas stamps will be withheld until completion of the automatic distribution.

All post offices requiring additional stamps in less than bulk quantities: requisition on separate Form 17 from designated sectional center on next scheduled requisitioning date.

**Panels.** A limited number of 8½ by 11¼ inches commemorative series stamp panels will be released with the stamps. A separate panel will be issued for each Christmas stamp design. The panels (Item 977-Ghirlandajo) and (Item 978-Prang) 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.

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.—Customer Services Dept., 9-25-75.

*All Post Offices With Rural Routes*

**Revised Lock Pouch Allowance for Rural Carriers**

Effective July 21, 1975, and in accordance with the provisions of Article XLII, Section 5, of the *National Agreement*, the following schedule for lock pouch allowance for rural carriers is in effect except that no rural carrier on a heavy duty schedule shall receive less than would be provided if a five-minute daily allowance were added to his evaluation for each stop at an office so served.

| Lbs. | Allowance | Lbs. | Allowance |
|------|-----------|------|-----------|
| 50   | 76        | 101  | 160       |
| 51   | 78        | 102  | 161       |
| 52   | 80        | 103  | 161       |
| 53   | 82        | 104  | 162       |
| 54   | 84        | 105  | 162       |
| 55   | 86        | 106  | 163       |
| 56   | 88        | 107  | 163       |
| 57   | 89        | 108  | 164       |
| 58   | 91        | 109  | 164       |
| 59   | 93        | 110  | 165       |
| 60   | 95        | 111  | 165       |
| 61   | 97        | 112  | 166       |
| 62   | 99        | 113  | 166       |
| 63   | 101       | 114  | 167       |
| 64   | 103       | 115  | 167       |
| 65   | 105       | 116  | 168       |
| 66   | 107       | 117  | 168       |
| 67   | 109       | 118  | 169       |
| 68   | 111       | 119  | 169       |
| 69   | 112       | 120  | 170       |
| 70   | 114       | 121  | 170       |
| 71   | 116       | 122  | 171       |
| 72   | 118       | 123  | 171       |
| 73   | 120       | 124  | 172       |
| 74   | 122       | 125  | 172       |
| 75   | 124       | 126  | 172       |
| 76   | 125       | 127  | 173       |
| 77   | 127       | 128  | 173       |
| 78   | 128       | 129  | 174       |
| 79   | 130       | 130  | 174       |
| 80   | 131       | 131  | 175       |
| 81   | 133       | 132  | 175       |
| 82   | 134       | 133  | 176       |
| 83   | 136       | 134  | 176       |
| 84   | 137       | 135  | 177       |
| 85   | 138       | 136  | 177       |
| 86   | 140       | 137  | 178       |
| 87   | 141       | 138  | 178       |
| 88   | 143       | 139  | 179       |
| 89   | 144       | 140  | 179       |
| 90   | 146       | 141  | 180       |
| 91   | 147       | 142  | 180       |
| 92   | 148       | 143  | 181       |
| 93   | 150       | 144  | 181       |
| 94   | 151       | 145  | 182       |
| 95   | 153       | 146  | 182       |
| 96   | 154       | 147  | 183       |
| 97   | 156       | 148  | 183       |
| 98   | 157       | 149  | 184       |
| 99   | 159       | 150  | 184       |
| 100  | 160       |      |           |

—Finance Dept., 9-25-75.

## QUARTERLY INVENTORY REPORTS FOR RETAIL AND PHILATELIC PRODUCTS

The Quarterly Inventory Reporting System for postal-related retail and selected philatelic products is to be continued. Major revisions have been made to the June 1974 editions of Forms 1079 and 1079-A. A new Form 1079-B, *Retail and Philatelic Product Inventory*, July 1975, has been developed for use by retail outlets in reporting and inventory data. The July 1975 editions of Forms 1079 and 1079-A have been retitled *Retail Product Physical Inventory Record*, and *Philatelic Product Physical Inventory Record*, respectively.

The purpose of these reports is to provide information needed to control inventories, and to evaluate the effectiveness of retail and promotional efforts. These reports do not provide documentation for establishing postmaster accountability.

A. General procedures to be followed for compiling data in making the mandatory quarter-end inventory report are as follows:

### 1. Retail Outlets

a. Managers will arrange for a physical count of all specified postal-related and philatelic products at counter positions, common-use shelf stock, and those in employees' fixed credit. In large retail operations, the newly developed Form 1079-B may be used by each clerk to record these physical counts.

b. Managers of stations, branches, and main office window units will ensure that the physical counts are consolidated with any backup stock at the unit and will report specified product quantity totals to the main office, or directly to the management sectional center (MSC) on the new Form 1079-B.

c. Reserve stock held by main office custodians and accountable paper custodians as shown on Form 3295, *Daily Record of Stamps, Stamped Paper, and Non-Postal Stamps On Hand*, or other stock records for postal-related products must be consolidated with reports from the other reporting units for submission to the MSC.

### 2. Management Sectional Centers

a. Maintain a check-off list to assure that all offices engaged in the sale of these products report their inventories in time for MSC submission of the consolidated reports to arrive at the postal data center (PDC)

(Attn: Postal Accounts Branch) *not later than the second Monday following the end of the quarter.*

b. Maintain records on direct shipments of products received from sources outside the MSC area to include any product shipments (e.g., padded mailing bags or commemorative panels) which may be sent direct to or from associate offices. If this situation exists, MSC managers may authorize such offices to use Form 1079 and/or 1079-A for reporting their inventories and have them complete all columns to reflect inventory increases and decreases that are not otherwise known to the MSC. Ensure receipts and transfers reported thereon are only those to and from locations beyond your *geographical reporting area.*

c. Maintain records of authorized disposals such as destruction of philatelic products or return of defective postal-related merchandise.

d. Consolidate quarter-end inventory reports from all reporting units with the MSC reserve supply. If this function is performed in an area separate from custody of the MSC postal-related and philatelic product reserve supply, ensure that a Form 1079 and/or 1079-A is completed and submitted for consolidation by the custodian of this MSC reserve supply. Receipts and transfers reported thereon should only be those to and from locations beyond your *geographical reporting area.*

e. Prepare reports on revised Forms 1079 and 1079-A, dated July 1975, and submit to the PDC (Attn: Postal Accounts Branch).

f. Establish replenishment schedules to minimize inventory in transit when inventory counts are being made.

### B. Report Forms

1. **Form 1079-B.** The new Form 1079-B is to be used by retail outlets for reporting quarter-end product quantity totals to the main office or directly to the MSC. *Locally developed forms for this purpose should not be used.*

a. The form has only one column to be completed for each listing; i.e., the quarter-end inventory count.

b. Products used in retail promotion, lost, stolen, or destroyed, are to be listed individually in blank spaces at the bottom of the form.

c. *Report only those items listed on this form except as authorized by any subsequent POSTAL BULLETIN announcements.*

2. **Forms 1079 and 1079-A.** Forms 1079 and 1079-A dated June 1974 are obsolete. Revised Forms 1079 and 1079-A dated July 1975 are to be used by MSC's for Quarter I, FY '76, and subsequent reports to the PDC's. In general, the column headings on Forms 1079 and 1079-A are identical, and brief preparation instructions have been preprinted on the reverse side of each. In particular, the column entries will be made as follows:

a. Column B, *On Hand Beginning of Quarter I*, will be completed for **Quarter I only.** For subsequent quarters, the PDC will automatically pick up this information from the preceding quarter-end inventory. The purpose of this column is to establish a valid beginning inventory for FY '76; therefore, reporting MSC's must validate the end inventory figures reported for Quarter IV, FY '75, before reporting them as on hand at the beginning of Quarter I, FY '76. It is essential that extra effort be dedicated to establishing as valid a *Beginning Inventories* figure as possible.

b. Column C, *Increase*, is for reporting items received into the MSC reporting area, including direct receipts by associate offices from supply source. Beginning with Quarter II, FY '76, adjustments for any previously unreported inventory items (increases) will be included in Column C (see paragraph E).

c. Column D, *Decrease*, is for reporting all inventory decreases *except sales* (i.e., shipments out of the MSC area) plus items lost, stolen, destroyed, or used for promotional purposes. Include inventory decreases at associate offices in the MSC area. Special notation should be made in the *issued* column on Form 3295, and on reserve stock record cards, for postal-related products for any such known *Inventory Decreases* that will not be reported by retail outlets on Form 1079-B. This is to ensure that such decreases in inventory will be included in column D and not misreported under another column. Beginning with Quarter II, FY '76, adjustments in any previously overstated inventory levels (decreases) will be



included in column D (see paragraph E).

d. Column E, *On Hand End of Quarter*, is for reporting actual item counts from consolidated Forms 1079-B and from MSC stock on hand. *If for some reason, any office is unable to report in time for consolidation purposes, use the inventory of the last report from that office to prepare the MSC reports to the PDC.*

e. The PDC will use the entries in columns B, C, D, and E to compute the quantity sold. Also, the column E data will be retained on tape by the PDC and restated as the beginning inventory for the next quarter.

f. *Report only those items listed on these forms except as required by any subsequent Postal Bulletin announcements.*

g. Reports to the PDC should be typewritten and must reflect the identification data called for on the form. Do not enter any extraneous data or comments on the form and do not submit duplicate forms or copies of supporting reports to the PDC.

A limited supply of Form 1079-B will be furnished directly to all offices having 36 or more revenue units. Post offices should make local distribution to their stations and branches. A limited supply of revised Forms 1079 and 1079-A will be sent directly to each MSC. Additional forms may be ordered from area supply centers as required.

If the required supply of Forms 1079, 1079-A, or 1079-B are not received by October 3, 1975, an emergency requisition on Form 4750, *Special Requisition for Supplies*, should be submitted to the area supply center.

C. The postal-related products for FY '76 reporting are:

- Padded Mailing Bags (Reg. or Lt. Wgt.)—Small (#0)
- Padded Mailing Bags (Reg. or Lt. Wgt.)—Medium (#5)
- Padded Mailing Bags (Reg. or Lt. Wgt.)—Large (#7)
- Packaging Boxes—Size A (6x6x6)
- Packaging Boxes—Size B (10x10x10)
- Packaging Boxes—Size C (18x11x16)
- Packaging Boxes—Size D (20x14x10)
- Sealing Tape—(Roll)
- Cushioning Material—(Sq. Ft.)
- Clasp Envelopes—Small (#63)
- Clasp Envelopes—Medium (#90)
- Clasp Envelopes—Large (#97)

- Stamp Affixers
- Desk Scales
- Hand-Held Scales (Balance Type)
- Self-Inking Rubber Hand Stamps

Postal-related products other than those described immediately above are *not* to be included in the reports for FY '76. Unlisted products plus stamp affixers, desk scales, hand-held scales, and self-inking rubber hand stamps are not to be sold in post offices after current inventories are depleted.

D. The selected philatelic products for FY '76 reporting are:

- Souvenir Card—all editions (500)
- U.S. Kit and Stamps and Stories Gift Pak (804)
- U.S. Kit, Mint Set & Stamps and Stories Gift Pak (805)
- Collecting Kit Gift Pak (806)
- United States Stamp Collecting Kit (903)
- Canada Stamp Collecting Kit (904)
- European Art Stamp Collecting Kit (905)
- Wildlife Stamp Collecting Kit (906)
- Space Stamp Collecting Kit—all editions (907)
- Sports Stamp Collecting Kit (908)
- Animal Kingdom Stamp Collecting Kit (909)
- The World of Sports Stamp Collecting Kit (910)
- Birds and Butterflies Stamp Collecting Kit (911)
- Masterworks Stamp Collecting Kit (914)
- Stamps and Stories—1975 Brown Cover (914)
- 1972 Mini Album (929)
- 1973 Souvenir Mint Set—Mini Album (930)
- 1974 Souvenir Mint Set—Mini Album (931)
- 1975 Souvenir Mint Set—Mini Album (932)
- Commemorative Panels—all editions
- Binder—Stamp Collecting Kits (990)
- Binder—Commemorative Panels (991)

Unless specifically announced later, other philatelic items are *not* to be included in the quarter end inventory report. Discontinued philatelic products must be disposed of in accordance with existing instructions. Blank lines have been provided at the bottom of Form 1079-A for use only to report new products in accordance with future POSTAL BULLETIN announcements.

### E. PDC Printout of Report Data—MSC Review

These printouts are to be used by managers at all levels to assist them in inventory management and to provide a measurement on the retail effectiveness of specific programs and promotion efforts. Their degree of usefulness is determined by their accuracy. Consequently, *MSC managers* must ensure that the printouts are reviewed immediately upon receipt to detect and correct major disparities.

- Examine the printout for correct data pick-up from the report forms.
- Resolve input errors by adjusting figures on the *next quarterly submission* as follows:

1. Column B, *On Hand Beginning of Quarter I* recorded short: Adjust by adding an offsetting quantity to column C of the next report.

2. Column B, *On Hand Beginning of Quarter I* recorded long: Adjust by adding an offsetting quantity of column D of the next report.

3. Ending inventory for any quarter reported long or short: No special adjustment action is required. A correct ending inventory for the subsequent quarter will adjust the year-to-date figure automatically.

4. Received products not recorded: Report them on column C of the next report.

5. Received products recorded long: Reduce by adding offsetting number to other disposal (column D) of the next report.

6. To other MSC or other disposal recorded short or not reported, add them to column D of the next report.

7. To other MSC or other disposal reported long: Adjust by adding an offsetting quantity to column C of the next report.

—Errors not within the scope of the above corrective measures should be reported to the regions for attention with the PDC.

