



## FTS Numbering Change

The General Services Administration has advised that the Federal Telecommunications System (FTS) long-distance telephone network will change from the present 10-digit to a new 7-digit numbering plan on Friday, November 28, 1975, at approximately 10:30 p.m. EST. Area codes will no longer be required for on-network calls.

As a result of the change to seven-digit dialing, more than 500,000 users are receiving new FTS telephone numbers. In most cases, only the first three digits will change; but for some users the change will be more extensive. The numbers will not change at 15 major locations. Users at these locations will continue to use the last seven digits of their present FTS number. These locations are: Boston, MA; Chicago, IL; Cincinnati, OH; Dallas, TX; Detroit, MI; Fort Worth, TX; Hartford, CT; Kansas City, MO (East Bannister switchboard); Miami, FL; Minneapolis, MN (Fort Snelling PBX); New York, NY; Philadelphia, PA; Phoenix, AZ; San Francisco, CA; and Washington, DC.

GSA advises that new telephone number plates will be installed, prior to the conversion, at those locations requiring a number change. The new FTS number will be listed on the lower half of the number plate with the commercial number indicated on the upper half. If this plate has not been installed, contact the local GSA office to coordinate placement.

To place an on-network FTS call after the conversion, it will be necessary to first dial the FTS Access Code (usually 8) and then dial the new seven-digit FTS number. For example, the present number of the Repair Parts Center of the Western Area Supply Center in Topeka, Kansas, is 913-234-1135. The new dialing sequence will be Access Code (usually 8) and then 752-1135. As a matter of information, the seven-digit number for the Requisitioning Edit Section of the Eastern Area Supply Center will remain the same: 340-9212.

## Third-Class Single Piece Postage Rate

A high incidence of incorrectly rated third-class mailing pieces has been noted. The current third-class single piece postage rate warrants particular notice. The rate is 10 cents for the first 2 ounces or fraction of 2 ounces, plus 8 cents for each additional 2 ounces or fraction of 2 ounces.

Postmasters must assure that employees who accept mail from customers are informed concerning this rate. Replace all obsolete rate posters with the September 1975 edition of *Poster 103, Domestic Postage Rates, Fees, and Information.—Rates & Classification Dept., 11-20-75.*

## Retention of Address Change Files

Section 158.222, *POSTAL SERVICE MANUAL*, provides that all post offices shall retain change of address orders for a period of two years for administrative purposes. This section will be amended to provide that such orders shall only be retained for a period of 1 year from the end of the month in which the change becomes effective for administrative purposes. Section 245.52d, customers change in address files will be deleted.—*Rates & Classification Dept., 11-20-75.*

As the actual conversion will take place between 10:00 and 10:30 p.m. EST, locations that use the FTS for data transmissions should not schedule transmissions between 9:00 p.m. and midnight, EST, on November 28, 1975. This will avoid transmission errors and possible retransmissions.

The 1976 FTS Telephone Users Guide, published and disseminated by GSA, indicates the new seven-digit numbers. If the guides have not been received, they may be obtained from your local GSA offices.—*Procurement & Supply Dept., 11-20-75.*

## Ordering Levels—Postage Stamp Books, Item 633

POSTAL BULLETIN 21060, 10-9-75, showed incorrect requisitioning quantities for the new 13-cent Liberty Bell, over-the-counter book of 23 stamps, item 633.

The correct ordering levels are 300, 600, 900, 1200, 1500, 3000, 4500, and multiples of 4500 to a maximum of 135,000 books per requisition. Although some stamp books have been shipped under the automatic distribution plan in the previously announced packaging levels, automatic distributions of up to five boxes of 23-13¢ stamp books (300 to 1500) made after November 4 will reflect the revised packaging. The automatic distribution of quantities of 1800 or more books will continue until existing stocks are depleted.

All unfilled requisitions which were submitted by postmasters for additional stocks of item 633 will be adjusted to the nearest correct ordering level.—*Customer Services Dept., 11-20-75.*

## Strengthening Internal Payroll Controls

Internal control procedures for payroll must be enforced in both PSDS and non PSDS offices. Personnel must be trained in these areas and supervisors must review procedures carefully. In PSDS offices, supervisors must indicate their review and approval by signing and dating *Employee Pay Period Time Certification Reports*. Adequate security must be afforded authorizer badges, master badges, badge punch devices, and access to data sites and control centers.

At non PSDS offices, returned timecards must be given protection from loss, damage, and unauthorized use. Errors on timecards must not be erased; instead they must be lined through and initialed by a supervisor.—*Finance Dept., 11-20-75.*

### International Inaugural Service

Pan American World Airways will inaugurate service to the cities shown below on or after the following dates:

**December 4, 1975**—From New York to Honolulu, Hawaii (10¢); Auckland, New Zealand (26¢); and Melbourne, Australia (26¢). Also, from Dallas/Fort Worth to Honolulu, Hawaii (10¢); Auckland, New Zealand (26¢); and Melbourne, Australia (26¢).

**December 5, 1975**—From Pago Pago, American Samoa (10¢) and from Honolulu, Hawaii to Dallas/Fort Worth (10¢).

**December 6, 1975**—From Dallas/Fort Worth to Pago Pago, American Samoa (10¢) and Papeete, Tahiti (26¢).

**December 7, 1975**—From Pago Pago, American Samoa to New York (10¢).

**December 8, 1975**—From Honolulu, Hawaii to New York (10¢).

Official cachet and philatelic treatment are authorized as outlined in section 257.33, POSTAL SERVICE MANUAL. To send covers on the above mentioned segments, prepare them in the usual manner addressed for delivery in Hawaii, American Samoa, Tahiti, New Zealand, Australia, and the United States. Postage rates, per half ounce, are shown above. **Aerogrammes and Postal Cards will not be accepted.**

NOTE: Please clearly indicate the destination office for which back-stamping is desired.

<i>Cachets to be applied by—</i>	<i>Send covers to—</i>
Dallas City Post Office.	Postmaster General Post Office Dallas, TX 75280 Attn: Supervisor, Customer Service Representative
Fort Worth City Post Office.	Postmaster Fort Worth, TX 76101
Dallas/Fort Worth Airport Mail Facility.	Operations Manager Airport Mail Facility Dallas/Fort Worth Regional Airport Dallas, TX 75261
Pago Pago Post Office.	Postmaster Pago Pago, American Samoa 96799
Honolulu Post Office.	Postmaster Honolulu, HI 96819

<i>Cachets to be applied by—</i>	<i>Send covers to—</i>
New York City Post Office.	Postmaster General Post Office New York, NY 10001
Kennedy International Airport Mail Facility.	Philatelic Mail Clerk Airport Mail Facility Building 179 Kennedy International Airport Jamaica, NY 11430

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

United Nations Post Office.	Superintendent United Nations Post Office Room 1-B-26 United Nations Headquarters New York, NY 10017
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On or after December 10, 1975, American Airlines will inaugurate service from Cleveland, Dayton, and Nashville to Acapulco, Mexico. Official cachet and philatelic treatment are authorized as outlined in section 257.33, POSTAL SERVICE MANUAL. To send covers by this service, prepare them in the usual manner addressed for delivery in Mexico and the United States affixing postage at 13 cents per ounce. **Aerogrammes and Postal Cards will not be accepted.**

<i>Cachets to be applied by—</i>	<i>Send covers to—</i>
Cleveland City Post Office.	Postmaster Cleveland, OH 44101
Cleveland Airport Mail Facility.	Superintendent Airport Mail Facility Cleveland, OH 44181
Dayton City Post Office.	Postmaster Dayton, OH 45401
Nashville City Post Office.	Postmaster Nashville, TN 37202
Nashville Airport Mail Facility.	Operations Manager Airport Mail Facility Nashville, TN 37217

Covers for all services should be enclosed in another envelope and appropriately addressed as indicated above. The covers should reach the office applying the cachet no later than three days prior to the scheduled date of the flight. Covers already postmarked, those not properly prepared and those posted in the usual manner will not receive cachets.—*Logistics Dept., 11-20-75.*

### Shipper's Export Declaration

The Department of Commerce reports that a number of post offices are sending shippers' export declarations to the wrong addresses. The declarations are to be sent to:

Export Document Control  
Foreign Trade Statistics Unit  
Room 308, Building 66

Bureau of the Census  
Jeffersonville, IN 47130

See subchapter 510, Publication 42, *International Mail*, for complete instructions concerning shippers' export declarations.—*Rates & Classification Dept., 11-20-75.*

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**MONEY ORDERS SPOILED DURING A GIVEN PERIOD SHOULD BE ACCUMULATED AS A SEPARATE GROUP BEHIND THE VALID VOUCHERS ACCUMULATED FOR THAT PERIOD. SUBMIT TO THE MONEY ORDER DIVISION IN THAT MANNER.**

## NEW INTERNATIONAL POSTAL RATES

Pursuant to its authority under 39 U.S.C. 407, and in accord with the 1974 Lausanne Convention of the Universal Postal Union, the Postal Service announces the following changes to certain rates of postage on international mail. The new international rates will be effective on the dates indicated below.

### I. CANADA AND MEXICO *New Rates Effective 12:01 A.M., December 28, 1975*

#### A. Regular Surface Rates

1. *Letter mail.* 13 cents first ounce; 11 cents each additional ounce through 13 ounces; eighth zone priority mail rates for heavier weights.

2. *Post and postal cards.* 9 cents each.

3. *Printed matter and small packets.*

Ounces	Printed matter	Small packets
2.....	\$0.13	\$0.13
4.....	.24	.24
6.....	.34	.34
8.....	.45	.45
10.....	.56	.56
12.....	.66	.66
14.....	.77	.77
16.....	.88	.88
32.....	1.15	1.15
64.....	1.44	
Each additional 32 ounces.....	.93	

<sup>1</sup> To Mexico only.

#### B. Airmail Rates

1. *Letter mail.* 17 cents first ounce; 15 cents each additional ounce.

2. *Post and postal cards.* 14 cents each.

3. *Other Articles (printed matter, matter for the blind, and small packets).* To Canada: letter-mail rates.

4. *Parcel post.* To Canada: letter-mail rates.

### II. CANADA AND MEXICO *(New Rates Effective 12:01 A.M., January 3, 1976)*

**A. Surface Parcel Post.** \$1.75 for the first 2 pounds and 50 cents for each additional pound or fraction.

#### B. Exceptional Surface Rates for Printed Matter

##### 1. Canada

Ounces	Books and sheet music	Publishers' second class	Publishers' controlled circulation
2.....	\$0.30	\$0.05	\$0.06
4.....	.30	.09	.11
8.....	.30	.17	.20
16.....	.30	.30	.37
32.....	.51	.51	.61
64.....	.72	.72	.86
Each additional 32 ounces.....	.46	.46	.55

##### 2. Mexico

Ounces	Books and sheet music	Publishers' second class	Publishers' controlled circulation
2.....	\$0.26	\$0.04	\$0.06
4.....	.26	.08	.11
8.....	.26	.14	.20
16.....	.26	.26	.37
32.....	.43	.43	.61
64.....	.61	.61	.86
Each additional 32 ounces.....	.39	.39	.55

**C. Airmail.** Other Articles (printed matter, matter for the blind, and small packets). To Mexico: 60 cents for the first 2 ounces and 16 cents for each additional 2 ounces.