—Do not attempt adjustments to the dollar cost and sales information on the printout. These are approximations only and are derived from PDC computations using average product cost and sale price for your region. Also, the PDC computation of quantities sold assumes that all inventory decreases are actual sales unless reported in column D of the report forms.—*Customer Services Dept., 9-25-75.*

## CHANGES FOR THE NEW CHART OF ACCOUNTS

### Procurement and Miscellaneous Expenses—Revised Forms

The following forms have been revised for the new Chart of Accounts. The edition listed must be used effective October 11, 1975. Note the edition date of the form on your Form 4750, *Special Requisition for Supplies*, to the supply centers.

| Form No.     | Edition Date                 | Title   | Form No.    | Edition Date                 | Title  |
|--------------|------------------------------|---|-------------|------------------------------|--|
| 840.....     | February 1975.               | Report of Unbilled Delivery Ticket.                           | SF 1154.... | March 1975 <sup>1</sup> .    | Public Voucher for Unpaid Compensation Due a Deceased Civilian Employee. |
| SF 1012....  | February 1975 <sup>1</sup> . | Travel Voucher.   | SF 1129.... | February 1975 <sup>1</sup> . | Reimbursement Voucher.   |
| SF 1038..... |                              | Application and Amount for Advance of Funds.                  | 3236.....   | April 1975....               | Uniform Allowance Cap Disbursement.                                      |
| 1959.....    | March 1975.                  | Employee Data for Items of Uniforms Furnished Under Contract. | 2106.....   | February 1975.               | Adjudication—Tort Claims.  |
| 1960.....    | January 1975.                | Eligible Full-Time Employees Requiring Work Clothes.          | 7334.....   | August 1975...               | Order-Invoice-Voucher.   |
| 1727.....    | February 1975.               | Incentive Award Authorization.                                | 7379-A....  | September 1975.              | Destination Schedule—Fiscal Data Sheet (Supplies and Services).          |
| 2132.....    | do.....                      | Claim Credit or Reimbursement for Physical Losses.            | 7379-B....  | do.....                      | Destination Schedule—Fiscal Data Sheet (Capital Equipment).              |
| 4541.....    | do.....                      | Contract Work Order—Invoice for Vehicle Repair.               |             |                              |  |

<sup>1</sup> Overprint.

Prior editions of these forms should be destroyed upon receipt of the above editions. Form 1346, *Uniform Allowance Code Sheet*, March 1975 edition, used by personnel service centers and postal data centers, should be ordered by October 4, 1975.

### New Account Numbers and Accounting Data Changes on Forms

Most of the forms have blocks identified as W/C Code (Work Cost Center) and Sub-Loc (Sub Location). These are for future use and should be left blank for the present. New account numbers with a crosswalk from old account numbers and other changes are as follows:

| Form No. | Old Account | New Account                       |          | Title  | Form No. | Old Account                                     | New Account                           |          | Title                                     |
|----------|-------------|-----------------------------------|----------|--|----------|---|---------------------------------------|----------|---|
|          |             | 5-Digit                           | Sub-Acct |  |          |   | 5-Digit                               | Sub-Acct |   |
| 840      |             | <i>Preprinted on Form</i>         |          |  |          |   |                                       |          |   |
| SF 1012  |             | <i>Travel—Other Than Training</i> |          |  |          |   |                                       |          |   |
|          | 52282       | 51401                             | 101      | Postmaster.                                      |          | 54182   | 51401                                 | 161      | BMC General Managers.                     |
|          | 52382       | 51401                             | 103      | Supervisors and Technical Personnel.             |          | 81382   | 51401                                 | 162      | BMC Managers and Superintendents.         |
|          | 52422       | 51401                             | 104      | Clerk.   |          | 54482   | 51401                                 | 163      | BMC Administration.                       |
|          | 52462       | 51401                             | 107      | Mailhandler.                                     |          | 81382   | 51401                                 | 171      | Inspection Service—Inspectors.            |
|          | 52682       | 51401                             | 111      | Special Delivery Messenger.                      |          | 81382   | 51401                                 | 172      | Inspection Service—Administration.        |
|          | 52782       | 51401                             | 112      | Rural Carrier.                                   |          | 81852   | 51401                                 | 173      | Inspection Service—Special Investigators. |
|          | 52522       | 51401                             | 113      | City Delivery Carrier.                           |          | 81382   | 51401                                 | 174      | Inspection Service—Internal Auditors.     |
|          | 52812       | 51401                             | 121      | Building Services.                               |          | 81892   | 51401                                 | 175      | Inspection Service—USPS Protection Force. |
|          | .....       | 51401                             | 123      | Postal Operating Equipment.                      |          | 81382   | 51401                                 | 181      | Regional Personnel.                       |
|          | 52632       | 51401                             | 125      | Building and Plant Equipment.                    |          | 81952   | 51401                                 | 182      | PDC Personnel.                            |
|          | 81382       | 51401                             | 127      | Administrative Support.                          |          | 71572   | 51401                                 | 183      | Headquarters Personnel.                   |
|          | 95682       |                                   |          |  |          | 71772   |                                       |          |   |
|          | 92912       | 51401                             | 141      | Vehicle Maintenance.                             |          | 81382   | 51401                                 | 175      | Inspection Service—USPS Protection Force. |
|          | 57651       |                                   |          |  |          | 81072   |                                       |          |   |
|          | 81382       | 51401                             | 142      | MES Personnel.                                   |          | 81382   | 51401                                 | 175      | Inspection Service—USPS Protection Force. |
|          | 52082       |                                   |          |  |          | 81382   |                                       |          |   |
|          | 81382       | 51401                             | 143      | Mailbag Repair Units and Depositories Personnel. | SF 1012  | <i>Travel—Transportation of Household Goods</i> |                                       |          |   |
|          | 52342       |                                   |          |  |          | 144   | Postal Source Data.                   |          | 52283                                     |
|          | 81382       | 51404                             | 144      | Postal Source Data.                              |          | 52383   | 51244                                 | 103      | Supervisors and Technical Personnel.      |
|          | 52412       |                                   |          |  |          | 145   | Mobile Unit Personnel.                |          | 52413                                     |
|          | 52552       | 51401                             | 147      | Procurement Field Personnel.                     |          | 52413   | 51244                                 | 105      | Clerk—Third Class.                        |
|          | .....       |                                   |          |  |          | 149   | Maintenance Technical Support Center. |          | 52463                                     |
|          | .....       | 51401                             | 149      | Maintenance Technical Support Center.            |          | 52683   | 51244                                 | 111      | Special Delivery Messenger.               |



| Form No. | Old Account                    | New Account<br>5-Digit Sub-Acct | Title  |
|----------|--------------------------------|---------------------------------|--|
|          | 52783                          | 51244                           | 112 Rural Carrier.                                   |
|          | 52523                          | 51244                           | 113 City Delivery Carrier.                           |
|          | 52553                          | 51244                           | 114 Vehicle Operator (Driver).                       |
|          | 52813                          | 51244                           | 121 Building Services.                               |
|          | .....                          | 51244                           | 123 Postal Operating Equip ent.                      |
|          | 52833                          | 51244                           | 125 Buildings & Plant Equipment.                     |
|          | 95683                          | 51244                           | 127 Administrative Support.                          |
|          | 92913                          | 51244                           | 141 Vehicle Maintenance.                             |
|          | 57654                          | 51244                           | 142 MES Personnel.                                   |
|          | 52083                          | 51244                           | 143 Mailbag Repair Units and Depositories Personnel. |
|          | 52343                          | 51244                           | 144 Postal Source Data.                              |
|          | .....                          | 51244                           | 145 Mobile Unit Personnel.                           |
|          | 54183                          | 51244                           | 161 BMC General Managers.                            |
|          | 54283                          | 51244                           | 162 BMC Managers and Superintendents.                |
|          | 54483                          | 51244                           | 163 BM Administration.                               |
|          | 81853                          | 51244                           | 171 Inspection Service—Inspectors.                   |
|          | 81853                          | 51244                           | 172 Inspection Service—Administration.               |
|          | 81853                          | 51244                           | 173 Inspection Service—Special Investigators.        |
|          | 81893                          | 51244                           | 174 Inspection Service—Internal Auditors.            |
|          | 81953                          | 51244                           | 175 Inspection Service—USPS Protection Force.        |
|          | 71583                          | 51244                           | 181 Regional Personnel.                              |
|          | 71783                          | 51244                           | 182 PDC Personnel.                                   |
|          | 81073                          | 51244                           | 183 Headquarters Personnel.                          |
| SF 1012  | <i>Travel—Relocation Costs</i> |                                 |  |
|          | 52285                          | 51242                           | 101 Postmaster.                                      |
|          | 52385                          | 51242                           | 103 Supervisors and Technical Personnel.             |
|          | 52415                          | 51242                           | 104 Clerk.   |
|          | 52465                          | 51242                           | 107 Mailhandler.                                     |
|          | 52685                          | 51242                           | 111 Special Delivery Messenger.                      |
|          | 52785                          | 51242                           | 112 Rural Carrier.                                   |
|          | 52515                          | 51242                           | 113 City Delivery Carrier.                           |
|          | 52555                          | 51242                           | 114 Vehicle Operator (Driver).                       |
|          | 52815                          | 51242                           | 121 Building Services.                               |
|          | .....                          | 51242                           | 123 Postal Operating Equipment.                      |
|          | 52835                          | 51242                           | 125 Buildings & Plant Equipment.                     |
|          | 95685                          | 51242                           | 127 Administrative Support.                          |
|          | 92915                          | 51242                           | 141 Vehicle Maintenance.                             |
|          | 57646                          | 51242                           | 142 MES Personnel.                                   |
|          | 52085                          | 51242                           | 143 Mailbag Repair Units and Depositories Personnel. |
|          | 52345                          | 51242                           | 144 Postal Source Data.                              |
|          | 54185                          | 51242                           | 161 BMC General Managers.                            |
|          | 54285                          | 51242                           | 162 BMC Managers and Superintendents.                |
|          | 54485                          | 51242                           | 163 BMC Administration.                              |
|          | 81845                          | 51242                           | 171 Inspection Service—Inspectors.                   |
|          | 81825                          | 51242                           | 172 Inspection Service—Administration.               |
|          | 81898                          | 51242                           | 174 Inspection Service—Internal Auditors.            |
|          | 81855                          | 51242                           | 175 Inspection Service—USPS Protection Force.        |
|          | 71585                          | 51242                           | 181 Regional Personnel.                              |
|          | 71785                          | 51242                           | 182 PDC Personnel.                                   |
|          | 81085                          | 51242                           | 183 Headquarters Personnel.                          |

| Form No.      | Old Account   | New Account<br>5-Digit Sub-Acct | Title  |
|---------------|---|---------------------------------|--|
| SF 1012       | <i>Travel—Training</i>  |                                 |  |
|               | 52992   | 51411                           | 101 Postmaster.                                      |
|               | .....   | 51411                           | 123 Postal Operating Equipment.                      |
|               | .....   | 51411                           | 125 Buildings & Plant Equipment.                     |
|               | 95692   | 51411                           | 127 Administrative Support.                          |
|               | 92992   | 51411                           | 141 Vehicle Maintenance.                             |
|               | 57652   | 51411                           | 142 MES Personnel.                                   |
|               | 52092   | 51411                           | 143 Mailbag Repair Units and Depositories Personnel. |
|               | 81872   | 51411                           | 171 Inspection Service—Inspectors.                   |
|               | 81992   | 51411                           | 174 Inspection Service—Internal Auditors.            |
|               | 81982   | 51411                           | 175 Inspection Service—USPS Protection Force.        |
|               | 71592   | 51411                           | 181 Regional Personnel.                              |
|               | 71792   | 51411                           | 182 PDC Personnel.                                   |
|               | 52322   | 51411                           | 183 Headquarters Personnel.                          |
|               | 81392   | 51411                           | 183 Headquarters Personnel.                          |
| SF 1038       | <i>Application and Account For Advance of Funds</i>                 |                                 |  |
|               | Preprinted on Form  |                                 |  |
| SF 1129       | <i>Reimbursement Voucher</i>  |                                 |  |
|               | See Expense Accounts listed under Form 7334 below                   |                                 |  |
| SF 1154       | <i>Preprinted on Form</i>   |                                 |  |
|               | Use Sub-Accounts shown under Standard Form 1012 above as applicable |                                 |  |
| 1346 and 3236 | <i>Uniform Allowance</i>  |                                 |  |
|               | 52281   | 51251                           | 101 Postmaster.                                      |
|               | 52381   | 51251                           | 103 Supervisors and Technical Personnel.             |
|               | 52451   | 51251                           | 104 Clerk.   |
|               | 52480   | 51251                           | 107 Mailhandler.                                     |
|               | 52481   | 51251                           | 107 Mailhandler.                                     |
|               | 52621   | 51251                           | 111 Special Delivery Messenger.                      |
|               | 52511   | 51251                           | 113 City Delivery Carrier.                           |
|               | 52561   | 51251                           | 114 Vehicle Operator (Driver).                       |
|               | 52810   | 51251                           | 121 Building Services.                               |
|               | 52811   | 51251                           | 121 Building Services.                               |
|               | .....   | 51251                           | 123 Postal Operating Equipment.                      |
|               | 52840   | 51251                           | 125 Buildings and Plant Equipment.                   |
|               | 52841   | 51251                           | 125 Buildings and Plant Equipment.                   |
|               | 92920   | 51251                           | 141 Vehicle Maintenance.                             |
|               | 92921   | 51251                           | 141 Vehicle Maintenance.                             |
|               | 57649   | 51251                           | 142 MES Personnel.                                   |
|               | 54180   | 51251                           | 161 BMC General Managers.                            |
|               | 54181   | 51251                           | 161 BMC General Managers.                            |
|               | 54280   | 51251                           | 162 BMC Managers and Superintendents.                |
|               | 54281   | 51251                           | 162 BMC Managers and Superintendents.                |
|               | 54480   | 51251                           | 163 BMC Administration.                              |
|               | 54481   | 51251                           | 163 BMC Administration.                              |
|               | 81958   | 51251                           | 175 Inspection Service—USPS Protection Force.        |
|               | 81071   | 51251                           | 183 Headquarters Personnel.                          |
| 1727          | <i>Incentive Award Authorization</i>                                |                                 |  |
|               | Preprinted on Form  |                                 |  |
|               | Use Sub-Accounts shown under Standard Form 1012 above as applicable |                                 |  |
| 2106          | <i>Adjudication—Tort Claims</i>                                     |                                 |  |
|               | Preprinted on Form  |                                 |  |
| 4541          | <i>Contract Work Order—Invoice for Vehicle Repair</i>               |                                 |  |
|               | Data fields sequence change only                                    |                                 |  |
|               | <b>Procurement Forms</b>  |                                 |  |
| 7334          | <i>Order—Invoice—Voucher</i>  |                                 |  |
| 7379-A        | Destination Schedule—Fiscal Data Sheet (Supplies and Services)      |                                 |  |
| 7379-B        | Destination Schedule—Fiscal Data Sheet (Capital Equipment)          |                                 |  |