**D. Air parcel post.** To Mexico: \$1.77 first 4 ounces and 35 cents each additional 4 ounces.

### III. COUNTRIES OTHER THAN CANADA AND MEXICO *(New Rates Effective 12:01 a.m., January 3, 1976)*

#### A. Regular Surface Rates

1. *Letter mail, printed matter, and small packets.*

Ounces	Letter mail	Printed matter	Small packets
1.....	\$0.18	\$0.13	\$0.24
2.....	.31	.13	.24
4.....	.41	.24	.24
8.....	.82	.45	.45
16.....	1.58	.77	.77
32.....	2.75	1.15	1.15
64.....	4.46	1.44	
Each additional 32 ounces.....		.93	

2. *Post and postal cards.* 12 cents each.

3. *Parcel post.*

(a) Central America, the Caribbean Islands, Bahamas, Bermuda, and St. Pierre and Miquelon: \$1.75 for the first 2 pounds; 50 cents for each additional pound or fraction.

(b) Other countries: \$1.90 for the first 2 pounds; 57 cents for each additional pound or fraction.

#### B. Exceptional Surface Rates

1. *Postal Union of the Americas and Spain (PUAS) countries.*

Ounces	Books and sheet music <sup>1, 2</sup>	Publishers' second class <sup>2</sup>	Publishers' controlled circulation
2.....	\$0.26	\$0.04	\$0.06
4.....	.26	.08	.11
8.....	.26	.14	.20
16.....	.26	.26	.37
32.....	.43	.43	.61
64.....	.61	.61	.86
Each additional 32 ounces.....	.39	.39	.55

<sup>1</sup> Except Canada.

<sup>2</sup> Except Spain and Spanish possessions.

## 2. Other countries.

Ounces	Books and sheet music	Publishers' second class	Publishers' controlled circulation
2.....	\$0.30	\$0.05	\$0.06
4.....	.30	.09	.11
8.....	.30	.17	.20
16.....	.30	.30	.37
32.....	.51	.51	.61
64.....	.72	.72	.86
Each additional 32 ounces....	.46	.46	.55

## C. Airmail

## 1. Letter mail.

(a) Central America, Colombia, Venezuela, the Caribbean Islands, Bahamas, Bermuda, and St. Pierre and Miquelon: 25 cents per half ounce up to and including 2 ounces; 21 cents each additional half ounce.

(b) Other countries. 31 cents per half ounce up to and including 2 ounces, 26 cents each additional half ounce.

(c) As an exception to (b) above, airmail letters from American Samoa to Western Samoa and from Guam to the Republic of the Philippines: 25 cents per half ounce up to and including 2 ounces; 21 cents each additional half ounce.

2. Aerogrammes, 22 cents each.

3. Post and postal cards, 21 cents each.

4. Other articles (printed matter, matter for the blind, and small packets).

(a) Central America, Colombia, Venezuela, the Caribbean Islands, Bahamas, Bermuda, and St. Pierre and Miquelon: 60 cents for the first 2 ounces; 16 cents for each additional 2 ounces.

(b) South America (except Colombia and Venezuela), Europe (except Estonia, Latvia, Lithuania, and U.S.S.R.), and Mediterranean Africa: 73 cents for the first 2 ounces; 29 cents each additional 2 ounces.

(c) Estonia, Latvia, Lithuania, U.S.S.R., Asia, the Pacific, and Africa (other than Mediterranean): 86 cents for the first 2 ounces; 42 cents for each additional 2 ounces.

## 5. Air parcel post

Country	First 4 oz.	Each additional 4 oz. or fraction
Afghanistan.....	\$3.14	\$1.20
Albania.....	3.33	.79
Algeria.....	2.71	.80
Andorra (Republic of).....	2.79	.70
Argentina.....	2.46	1.07
Ascension.....		
Australia.....	2.62	1.21
Austria.....	2.70	.74
Azores.....	1.95	.56
Bahamas.....	2.19	.27
Bahrain.....	2.42	1.03
Bangladesh (People's Republic of).....	3.46	1.22
Barbados.....	1.90	.51
Belgium.....	2.41	.66
Belize.....	1.89	.48
Bermuda.....	1.77	.35
Bhutan.....		
Bolivia.....	2.47	.69
Botswana.....	2.66	1.27

Country	First 4 oz.	Each additional 4 oz. or fraction
Brazil.....	2.94	.79
Brunei.....	3.01	1.47
Bulgaria.....	2.15	.75
Burma.....	3.30	1.43
Burundi (Republic of).....	2.76	1.07
Cameroon.....	2.79	.92
Canada.....		
Cape Verde Islands.....	2.72	.81
Central African Republic.....	2.76	1.07
Chad.....	2.76	1.07
Chile.....	2.92	.89
China (People's Republic of).....	3.08	1.37
China (Republic of).....	2.46	1.05
Colombia.....	2.86	.50
Comoro Islands.....	3.13	1.43
Congo (People's Republic) (Brazzaville).....	2.76	1.07
Corsica.....	2.98	.66
Costa Rica.....	2.06	.43
Cuba.....		
Cyprus.....	2.88	.85
Czechoslovakia.....	2.17	.76
Dahomey (Republic of).....	2.36	.85
Denmark.....	2.14	.72
Dominican Republic.....	2.24	.36
Ecuador.....	2.78	.48
Egypt (Arab Republic of).....	2.32	.92
El Salvador (Republic of).....	2.21	.44
Equatorial Guinea.....	2.82	1.22
Estonia.....	2.84	.95
Ethiopia (including Eritrea).....	2.83	1.10
Faeroe Islands.....	2.14	.72
Falkland Islands.....	2.99	.85
Fiji.....	2.79	.90
Finland.....	2.17	.79
France (including Monaco).....	2.98	.66
French Guiana.....	2.19	.56
French Polynesia.....	2.70	.76
French Terr. of Afars and Issas.....	2.89	1.03
Gabon.....	2.76	1.07
Gambia.....	2.39	.76
Germany (Democratic Republic).....	2.10	.70
Germany (Federal Republic of).....	2.10	.70
Ghana.....	2.92	.92
Gibraltar.....	2.16	.75
Gilbert and Ellice Islands Colony.....	2.66	1.00
Great Britain and Northern Ireland.....	2.08	.66
Greece.....	2.62	.84
Greenland.....	2.35	.93
Guadeloupe.....	2.00	.36
Guatemala.....	2.51	.46
Guinea (Republic of).....	2.46	.96
Guyana.....	2.42	.50
Haiti.....	2.25	.35
Honduras.....	2.14	.46
Hong Kong (including Kowloon).....	2.65	1.24
Hungary.....	2.16	.76
Iceland.....	2.66	.56
India.....	2.67	1.27
Indonesia.....	3.48	1.52
Iran.....	2.67	.96
Iraq.....	2.98	.95
Ireland.....	2.06	.66
Israel.....	2.93	.91
Italy.....	2.63	.79
Ivory Coast.....	2.46	.95
Jamaica.....	2.36	.33
Japan.....	2.19	.80
Jordan.....	2.72	.90
Kenya.....	2.93	1.10
Khmer Republic (Cambodia).....		
Korea (Republic of).....	2.25	.85
Korea (North).....		
Kuwait.....	2.39	1.00
Laos.....	3.35	1.37
Latvia.....	2.84	.95
Lebanon.....	2.72	.90
Leeward Islands.....	1.78	.36

Country	First 4 oz.	Each additional 4 oz. or fraction
Lesotho	2.66	1.27
Liberia	2.24	.84
Libya	2.70	.85
Lithuania	2.84	.95
Luxembourg	2.47	.65
Macao	3.20	1.24
Madagascar	3.09	1.22
Madeira Islands	2.10	.72
Malawi	2.66	1.24
Malaysia	3.23	1.42
Maldives	3.59	1.29
Mali	3.46	.82
Malta	2.61	.79
Martinique	2.00	.36
Mauritania	2.36	.79
Mauritius and Dependencies (including Rodrigues)	3.01	1.29
Mexico	1.77	.35
Mongolia (People's Republic)		
Morocco	2.63	.79
Nauru (Republic of)	2.62	1.21
Nepal	2.66	1.27
Netherlands	2.36	.66
Netherlands Antilles	2.08	.45
New Caledonia	2.81	.93
New Guinea	2.72	1.32
New Hebrides	2.65	.93
New Zealand	2.98	1.07
Nicaragua	2.08	.43
Niger	3.45	.80
Nigeria	3.14	.93
Norway	2.14	.72
Oman	2.42	1.03
Pakistan	3.46	1.22
Panama	2.50	.45
Papua	2.72	1.32
Paraguay	2.47	.67
Peru	2.88	.60
Philippines	3.03	1.17
Pitcairn Islands	2.89	1.03
Poland	2.61	.75
Portugal	2.05	.64
Portuguese East Africa (Mozambique)	3.43	1.28
Portuguese Timor	3.64	1.72
Portugese West Africa	2.93	1.01
Qatar (including Doha & Umm Said)	2.42	1.03
Reunion Island	2.89	1.27
Rhodesia	2.66	1.24
Romania	2.42	.79
Rwanda	2.76	1.07
St. Helena	3.01	1.22
St. Pierre and Miquelon	1.72	.35
Santa Cruz	3.10	1.39
Saudi Arabia	3.10	1.00
Senegal	2.34	.75
Seychelles	2.53	1.12
Sierra Leone	3.09	.81
Singapore	3.23	1.42
Solomon Islands (except Bougainville and Buka)	3.12	1.39
Somalia (Southern Region)	3.23	1.13
Somalia (Northern Region)		
South Africa (Republic of, including South-West Africa)	2.66	1.27
Spain	2.79	.70
Spanish Sahara (Rio de Oro and Sekia el Hamra)	2.81	.81
Sri Lanka (Ceylon)	3.33	1.28
Sudan	3.13	1.01
Surinam	2.24	.53
Swaziland	2.66	1.27
Sweden	2.14	.72
Switzerland (including Liechtenstein)	2.39	.67
Syria	2.47	.92
Tanzania (Tanganyika, Zanzibar, Pemba and adjacent islands)	2.99	1.15

Country	First 4 oz.	Each additional 4 oz. or fraction
Thailand	3.28	1.17
Togo	2.57	.95
Tonga	2.34	.93
Trinidad and Tobago	2.37	.45
Tristan Da Cunha	2.83	1.21
Tunisia	2.62	.75
Turkey	2.26	.85
Turks Islands (including Caicos Islands)	2.25	.33
Uganda	2.93	1.10
Union of Soviet Socialist Republics	2.84	.95
United Arab Emirates	2.42	1.03
Upper Volta (Republic of)	2.72	.89
Uruguay	2.93	.90
Vatican City State	2.42	.74
Venezuela (Republic of)	2.71	.43
Vietnam (Republic of)		
Vietnam (North)		
Western Samoa	2.71	.80
Windward Islands	2.39	.48
Yemen (People's Democratic Republic of Aden)	2.81	1.10
Yemen (Sanaa)	3.04	1.55
Yugoslavia	2.17	.79
Zaire (Republic of)	2.76	1.07
Zambia	2.66	1.24

**IV. POLICIES FOR HANDLING SHORTPAID MAIL, RE-VALUATING CARDS BEARING STAMPS AT THE OLD RATES, AND EXCHANGE OF STAMPS**

**A. Shortpaid Mail**

1. Following the increase in postage rates on December 28, 1975, and January 3, 1976, there will probably be a temporary increase in the amount of mail upon which postage is insufficiently prepaid by the mailer.