Expense Accounts for Supplies and Services

| Old Account                              | New Account<br>5-Digit Sub-Acct      | Title   |
|--|--------------------------------------|---|
| 55427 }<br>95428 }<br>55426 }            | 52101 }<br>N/A }<br>52103 }<br>N/A } | Postal Supplies Charged<br>Direct to Expense.<br>Spare Parts for Mech-<br>anization and Buildings.    |
| 85108 }<br>92958 }                       | 52131 }<br>N/A }<br>52151 }<br>N/A } | Mailbags—Purchases.<br>Vehicle Supplies and<br>Materials Charged<br>Direct.                           |
| 55288 }<br>55388 }<br>85128 }            | 52171 }<br>N/A }<br>52172 }<br>N/A } | ADP Supplies.<br>Office and Medical<br>Supplies.  |
| 55418 }<br>95418 }                       | 52173 }<br>N/A }                     | Custodial and Building<br>Supplies.   |
| 85175 }<br>55447 }<br>95447 }            | 52174 }<br>N/A }<br>52313 }<br>N/A } | Photographs and Films.<br>Custodial and Building<br>Services.   |
| 98961 }<br>58208 }<br>92017 }<br>71519 } | 52315 }<br>N/A }<br>52321 }<br>N/A } | Maintenance Services—<br>Providence, RI.<br>Outside Consulting and<br>Professional Services—<br>Fees. |
| 95002 }                                  | 52322 }<br>N/A }                     | Outside Consulting and<br>Professional Services—<br>Travel.   |
|  | 52323 }<br>N/A }                     | Market Research<br>Services.  |
|  | 52325 }<br>N/A }                     | Advertising and Sales<br>Promotion.   |
| 95267 }<br>95367 }                       | 52331 }<br>N/A }                     | ADP Services—<br>Commercial.  |
| 95277 }<br>95377 }                       | 52333 }<br>N/A }                     | ADP Services—Govern-<br>ment Agencies.  |
| 71517 }<br>71588 }<br>71788 }            | 52341 }<br>N/A }                     | Services by other Govern-<br>ment Agencies—CSC.   |
| 36911 }<br>95858 }<br>81297 }            | 52359 }<br>N/A }                     | Miscellaneous.  |
| 52323 }                                  | 52361 }<br>N/A }                     | Course Development—<br>Outside Assistance.  |
| 52097 }<br>52321 }<br>52997 }            |                                      |   |
| 57661 }<br>71597 }                       |                                      |   |
| 71797 }<br>81397 }                       | 52363 }<br>N/A }                     | Outside Instruction<br>(Instructors and Fees).  |
| 81877 }<br>81987 }<br>81997 }            |                                      |   |
| 92997 }<br>95697 }                       |                                      |   |
| 52327 }<br>52098 }                       | 52365 }<br>N/A }                     | Instructional Assistance.   |
| 52328 }<br>52998 }                       |                                      |   |
| 71598 }<br>71798 }                       |                                      |   |
| 81396 }<br>81398 }                       | 52367 }<br>N/A }                     | Miscellaneous Training<br>Supplies and Materials.   |
| 81878 }<br>81988 }                       |                                      |   |
| 81998 }<br>92998 }                       |                                      |   |
| 95698 }                                  | 52369 }<br>N/A }                     | Course Materials, Audio-<br>Visual Support.   |
| 5B224 }<br>97020 }                       | 52403 }<br>N/A }                     | Facilities Planning and<br>Working Condiiton<br>Surveys.  |

| Old Account                   | New Account<br>5-Digit Sub-Acct | Title  |
|-------------------------------|---------------------------------|--|
| 95437 }<br>55467 }<br>52807 } | 52412 }<br>N/A }                | Vehicle Sales Expense<br>(Outside).  |
| 95869 }<br>77020 }            |                                 |  |
| 57662 }<br>81699 }            | 52419 }<br>N/A }                | Miscellaneous Service<br>(not Contractual).                                |
| 81690 }<br>77030 }            |                                 |  |
| 77130 }<br>77170 }            |                                 |  |
| 77190 }<br>77290 }            |                                 |  |
| 81895 }                       | 52421 }<br>N/A }                | Audit Service by<br>Government Agencies.                                   |
| 81097 }<br>91497 }            | 52422 }<br>N/A }                | Services (other than<br>Health) by Government<br>Agencies.                 |
| 95475 }                       | 52431 }<br>N/A }                | Print Shop Costs<br>Transfers.   |
| 95476 }<br>95478 }            |                                 |  |
| 95474 }<br>81856 }            | 52435 }<br>N/A }                | Outside Printing and<br>Reproduction.                                      |
| 95489 }<br>55458 }            |                                 |  |
| 95866 }<br>95868 }            | 52441 }<br>N/A }                | Cost of Postage Stock.   |
| 98519 }                       | 52443 }<br>N/A }                | Cost of Embossed Stamped<br>Envelopes.                                     |
| 95865 }<br>95864 }            | 52445 }<br>N/A }                | Aerogrammes.   |
| 95867 }<br>52512 }            | 52449 }<br>N/A }                | Facsimile Mail Service.  |
|                               | 52453 }<br>N/A }                | Cost of Money Orders.  |
|                               |                                 | Carfare—Other than<br>Carrier Owned.                                       |
| 52513 }                       | 52455 }<br>N/A }                | Tolls and Ferriage—<br>City Carriers.                                      |
| 57664 }<br>95493 }            |                                 |  |
| 95893 }                       | 52801 }<br>N/A }                | Freight—Supplies.  |
| 5B279 }<br>9B279 }            | 54135 }<br>N/A }                | Moving Expenses.   |
| 5B268 }                       |                                 |  |
| 57698 }<br>9B268 }            | 54168 }<br>N/A }                | TWX/ARX/Other<br>Telegraphic.  |
| 5B239 }<br>9B239 }            | 54211 }<br>N/A }                | Buildings Projects Ex-<br>pensed—COE Support.                              |
| 55448 }<br>95448 }            | 54221 }<br>N/A }                | Buildings Projects Ex-<br>pensed—\$2000 and<br>under—WCIP.                 |
| 55449 }<br>95449 }            |                                 |  |
| 57695 }                       | 54223 }<br>N/A }                | Buildings Projects Ex-<br>pensed—\$2000 and<br>under—Other.                |
| 9B231 }<br>5B231 }            | 54231 }<br>N/A }                | Buildings Projects Ex-<br>pensed—Over \$2000—<br>WCIP.                     |
| 9B232 }                       |                                 |  |
| 5B232-3-<br>4-5-6-8 }         | 54232 }<br>N/A }                | Buildings Projects—Other.  |
| 96297 }                       | 54241 }<br>N/A }                | Laboratory Alteration<br>Expense.  |
|                               | 54242 }<br>N/A }                | Research Proects expensed.   |
| 51123 }<br>9B224 }            | 54251 }<br>N/A }                | Non Project Oriented<br>Work—Facilities<br>Planning Contractors.           |
| 51124 }                       | 54253 }<br>N/A }                | Non Project Oriented<br>Work—Facilities<br>Management Support<br>Services. |
| 55245 }<br>55345 }            | 54401 }<br>N/A }                | ADP Equipment—Rental.  |



| Old Account  | New Account |          | Title   | Old Account | New Account |          | Title   |
|--|-------------|----------|---|-------------|-------------|----------|---|
|  | 5-Digit     | Sub-Acct |   |             | 5-Digit     | Sub-Acct |   |
| 55324 }<br>95224 }<br>55334 }<br>95234 }<br>55455 }<br>95455 }<br>85135 }<br>55257 }<br>55357 }<br>85157 } | 54403       | N/A      | Communication—ADP—Commercial—Rental.                        | 35918       | 84321       | N/A      | Postal Supply Center Inventories.                         |
|  | 54405       | N/A      | Communication—ADP—GSA Rental.                               | 35948       | 84331       | N/A      | Mailbag Repair Units and Depositories Inventories.        |
|  | 54411       | N/A      | Equipment Rental—Other.                                     | 35358       | 84341       | N/A      | Bulk Mail Center Inventories.                             |
|  | 54511       | N/A      | ADP Equipment—Repairs/Maintenance.                          | 32958       | 84351       | N/A      | Motor Vehicles Supplies—Inventories.                      |
|  | 54518       | N/A      | Administration Equipment—other than ADP—Repair/Maintenance. | 35938       | 84353       | N/A      | Motor Vehicles Supply Parts (Supply Centers) Inventories. |
| 55457 }<br>95457 }   | 54521       | N/A      | Postal Operation Equipment—Repair/Maintenance.              | 35928       | 84371       | N/A      | Repair Parts Postal Mechanized System—Inventories.        |
|  | 54523       | N/A      | Building Equipment.   | 37223       | 86231       | N/A      | Fixed Mechanized Systems.                                 |
| 81377  | 56601       | N/A      | UPU and PUAS.   | 37233       | 86232       | N/A      | Non Fixed Mechanized Systems.                             |
|  | 56605       | N/A      | Meetings and Conferences.                                   | 37243       | 86233       | N/A      | Other Mail Handling Equipment.                            |
| 98947  | 56611       | N/A      | Miscellaneous Advertising Expenses.                         | 37313       | 86331       | N/A      | Carrier Motorization Vehicles.                            |
| 81038 }<br>81039 }   | 56621       | N/A      | Miscellaneous and Emergency Expenses.                       | 37323       | 86332       | N/A      | Bulk Transfer Vehicles.                                   |
|  | 56701       | N/A      | Miscellaneous and Public—Government Relations.              | 37333       | 86333       | N/A      | Law Enforcement Vehicles.                                 |
| 81299  | 56703       | N/A      | Special Occasion Expense.                                   | 37343       | 86334       | N/A      | Other Vehicles.   |
| 81037  | 56705       | N/A      | Official Reception and Representation.                      | 37353       | 86335       | N/A      | Vehicle Auxiliary Equipment.                              |
| 81027  | 56707       | N/A      | International Postal Congress—Miscellaneous Expense.        | 37399       | 86339       | N/A      | Freight.  |
| 81498  | 56711       | N/A      | Bi-Centennial Products.                                     | 37413       | 86431       | N/A      | Lobby Equipment.  |
| 81499  | 56613       | N/A      | Bi-Centennial Products—Miscellaneous Expense.               | 37423       | 86432       | N/A      | Window Service Equipment.                                 |
| <b>Capital Equipment Accounts</b>  |             |          |   | 37433       | 86433       | N/A      | Self Service Equipment.                                   |
|  | 84221       | N/A      | Philatelic Products.  | 37503       | 86531       | N/A      | Administrative and General Support.                       |
|  | 84291       | N/A      | Retail Inventories in Transit to Post Office Facilities.    | 37513       | 86532       | N/A      | Maintenance Equipment.                                    |
| 35548  | 84311       | N/A      | Mail Equipment Inventories.                                 | 37523       | 86533       | N/A      | Automatic Data Processing Systems.                        |
|  |             |          |   | 37799       | 86539       | N/A      | Freight Capital Equipment (Other than Vehicles).          |

Documents for purchases of Capital Equipment do not require the account number. Complete the property code number (PCN) only on Forms 7329, 7333, 7334, or 7379-B, as applicable.

All forms executed for motor vehicle facilities purchases must contain a letter V in the FAC block and the F/ACT block is to be completed if the purchase is for bulk gasoline, bulk oil, or parts as follows:

Gasoline—1190

Oil—1191

Parts—1192

N/A above indicates that none are applicable; therefore, the Sub-Acct block should be left blank.

**GSA CAR RENTALS**

Commencing with Accounting Period 5, Fiscal Year 1976, the procedure for filling out GSA Forms 167, 312, or 494 (GSA Car Rentals) will be changed. It is imperative that users of GSA cars exercise extreme caution in filling out sections Bld/Acct. No. and Project No. to assure the correct allocation of expenses.

The new system will incorporate the use of three-digit (sub-accounts) account numbers, consequently eliminating the old five digit account numbers in some instances. Computer programs will validate and assign a five-digit account number based on the three-digit sub-account coded in the Bld/Acct. No. field (CC 49-51) of GSA Form 167, 312, or 494. The following is a listing of sub-account numbers including their descriptions to be used:

| Sub-Account | Personnel Classifications            | Sub-Account | Personnel Classifications                        |
|-------------|--------------------------------------|-------------|--|
| 101         | Postmaster.                          | 143         | Mailbag Repair Units and Depositories Personnel. |
| 102         | 4th Class Leave Replacement.         | 144         | Postal Source Data.                              |
| 103         | Supervisors and Technical Personnel. | 145         | Mobile Unit Personnel.                           |
| 104         | Clerk.                               | 147         | Procurement Field Personnel.                     |
| 105         | Clerk-Third Class.                   | 149         | Maintenance Technical Support Center.            |
| 107         | Mailhandler.                         | 161         | BMC General Managers.                            |
| 111         | Special Delivery Messenger.          | 162         | BMC Managers and Superintendents.                |
| 112         | Rural Carrier.                       | 163         | BMC Administration.                              |
| 113         | City Delivery Carrier.               | 171         | Inspection Service—Inspectors.                   |
| 114         | Vehicle Operator (Driver).           | 172         | Inspection Service—Administration.               |
| 121         | Building Services.                   | 173         | Inspection Service—Special Investigators.        |
| 123         | Postal Operating Equipment.          | 174         | Inspection Service—Internal Auditors.            |
| 125         | Buildings & Plant Equipment.         | 175         | Inspection Service—USPS Protection Force.        |
| 127         | Administrative Support.              | 181         | Regional Personnel.                              |
| 141         | Vehicle Maintenance.                 | 182         | PDC Personnel.                                   |
| 142         | MES Personnel.                       | 183         | Headquarters Personnel.                          |

When assigning the sub-account in the Bldg/Acct. No. fields, it should be noted that CC 52 and 53 should be left blank and CC 54 should be left blank except when the GSA car is used by a vehicle maintenance facility, then V must be coded in CC 54.

The only exceptions will be when a GSA vehicle is rented for local transportation or for vehicle hire. When a vehicle is rented for local transportation use account number 52453. When a vehicle is rented for vehicle hire use account number 52943.

The Project No. Block of GSA Form 167, 312, or 494 will continue to be used to record the user's finance number.

To facilitate and increase the efficiency of processing payments and to insure proper expense classification, please code the three digit sub-account *and* six digit finance number when the Form 167, 312 or 494 is prepared—preferably when the vehicle is picked up from the motor pool.

When the user is coding a form with the sub-account number, be sure to input 186000 in the *Customer Number* block (BOAC); GSA will, therefore, bill St. Louis and the subject vehicles will be added to the Vehicle Hire cost reports.

The following are examples of Form 494 properly filled out. Example 1 illustrates a three-digit sub-account number (101) in the Bldg/Acct. No. section which designates postmaster. The six-digit project number (053804) is the Jenner, California, finance number.

Example 2 illustrates a five-digit account number (52453—rented for carfare purposes) that is to be used in the Bldg/Acct. No. section.

Example 1 shows a Form 494 with the following details:
 

- Project No. Block: 186001
- Customer Number Block (BOAC): 186001
- Sub-Account Number: 101
- Finance Number: 053804
- Vehicle Description: 1970 Ford Mustang
- Location: 431 HOWARD ST, SAN FRANCISCO, CA 94106

Example 2 shows a Form 494 with the following details:
 

- Project No. Block: 186001
- Customer Number Block (BOAC): 186001
- Sub-Account Number: 52453
- Finance Number: 053804
- Vehicle Description: 1970 Ford Mustang
- Location: 431 HOWARD ST, SAN FRANCISCO, CA 94106

—Finance Dept., 9-25-75.

## Availability of MS-56

Maintenance Handbook Series MS-56, *Fire Extinguishing Equipment*, has been completed and distributed to all post offices over 35 revenue units and classified branches and stations. This handbook replaces Facilities Handbook Series S-10 (same title). Requests for additional copies of Handbook MS-56 should not be made unless additional copies are justifiable in accordance with quota guidelines provided in Maintenance Bulletin MMO-13-75.—*Real Estate & Bldgs. Dept., 9-25-75.*

## Annual Count of Mail on Rural Routes

It is very important that only the revised Form 4241, *Rural Delivery Statistics Report*, Jan. 1975, be used for reporting rural delivery statistics. This year for the first time there is a space (col. 35-37) for reporting the daily weight of locked pouch mail delivered by rural carriers to intermediate offices. At the bottom of col. 35-37 the figures should show, in minutes, the *average daily weight* of pouched mail carried.—*Delivery Services Dept., 9-25-75.*

## Compliance With Privacy Act

The Privacy Act of 1974 became effective on September 27, 1975, and applies to all Postal Service facilities. To ensure Postal Service-wide compliance, initial guidelines have been prepared and will be forthcoming in a special issue of the POSTAL BULLETIN. This BULLETIN will define your responsibilities and provide the necessary information to assist you in meeting the requirements of the Act.—*Management Info. Systems Dept., 9-25-75.*



All Vehicle Maintenance Facilities

Vehicle Accounting System

New Chart of Accounts

Beginning with Accounting Period 5 PFY 1976, there will be a new Chart of Accounts implemented by the U.S. Postal Service. Since the new Chart of Accounts does not have unique accounts for all motor vehicle expense as in the old Chart of Accounts, it will be necessary to identify vehicle expense by inserting a V in the block headed FAC on all forms where the FAC block is provided.

The following new accounts will be used in the vehicle accounting system:

| Description (New)  | Old Account | New Account  |
|--|-------------|--------------|
| Bulk Gasoline-Inventory Ordered.....                                 | 32958.01    | 84351.007.01 |
| Bulk Motor Oil-Inventory Ordered.....                                | 32958.02    | 84351.007.02 |
| Parts and Materials-Inventory Ordered.....                           | 32958.03    | 84351.007.03 |
| Reimbursement-U.S. Government Agencies.....                          | 49278       | 52953. ....  |
| Reimbursement-Other Than U.S. Govt. Agencies.....                    | 49279       | 52955. ....  |
| Reimbursement-Damages to Vehicles.....                               | 49279       | 54913. ....  |
| Gain or Loss on Sale of Vehicles.....                                | 90650       | 54630. ....  |
| Travel-Other Than Training (VMF).....                                | 92912       | 51401.141    |
| Transportation of Household Effects (VMF).....                       | 92913       | 51244.141    |
| Relocation Costs (VMF).....  | 92915       | 51242.141    |
| Uniform Allowances (VMF).....  | 92920       | 51251.141    |
| Uniform Allowances (VMF).....  | 92921       | 51251.141    |
| Depreciation-Equipment.....  | 92930       | 54330. ....  |
| Depreciation-Motor Vehicles.....                                     | 92940       | 54340. ....  |
| Issues From Motor Vehicle Supply Inventory.....                      | 92950       | 52150. ....  |
| Electric Power For Motor Vehicles.....                               | 92955       | 54545. ....  |
| Contractual Services-Vehicle Repair and Maintenance (Form 4541)..... | 92957       | 54543. ....  |
| Vehicle Sup. & Mat. Charged Direct (Credit Cards Pur.).....          | 92958       | 52151. ....  |
| Travel-Training-USPS (VMF).....                                      | 92991       | 51413.141    |
| Travel-Training-Outside (VMF).....                                   | 92992       | 51411.141    |
| Training-Outside Instruction (Instructors and Fees).....             | 92997       | 52363. ....  |
| Training-Miscellaneous Supplies & Materials.....                     | 92998       | 52367. ....  |
| Custodial and Building Supplies.....                                 | 95418       | 52173. ....  |
| Postal Supplies Charged Direct to Expense.....                       | 95428       | 52101. ....  |
| Vehicle Sales Expense (Outside).....                                 | 95437       | 52412. ....  |
| Custodial and Building Services.....                                 | 95447       | 52313. ....  |
| Building Projects Expensed-\$2,000 and Under-WCIP.....               | 95448       | 54221. ....  |
| Building Projects Expensed-\$2,000 and Under-Other.....              | 95449       | 54223. ....  |
| Equipment Rental-Other.....  | 95455       | 54411. ....  |
| Postal Operation Equip. Repair & Maintenance.....                    | 95457       | 54521. ....  |
| Depreciation-Land Improvements.....                                  | 9B200       | 54310. ....  |
| Depreciation-Buildings.....  | 9B200       | 54320. ....  |
| Building Rent (Recurring) Private Lessors.....                       | 9B202       | 54101. ....  |
| Building Rent (Recurring) Gov. Agencies-Other Than GSA.....          | 9B204       | 54105. ....  |
| Building Rent (Non-Recurring) Private Lessors.....                   | 9B212       | 54121. ....  |
| Building Rent (Non-Recurring) GSA.....                               | 9B214       | 54123. ....  |
| Building Rent (Non-Recurring) Gov. Agencies-Other Than GSA.....      | 9B214       | 54125. ....  |
| Real Estate Taxes (Including Late Payment Penalties).....            | 9B215       | 54133. ....  |
| Facilities Planning Contractors-Non-Project.....                     | 9B224       | 54251. ....  |
| Building Project Expensed-Over \$2,000-WCIP.....                     | 9B231       | 54231. ....  |
| Building Project Expensed-Over \$2,000-Other.....                    | 9B232       | 54232. ....  |
| Building Project Expensed-Over \$2,000-Other.....                    | 9B234       | 54232. ....  |
| Building Project Expensed-Over \$2,000-Other.....                    | 9B235       | 54232. ....  |
| Building Project Expensed-Over \$2,000-Other.....                    | 9B236       | 54232. ....  |
| Building Project Expensed-Over \$2,000-Other.....                    | 9B238       | 54232. ....  |
| Building Project Expensed-COE Support.....                           | 9B239       | 54211. ....  |
| Heating Fuel-Oil.....  | 9B244       | 54142. ....  |
| Utilities-Electric.....  | 9B255       | 54151. ....  |
| Telephone.....   | 9B266       | 54165. ....  |
| FTS.....   | 9B267       | 54167. ....  |
| TWX, ARS, Other Telegraphic.....                                     | 9B268       | 54168. ....  |
| Moving Expense.....  | 9B279       | 54135. ....  |
| Training-Course Development, Outside Asst.....                       | New         | 52361. ....  |
| Building Rent (Recurring) GSA.....                                   | New         | 54103. ....  |
| Heating Fuel-Gas.....  | 9B244       | 54143. ....  |
| Heating Fuel-Other-(Wood, Coal, etc).....                            | 9B244       | 54144. ....  |
| Utilities-Other (Sewage, Garbage, etc).....                          | 9B255       | 54153. ....  |
| Building Equipment-Repair & Maint.....                               | New         | 54523. ....  |

National ZIP Code Directory

The 1975-76 National ZIP Code Directory, Publication 65, is scheduled for distribution to all post offices beginning October 1, 1975. After receipt of this initial distribution, post offices may requisition additional copies from their supply center using Form 1286-A, Publication Order Blank. However, no request for additional copies will be filled by area supply centers until after January 2, 1976. Post offices should not make inquiries to their area supply centers concerning the status of requisitions for directories.

Special attention should be given to the following points:

1. *Free Exchange.* Anyone (including commercial firms and federal agencies) may exchange a copy of any previous edition of the *National ZIP Code Directory* for a copy of the 1975-76 edition, by simply returning the outdated copy to his local post office.

2. Postmasters are not charged for any copies they requisition and should stock sufficient quantities of this edition to handle the requests for free exchange. *Care should be taken, however, to avoid over-stocking of directories.*

3. Postal customers not having outdated directories to turn in and who wish to purchase the 1975-76 edition should send requests to the Superintendent of Documents, Government Printing Office, Washington, DC 20402, enclosing a check or money order for \$16.65 for each copy.

4. Upon receipt of initial supplies, please be sure the new directories are placed in the lobbies and at self-service postal centers for immediate use. Periodic checks should be made at these locations; if a directory is not in good condition, it should be replaced.

5. Copies of obsolete directories taken in exchange for new ones should be recycled or destroyed. Under no circumstance should they be donated to schools or libraries, or otherwise returned to circulation. With nearly 100,000 entries being changed each year, even a one-year-old directory is too far out of date to benefit either customers or the Postal Service.—Customer Services Dept., 9-25-75.

**Personal Property System**

**Revised Forms—New Chart of Accounts**

Development and implementation of the new Chart of Accounts has required that many forms be revised to provide for expanded data fields and in some instances changes in format to accommodate needed additional data.

The following list of forms which are used in support of the personal property system have been revised. They are presently available at the supply centers and should be requisitioned in time for use on and after October 11, 1975, the beginning of A/P 05, FY 76. Please use Form 4750 *Special Requisition For Supplies*, when ordering these newly revised forms. In preparing these forms it should be noted that the finance number block has been expanded by one position and that a sub-location and cost center block has been added. Until further notice leave the last position of the finance number block blank and zero-fill the sub-location and cost center blocks. When ordering the forms order only those forms with the edition dates shown below. All other editions of these forms both at postal installations and supply centers should be removed and destroyed as of the October 11, 1975 date.

| Form No. | Edition Date | Name                                       |
|----------|--------------|--|
| 7373     | Apr. 1975    | Equipment Requisition.                     |
| 915      | Feb. 1975    | Property Data Code Sheet.                  |
| 969      | Mar. 1975    | Disposal of Personal Property.             |
| 7340     | Jan. 1975    | Shipping Instructions for Excess Property. |

—Finance Dept., 9-25-75.