2. Postmasters are reminded that the procedures outlined in section 232.1, Publication 42, must be followed (section 232.21 of the complete revision of Publication 42 which will be distributed in January 1976).

**B. Envelopes and Cards Bearing Stamps at the Old Rates.**

Postmasters and customers who at the time of the rate change possess envelopes or cards prepaid with stamps at the old rates may revalue such materials by affixing postage or meter stamps sufficient to cover postage at the appropriate new rate.

**C. Permit Imprints.**

Postmasters may be called upon to accept mail matter bearing permit imprints showing old rates. Postmasters may accommodate customers and accept mail showing old rates in permit imprints until February 29, 1976. Mailing statements accompanying such mail, however, must show that proper postage amounts were paid. Accepting postmasters must assure that proper postage payment is verified. Assure that mailing statements for mailings under optional procedures reflect the new postage rates. Postmasters noting imprints from other post offices indicating payment at the old rates should assume the correct postage was collected at the post office where the mail was accepted.

**D. Meter Stamps.** All meter stamps must reflect full postage payment at the new rates.

## Military Postal Service to Turkey

Instructions issued by the Government of Turkey require a change in categories of mail which may be addressed to Military Post Offices (MPO's) in that country. Effective immediately, and until further notice, official and personal *parcel* mail can no longer be transmitted to Turkey via the Military Postal System (MPS). However, letter mail, magazines, and newspapers can continue to be sent via the MPS. The following MPO's are affected:

09040	09133	09294
09051	09224	09320
09117	09254	09324
09118	09289	09380

For this purpose, letter mail is defined as post cards, postal cards, air letter sheets, and enveloped matter paid at the first class or airmail rate. Special services are available for these letters. No merchandise is permitted to be enclosed. In the case of enveloped matter, there is no maximum allowable size; however, an *envelope* should not give the appearance of being a *parcel*.

Postmasters will decline acceptance of all parcel mail. All mailers should be advised of these restrictions.

Merchandise is only acceptable as international mail under the conditions, rates, etc., enumerated under **Turkey** in the Appendix of Publication 42, *International Mail*. All mail accepted under these provisions must be addressed to a civilian address, not APO New York 09xxx. Section 126.2, **POSTAL SERVICE MANUAL**, will be amended.—*Rates & Classification Dept.*, 11-20-75.

## Second Stripfilm in Image of America Series

The Philatelic Schools Program of the Stamps Division is now offering *Almost An American*, the second stripfilm in the continuing series, *Image of America*. The film, offered at \$4.50 a copy by direct mail to 70,000 grammar schools throughout the country, is written for fourth-, fifth-, and sixth-grade classes.

*Almost An American* is a 35mm color stripfilm that runs automatically with a phonograph record or a tape cassette. The film uses U.S. commemorative stamps and in eight minutes continues the story of a Colonial Post Rider and his experiences in the American Revolution from the first film of the series, *The Post Rider*. In each package with the film and record or tape cassette are a 32-page teacher's guide, three plastic learning cards that extend the film information, duplicator masters of the Continental Congress (Independence Hall and Carpenter Hall) and Boston Tea Party commemoratives, and a 30- by 40-inch poster of the Contributors to the Cause series.

The remaining films in the series—*A Circle of Stars* and *Rebellion Becomes Revolution*—will be issued in sequence during the Bicentennial.

*Almost An American* stripfilm package is available only to schools. Postmasters should refrain from ordering. Please advise inquiring schools or teachers to send each request, with a check or money order for \$4.50, payable to the U.S. Postal Service, to: *Almost An American*, Box 764, U.S. Postal Service, Washington, DC 20260.—*Customer Services Dept.*, 11-20-75.

## Screening of Contract Mail Transportation Personnel

Postmasters, contracting officers, or other administrative officials concerned are reminded that before being mailed to the FBI *Fingerprint Charts*, Forms FD-258, must be carefully reviewed to be sure the prints are legible. Please refer to the directions and illustrations on the reverse side of the form. If the fingerprints are not legible, they cannot be classified. Thus time is wasted since the form must be returned and a new fingerprint chart submitted.

Use **only** the April 1972 edition of Form FD-258. **Important:** Insert the name of your post office, state abbreviation, and ZIP Code in the block headed *Your No. OCA* on Form FD-258 before mailing to the Federal Bureau of Investigation, Identification Division, Washington, DC 20537. (CAG offices A through D see section 19-125, Publication 41, *Postal Contracting Manual*.)—*Inspection Service*, 11-20-75.

## USPS Pallet Shortage

The U.S. Postal Service is experiencing a critical pallet shortage due to the delayed return and improper use of USPS pallets. Our pallets can be identified by their *U.S. Mail* markings on their orange stringers (sides). When empty these pallets should be immediately dispatched in accordance with instructions previously issued by each regional logistics division. Any questions concerning pallets or the pallet program should be addressed to your regional pallet program coordinator. — *Logistics Dept.* 11-20-75.

Continued from p. 5

### E. Exchange and Disposition of Stamps and Stamped Paper

#### 1. Exchange.

(a) Postmasters may be asked by customers to exchange stamps, postal cards, and aerogrammes.

(b) The quantities of new denomination postage stamps, postal cards, and aerogrammes available are limited. Therefore, it is essential that postmasters encourage customers to affix adhesive stamps or use meter impressions rather than exchange stamped paper for items of the new denominations.

(c) Generally, the provisions of section 147, **POSTAL SERVICE MANUAL**, should be followed. Stamps may not be exchanged for cash.

#### 2. Disposition.

(a) Do not destroy postage stamps which exceed your needs because of the rate increase until you are notified to do so in a future **POSTAL BULLETIN**.

(b) Publication 51, *International Postage Rates and Fees*, and Publication 42, *International Mail*, are being revised. An automatic distribution of these publications will be made soon as they are printed.—*Rates & Classification Dept.*, 11-20-75.

## 1976 COMBINED FEDERAL CHARITY CAMPAIGN

The Combined Federal Campaign (CFC) is the uniform fund-raising method in areas where Federal and Military personnel are employed. This employee solicitation is the only solicitation authorized for charities. The exception to uniform adoption relates to areas where fewer than 200 Federal and Military employees are within a local campaign area. In these communities, organization of CFC is optional. See the Federal Fund Raising Manual for information regarding organizing a Combined Federal Campaign.

The Civil Service Commission advises Federal agencies each year of the CFC Campaigns approved for the fall campaign. Annually a POSTAL BULLETIN notice lists the approved campaign. Any changes to the approved list (late approvals or deletions) are published in subsequent POSTAL BULLETINS before the new charity deduction year begins.

The 1976 CFC's listed here are the campaigns tentatively approved for the 1976 charity year. Where available, the area covered is shown. Payroll withholding is authorized and encouraged in all postal installations in CFC Campaign areas.

**Employee Allotment.** The allotment privilege is available to Federal employees whose net pay regularly is sufficient to cover the allotment. Payroll withholding authorization forms will be completed to show: (a) Roster designation code following employee name; (b) employee social security number in block indicated for *Identification Number*; and (c) name of post office where employed under *Location* block.

After termination of drive, send all authorization forms in one package to the postal data center which services your installation.

**Commencing Data.** Withholding in the amount indicated on the form will be made for 26 pay periods beginning with Pay Period No. 2 (January 3, 1976).

Federal Campaign	Area Covered	Federal Campaign	Area Covered	Federal Campaign	Area Covered
<b>Alabama</b>		El Centro	Imperial Valley	Twentynine Palms	Twentynine Palms
Anniston	Calhoun County	Fresno	Fresno County	Vallejo	Napa and Solano Counties
Birmingham	Jefferson County	Kings County	Lenmore	Ventura	Ventura County
Decatur	Morgan County	Los Angeles	Los Angeles County, Edwards AFB, and part of Kern County	Victorville	Adelanto, Apple Valley, Bell Mountain, George AFB, Helendale, Hesperia, Lucerne Valley, Oro Grande, Phelan, Pinon Hills, Victorville, Wrightwood, and U.S. Government post offices
Fort Rucker	Coffee, Dale, and Houston Counties and Fort Rucker	Marysville	Yuba-Sutter		
Huntsville	Madison County	Merced	Merced County—except for towns of Los Banos, Dos Palos, and Gustine		
Mobile	Mobile County	Modesto	Stanislaus and Calaveras Counties		
Montgomery	Montgomery area	Monterey County	Monterey County and Fort Ord		
Muscle Shoals	Colbert County and Lauderdale County	Ontario	Communities of Alta Loma, Chino, Cucamonga, Etiwanda, Guasti, Ontario, Upland, Montclair, Mt. Baldy	<b>Colorado</b>	
Selma	Selma AL; Craig AFB; and all of Dallas County			Colorado Springs	Colorado Springs area
Tuscaloosa	Tuscaloosa County			Denver	Counties of Adams, Arapahoe, Boulder, Denver, and Jefferson
Tuskegee	Tuskegee—includes post offices at Tuskegee (36088) and at Tuskegee Institute (36088)			Durango	La Plata County
				Fort Collins	Fort Collins community
<b>Alaska</b>		Palm Springs	Palm Springs, Desert Hot Springs, Palm Desert, Cathedral City, Rancho Mtrage, La Quinta, Indio, Thermal, Mecca, Coachella	Fort Lyon	Bent County
Anchorage	Greater Anchorage area			Grand Junction	Mesa County
Fairbanks	Fairbanks and Fort Wainright			Greeley	Weld County
Juneau	Greater Juneau area			Pueblo	Greater Pueblo area
Kodiak	Kodiak area	Redding	Del Norte, Humboldt, Trinity, Shasta, Tehama, Lassen and Butte Counties, and Siskiyou County	<b>Connecticut</b>	
<b>Arizona</b>				Ansonia	Ansonia, Derby, Oxford, Seymour, and Shelton
Flagstaff	Flagstaff area	Riverside	Riverside area	Bridgeport	Bridgeport, Fairfield, Stratford, Southport, Easton, Trumbull and Monroe
Fort Huachuca	Fort Huachuca	Sacramento	County of Sacramento and East Yolo	Hartford	Greater Hartford area; Bloomfield, East Hartford, Farmington, Blantonbury, Hartford, Manchester, Newington, South Windsor, West Hartford, Wetherfield, Windsor
Phoenix	Phoenix metropolitan area	San Bernardino	Cities of San Bernardino, Bloomington, Colton, Crestline, Fontana, Grand Terrace, Highland, Loma Linda, Montclair, Ontario, and Rialto	Milford	City of Milford
Tucson	Pima County			New Britain	Cities of New Britain, Kensington, Berlin and East Berlin
Yuma	Cities of Yuma, Somerton, and San Luis, AZ; and Winterhaven, CA	San Joaquin	San Joaquin County	New Haven	New Haven, Hamden, Orange, Woodbridge, West Haven, North Haven, and East Haven
<b>Arkansas</b>		San Jose	Santa Clara County	New London	New London County
Blytheville	Blytheville	Santa Ana	Orange County	Norwalk	Greater Norwalk area
Fayetteville	Fayetteville	Santa Barbara	Santa Barbara, South Coast, Carpinteria through Gavilota	Stamford	Greater Stamford area
Fort Smith	Fort Smith Post Office				
Hot Springs	Hot Springs and Garland County	Santa Maria	Northern Santa Barbara County		
Jonesboro	City limits of Jonesboro	Santa Rosa	Sonoma County		
Little Rock	Pulaski County				
Pine Bluff	Jefferson County				
<b>California</b>					
Bakersfield	Greater Bakersfield and all post offices west of the Tehachapi's				
Barstow	Mojave Valley communities of Baker, Barstow, Daggett, Hinkley, Lenwood, Ludlow, Newberry, and Yermo				
China Lake	Indian Wells Valley (cities of China Lake, Inyokern and Ridgecrest)				
Corona	Corona and Norco metropolitan areas				

Federal Campaign	Area Covered	Federal Campaign	Area Covered	Federal Campaign	Area Covered
Waterbury	Greater Waterbury area, including towns of Waterbury, Middlebury, Oakville, Cheshire, Watertown	Belleville	St. Clair County south of Caseyville and east of the Bluffs	Des Moines	Metropolitan Des Moines including most of Polk County
<b>Delaware</b>	Entire State	Bloomington	Bloomington, IL	Dubuque	Dubuque County, IA and East Dubuque, IL
<b>Florida</b>		Carroll County	Carroll County including Savanna	Fort Dodge	Webster County Johnson County Knoxville, IA area All Federal offices in ZIP 504
Bay County	Bay County including Panama City, FL	Champaign	Champaign County Counties of Cook and Du Page and southern portions of Lake County	Iowa City	
Canaveral	Brevard County	Chicago		Knoxville	
Daytona Beach	Daytona Beach, Holly Hill, South Daytona, Port Orange and Ormond Beach	Danville	Vermillion County	Mason City	
Fort Lauderdale	All of Broward County	Decatur	Macon County	Ottumwa	Wapello County Woodbury and Plymouth County, IA; Dakota County, NE, and Union County, SD
Fort Myers	Lee County	East St. Louis	Greater East St. Louis area	Slou City	
Gainesville	Alachua County	Elgin	Elgin	Waterloo	Blackhawk County
Jacksonville	Duval County	Galesburg	Knox County	<b>Kansas</b>	
Key West	Monroe County	Granite City	Tri-Cities area, including Granite City, Madison, and Venice	Emporia	Emporia and Lyon County
Lake City	Columbia County	Lake County	North Lake County, including Antioch, Fox Lake, Gurnee, Grayslake, Island Lake, Lake Villa, Libertyville, North Chicago, Round Lake, Wadsworth, Wanconda, Waukegan, Winthrop, Harbor, and Zion	Fort Riley	Fort Riley, Junction City, and Manhattan
Lakeland	Cities of Kathleen, Polk City, Mulberry, Eaton, Park, Lakeland	Jefferson	Jefferson County	Hutchinson	All of Reno County Wyandotte County, Kansas City, and Bonner Springs
Leesburg	Lake County	Joliet	Will County	Kansas City	
Miami	Dade County	Kankakee	Kankakee County	Lawrence	Lawrence
Milton	Santa Rosa County	La Salle	Covers following post offices: Arlington 61312; Cedar Point 61316; Cherry 61317; Dalzell 61320; Ladd 61329; La Salle 61301; Mendota 61342; Oglesby 61348; Peru 61354; Spring Valley 61362; Tonica 61370; and Utica 61373	Leavenworth	Leavenworth County
Okaloosa County	Okaloosa County	Peoria	Peoria area	Pittsburg	Pittsburg
Orlando	Orange, Seminole, and Osceola Counties	Quincy	Adams County	Salina	Salina, Saline County
Pensacola	Pensacola Complex	Rockford	Rockford City, Winnebago County	Shawnee	Shawnee County
Pinellas County	Pinellas County and St. Petersburg	Rock Island	Rock Island County, IL and Scott County, IA	Sedgwick	Sedgwick County
Sarasota	Sarasota County	Springfield	Sangamon County	<b>Kentucky</b>	
Tallahassee	Tallahassee and Leon County	Williamson	Williamson County (Marion, IL)	Bowling Green	Bowling Green and Warren County
Tampa	Hillsborough County, exclusive of Plant City area	<b>Indiana</b>		Fort Campbell	Clarksville, TN; Hopkinsville, KY; and Fort Campbell, KY
West Palm Beach	Palm Beach County	Anderson	Madison County	Fort Knox	Fort Knox
<b>Georgia</b>		Bloomington	Bloomington, Ellettsville, Stinesville, Stanford, Unionville, Clear Creek, Smithville, Harrodsburg	Frankfort	Frankfort and Franklin County
Albany	Dougherty County	Crane	Crane area	Henderson	Davless and Henderson Counties
Athens	Athens and Clarke County area	Elkhart	Elkhart County	Lexington	Fayette, Madison, and Clark Counties
Atlanta	Counties of Clayton, Cobb, De Kalb, Fulton and Gwinnett	Evansville	Vanderburg and Warrick Counties	Louisville	Louisville and Jefferson County
Augusta	Aiken County, SC; Burke, Columbia, McDuffie, and Richmond Counties, GA	Fort Wayne	Fort Wayne and Allen County	Paducah	McCracken County
Brunswick	Glynn County	Gary	Lake County	Somerset	Pulaski County
Columbus	Muscogee County and Fort Benning, GA, and Russell County, AL	Indianapolis	Greater Indianapolis area including five adjoining counties of Boone, Hamilton, Hancock, Hendricks and Moran	<b>Louisiana</b>	
Dublin	Laurens County, including city of Dublin	Jeffersonville	Clark County	Alexandria	Rapides Parish
Gainesville	Hall County	Lafayette	Jefferson County	Baton Rouge	Ascension, East Baton Rouge, Iberville, Livingston, St. James, and West Baton Rouge Parishes
Lowndes County	Lowndes County	Madison	Grant County	Fort Polk	Fort Polk area
Macon	Counties of Bibb, Bleckley, Dodge, Houston, Jones, Laurens and Peach	Marion	Delaware County	Lake Charles	Calcasieu Parish
Savannah	Chatham County	Muncie	Counties of Miami, Howard, and Cass	New Orleans	Orleans, Jefferson, St. Bernard, and St. Tammany
<b>Hawaii</b>		Peru	St. Joseph County	Shreveport	Shreveport-Bossier City areas
Honolulu	Honolulu area including the Islands of Oahu, Midway, Johnston, Wake, Eniwetok, Kwajalein, and Kure	South Bend	Vigo, Parke, Vermillion, Clay, and Sullivan Counties	<b>Maine</b>	
Mau	Island of Maui	Terre Haute		Augusta	Cities of Augusta and Gardiner
<b>Idaho</b>		<b>Iowa</b>		Bangor	Penobscot Valley area, including Bangor, Brewer, Old Town, Orono, Milford, Bradley, Hampden, Orrington and Veale
Boise	Boise metropolitan area	Ames	Area within 5 miles of city limits of Ames, IA	Bath	Sagadahoc County
Idaho Falls	Idaho Falls and Bonneville County	Burlington	City of Burlington	Brunswick	Brunswick, Bowdoinham, Topsham, and The Harpswells
Lewiston	Nez Percé County, ID and Asotin County, WA	Cedar Rapids	All of Linn County	Lewiston	Auburn, Lewiston, Lisbon, Township, Mechanic Falls, and Minot
Mountain Home	Mountain Home AFB			Limestone	Caribou, Limestone, and Loring AFB
Pocatello	Pocatello area			Maine Statewide	Maine Statewide
<b>Illinois</b>				Portland	Greater Portland area
Alton	Carroll County			<b>Maryland</b>	
Aurora	Aurora, North Aurora, Montgomery, and Oswego			Bainbridge	Bainbridge and Perry Point



Federal Campaign	Area Covered
Frederick Indian Head Patuxent River	Frederick County Charles County Lexington Park area
Massachusetts Andover	Andover, Billerica, Chelmsford, Draut, Dunstable, Georgetown, Groveland, Haver- hill, Lowell, Merrimac, Methuen, North Andover, Tewks- bury, Tyngsboro, Westford, West Newbury, Lawrence, MA ; Atkinson, Peiham, Plaistow and Salem, NH
Ayer	All Massachusetts not covered by other campaigns
Barnstable County	Barnstable County
Boston	Boston Bay area (63 cities and towns)
Brockton	Greater Brockton area
Chicopee	City of Chicopee in Hampden County
Fitchburg	Communities of Ashby, Ashburn- ham, Leominster, Lunenburg, Town- send, Fitchburg, Westminster
Fall River Fort Devens Holyoke	Fall River area Fort Devens area Communities of Holyoke in Hampden County and South Hadley and Granby in Hampshire County
Northampton	City of Northampton, towns of Hadley, Hatfield, East Hampton, and Williamsburg
Pittsfield	Towns of Pittsfield, Lanesboro and Lennox
Springfield	Greater Springfield, Holyoke, and Chicopee
Worcester	Greater Worcester area including the city of Worcester and towns of Auburn, Boylston, Cherry Valley, Grafton, Holden, Jefferson, Leicester, Morningdale, North Grafton, Oxford, Paxton, Rochdale, Shrews- bury, and West Boylston
Michigan Ann Arbor	Washtenaw area in- cluding Ann Arbor and Ypsilanti ; villages of Whit- more Lake, Willis, Disboro, townships of Ann Arbor, Augusta, Lodi (part), Northfield, Pittsfield, Scio (part) ; Superior York (part) and Ypsilanti
Battle Creek Benton Harbor	Calhoun County Northern part of Berrien County
Chippewa County	Chippewa County including Sault Ste. Marie
Detroit	Greater Detroit area including Warren
Flint Grand Rapids Gwinn	Greater Flint area Kent County Gwinn
Iron Mountain Jackson Kalamazoo Lansing	Dickinson County Jackson County Kalamazoo County Lansing, East Lansing, Okemos, and Haslet