**Annual Inspection of Rural Routes**

The annual inspection of rural routes is no longer required during the month of May in each year. Effective immediately postmasters are delegated the authority to select the month in which the inspection will be conducted. The completed Form 4248, *Rural Route—Annual Inspection Report*, will be retained in the post office file.—*Delivery Services Dept.*, 9-25-75.

**Supply Catalog Changes**

Incident to the recent distribution of Publication 24, *Supply Catalog*, April 30, 1975, the following additions and corrections should be made:

**A. New Items Stocked by both Supply Centers**

| Item No. | Nomenclature                    | NSN              | Unit of Issue |
|----------|---------------------------------|------------------|---------------|
| 059C3    | Paper, label, 300 per bundle    | 7530-00-782-6265 | BD            |
| 01031    | Basket, canvas, w/casters       |                  | EA            |
| 01033I   | Inserts for Item 1033           |                  | EA            |
| 01046I   | Inserts for Item 1046           |                  | EA            |
| 01046T   | Trays for Item 1046             |                  | EA            |
| 08103A   | Bands, mailing, 250 per package |                  | FG            |
| 08103B   | do                              |                  | PG            |
| 08103C   | do                              |                  | PG            |
| 08103D   | do                              |                  | PG            |

**B. Corrections**

| Item No. | Nomenclature            | Action                                      |
|----------|-------------------------|---|
| 075      | Stand, for items 050A-D | Change price to \$8.40 ea.                  |
| 075W     | Stand, for item 050E    | Change price to \$16.48 ea.                 |
| 0334C    | Ribbon                  | Stocked by both Centers.                    |
| 0813P    | Seal, air mail          | Unit of issue should read EA in lieu of BX. |
| EP875    | Envelope                | Stocked by both Centers.                    |
| S2012B1  | Respirator              | Do.   |
| S2012B2  | do                      | Do.   |
| F1720    | Ink, fingerprint        | Unit of issue should read TU in lieu of BX. |

**C. Change in Supply Source**

The following items will be requisitioned from area supply centers only. Delete referenced NSN's from Publication 24.

| Item No. | Nomenclature              | Action      |
|----------|---------------------------|-------------|
| 0138A    | Notebook, stenographer's  | Delete NSN. |
| 0304     | Pencil, indelible copying | Do.         |
| 0354     | Oil, lubricating          | Do.         |
| 0391B    | Binder, transfer          | Do.         |
| 0391M    | Binder, loose leaf        | Do.         |
| 0391T    | Binder, sheets            | Do.         |
| 0926B    | Pliers, diagonal          | Do.         |
| M8000    | Cotton, sterile           | Do.         |

These changes will be included in the next revision to Publication 24.—*Procurement & Supply Dept.*, 9-25-75.

**Discontinuance of Form 2397**

Effective September 27, 1975, the preparation of Form 2397, *Summary of Basic Operating Data*, will be discontinued. This is a result of the implementation of the Management Operating Data System (MODS) which will replace the Workload Recording System on that date.

All reference to Form 2397 in Fiscal Handbook Series F-1, *Financial and Cost-Controls*, will no longer apply.—*Finance Dept.*, 9-25-75.

**Availability of S-33**

The complete revision of Procurement Handbook, Series S-33, *Shipping and Receiving Postal Service Property* (formerly titled, *Shipping USPS and GSA Stores Stock Items*) has been distributed. Offices requiring additional copies may requisition on Form 1286, *Request for Postal Publications*, from Directives Control Division, U.S. Postal Service, Washington, DC 20260.—*Procurement & Supply Dept.*, 9-25-75.



Postmasters/Managers

### Discontinuance of Customer Complaint Analysis Program

In the special and regular issues of the *Postal Leader*, April 1975, announcement was made of a new program to make it easier for the public to bring its problems and comments on mail service to the attention of postmasters. The new program, involving the use of the Consumer Service Card (Form 4314), has been tested successfully in Arizona, Illinois, Massachusetts, and Rhode Island, and will be implemented nationwide starting October 1, 1975. A reproduction of the card appears with this article.

The new program will be known as the *Consumer Service Card Reporting & Analysis System* and will replace the present system of collecting and reporting customer complaints.

Effective at the close of business on Tuesday, September 30, 1975, the existing Customer Complaint Analysis Program is discontinued in all postal facilities. On the same date, the following forms are discontinued:

- Form 4316, *Customer Complaints Tabulation Summary Report (OCR)*

- Form 4316-A, *Complaint Survey Report (OCR)*

- Form 4317, *Complaint Tabulation*

- Form 4317-A, *Complaint Survey*

- Form 1835, *Record of Call or Visit*

Remaining supplies of the above forms should be disposed of as waste after completing final reports for Accounting Period 3. These reports should be forwarded in the usual manner.

Also, effective immediately, the requirement for post offices to maintain records on complaints for one year is rescinded. Postmasters may retain records on complaints whenever they think it is necessary.

Guidelines, instructions, and details concerning the operation of the new program are being provided through a special Consumer Service Card Implementation Kit that is being distributed to all postmasters through their management sectional center.

### Uniform Contract Extended

The Postal Service has extended the current contract with Lions Uniforms, Inc., 2735 Kearns Avenue, Dayton, OH 45414, to continue furnishing uniforms for certain mail handlers, maintenance (custodial), and vehicle (maintenance) employees who are eligible, through November 30, 1975.

An employee's eligibility to participate in this program is determined by the postmaster or installation head in accordance with instructions previously issued by the regional office. The St. Louis Data Center will issue new Forms 1498, *Uniform Allowance Payment Record*, for those employees currently eligible according to their records. The data center must be regularly notified as to any newly eligible employees or employees no longer eligible.

When placing orders with Lions Uniforms, Inc., for uniforms under contract program, postmasters and installation heads should enter the contract number 72-1-02862 in the *Remarks* block on Form 4709-C, *Requisition (Uniform Items)*.

When processing the Lions Company's invoices for payment, postmasters and installation heads must enter vendor number 77775 in the appropriate block on Form 1498.

This does not apply to employees eligible for work clothes under Section 5, Article XXVI of the 1975 National Agreement.—*Finance Dept.*, 9-25-75.

*All users of Handbook F-43*

### Property Code Numbers

#### New Chart of Accounts

Distribution will be made on or about October 1, 1975, of Fiscal Handbook F-43, *Property Code Numbers*. Distribution will be made on the same basis as the January 1974 edition. The new F-43 is to be used effective October 11, 1975, and thereafter when ordering/requisitioning all new capital personal property items. It should be noted that this new issue contains a commitment account for each PCN line entry. This account number must be cited on all purchase/commitment documents along with the PCN number to assure that the correct account is charged for the capital commitment.—*Finance Dept.*, 9-25-75.

1 COMPLETE BELOW. PRINT FINELY.

2 REMOVE THIS TAB. DISCARD CARBON.

3 FILL IN ADDRESS BLANK ON CARD TO YOUR POSTMASTER.

4 MAIL BOTH CARDS.

---

Date: \_\_\_\_\_

**CONSUMER SERVICE CARD**

|            |               |            |             |           |                 |
|------------|---------------|------------|-------------|-----------|-----------------|
| Name _____ | Address _____ | City _____ | State _____ | ZIP _____ | Day Phone _____ |
|------------|---------------|------------|-------------|-----------|-----------------|

• Is this: Information request  Suggestion  Complaint  Other

• If this is a problem with a specific mailing, please complete following:

|  |   |                                      |   |
|--|---|--------------------------------------|---|
| Was it:                                      | Was mailing:                              | Did it involve:                      | Please give information on the other person involved in this mailing: |
| <input type="checkbox"/> Letter              | <input type="checkbox"/> 1st Class        | <input type="checkbox"/> Delay       | _____   |
| <input type="checkbox"/> Regular Parcel Post | <input type="checkbox"/> Airmail          | <input type="checkbox"/> Non-receipt | _____   |
| <input type="checkbox"/> Air Parcel Post     | <input type="checkbox"/> Special Delivery | <input type="checkbox"/> Damage      | _____   |
| <input type="checkbox"/> Newspaper/Magazine  | <input type="checkbox"/> Certified        |                                      | _____   |
| <input type="checkbox"/> Advertisement       | <input type="checkbox"/> Registered       |                                      | _____   |
|  | <input type="checkbox"/> Insured          |                                      | _____   |

Was the above person  Sender  Receiver

• If not specific mail problem, is it:  Self Service Postal Equipment  Money Order  Postal personnel

• Please give essential facts: \_\_\_\_\_

PS Form 4314-July 1975 Thank you. You will be contacted soon.

—Operations Group, 9-25-75.

### Personal Property Code Numbers

This is to serve as a reminder that each funded procurement request and commitment document for the acquisition of capital equipment must contain the property code number (PCN) assigned to the property item involved. Assigned PCN's are contained in Fiscal Handbook Series F-

43, *Property Code Numbers*. If the item being requested is not found in Handbook F-43, one will be assigned upon request to the St. Louis Postal Data Center, Property Section; write or telephone, 314-425-5485.—*Finance Dept.*, 9-25-75.

## UNIFORM ALLOWANCE PROGRAM

### I. Increase in Uniform Allowances for Employees Covered by the National Agreement

Pursuant to the 1975 National Agreement, Section 2, Article XXVI, annual allowances for eligible employees in the reimbursable uniform program will be increased **on the employees next anniversary date beginning July 21, 1975, which is the effective date of the Agreement.** The increases are as follows:

a. Those employees who formerly received \$140.00 annual allowance will now receive \$154.00. Those employees who formerly received \$60.00 will now receive \$66.00.

b. First year allowances will be increased from \$175.00 to \$189.00 and \$67.00 to \$73.00 respectively.

Those employees having an anniversary date between July 21, 1975 and September 26, 1975 will be issued new Forms 1961, *Employee Uniform Allowance Statement*, and 1498, *Uniform Allowance Payment Record*, reflecting the new change, as forms on hand reflect old balance. Any employee having an anniversary date subsequent to September 26, 1975, will receive Forms 1961 and 1498 with the new allowance already included. Any employee with an anniversary date prior to September 26, 1975, that has spent in excess of \$140.00 may certify the overage on the corrected Form 1498 that will be received on or about September 26, 1975. In order that vendors may receive payment in a timely manner, employees are requested to submit invoices to their postmaster or installation head promptly so that Forms 1498 may be submitted.

The current procedures regarding employees transferring from one allowance category to another as shown in section 422.6 of the *POSTAL SERVICE MANUAL* shall be continued.

### II. Contract Uniform Program

Based on the recommendation of the Joint Labor Management Uniform Control Committee, the U.S. Postal Service has decided to change the method of supplying uniforms to those persons now receiving them in accordance with Section 3, Article XXVI of the National Agreement, presently known as the Contract Uniform Program. The uniforms will no longer be procured on a contract basis and furnished to employees who

are eligible, but rather through a Uniform Allowance Program with a direct payment to licensed vendors by the employer. Therefore, those vehicle maintenance employees formerly entitled to uniforms under the Contract Uniform Program will receive an allowance of \$75.00 per anniversary year, and those custodial maintenance employees and mail handlers formerly entitled to uniforms under the Contract Uniform Program will receive an allowance of \$60.00 per anniversary year. To be eligible for uniform under the Contract Uniform Program, employees must (a) be in public view at least 4 hours a day for 5 days a week, or (b) in other instances where the combined total time in public view is not less than 30 hours per week. Eligible employees are:

a. *Mailhandlers and Group Leaders (Mailhandlers)*. Those assigned to dock areas, platforms, and other locations who meet the 4-hour-a-day or 30-hour-a-week criteria.

b. *Maintenance (Custodial)*. Those not otherwise authorized to wear uniforms who are assigned to multi-occupied buildings operated by the U.S. Postal Service and who meet the 4-hour-a-day or 30-hour-a-week criteria.

c. *Vehicle (Maintenance)*. Those who meet the 4-hour-a-day or 30-hour-a-week criteria, including time on road calls.

These employees will obtain the authorized uniform items from licensed vendors who will be reimbursed in the same manner as the regular uniform program. In order to bring this program into conformity with the other reimbursable programs and the National Agreement, all persons who have an anniversary date between July 1, 1974, and July 20, 1975 will be automatically given an anniversary date of July 21, 1975, and any employee becoming eligible subsequent to that date will be given an anniversary date effective on the date of eligibility.

Postmasters and installation heads are requested to continue using Form 1959, *Employee Data for Uniform Items Furnished Under Contract*, to establish and terminate employees from this program.

*Any employee who was eligible for contract uniforms and had an anniversary date prior to July 1, 1975, who has ordered and not received, or who*

*has not ordered* should have a Form 4709-C, *Requisition (Uniform Items)*, prepared and submit it through his postmaster to the region by October 10, 1975. Arrangements have been made to obtain these orders from the regions and transport them to the vendor for filling. After these orders have been filled, the contract will be terminated. These employees will receive Forms 1961 and 1498 reflecting their new allowance upon their next anniversary date following July 21, 1975. Natick Laboratories has prepared specifications for the uniform items for both male and female employees. Licensed vendors can obtain these specifications so that they can have the items for sale in the very near future. Eligible employees will be able to purchase any combination of the approved items from the licensed vendors not to exceed their authorized allowance which must include sales tax and alterations if applicable. No emblem or craft designation will be displayed. Identification will be provided through badges or identification tags by postmasters or installation heads.