Federal Campaign	Area Covered
Muskegon Oscoda-AuSable	Muskegon County Oscoda-AuSable community
Port Huron Saginaw Traverse City	St. Clair County Saginaw County Counties of Grand Traverse, Lee- lanau, Kalaska, Antrim
Minnesota Austin	Austin and surround- ing area (5 mile radius)
Duluth	City of Duluth ; Village of Proctor, St. Louis County, townships of Mid- way, Hermantown, Solway, Conosia, Grand Lake, Fredenberg, Guesen, Normana, Rice Lake, Lake- wood, and Duluth
Eveleth	All of Cook County, Lake County and St. Louis County except that covered by Duluth CFC ; all of Itasca County east of the fifth principal meridian ; Koochiching County (only that portion covered by the Nett Lake Indian Reserva- tion)
Rochester	Rochester and parts of Olmsted County (Greater Rochester area)
St. Cloud	10-mile area around city of St. Cloud including counties of Benton, Starns and Sherburne
Twin Cities	Ramsey, Washington, and Dakota Coun- ties, and Fort Snelling, Hennepin
Mississippi Biloxi-Gulfport	Harrison County Columbus area
Columbus Greenville	Greater Greenville metropolitan area
Hattiesburg	Forrest and Lamar Counties
Jackson	City of Jackson, Clinton, and West- ern Rankin County (from Allen Thompson Airport, Whitfield west- ward excluding Florence)
Meridian Stoneville	Lauderdale County Stoneville-Leland area
Vicksburg	Warren County— including city of Vicksburg
Missouri Columbia Fort Leonard Wood	City of Columbia U.S. Military Reservation, Fort Leonard Wood
Jefferson City	Jefferson City and Cole County area
Joplin Kansas City	Joplin Greater Kansas City area
Poplar Bluff	Poplar Bluff, Butler County
Rolla St. Joseph	City of Rolla only Greater St. Joseph and Buchanan County
St. Louis	St. Louis City, St. Louis, and St. Charles Counties
Sedalia	Cities of Sedalia, Knob Noster, and Warrensburg
Springfield	Springfield and Greene County
Montana Billings Butte Great Falls Helena	Greater Billings area Butte area Cascade County Lewils and Clark County
Missoula	Missoula County

Federal Campaign	Area Covered
Nebraska Grand Island Lincoln Omaha	Hall County Lincoln Area Omaha-Council Bluffs
Nevada Las Vegas Reno	Clark County Washoe County
New Hampshire Granite State	New Hampshire other than Dover and Portsmouth areas
Portsmouth	Portsmouth and Dover areas
New Jersey Atlantic City Burlington County Camden	Atlantic City Burlington County All of Camden County
Cape May Dover Hackensack Lakehurst Lyons Monmouth County Newark	Cape May County Morris County Bergen County Ocean County VA Hospital, Lyons Monmouth County Northern New Jersey, Hudson and Essex Counties
Somerset	Somerset and Raritan Valley and Belle Meade
Trenton	Greater Trenton area : Ewing Town- ship, Hamilton Township, Hope- well Borough, Hopewell Town- ship, Lawrence Township, Pen- nington Borough, Trenton City, and Washington Township
New Mexico Alamagordo Albuquerque Clovis Farmington Gallup	Otero County Bernalillo County Curry County San Juan County Gallup-McKinley County area
Los Alamos Roswell Santa Fe	Los Alamos County Chaves County Santa Fe County
New York Albany	Albany County (except the cities of Cohoes, Green Island and Watervliet), the Southern part of Rensselaer County, and City of Rensselaer
Batavia Bath	Genesee County Northern part of Steben County
Binghamton Buffalo	Broome County area Buffalo and Erie County
Canandaigua Elmira Jamestown Nassau-Suffolk	Canandaigua Chemung County Chautauqua County Nassau and Suffolk Counties
New York Niagara Falls	Greater New York Cities of Niagara Falls, Porter, Lewiston, Wheat- field, and Niagara Clinton County
Plattsburgh Poughkeepsie Rochester	Dutchess County Rochester, Monroe, Ontario, and Wayne Counties
Rockland County	Rome area
Rome Romulus	Seneca County and the city of Geneva, NY
Schenectady Syracuse	Schenectady County Entire Onondaga County
Tonawanda	Cities of Tonawanda and North Tonawanda
Troy	Mohawk-Hudson area

Federal Campaign	Area Covered	Federal Campaign	Area Covered	Federal Campaign	Area Covered
Utica	Utica, Barneveld, Trenton, Prospect, Bridgewater, Cassville, Chadwicks, Clayville, Deansboro, Deerfield, Holland Patent, Stittville, Marcy, New Hartford, New York Mills, Oriskany, Paris, Remsen, Sauquoit, Washington Mills, Westmoreland, Whitesboro, Yorkville, Oriskany Falls	Newark	Licking County	Tobyhanna	Lackawanna and Monroe Counties and Hazleton area of Luzerne County
Watertown	Jefferson County	Toledo	Greater Toledo area	Warren	Warren County
Westchester County		Warren	All of Trumbull County except the townships of Brookfield, Hubbard, and Liberty	Washington County	Washington County Boroughs and Townships
West Point	West Point and Orange County areas	Youngstown	Mahoning, Trumbull, occasionally Columbiana County (town of East Liverpool)	Westmoreland area	Major portion of Westmoreland County including Greensburg, PA
North Carolina		Zanesville	Muskingum County	Wilkes-Barre	Northern 80 percent, Luzerne County
Asheville	Buncombe County	Oklahoma		Puerto Rico	
Camp LeJeune	Onslow County (Camp LeJeune Marine Corps Base)	Altus	Jackson County	San Juan	San Juan
Charlotte	Charlotte Mecklenburg County	Bartlesville	Washington County	Rhode Island	Entire State
Cherry Point	Marine Corps Air Station, Cherry Point only	El Reno	El Reno Federal Reformatory and Concho	South Carolina	
Durham	Durham County, less Research Triangle	Enid	Greater Enid area	Beaufort	Beaufort County
Fort Bragg	Cumberland County and city of Fayetteville	Lawton	Fort Sill and Lawton	Charleston	Summerville/Charleston area
Goldsboro	Goldsboro and Seymour Johnson AFB	McAlester	Fort Sill and Lawton	Columbia	Counties of Lexington and Richland
Greensboro	Greater Greensboro area (all of Guilford County, less High Point and Jamestown)	Muskogee	McAlester area	Florence	Greater Florence area including Lake City, SC
Raleigh	Wake County	Oklahoma City	City of Muskogee	Greenville	Greenville County
Salisbury	Rowan County	Stillwater	Oklahoma County and five contiguous counties	Myrtle Beach	Myrtle Beach and Myrtle Beach AFB
Wilmington	New Hanover, Brunswick, and Pender Counties (Cape Fear area)	Tulsa	City of Stillwater and suburban areas	Orangeburg	Orangeburg County
Winston-Salem	Forsyth County	Oregon	Tulsa and Broken Arrow	Spartanburg	All of Spartanburg County
North Dakota		Albany	Linn County	Sumter County	Sumter County including Shaw AFB
Bismarck	Bismarck, ND	Astoria	Clatsop County	Walterboro	Colleton County
Fargo	Fargo, ND; Moorhead, ND	Baker	Baker County	South Dakota	
Moorhead	Greater Grand Forks area which includes Grand Forks ND; East Grand Forks, MN; and Grand Forks AFB, ND	Bend	Cities of Bend, Sisters and Crescent	Aberdeen	Falls County
Grand Forks	Greater Grand Forks area which includes Grand Forks ND; East Grand Forks, MN; and Grand Forks AFB, ND	Coos County	Coos County	Rapid City	Rapid City area and Western South Dakota
Minot	Minot area	Corvallis	Benton County	Sioux Falls	Sioux Falls
Ohio		Crook County	Crook County	Sturgis	Ft. Meade VA Hospital
Akron	Summit County	Eugene	Lane County	Tennessee	
Canton	Canton	Grants Pass	All of Josephine County	Chattanooga	Hamilton County
Cincinnati	Cincinnati, Metropolitan area including five counties of Hamilton, and Clermont, OH; and Boone, Kenton, and Campbell, KY	Klamath Falls	Klamath Falls and Klamath County; portion of Lake County, OR; Shasta and Modoc Counties, CA	Cleveland	City of Cleveland, Bradley County
Chillicothe	Ross County	Medford	Towns of Medford, Ashland, Central Point, and White City	Cumberland	Stewart County
Cleveland	Counties of Cuyahoga and Geauga, northern part of Medina County (including Brunswick, Kinckley and Liverpool Townships) and the cities of Mentor and Wickliffe in Lake County	Portland	Counties of Clackamas, Multnomah, and Washington	Gallatin	City of Gallatin (Post Office 37066)
Columbus	Franklin County, Columbus	Roseburg	Central Douglas County	Jackson	Madison County
Dayton	Montgomery-Greene Counties, Clark County, Preble and Clinton Counties	Salem	Salem (Marion County)	Johnson City	Greater Johnson City
Lima	Greater Lima	The Dalles	Wasco County and city of The Dalles	Kingston	Roane County
Lorain	Greater Lorain area including Oberlin	Tillamook	Tillamook County	Knoxville	Knox County
Mansfield	Richland County with the exception of Shelby	Umatilla	Umatilla County	Memphis	Shelby County
		Pennsylvania		Morristown	Hamblen County
		Altoona	Most of Blair County	Murfreesboro	Murfreesboro and Rutherford County
		Beaver Falls	Entire Beaver County	Nashville	Metropolitan Nashville and Davidson County
		Bucks County	Bucks County	New Johnsonville	New Johnsonville (37134) and Denver (37054) in Humphreys County; and Camden (38320) and Big Sandy (38221) in Benton County
		Butler	Butler County	Oak Ridge	City of Oak Ridge
		Chambersburg	Chambersburg area	Rogersville	Hawkins County
		Chester	Approximately one-fifth of Delaware County, including city of Chester	Spring City	Rhea County
		Coatesville	Coatesville area	Tullahoma	Arnold Air Force Center, Tullahoma, Manchester and Winchester
		Erie	Erie County only	Texas	
		Harrisburg	Dauphin, Cumberland, Perry, and York Counties	Abilene	City of Abilene
		Lancaster	Lancaster County	Amarillo	Greater Amarillo, including Counties of Potter and Randall
		Lebanon	Lebanon County	Austin	Austin and Travis County
		Lehigh Valley	Lehigh and Northampton Counties of Pennsylvania; Greater Phillipsburg, New Jersey area and Greater Alpha, New Jersey area	Beaumont	Beaumont and North Jefferson County
		Lewisburg	Union County	Big Spring	Big Spring, Howard County
		Philadelphia	Philadelphia metropolitan area	Bonham	Greater Bonham area
		Pittsburgh	Allegheny County	Brownsville	City of Brownsville
		Reading	Reading and Berks County	Corpus Christi	City of Corpus Christi and Bee County
		Sharon	Mercer County, PA; and part of Trumbull County, OH	Dallas	Metropolitan Dallas (Dallas County)
				El Paso	El Paso County
				Fort Hood	Fort Hood
				Fort Worth	Tarrant County
				Galveston	Galveston