### III. Work Clothes

In accordance with the terms of the 1975 National Agreement, the work clothes program is being converted from a contract-type program to a program which will provide eligible employees with an allowance of \$30.00 per anniversary year to obtain authorized work clothes from licensed vendors who will be reimbursed in the same manner as the regular uniform program. Employees having anniversary dates beginning with July 21, 1975 will be receiving Forms 1961 and 1498 showing a \$30.00 allowance on or about October 10, 1975. Natick Laboratories is presently preparing specifications for the work clothes for both male and female employees. As soon as the specifications have been approved, a notice will be published in a *POSTAL BULLETIN*. Licensed vendors will sell work clothes in accordance with the approved specifications. The work clothes being authorized consist of a work shirt and work trousers. No emblem or craft designation will be displayed. Employees will be able to purchase any combination of authorized items not to exceed the \$30.00 allowance which must include sales tax and alterations if applicable.



Any employee who was eligible for work clothes and had an anniversary date prior to July 21, 1975, who has ordered and not received, or who has not ordered should have a Form 2567, *Work Clothes Requisition*, prepared and submit it through the postmaster to the region by October 10, 1975. Arrangements have been made to obtain these orders from the regions and transport them to the contract vendors for filling. After these orders have been filled, the contracts will be terminated. These employees will receive Forms 1961 and 1498 reflecting the new \$30.00 allowance upon their next anniversary date following July 21, 1975.

Postmasters and installation heads are again reminded that the work clothes program is for full-time employees as defined in Article VII of the National Agreement and further that these full-time employees must work full time in those units designated as having dirty work. Any flexible employee that has been certified as eligible should be removed from the eligible list by submitting a Form 1960, *Eligibility of Full-Time Employees Requiring Work Clothes*, showing that they have been removed from the program. Postmasters and installation heads are requested to continue using Form 1960 to establish and terminate full-time employees from this program.

Mailhandlers and maintenance employees working full time in the following duty assignments at bulk mail facilities are authorized work clothes:

- General Mechanic
- Electronic Technician
- MPE Mechanics
- Group Leaders—Custodial
- Laborers—Custodial
- Tool and Parts Clerk
- Platform (Dock) Operation

Other mail handlers, maintenance and clerical employees may upon request obtain aprons which the installation head will obtain through the GSA FEDSTRIP catalog.

#### IV. Revision of Postal Service Manual Part 422 Uniforms and Uniform Allowance

Part 422 of the POSTAL SERVICE MANUAL on uniforms and uniform allowances has been revised and is now effective and should be carefully reviewed by all postmasters or other designated postal officials to assure that employees, supervisors, and uniform vendors comply with all provi-

sions. Postmasters and installation heads shall stress to all supervisors the importance and need for proper dress and personal appearance of all uniformed employees.

Important highlights of POSTAL SERVICE MANUAL, Part 422, are as follows:

#### PURPOSE AND SCOPE

Uniforms are provided to certain employees for the following reasons:

- a. To provide immediate visual identification with the Postal Service to the public.
- b. To project an appearance to the public which is neat, professional, and pleasing.
- c. To help develop in the employee a feeling of esprit de corps.
- d. To meet standard professional practices (doctors, nurses, etc.).

#### PERSONAL APPEARANCE

Supervisors are responsible for continually observing the uniforms of employees and reporting to the postmaster, or installation head, employees who are improperly attired. Where employees are found to be in violation of uniform regulations, appropriate disciplinary action should be taken in accordance with the National Agreement.

#### RESPONSIBILITY OF INSTALLATION HEAD

- a. Post a list of uniform items authorized for the installation, indicating those items required to be worn and those which may be worn at the employee's option.
- b. Enforce all uniform allowance regulations and prevent abuses.
- c. Make readily accessible to all employees and vendors all rules and regulations governing uniform clothing and accessory purchases.

#### RESPONSIBILITY OF EMPLOYEES

Each postal employee is responsible for being adequately and properly dressed for duty and is expected to maintain a high standard of appearance, representing to the public the best tradition of service and efficiency while performing his/her official duties. Employees must maintain their uniforms in a clean, neat, and serviceable condition and assure that uniform garments are properly fitted to give a proper appearance.

Uniformed employees are responsible for conforming with all uniform regulations.

Employees required to wear a uniform shall wear it only when on duty, in connection with approved activities

directly related to postal employment. Postmasters may authorize wearing post office uniforms for activities in which the post office participates or which it sponsors, and where identification with the Postal Service is beneficial to the Service, and while the employee is traveling directly to and from work. In no other case may the postal employee's uniform or any part thereof, which identifies the garment or wearer with the Postal Service, be worn in non-postal employment or activities.

#### SPECIFICATIONS AND QUALITY CONTROL CERTIFICATION

Specifications for items of uniform dress for the guidance of uniform manufacturers and retailers are governed by specifications issued by the Army Quality Control Office at Natick, Massachusetts.

Payment will be made only for purchases of authorized uniform items manufactured in accordance with specifications issued by the U.S. Postal Uniform Quality Control Office, U.S. Army Natick Laboratories, Natick, Massachusetts. Each item, except leather and rubber footwear, overboots, gloves, hose, face masks, parka hoods, helmets, and fur caps, must contain the certificate label issued by the Postal Service Uniform Quality Control Office. (See 422.732 and .733.) By incorporating the label, the manufacturer guarantees that the item conforms to specifications. The label appearing in the uniform items must state the following:

This garment is warranted to meet or exceed the standard of specification PEDQUC No. — and was produced under certification No. —, from basic material and controlled components warranted by the manufacturer to have been produced in accordance with sample under current certificate.

#### PAYMENTS

Claims for payment for a given allowance year, that are not presented to the postmaster or his authorized representative on or before the last day of the allowance year, shall be considered forfeited and may not be paid in response to late filed claims, unless the late filed claim is submitted within 30 days after the close of a given allowance year and the invoice presented has been certified in writing by the licensed vendor that the merchandise contained therein was actually shipped during that partic-

ular allowance year. No late claim will be honored after this 30-day grace period irrespective of date of purchase. When and if such a claim is not allowed, notify both customer and vendor. Return invoice directly to vendor.

Claims for payment shall not be honored for any item purchased prior to the beginning of a new allowance year when there are insufficient funds in the employee's current uniform account to pay for the purchases. The date of the vendor's invoice shall be considered the actual date of purchase. When such a claim is not allowed, notify both customer and vendor. Return invoice directly to vendor.

Payment shall not be claimed and may not be made for expenses involved in purchase of second-hand items of uniform, not for cleaning, repairs, or alterations (except alterations made at time of purchase and made for the sole purpose of insuring proper fit).

All branches of service have specific detailed specifications for the style and color of their particular uniforms. Detailed specifications and styles are prescribed for both male and female uniform items of clothing in each specific category of employment. Payment shall not be claimed and may not be made for any items of clothing that do not conform with the detailed male or female specifications and styles for the employee's category of employment.

Each employee is personally responsible to authorized licensed vendor for all purchases in excess of his or her uniform allowance. In cases where the employee does purchase in excess of his full allowance or existing allowance balance, the full licensed vendor invoice shall be processed regardless of amount. The postal data center will only pay the maximum left in employee's account and notify the vendor why remainder has not been paid.

#### APPROVAL BY INSTALLATION HEAD

The installation head may require the employee to present uniform purchases for inspection before approving purchase vouchers. The installation head shall assign an employee(s) at each facility to examine all invoices to assure that purchases are reasonable under the circumstances. All items must contain the certificate label issued by the Postal Service Quality Control Office, except as

noted in 422.332. Discretion shall be exercised in permitting purchase of excessive amounts of one-of-a-kind items, such as shoes, gloves, socks, and other civilian type items.

If all merchandise is acceptable, the invoice should be signed by employee and accepted for payment. If all merchandise is unacceptable, the invoice should be returned by the postmaster to the vendor advising the reason it was unacceptable. The employee should retain the unacceptable merchandise, without being worn, pending receipt of instructions from the vendor.

If only a portion of merchandise is acceptable, all unacceptable merchandise should be crossed off original and employee copy of invoice. The portion of the invoice for only acceptable merchandise should be processed for payment. The employee copy of invoice should be returned by the postmaster to the vendor stating the reason adjustment was made to the invoice. The employee should retain the unacceptable merchandise, without being worn, pending receipt of instructions from the vendor.

If any invoice presented in .732 and .733 is unacceptable because it is considered by employer's designated representative as not to conform to current postal regulations, notify installation head so that appropriate action may be taken. The employee should retain the unacceptable merchandise, without being worn, pending receipt of instructions from the vendor.

The installation head has the responsibility to disallow payment for the purpose of excessively priced items, not needed for local climatic conditions, and excessive amounts of civilian type items.

The installation head shall caution all employees that uniform purchases in excess of their current allowance are employees' personal responsibility.

The Postal Service, although not responsible for employee's excess uniform allowance purchases, shall, when notified by vendor or employee's delinquency, advise employee in writing of his responsibilities to make payment.

#### DIRECT PAYMENT TO LICENSED VENDORS

Payment shall be made directly to licensed vendors.

Employees will not be reimbursed for uniform purchases except for cap.

Payment to vendor shall be made on the basis of merchandise (see

422.731) and evidence submitted by the employee that he has personally acquired prescribed items which meet postal specifications, and is satisfied with the items received. Order blanks and cash register tapes are not acceptable evidence. Licensed uniform vendors' vouchers or bills must contain an itemization and description of uniform garments purchased, including size of each item, to be considered acceptable evidence. The evidence shall contain full name of the employee, the post office finance number, employee's social security number, employee's designation number, employee's anniversary date, the vendor's license number, vendor's invoice number, date on which purchase was made, and a statement by the supplier that the items are in accordance with Postal Service specifications. The itemization shall be sufficiently specific to permit a determination that payment is being claimed for prescribed items of uniform in accordance with Postal Service specification. Prices of items represented on receipts, or other acceptable evidence of acquisition, must represent the actual net amount charged by the supplier.

Employees shall submit vendor's original invoice or photostat thereof, or a true copy to their postmaster no later than ten working days after receipt of the invoice. In those instances where the receipt is not submitted in ten working days, it may be submitted provided the employee supplies in writing the reason for the delay.

Postmasters shall promptly process invoices for payment to vendors. Assure that invoices are in accordance with Handbook F-42, *Uniform Allowance Program*. (Note: Signed Forms 1498 should be mailed directly to St. Louis Postal Data Center on Friday of the first and third week of each accounting period. This procedure should be strictly maintained to assure prompt payment to vendors.)

Before processing invoices for payment, postmasters must assure that purchases are in accordance with the guidelines and objectives stated in 422.311.

Publication 136, *Licensed Vendor Listing*, shall be placed at a designated point within the postal installation, and all eligible employees notified of its availability and location. Additions to the listing will be published in the POSTAL BULLETIN. The listing must be kept up to date and available to employees at all times.



Wearing of the cap is still mandatory for casual employees, new employees who are not required to wear a uniform during the first 90 days of their employment, and all other employees who are authorized only a cap as a means of identifying them with the Postal Service. No substitute headgear may be worn by these employees. Make payment in cash to employees for purchases of uniform caps made before the expiration of the prescribed 90 days of service. The employee will reimburse the vendor directly. Postmasters or installation heads shall complete Form 3236, *Uniform Allowance Cap Disbursements*, for cash disbursements made to employees for purchase of uniform caps.

**UNIFORM VENDORS**

*Communications from Vendors.* The postmaster shall designate an employee to respond to all licensed vendor correspondence relating to employee uniform purchases. All correspondence that requires an answer must be received from the licensed vendor in the following manner:

- a. Addressed to Uniform Clerk, c/o Post Office, City, State, ZIP Code;
- b. In duplicate with self-addressed return envelope;
- c. Showing employee's name, social security number, invoice number in question, invoice amount, date of invoice; and
- d. Space provided for a reply.

*Access to Postal Premises.* Postmasters may permit licensed vendors of official postal uniform items access to postal installations and their sub-installations as follows:

- a. The licensed vendor or his representative must present proper identification to postmaster or his designated representative.
- b. The location has a lunchroom or other nonwork area space of sufficient size so that a vendor and an interested employee may conduct their business without interference with postal activities.
- c. Local rules as to location, hours, etc., required by local postmaster must be strictly adhered to.
- d. Vendors failing to meet requirements in a. and c. may be denied admission by postmaster.

**UNIFORM ITEM SPECIFICATION CHANGES**

The following are uniform item specification changes for Passenger Elevator Operators, Elevator Starters, Guards, and Watchmen:

**Domestic First-Class Mail Upgrade**

Effective October 11, 1975, domestic first-class mail will receive service equivalent to that of airmail. This improvement of first-class service necessitates the following changes in procedures, instructions, and assessment of postage rates:

1. Section 124.154, *POSTAL SERVICE MANUAL*, requires that restricted articles under Part 124 intended for air transmission shall be accompanied by a shipper's certification prepared in accordance with Federal Aviation Regulations. Effective immediately, restricted articles mailable under Part 124 which will be accepted as first-class or priority mail must be accompanied by the shipper's certificate unless the material is for local delivery.

2. Restrictions relating to shipments by air contained in section 124.242 will, effective immediately, apply to first-class and priority mail shipments.