Federal Campaign	Area Covered	Federal Campaign	Area Covered	Federal Campaign	Area Covered
Houston	Harris, Montgomery, Fort Bend, Chambers, Brazoria, and Galveston Counties, except Galveston Island	Newport News	Cities of Newport News and Hampton; York and James City Counties	Morgantown Parkersburg	Monongalia County Parkersburg and Metropolitan area
Kerrville	Kerrville and Kerr County	Norfolk	Nansemond County and cities of Chesapeake, Norfolk, Virginia Beach, Portsmouth, Suffolk in Virginia and Elizabeth City, NC	Wheeling	Upper Ohio Valley area including parts of Marshall County; all of Ohio County; part of Brooke County, WV, Belmont County, OH
Laredo	City of Laredo and Webb County	Petersburg	Cities of Petersburg, Hopewell, Colonial Heights and Ettrick; part of Chesterfield County, part of Dinwiddie County and part of Prince George County	Wisconsin Appleton	All of Outagamie County, plus postal service areas covered by Menasha and Neenah Post Offices
Lubbock	Lubbock and environs including Reese Air Force Base	Quantico Richmond Roanoke	Quantico area City of Richmond Roanoke Valley, VA; (Roanoke, Botetourt Counties) towns of Vinton Radar Station in Bedford County	Eau Claire	Greater Eau Claire area
Marlin	Falls County	Staunton	Augusta County	Green Bay	Counties of Brown, Manitowoc, Door, Shawano and Marinette
Midland	Midland County	Wallops Island	Accomack and Northampton Counties, VA; and parts of Worcester, Somerset and Wicomico Counties, MD	Kenoasa Madison Milwaukee	Kenosha County Dane County All of Milwaukee County; Waukesha County (includes Brookfield, Elm Grove, Hartland, Lannon, Lisbon, Menomonee Falls, Muskego, New Berlin, Pewaukee and Sussex); Washington County (includes Germantown) Ozaukee County (includes Cedarburg, Grafton, Mequon and Thiensville)
San Angelo	San Angelo area, Tom Green County	Warrenton	Fauquier County	Oshkosh Racine	City of Oshkosh Racine County except the city of Burlington
San Antonio	Bexar County	Washington Aberdeen	Cities of Pasoc, Kennewick and Richland; Counties of Benton (except Prosser); Franklin except Connell; Burbank area in Walla Walla County	Sparta Tomah	Camp McCoy Tomah VA Hospital and Tomah Post Office
Temple	Temple	Bellingham Bremerton	King County Spokane County Pierce and Thurston Counties (includes Olympia)	Wausau	Cities of Wausau, Mosinee and Schofield, Villages of Rothschild and Brokaw
Texarkana	Greater Texarkana area	Everett Port Angeles Richland	Walla Walla County Whitbey Island, Oak Harbor Yakima County	Wyoming Casper Cheyenne Sheridan	Natrona County Laramie County Sheridan County
Val Verde County	Val Verde County	Seattle Spokane Tacoma	West Virginia Beckley Charles Town Charleston Clarksburg Huntington Martinsburg	Virgin Island	Entire U.S. Virgin Islands
Waco	McLennan County	Walla Walla Whitbey Island Yakima	Beckley Charles Town Charleston Clarksburg Huntington Martinsburg	Washington, DC (National Capital area)	District of Columbia, cities of Alexandria, and Falls Church; Arlington and Fairfax Counties, VA; and Montgomery and Prince Georges Counties, MD
Wichita Falls	Wichita Falls area	Walla Walla Whitbey Island Yakima	Beckley Charles Town Charleston Clarksburg Huntington Martinsburg	Panama Canal Zone	Panama Canal Zone
Utah Ogden	Counties of Weber and northern section of Davis County	Walla Walla Whitbey Island Yakima	Beckley Charles Town Charleston Clarksburg Huntington Martinsburg		
Provo Salt Lake City	Utah County Salt Lake County and south portion of Davis County				
Vermont Burlington Rutland St. Albans	Chittendon County Rutland City Bennington, Caledonia, Essex, Franklin, Grand Isle, Lamoille, Orange, Orleans and Washington Counties; all of Windham County except city of Brattleboro; all of Windsor County except for White River Junction, Hartford, Hartland, Springfield and North Springfield				
White River Junction	Veterans Administration Center, White River Junction				
Virginia Charlottesville	Albemarle County and city of Charlottesville				
Dahlgren Danville	Dahlgren Danville City and Pittsylvania County				
Harrisonburg	Harrisonburg and Rockingham County				
Lynchburg	Lynchburg and portions of Campbell, Amherst and Bedford Counties				

—Finance Dept., 11-20-75.

### Physical Inventory Class A Property

Supplies of Form 4545, *Physical Inventory Class A Property*, have formerly been held at Headquarters for distribution primarily to major postal installations taking physical inventories of Class A property. These forms will now be stocked in supply centers.

Offices with 950 or more revenue units, and postal installations other than post offices, are required to use the form when taking inventories.

In accordance with existing inventory instructions, offices with under 950 revenue units are required to use the property inventory listings to directly record the physical inventory counts. Thus, the need for Form 4545 is eliminated at these installations.

When a supply of Form 4545 is required for inventory taking, requisition them from your area supply center on Form 7380, *Requisition for Supplies*.—Finance Dept., 11-20-75.

### Gift Parcels to Rumania

Gift parcels for flood aid will be admitted by Rumania duty free until December 31, 1975. These parcels may contain only admissible food, medicine, clothing, and household items in reasonable quantity and without sale value. Postmasters should advise appropriate personnel of this temporary relaxation in restrictions on mail to Rumania.—Rates & Classification Dept., 11-20-75.

## POSTAL RATE CHANGE ON SELF-SERVICE AND CUSTOMER SERVICE EQUIPMENT

### I. Scheduling and Overtime

A. The effective date for the postage rate change is Sunday, December 28, 1975. Implementation of the rate change on self-service and customer service equipment must be accomplished as soon as possible after close of business on December 27, 1975. *Caution:* Modified self-service equipment **must not** be made available to the public before 12:01 a.m. December 28, 1975. The following instructions pertain to self-service postal centers (SSPC's), and lobby scales. **Two and three value stamp vending machines will not be modified.**

B. Personnel requirements should be identified as soon as possible and individuals should be scheduled well in advance of December 26, 1975. If overtime is required in order to implement these instructions, employees should be scheduled in accordance with the provisions of Article VIII, Section 5, and Article XXXVIII, Section 3F of the 1975 Agreement.

### II. Self-Service Postal Centers Instructions

A. **Responsibilities.** SSPC clerk-technicians are to perform the functions required to implement the rate change in the SSPCs. These functions are:

1. Amend postal rates and fees information panel.
2. Replace parcel post rate chart in SSPC 70-pound parcel post scale.
3. Reprogram and change commodity displays in postal commodity machine (Models 17, 3200 or 21-CE).
4. Install rate change kits in stamp vending machine Models SI-9, SI-90, or SI-95 or reprogram Models MMI-3400 or SI-906.

It is estimated that one man can complete SSPC changes, including travel to and from or between SSPC's in four hours. In the event an SSPC clerk-technician is responsible for more than two SSPC's, another employee should be scheduled to assist the clerk-technician.

B. **Supply of SSPC Rate Change Material.** SSPC rate change material will be shipped by the manufacturers directly to the SSPC clerk-technician's postmaster. This material is coming from four different sources and will be delivered in the following manner:

1. *Postal Rates and Fees Panel (Notice 100).* Material to amend the Notice 100 in accordance with the new rate schedule will be mailed directly to the SSPC post offices. Postmasters should insure that the material is promptly distributed to the SSPC technicians.

2. *SSPC 70-Pound Scale Rate Chart.* The SSPC 70-pound parcel scale rate charts will be shipped in mailing tubes with up to seven charts in a tube. The rate charts are to be distributed in the same manner as rates and fees information panel material.

3. *SSPC Stamp Vending Machines.* Rate change kits to modify the internal wiring of SI-9, SI-90, or SI-95 will be shipped in individual cartons by the manufacturer. The mailing label will identify the SSPC location and machine model number. MMI 3400 and SI-906 stamp vending machines do not require internal wiring changes, only reprogramming, and will not receive a kit. Instructions on reprogramming the SI-906 will be shipped with the front panel decal set.

4. *Stamp Vending Machine Decals.* Stamp and price decal sets will be used to change the front display panel on SSPC stamp vending machines. These sets will be shipped separately in jiffy bags.

### C. Assistance on SSPC Rate Change Material Supply Problems.

All SSPC rate change material should be on hand before December 22, 1975. Initial inquiries on shortages of kits, decals, panels, and charts should be directed to Facilities and Equipment Branch, Customer Services Department, via the following telephone numbers: *Dialing from Non-FTS:* 202-245-5774; *Dialing from FTS:* 245-5774.

### D. SSPC Stamps and Postal Commodities.

1. *Stamp Vending Machines.* Stamps and postal product information should be obtained through established channels as outlined in Postal Bulletin 21060, 10-9-75. The Liberty Bell 13-cent stamp and/or the American Flag 13-cent stamp in coils of 3,000 are to be requisitioned for use in the SSPC stamp vending machines (SI-9, SI-90, SI-95, SI-906, and MMI 3400).

2. *Postal Commodity Machine.* The MMI-3200 and NRI-17 postal commodity machines should be reprogrammed and stocked with two columns of \$0.90 13-cent booklets (6-13¢ and 6-2¢). The 21-CE postal commodity machine should be reprogrammed to best suit local sales demand.

E. **SSPC Reporting of Rate Change Implementation.** Instructions on how to perform each of the above changes will be included with the material shipped to the SSPC clerk-technician. A Postal Equipment Modification Order will be packed with the SI-9, SI-90, and SI-95 stamp-vending machine rate change kit. In addition to providing instructions for installing the kit, the modification order also contains a reporting form which must be completed and mailed in accordance with instructions on the form after the rate change has been implemented. The MMI-3400 and SI-906 stamp vending machine decal sets will contain the reporting form for SSPCs that have this equipment.

### III. Two and Three Value Stamp Vending Machine Instructions

Rate change kits **will not** be issued for SI-5, SI-10, SI-20, SI-30, SI-115, SI-120, SI-300, or Model R stamp vending machines. These machines shall continue to vend the present type and quantity of stamps (10-cent, 5-cent, and 1-cent stamps).

### IV. Lobby Scales Instructions

A. **Scale Charts.** Lobby scales are to have new rate charts installed to implement the rate change. Scale charts for the December 28, 1975, rate change should be obtained as outlined in Postal Bulletin 21062, 11-6-75. A list of scale charts to be installed to implement the rate change can be found illustrated with this article.

### B. Responsibilities.

1. *Area Maintenance Offices.* Area maintenance personnel are primarily responsible for the installation of new charts in lobby scales located in post offices where no equipment maintenance capability exists. It is apparent that there are not enough area maintenance personnel to apply the scale charts to all the lobby scales in their

Continued on p. 13

**HEALTH BENEFITS OPEN SEASON**

Due to a delay in receiving all health benefits brochures from the printer, the supply centers are behind schedule in making the automatic distribution of material listed in part B of POSTAL BULLETIN 21062, 11-6-75, page 2, *Health Benefits Open Season*. Installations are assured that the supply centers will complete the automatic distribution as soon as possible after they receive the material. Since the open season has been extended to December 31, 1975, the health benefits material will still be received in installations in sufficient time for open season activities.

Please make a pen and ink change to the next to the last sentence in Part F-5-d of PB 21062, page 4, so it will read as follows:

*Also, give the effective date of the action (Part A, item 7) as the day before the one on which the new enrollment becomes effective, and check Part C on the SF 2810.*

**Lovelace-Bataan Health Program Discontinued**

The Lovelace-Bataan Health Program in Albuquerque, New Mexico, will discontinue its operations under the Federal Employees Health Benefits (FEHB) Program effective January 2, 1976, for postal employees.

Lovelace-Bataan Health Program is a comprehensive plan. Its enrollment area is within a 40-mile radius of the Lovelace-Bataan Medical Center in Albuquerque, New Mexico.

**Advice to Employees Enrolled in Lovelace-Bataan**

Installation heads with employees enrolled in this plan are to make sure that these employees are aware that:

a. They must change to another plan during the open season which ends December 31, 1975, in order to have continued health benefits protection under the FEHB program subsequent to January 2, 1976.

b. There will be no 31-day temporary extension of coverage when the enrollment terminates.

c. An open season change to another plan will assure continuity of coverage—any break in coverage could affect eligibility to continue health benefits into retirement.

**Completing Health Benefits Forms SF 2809 and SF 2810**

Complete parts A, B, and C of SF 2809, *Health Benefits Registration Form*, in the usual manner. Show 10 as the event number in part D(2) for employees who are changing out of Lovelace-Bataan—Enrollment code 741 or 742. This

number (10) indicates the event which permits a change is *Termination of plan (under this program) in which enrolled*. Show in **Remarks**: *Employee change permitted due to termination of Lovelace-Bataan Plan.*

The above notations on SF 2809 will alert the gaining carriers that they assume immediate responsibility for covered medical expenses for eligible employees or family members who happen to be confined in a hospital on the effective date of the change in plans.

Also, complete SF 2810, *Notice of Change in Health Benefits Enrollment*. Show January 2, 1976, in part A, item 7, as the date the action becomes effective. Check part B, *Termination*, and cross out the information about conversion rights. Show in **Remarks**: *Lovelace-Bataan Plan Discontinued.*

**Lovelace-Bataan Brochures**

Dispose of all brochures for the Lovelace-Bataan Health Program. The plan will not send any brochures now on order. Do not give Lovelace-Bataan brochures to employees and do not permit an employee to enroll in this plan as such enrollments are not acceptable.—*Employee & Labor Relations Group, 11-20-75.*

*Continued from p. 12*

areas of responsibility during the scheduled weekend due to the travel time between post offices. Area maintenance personnel should identify the workload they are responsible for and provide their supervisor with an estimate of the assistance they will require to accomplish the rate change. The office of plant maintenance is responsible for providing necessary assistance to AMO personnel in the form of equipment mechanics and technicians during this weekend to enable all lobby scales in the area served by the AMO to be modified. Personnel unfamiliar with lobby scales who are going to be utilized to implement this instruction should be provided with an orientation on scale chart installations by area maintenance personnel.

2. *Post offices with Equipment Maintenance Personnel.* The office of plant maintenance is responsible for

USPS item No.	Manufacturer	Description	Manufacturing chart No.
0-854-C	Triner	100 lb beam	101AS.
0-857-C	do	70 lb fan type	1870AS.
0-857-D	do	do	570R.
0-857-E	Chatillon	70 lb circular	
0-857-F	do	do	
0-857-DF	Triner	70 lb fan type	1870-XFB.
0-857-LR	do	do	1870-ASX-LR.
0-857-RL	do	do	1870-ASX-RL.
0-860-B	do	70 lb drum	Challenger 970.
0-861-B	Detecto	do	
0-859-A	Triner	20 oz fan type	
0-859-B	Pitney-Bowes	do	
0-859-C	Toledo	do	
0-859-D	Pennsylvania	do	

the installation of new charts in lobby scale located within the jurisdiction of its office (including branches and stations). The maintenance control office is to identify the workload it is responsible for and provide its supervisor with a schedule for accomplishing the rate change or an estimate of additional manpower requirements.

If existing staff resources are inadequate, the regional maintenance management division should be notified through proper channels. Enlistment and training of additional personnel should be accomplished in accordance with the procedure provided area maintenance offices.—*Customer Services Dept., 11-20-75.*

## PAYMENT PROCEDURES FOR THE CHRISTMAS PERIOD

### A. Christmas Casuals and Rural Carrier Christmas Help

#### 1. Forms Required

a. Form 1280, *Payroll Particulars, Christmas Assistant*. Use to establish a payroll master record for all Christmas casuals and rural carrier Christmas help. This form is used by all postal facilities including those on PSDS. (This form is not stocked in supply centers.)

b. Form 1282, *Rural Carrier Christmas Help Certificate of Service*. Use to record and report service performed as rural carrier Christmas help. (This form is not stocked in supply centers.)

c. Form 4011, *Estimate of Christmas Help Needed on Rural Routes*. Use to request authorization for auxiliary assistance and/or mileage needed on rural routes where the Regional Postmaster General or designee desires to use this form. (This form is stocked only in Eastern Area Supply Center.)

d. Non PSDS Offices—Form 1279, *Christmas Casual Time Card*. Use to record and report the hours of service performed by Christmas casuals other than rural carrier Christmas help.

e. PSDS Offices. Christmas employees use the PSDS System. (This form is not stocked in supply centers.)

#### 2. Procurement of Forms

a. During November, PDC's will furnish all offices a quantity of Forms 1280 and 1282 based on last years employment of rural carriers Christmas help.

b. If rural carrier Christmas help was not used last year and their employment has been authorized for the current year, the initial supply must be requisitioned prior to December 1, from the postal data center.

c. Forms 4011 are requisitioned directly from the supply center.

d. Automatic distribution of Forms 1279 and 1280 for Christmas casuals is not to be made. The designated regional official will advise the postal data center by November 21 of:

(1) The postal installations granted authority to employ Christmas casuals.

(2) The number of Forms 1279 and 1280 required for each installation.

(3) The forms to be mailed directly to the postal installations or to the regional offices for distribution.

**Important note:** Postmasters or other officials must not use pre-punched forms left over from a prior Christmas or borrow these forms from other postal installations.

#### 3. Processing of Forms

The instructions for processing Christmas casuals pay forms are found in *Timekeepers Instructions, Handbook F-21*, chapter 8. Instructions for processing Forms 4011 are furnished by the regional office in those regions where the form is still used.

#### 4. Payday for Christmas Casuals—Timecard Offices

Forms 1279 and 1280 for Christmas casuals who have been terminated, will be totaled and forwarded to the postal data center immediately. Christmas casuals timecards and Certificates of Service received in the postal data center on or before December 7 will be processed for payment and checks forwarded to postal installations for distribution on December 12. Christmas casuals' timecards and Certificates of Service received in the postal data centers between December 9 and December 21 will be processed for payment and checks forwarded to postal installations for distribution on December 29. Timecards and Certificates of Service received in the postal data center after December 24, that cannot be processed for payment on December 29, will be processed for payment January 9, 1976.

**Note:** To reduce W-2 inquiries, advise employees, paid by checks bearing a 1976 date, that earnings will be included on their 1976 Form W-2 even though service may have been performed in 1975.

#### 5. PSDS Offices

Christmas casuals' work credits will be transmitted to the postal data centers for payment on the same schedule as all other employees.

### B. Positions and Basic Pay Rates

#### 1. GAG's A-J Post Offices

Appointments shall be to the position of Christmas casuals, PS-4, Step 1, (\$5.36) excluding any cost-of-living allowance.

#### 2. Applicants with Scheme Knowledge

Where applicants for employment at these installations are qualified on

either full outgoing (general and standpoint) or incoming distribution schemes and can be effectively assigned to distribution duties, appointments may be made to Christmas casuals, PS-5, Step 1 (\$5.63) excluding any cost-of-living allowance.

### C. Maintenance Employees De-tailed to Mail Processing for Christmas (non PSDS)

#### 1. Form 1279

This form will **not** be used by maintenance employees to record service.

#### 2. Forms Used

a. Form 1230, *Timecard*, will be used for recording service in normal assigned position. Service in other than employees' normal position will be recorded on Form 1232, *Other Service Card*, and transferred to Form 1230 for payment.

b. Form 1640, *Certificate for Additional Salary Payment*, must be completed and certified for all maintenance employees who perform any mail processing service for Christmas at a higher level than their regularly assigned level.

(1) Each Form 1640 must show the employee's normal pay level and step and the level of the higher level position.

(2) Form 1640 will be annotated **Mail Processing** and mailed to the postal data center with Forms 1230 to insure that appropriate rate of pay is used for services rendered.

### D. Rural Delivery Services

#### 1. Auxiliary Rural Carriers.

a. Rural carrier Christmas help will be compensated for the hours shown on the face of the Form 1282 at the rate authorized on Form 1280. Total hours worked and total vehicle service hours or miles will be transcribed from the reverse side of the Form 1282 and entered in the appropriate block. The reverse side of Form 1282 is comprised of two columns, each representing a week of seven days, commencing with Saturday at the foot of the card. Work hours will be totaled on a weekly basis in the box provided at the foot of the card. Work hours that exceed 40 in a service week are eligible for payment at the 150% rate of the level and step authorized. Combine

the weekly work hour totals in the grand total block applying the rounding rule and enter in the *Hours Worked* block on the face of the card. Hours in excess of 40 (overtime hours) for each week must be totaled separately and transcribed to the face of the Form 1282 in the blank space to the right of *Hours Worked* block and to the left of *Vehicle Service—Hours* block.

b. If a substitute rural carrier is employed as an auxiliary rural carrier, compensation will be at attained step in PS-5 level. If a substitute rural carrier is not available, every effort shall be made to secure auxiliary assistance. If a part-time employee on a Flexible Schedule is used, payment will be made at the hourly rate of pay regularly received. *The period during December when auxiliary assistance may be used is established by the regional office.*

## 2. Heavy Duty Routes—Additional Compensation

During the period December 1 through December 26, 1975, inclusive, where the regular carrier's actual weekly hours exceed the heavy duty hours authorized (see Form 1303, *Salary Change Notice*), the employee will be paid additional compensation at the appropriate rate of attained step in PS-5 for the excess hours which come within the 40-hour workweek; and 150% for all hours in excess of 40, or evaluated hours, whichever is greater.

## 3. Mileage (RCS) Routes—Additional Compensation

a. During the period December 1 through December 26, 1975, rural carriers who are paid under the Rural Carrier Mileage Schedule (RCS) will be compensated for hours worked over 40 hours per week in the following manner. For routes in excess of 42 miles, carriers actually working over 40 hours per week will be compensated for a 42-mile route, attained step, plus 150% of the carriers' base hourly rate at PS level 5, attained step, for the time actually worked in excess of 40 hours per week, or their present RCS salary, whichever is greater.

b. Rural carriers who are paid under the RCS for routes of 42 miles or less will continue to receive a weekly salary which is the same as their present RCS compensation for all hours of actual work up to and including 40. They will receive addi-

tional overtime compensation for time actually worked in excess of 40 hours in a particular work week at 150% of the hourly rate (including COLA) of PS Level 5, attained step.