3. Air mail business reply mail will be charged the appropriate first-class business reply mail rates and fees promulgated by *POSTAL BULLETIN* 21054, 9-4-75.

4. Matter mailed in standard airmail envelopes or regular envelopes endorsed *Airmail* bearing first-class postage will not be assessed postage due.

Postmasters should alert appropriate employees that these changes affect domestic mail only. Customers who desire air service for international mail must continue to affix the proper airmail postage.

The *POSTAL SERVICE MANUAL* will be amended to reflect these changes.—*Rates & Classification Dept.*, 9-25-75.

a. *Shoes.* Black leather or black pormeric uppers with or without built-in safety toes not to exceed eight inches in height from tops of soles. All leather or pormeric shoes must be capable of accepting a buff shine to obtain a glossy finish.

b. *Tie.* Dark blue four in hand (post office blue 5014).

The above specification changes are effective immediately.—*Employee & Labor Relations Group*, 9-25-75.

**Inaugural Service—AM-141**

On or after October 14, 1975, Kodiak Western Alaska Airlines, Inc., will inaugurate service between Kodiak and King Salmon, Alaska. An official cachet will be furnished and the usual philatelic treatment outlined in section 257.3, *POSTAL SERVICE MANUAL*. Customers desiring to send covers by this service should enclose them in another envelope addressed as follows:

|  |  |
|--|--|
| <p><i>Cachets to be applied by:</i><br/>Kodiak Post Office---<br/>King Salmon Post Office.</p> | <p><i>Send covers to:</i><br/>Postmaster<br/>Kodiak, AK 99615<br/>Postmaster<br/>King Salmon, AK 99613</p> |
|--|--|

Covers should reach the office applying the cachet at least three days prior to the scheduled flight. Covers already postmarked, those not properly prepared, and those posted in the usual manner will not receive the cachet.—*Logistics Dept.*, 9-25-75.

**Availability of Form 13**

The U.S. Postal Service, *buck slip*, Form 13, *Routing Slip*, will again be stocked in the area supply centers. It is anticipated that first deliveries to supply centers will arrive approximately November 1, 1975. New stocks of the forms will be issued as a cost item. Price of the forms will be announced at a later date.

Local reproduction or procurement of Form 13 is not authorized even as an interim measure.—*Procurement & Supply Dept.*, 9-25-75.

**Special Cancellations**

Postmasters having any of the special cancellation die hubs listed below are authorized to use them for the periods designated. At the end of the period, the die hubs should be withdrawn from use and stored. Postmasters who do not have these special die hubs shall not request them without application by the sponsors.

| <i>Cancellations</i>    | <i>Period of Use</i>           |
|-------------------------|--------------------------------|
| Hire the Handicapped... | October 8 to October 15, 1975. |
| Fire Prevention...      | October 1 to October 30, 1975. |

—*Rates & Classification Dept.*, 9-25-75.

## EEO PROGRAM FOR PROGRESS REPORT

Form 1789, *EEO Program for Progress Report*, August 1975, has been revised to reflect the 1975 National Agreement between the U.S. Postal Service and the Exclusive Unions. The August 1973 edition of Form 1789 shall continue to be used until the existing supply is exhausted. Offices using the August 1973 edition shall make pen and ink changes on the face of the form so that references to the 1973 National Agreement read: *1975 National Agreement*.

All post offices with 950 revenue units or above, district offices, regional headquarters, groups and independent departments at USPS Headquarters, inspection service regional and division offices, and other field installations and activities reporting directly to USPS Headquarters, shall prepare Form 1789 for the

period 4-2-75 to 10-1-75. Post offices with less than 950 revenue units shall prepare Form 1789 for the period 10-2-74 to 10-1-75.

All post offices will prepare and submit Forms 1789 in accordance with instructions issued by their respective region. Forms 1789 prepared by post offices and mail processing installations with workforces of 500 or more employees, district level compilations (offices with 950 revenue units or more only), a regional office report, and a region-wide compilation (offices with 950 revenue units or more only), shall be submitted by the region to the Office of Equal Employment Opportunity by October 31, 1975.

All Headquarters' field installations and activities are to prepare and submit Forms 1789 in accordance

with instructions issued by the appropriate headquarters group or independent department, each inspection service region (region-wide compilation), and all headquarters' field installations and activities with workforces of 200 or more employees, shall be routed through the appropriate group or independent department head and submitted to the Office of Headquarters Personnel by October 31, 1975.

The U.S. Civil Service Commission definition of minority designations is clearly displayed on the face of Form 1789. Forms 1789 for all installations in Hawaii, Guam, Puerto Rico, and the Virgin Islands shall display data in the vertical *Totals* column only, on the extreme right side of the form.—*Employee Relations Dept.*, 9-25-75.

## HIDDEN DIVIDENDS

You may think the only dividend your credit union has to offer is a high passbook savings dividend, probably compounded quarterly. NOT SO! It has money to lend (with automatic life insurance to eligible borrowers at no extra charge), payroll deductions, and personal, confidential service in all business transactions. Best of all, it is a select-membership group and you are a part of it. Members like you control the credit union through the board of directors you elect. You tell them what you need, and they listen. So, join your local credit union. If you have none available, write USPSFCU, Box 23650, Washington, DC 20024.

## Form 4056-A

Form 4056-A, *Su Buzon Necesita Atencion*, replaces Form 4056, *Your Mailbox Needs Attention*, in areas where Spanish is spoken. The new form is now available in area supply centers and should be requisitioned on Form 7380, *Requisition for Supplies*, during regular requisitioning periods.—*Delivery Services Dept.*, 9-25-75.

## Reimbursement Rates— Driveout Agreements

Questions have been raised from the field regarding reimbursement under the City Carrier Transportation (Driveout) Agreements. Postmasters are reminded to make appropriate adjustments in the rates, as set forth in Article XLI, Section 4, of the 1975-1978 National Agreement. Such adjustments are to be retroactive to July 21, 1975.—*Labor Relations Dept.*, 9-25-75.



All Postal Installations

**Merging First-Class Mail and Airmail**

Effective 12:01 a.m. October 11, 1975, the **separate** collection, post-marking, distribution, and dispatch of domestic first-class mail and airmail will be discontinued. These separate postal activities will be combined into a single mail processing system. Priority mail and international airmail will continue to be segregated for separate processing and dispatch arrangements.

The following actions will be taken at all postal installations where applicable:

1. Withdraw *white top* airmail collection boxes from service and adjust collection trips and schedules as needed. Do not reduce the level of collection service. Use these boxes for such other needed collection purposes (e.g., local mail collection boxes), or store for future needs.

2. Postmark and distribute airmail with first-class mail at the main mail processing facility, using *a.m.*, *p.m.*, and *-p.m.* times as applicable. Review post office operating plans and make necessary revisions.

3. Dispatch all available volumes of this mail via dispatches of value to major cities in the established overnight service program for airmail to assure upgraded service achievement for as much first-class mail as possible. Use pouching and labeling procedures prescribed by regional postal management.

4. Special delivery mail in Speedy Bags to committed overnight destinations will be pouched with first-class mail or priority mail made up for dispatch to those points. Special delivery mail to other than overnight destinations in Speedy Bags will be pouched with priority mail.

5. In some cases, it may be necessary to adjust MVS schedules to assure all possible mail is received on the first dispatch to stations and branches. It is not intended that this program should result in any significant change in present leaving time for carrier delivery. Also review and adjust as required MVS schedules to the airmail facilities.

6. Customers may exchange airmail postage for first-class postage according to the provisions of the **SPECIAL POSTAL BULLETIN**, dated September 19, 1975, but window clerks

**State Tax for Iowa and Oklahoma**

The States of Iowa and Oklahoma have revised their state income tax withholding requirements. The withholding changes will be effective Pay Period 20-75. The change will be reflected on affected postal employees' salary checks dated October 3, 1975.—*Finance Dept., 9-25-75.*

**Domestic Orders**

*False Representation. Enforced by postmasters at cities listed.*

| State/City         | Name Covered                                    |
|--------------------|---|
| OR, Portland-----  | Atlantis Rising<br>7915 S.E. Stark              |
| TX, Dallas-----    | Solarama, Inc.<br>8609 Northwest Plaza<br>Drive |
| CA, Sacramento---- | Charles Laboratories<br>P.O. Box 22546          |
| CA, Los Alamitos-- | A.A.M.A.<br>P.O. Box 36<br>12791 Christy        |

—*Judicial Officer, 10-2-75.*

will not redeem airmail postage for cash.

7. Since airmail postage may continue to be used for international airmail, airmail to Mexico, and domestic priority mail, window clerks should retain sufficient quantities of airmail stamps to meet their anticipated needs. It will no longer be necessary to use airmail postage for airmail to Canadian destinations, as first-class and airmail to Canada will also be merged into a single processing system.

8. Airmail bordered cards and envelopes can be used with first-class postage and will not be considered short-paid mail. All business reply mail delivered on October 11, and thereafter, will be rated as first-class mail.

9. Continue to sell airmail stamps (rolls and booklets) from vending machines for use on priority mail and international airmail. **Remove** airmail stamped envelopes and postal cards from all commodity vending machines. Appropriate signs will be supplied to each SSPC technician for application to the SSPC postage rates panel (Notice 100).

10. Window service employees should become familiar with the new service standards for other offices by reviewing the map or chart prepared for their office. Customers should also be informed about the availability and location of these service standards materials.—*Logistics Dept., 9-25-75.*

**Real Estate and Building Contracting**

All contracts awarded for the purchase, construction, and alteration of buildings and land, including, but not limited to, option agreements, A&E Services, and other contractual agreements (exclusive of lease agreements) incidental to the acquisition of real estate for the Postal Service, shall be assigned a *contract number* in accordance with Procurement and Supply Department Directive P-1 (Rev.), dated 5-12-75, and subsequent revisions to Section 20, Publication 41, *Postal Contracting Manual*. The only exceptions to the instructions contained in Directive P-1 are that real estate and building contract numbers shall contain a two-digit supplementary number following the thirteen-position basic number. This supplementary number shall begin with 00 and continue with 01 for contract modification 1, followed by 02, etc., through 99 for all subsequent modifications.

The foregoing supplementary numbering procedures shall not apply when recording the contract number and related data on the Register of Contract Awards or on Form 4907, *Facilities Contract Data*, March 1975 (Rev.) (Refer to Procurement and Supply Department Directive P-2 (Rev.), 5-12-75). The supplementary number 00 shall *not* be entered on either the Register of Contract Awards or on Form 4907, and contract modifications shall be numbered sequentially M01 through M99.

Publication 191, *Capital Investment Implementation Instructions*, will be revised in accordance with the changes effected by Directive P-1 (Rev.). Specifically, the use of codes F, P, and R in the ninth position of the contract number shall only apply to contracts awarded *prior* to the date of this notice. Task Orders issued on or after the date of this notice, against the current Basic Ordering Agreement with the Ralph M. Parsons Company, shall cite a code F in the ninth position of each respective Task Order number. All other contracts and orders awarded on or after the date of this notice shall cite a code in the ninth position which identifies the method of award as specified in Directive P-1 (Rev.).

Lease agreements shall not be reported on the Register of Contract Awards.—*Procurement & Supply Dept., 9-25-75.*





POST OFFICE CHANGES NO. 9

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

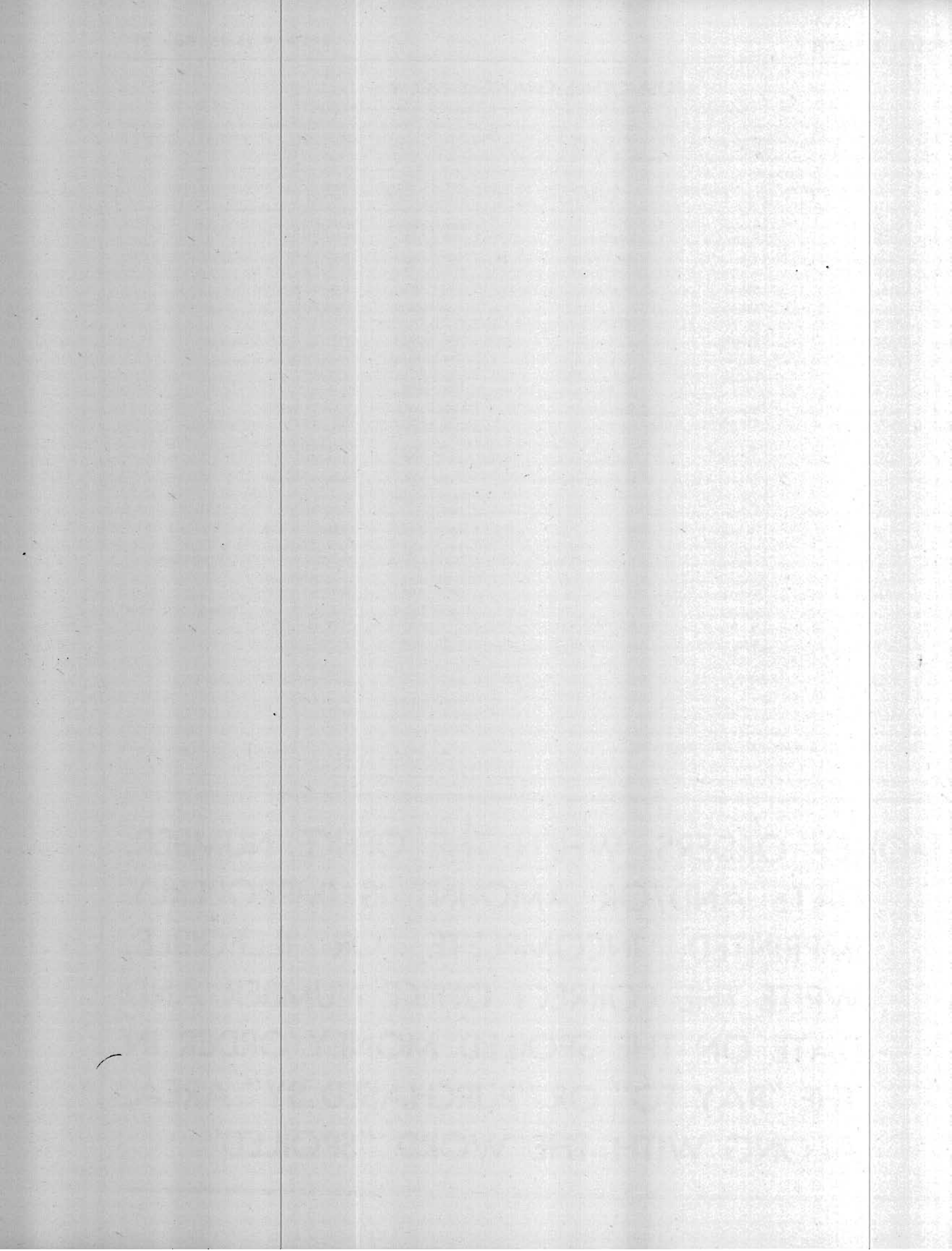
Abbreviations: B=Branch. C=City Delivery. Conv.=Converted. CPO=Community Post Office. Disc.=Discontinued. DOPO=Directory of Post Offices. Estab.=Established. F=Finance. IC=Independent City. MOU=Money Order Unit. MPO=Main Post Office. MR=Mailing Restrictions (from Part 128 PSM) apply. NP=Nonpersonnel. NZCD=National ZIP Code Directory. RB=Rural Branch. Resc.=Rescinded. RS=Rural Station. S=Station. x=Classified. (Contract stations and branches do not have the symbol "x" following the symbol for type of installation.) (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                          |
|-------|-----------------------|---------------|----------------------------------|----------|----------|---------------|----------------|--|
| AZ    | Valentine             | Mohave        | Valentine                        | CPO      | 86437    | Delete        | 10-10-75       | } P.O. conv. to CPO.                           |
| AZ    | Kingman               | do            | Valentine                        | CPO      | 86437    | Add           | 10-11-75       |  |
| CA    | Randsburg             | Kern          | Red Mountain <sup>1</sup>        | RB       | 93558    | Delete        | 9-12-75        | } RB conv. to CPO and parent P.O. changed.     |
| CA    | Johannesburg          | do            | do                               | CPO      | 93558    | Add           | 9-13-75        |  |
| GA    | Atlanta               | Fulton        | Downtown                         | Sx       | 30301    | Add           | 9-22-75        | Sx estab.                                      |
| KS    | Greenwich             | Sedgwick      | Greenwich                        | CPO      | 67055    | Delete        | 10-10-75       | } P.O. conv. to CPO.                           |
| KS    | Wichita               | do            | Greenwich                        | CPO      | 67055    | Add           | 10-11-75       |  |
| KY    | Public                | Pulaski       |                                  |          | 42637    | Delete        | 8-12-75        | } ZIP Code changed.                            |
| KY    | do                    | do            |                                  |          | 42549    | Add           | 8-12-75        |  |
| KY    | Pueblo                | Wayne         |                                  |          | 42549    | Delete        | 8-12-75        | } ZIP Code changed.                            |
| KY    | do                    | do            |                                  |          | 42637    | Add           | 8-12-75        |  |
| KY    | Somerset              | Pulaski       | West Somerset                    | Sx       | 42501    | Delete        | 8-12-75        | } ZIP Code changed.                            |
| KY    | do                    | do            | do                               | Sx       | 42564    | Add           | 8-12-75        |  |
| MA    | Buzzards Bay          | Barnstable    | Main Street                      | Sx       | 02582    | Add           | 8-14-75        | Sx estab.                                      |
| MA    | South Carver          | Plymouth      |                                  |          | 02566    | Delete        | 8-30-75        | } ZIP Code changed.                            |
| MA    | do                    | do            |                                  |          | 02366    | Add           | 8-31-75        |  |
| MI    | Winona                | Houghton      | Winona                           | CPO      | 49972    | Delete        | 9-12-75        | } P.O. conv. to CPO.                           |
| MI    | Tolvola               | do            | Winona                           | CPO      | 49972    | Add           | 9-13-75        |  |
| NJ    | Belford               | Monmouth      | Campbell's Junction              | S        | 07718    | Add           | 9-15-75        | S estab.                                       |
| NY    | Hoffmans              | Schenectady   |                                  |          | 12088    | Delete        | 11- 7-75       | } P.O. disc.                                   |
| NY    | (Mail to Schenectady) | do            |                                  |          | 12302    | Add           | 11- 8-75       |  |
| NC    | Gibsonville           | Gulford       |                                  |          | 27249    | Add           | 10-11-75       | C estab.                                       |
| PA    | Mountville            | Lancaster     |                                  |          | 17554    | Add           | 9-13-75        | } C estab. Amend PB 21065 to correct eff. date |
| PA    | New Castle            | Lawrence      | South New Castle                 | Sx       | 16101    | Change        | 10-15-75       |  |
| PR    | Villalba              | Ponce         |                                  |          | 00766    | Add           | 7-12-75        | C estab.                                       |
| PR    | Santa Isabel          | Ponce         |                                  |          | 00757    | Add           | 8-30-75        | C estab.                                       |
| TX    | Smithfield            | Tarrant       | Smithfield                       | Bx       | 76080    | Delete        | 10-10-75       | } P.O. conv. to Bx and ZIP Code changed.       |
| TX    | Fort Worth            | do            | Smithfield                       | Bx       | 76180    | Add           | 10-11-75       |  |
| VA    | Tetotum               | King George   |                                  |          | 22584    | Delete        | 10-31-75       | } P.O. disc.                                   |
| VA    | (Mail to King George) | do            |                                  |          | 22485    | Add           | 11- 1-75       |  |
| WA    | Blanchard             | Skagit        |                                  |          | 98231    | Delete        | 10-10-75       | } P.O. disc.                                   |
| WA    | (Mail to Bow)         | do            |                                  |          | 98232    | Add           | 10-11-75       |  |
| WV    | Rangoon               | Barbour       |                                  |          | 26222    | Delete        | 10-10-75       | } P.O. disc.                                   |
| WV    | (Mail to Volga)       | do            |                                  |          | 26238    | Add           | 10-11-75       |  |

<sup>1</sup> Red Mountain, CA is located in San Bernardino County.

—Customer Services Department, 9-25-75.

**MONEY ORDERS: WHEN THE OFFICE NUMBER, DATE AND/OR AMOUNT IS IMPROPERLY IMPRINTED, INCOMPLETE, OR ILLEGIBLE, WRITE THE CORRECT OFFICE NUMBER AND DATE ON THE SPOILED MONEY ORDER IN THE "PAY TO" OR "PURCHASED BY" AREA, ALONG WITH THE WORD "SPOILED".**





**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 21055 article.

|            |    |            |            |    |            |            |    |            |
|------------|----|------------|------------|----|------------|------------|----|------------|
| 1616545152 | to | 1616545999 | 1767029971 | to | 1767029999 | 1851665361 | to | 1851665399 |
| 1625466141 | to | 1625466199 | 1770820657 | to | 1770820699 | 1851762800 | to | 1851762899 |
| 1628292249 | to | 1628292299 | 1773192976 | to | 1773192999 | 1852668054 | to | 1852668199 |
| 1636675839 | to | 1636675899 | 1775605200 | to | 1775605299 | 1854063472 | to | 1854063499 |
| 1636676082 | to | 1636676999 | 1775717226 | to | 1775717299 | 1854778755 | to | 1854778778 |
| 1647728874 | to | 1647728999 | 1775877925 | to | 1775877949 | 1855182904 | to | 1855182999 |
| 1655512943 | to | 1655512999 | 1780920242 | to | 1780920299 | 1856967900 | to | 1856957999 |
| 1657057000 | to | 1657057999 | 1781575500 | to | 1781575699 | 1860214162 | to | 1860214199 |
| 1658213130 | to | 1658213199 | 1784370351 | to | 1784370399 | 1860628031 | to | 1860628059 |
| 1659321800 | to | 1659321999 | 1786239725 | to | 1786239749 | 1863733724 | to | 1863733999 |
| 1676765079 | to | 1676765299 | 1786303239 | to | 1786303299 | 1864630328 | to | 1864630499 |
| 1679044095 | to | 1679044299 | 1788311095 | to | 1788311199 | 1866532500 | to | 1866532599 |
| 1688304300 | to | 1688304999 | 1788375300 | to | 1788375399 | 1868034851 | to | 1868034899 |
| 1689773900 | to | 1689774199 | 1789072832 | to | 1789072999 | 1868224475 | to | 1868224499 |
| 1691674300 | to | 1691674999 | 1792670881 | to | 1792670899 | 1868603500 | to | 1868604199 |
| 1697615000 | to | 1697615099 | 1794039620 | to | 1794039699 | 1873655276 | to | 1873655399 |
| 1697615104 | to | 1697615499 | 1795689971 | to | 1795689999 | 1875497143 | to | 1875497199 |
| 1698585200 | to | 1698585599 | 1795816029 | to | 1795816099 | 1875828852 | to | 1875829299 |
| 1698628679 | to | 1698628999 | 1796046813 | to | 1796047099 | 1880328380 | to | 1880328399 |
| 1706357000 | to | 1706357099 | 1797037653 | to | 1797037699 | 1890470837 | to | 1890470899 |
| 1707113104 | to | 1707113199 | 1799339500 | to | 1799339699 | 1890779510 | to | 1890779599 |
| 1708413955 | to | 1708513999 | 1800923292 | to | 1800923399 | 1892707100 | to | 1892707299 |
| 1709307544 | to | 1709307558 | 1802597227 | to | 1802597299 | 1893327400 | to | 1893327499 |
| 1709747764 | to | 1709747792 | 1804724945 | to | 1804724999 | 1893660200 | to | 1893660299 |
| 1715496500 | to | 1715496599 | 1806421300 | to | 1806421499 | 1895568000 | to | 1895568499 |
| 1715610019 | to | 1715610099 | 1806486400 | to | 1806486499 | 1896017500 | to | 1896017699 |
| 1718763700 | to | 1718764099 | 1807996946 | to | 1807996999 | 1896113800 | to | 1896113899 |
| 1719079464 | to | 1719079499 | 1808108449 | to | 1808108497 | 1901049379 | to | 1901049499 |
| 1720526959 | to | 1720526999 | 1808257640 | to | 1808257653 | 1901372592 | to | 1901372699 |
| 1724036300 | to | 1724036399 | 1809829773 | to | 1809829999 | 1903632600 | to | 1903632699 |
| 1726939700 | to | 1726939799 | 1813318858 | to | 1813318899 | 1907244212 | to | 1907244299 |
| 1730124285 | to | 1730124299 | 1813957442 | to | 1813957999 | 1911918635 | to | 1911918799 |
| 1730690720 | to | 1730690999 | 1818265752 | to | 1818265799 | 1911939000 | to | 1911939299 |
| 1733566721 | to | 1733566799 | 1818290300 | to | 1818290699 | 1913077598 | to | 1913077999 |
| 1733805887 | to | 1733805999 | 1818314461 | to | 1818314499 | 1914787700 | to | 1914787999 |
| 1734819630 | to | 1734819699 | 1818346000 | to | 1818346299 | 1916448498 | to | 1916448599 |
| 1737500291 | to | 1737500299 | 1819144840 | to | 1819144999 | 1916932939 | to | 1916932999 |
| 1737817900 | to | 1737818399 | 1819197396 | to | 1819197499 | 1917899900 | to | 1917900299 |
| 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 | 1943408185 | to | 1943408199 |
| 1748460149 | to | 1748460299 | 1830774967 | to | 1830774999 | 1945197600 | to | 1945198099 |
| 1751526303 | to | 1751526318 | 1836169142 | to | 1836169199 | 1946688200 | to | 1946688299 |
| 1751781300 | to | 1751781399 | 1838226129 | to | 1838226799 | 1953225400 | to | 1953225699 |
| 1752339179 | to | 1752339199 | 1842507200 | to | 1842507299 | 1956726600 | to | 1956726799 |
| 1752507510 | to | 1752507599 | 1843812500 | to | 1843812599 | 1959615000 | to | 1959615399 |
| 1754429200 | to | 1754429299 | 1843883400 | to | 1843883499 | 1960158738 | to | 1960158799 |
| 1755637630 | to | 1755637699 | 1843893024 | to | 1843893099 | 1960654800 | to | 1960654849 |
| 1755641153 | to | 1755641299 | 1845418841 | to | 1845418999 | 1979695008 | to | 1979695099 |
| 1755670748 | to | 1755670899 | 1848808124 | to | 1848808199 | 1987731000 | to | 1987731199 |
| 1756102623 | to | 1756102699 | 1849150336 | to | 1849150399 | 1988187449 | to | 1988187499 |
| 1756102798 | to | 1756103399 | 1849316300 | to | 1849316399 | 8005023000 | to | 8005023999 |
| 1766089832 | to | 1766089999 | 1849999626 | to | 1849999800 | 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**