## 4. Daily Trip Report

a. The additional route hours for which pay is provided will be determined from the daily trip report, Form 4240, *Rural Carrier Trip Report*, and will be entered on the reverse of Form 1314, *Statement of Service Performed on Rural Route*. The total additional hours due should be brought forward to the front of Form 1314 and entered in *Additional hours Christmas only* block.

b. The preceding modified rural carrier Christmas overtime provisions have been included in order to comply with the overtime requirements of the Fair Labor Standards Act and the National Agreement. The modifications will not extend beyond the Christmas period because the extensive payroll revisions required for an on-going system cannot be implemented in the time frame available.

c. Any additional compensation due rural carriers for periods of overtime worked previous to or following the Christmas period will be paid in accordance with the Memorandum of Understanding dated January 21, 1975, between the U.S. Postal Service and the National Rural Letter Carriers Association, and extended on August 15, 1975.

## 5. Additional Employment

When the needs of the service require, a regular rural carrier serving a route where a relief day is authorized each week (or every other week) may be offered employment on scheduled relief day as an auxiliary rural carrier in a dual employment capacity. Appointment as a Christmas auxiliary rural carrier will be documented on Form 1280 and the service performed on relief day(s) reported as hours worked on Form 1282. The rate of pay is an administrative rate of pay equivalent to 150% of PS-5 for the employee's attained step. Where the regular carrier is serving as the auxiliary rural carrier on the relief day and performs service on the route, the carrier is eligible for equipment maintenance allowance. The regular carrier will be employed to supplement the substitute assigned to the route on the relief day and not to replace the sub-

stitute. The equipment allowance of the substitute shall not be reduced on the day assistance is rendered by the regular carrier.

## 6. Substitute's Pay and Equipment Maintenance Allowance on Relief Day

The substitute providing route coverage on the regular carrier's day off is eligible for his/her established daily rate. Any assistance necessary may be provided by the regular carrier, who on that day, serves as the auxiliary rural carrier. The substitute rural carrier performing service on the route on any day the regular rural carrier is scheduled off during this period will receive his/her established daily rate for the route, including the equipment maintenance allowance.

## 7. Payment for Additional Vehicles

A rural carrier craft employee who is employed as an auxiliary rural carrier shall provide his/her own vehicle and in addition to salary compensation shall be paid an equipment maintenance allowance of 17 cents per mile or \$1.60 per hour, whichever is greater.

## E. PSDS Facilities

### 1. Christmas Casuals

Casual employees hired for the Christmas period will record their time through the PSD System. These employees will be uniquely identified in the system so that MODS and payroll reporting requirements may be satisfied. Rural carriers and auxiliary assistants hired for rural routes for the Christmas period will not record their time through PSDS. Procedures for such employees are contained in sections B and E of these instructions.

### 2. Establishing PSDS EMR for Christmas Casuals

a. Personnel section is required to transcribe data from the applications for Christmas employment (for Christmas Casuals) to Forms 1476, *PSDS EMR Items Transcript*. A separate Form 1476 should be prepared reflecting the **New Hires** with common starting dates and boldly endorsed as follows: **All Christmas Casuals (NTE 21 days)**. Enter the number 5 in the *Salary Rate Schedule Code (SCH)* column. Enter the number 9 in the *HL/SP Eligibility Code* column as the unique identifier for such employees. All 21-day Christmas Casuals must be coded 9

in the *HL/SP* column. The Designation/Activity (D/A) code should indicate the anticipated assignment for each employee. The completed Form 1476 should be sent as soon as possible to the data collection site for processing.

(b) Data Collection Site is required to prepare badges and alpha/numeric input tapes as the Forms 1476 are received and processed in the anticipated employment data groupings. Only one A/N transaction B1 is required for establishing EMR's for Christmas Casuals.

**Note:** Christmas employee Form 1476 EMR data must be entered into the system at least 1 day prior to the employee's scheduled reporting date. *Data for employees scheduled to report for duty on or after December 6 should not be input prior to the pay period 25 cutoff time on December 6. EMR Change Listings must be carefully reviewed for accuracy against the source documents by the personnel section.*

**3. PSDS Reports**

*a. General.* Christmas Casual employees will be reported with Part Time Employees. They must be assigned to pay locations of existing groups or to newly-established groups as the local situation requires. They will be identified from other Part Time and Casual employees by an 89 in the *SUN Hours* column.

*b. Summary of Hours.* Christmas employee hours will be included with Part Time Flexible Schedule employee hours in the Craft indicated by the EMR D/A Code.

*c. Daily Work Hours Report.* Christmas employee hours will be included in the *Part Time* hours by pay location, and, in addition, will be shown at the end of the report as **XMAS CAS** employee hours. These total lines will include those employee

**Exhibit A**

**RURAL CARRIER CHRISTMAS HELP  
CERTIFICATE OF SERVICE**

NAME OF RURAL CARRIER CHRISTMAS EMPLOYEE		SOCIAL SECURITY NO.	UNIFORM NO.	POSTER DESIGNATION
RICHARDS MATTHEW G		234-58-7890	B	RURAL CARRIER
INSTRUCTIONS FOR BASIC DATA Fill in indicated blocks with data copied from "Payroll Particulars" Card Form 1280 as follows: Employee name, social security number, Finance no., etc.				
INSTRUCTIONS TO THE EMPLOYEE				
1. Show total personal service in whole hours (from request).				
2. Show total vehicle service in whole hours, or whole miles (applicable).				
3. Show period of employment covered by this time card and certify for payment.				
4. Forward this card promptly to Postal Data Center, After Personnel and Performance Branch, on last day of period or on day of termination of employment. Mark envelope as "Christmas Temp Time Cards."				
NOTE: Payment for personal service and vehicle service will be paid at the rate authorized on payroll particular Form 1280.				
PERIODS OF EMPLOYMENT REPORTED IN THIS CARD		CERTIFIED CORRECT AND PROPER FOR PAYMENT		
FROM: TO: (INCLUDING)		BY:		
12/1/75 12/12/75		P.M. Official		
PERSONAL SERVICE		VEHICLE SERVICE		
HOURS WORKED		HOURS	MILES	
83		3	67	
FINANCE NO. (OFFICE)		POST OFFICE NAME OR INSTALLATION		
35 9001		YOUR TOWN, N.Y. 19997		
PS Form 1282, Aug 1975				

Example Form 1282 shows the posting of totals for service performed by Rural Christmas Help as outlined in paragraph E, item 1. This shows 83 hours of total service of which 3 hours is to be paid at the overtime rate.

**Exhibit B**

**RURAL CARRIER CHRISTMAS HELP  
CERTIFICATE OF SERVICE**

NAME OF RURAL CARRIER CHRISTMAS EMPLOYEE		SOCIAL SECURITY NO.	UNIFORM NO.	POSTER DESIGNATION
BADGER JOY A		345-89-0123	B	RURAL CARRIER
INSTRUCTIONS FOR BASIC DATA Fill in indicated blocks with data copied from "Payroll Particulars" Card Form 1280 as follows: Employee name, social security number, Finance no., etc.				
INSTRUCTIONS TO THE EMPLOYEE				
1. Show total personal service in whole hours (from request).				
2. Show total vehicle service in whole hours, or whole miles (applicable).				
3. Show period of employment covered by this time card and certify for payment.				
4. Forward this card promptly to Postal Data Center, After Personnel and Performance Branch, on last day of period or on day of termination of employment. Mark envelope as "Christmas Temp Time Cards."				
NOTE: Payment for personal service and vehicle service will be paid at the rate authorized on payroll particular Form 1280.				
PERIODS OF EMPLOYMENT REPORTED IN THIS CARD		CERTIFIED CORRECT AND PROPER FOR PAYMENT		
FROM: TO: (INCLUDING)		BY:		
12/1/75 12/12/75		P.M. Official		
PERSONAL SERVICE		VEHICLE SERVICE		
HOURS WORKED		HOURS	MILES	
5			5	
FINANCE NO. (OFFICE)		POST OFFICE NAME OR INSTALLATION		
35 9001		YOUR TOWN, N.Y. 19997		
PS Form 1282, Aug 1975				

Example Form 1282 for Designation 71 or 72 serving on a Heavy Duty Route J or K working as an auxiliary rural carrier during the Christmas period.

hours with the unique identifier 9 in an office wide total. These hours are accumulated by Craft as indicated by the D/A Code entered into the EMR.

*d. Transfer To and From Payroll Accounts.* Applicable transfers of Christmas Casuals hours will be included with Part Time Flexible employees in the report. Care must be exercised to assign the proper D/A codes to reflect the duty assignment of the Christmas Casual. It must agree with the information submitted to the PDC on Form 1280.

**4. Automatic Purge**

All Code 9's will be purged from the master file automatically. Do not enter delete transactions for these EMR's. All such EMR's will be purged automatically at the end of the Christmas period.

**5. PDC/ADPC Comparison Report**

Differences in SCH codes listed on the PDC/ADPC comparison report should be ignored if the PDC/EMR SCH code is 4. **Do not take any action if PDC EMR SCH code is 4.**—Finance Dept., 11-20-75.

**LOCKBOX FACTS**

*Lockbox Facts*, Notice 10, was issued to answer many of the inquiries from postal customers.

A copy of Notice 10 should be placed in each lockbox. Both present and would-be lockbox holders need information of their rights and responsibilities while renting a post office box. *Lockbox Facts*, based on the

newly issued lockbox regulations, attempts to answer, in a capsule form, any questions they may have.

Distribution of Notice 10 was completed to all Sectional Centers by November 7. Postmasters should immediately request the exact number of brochures needed for the lockboxes in their particular post office, includ-

ing stations and branches, from their sectional center.

When the lockbox is relinquished, the necessary action should be taken to ensure that the next individual renting the lockbox receives a copy of *Lockbox Facts*.—Customer Services Dept., 11-20-75.



### Processing Personnel Actions

This is to further clarify the proper use of Personnel Action Codes 721, 922, 923, 952, and 953 which are used for reassignment actions. Information obtained from these actions are used for personnel accounting purposes to better understand the utilization of personnel.

It is necessary for both the losing and the gaining postal installation to process a Form 50, *Notification of Personnel Action*, in order to permit accurate accounting of personnel movements between postal installations. Both the gaining and losing office should use the following action codes in processing Form 50 for *Reassignment*:

Code	Action
721 -----	Reassignment within the same installation. (Example: carrier reassigned to clerk within same office.) Only one Form 50 need be processed for this type of reassignment since only one postal installation is involved.
922 -----	Reassignment from one postal installation to another postal installation within the same region. (Code 922 should be used by the gaining postal installation in processing this type of reassignment action.)
923 -----	Reassignment from one postal installation to another postal installation within the same region. (Code 923 should be used by the losing postal installation in processing this type of reassignment action.)
952 -----	Reassignment from a postal installation in one region to a postal installation in a different region. (Code 952 should be used by the gaining postal installation in processing this type of reassignment action.)
953 -----	Reassignment from a postal installation in one region to a postal installation in a different region. (Code 953 should be used by the losing postal installation in processing this type of reassignment action.)

—Employee & Labor Relations Group, 11-20-75.

### Maintenance Bulletins

During the first quarter of FY-76 (June 21, 1975, through October 10, 1975), the following maintenance bulletins were published and distributed by the Maintenance Technical Support Center, Office of Maintenance Management (MTSC/OMM):

Number	Subject	Distribution
MMO-1-76.....	ABMPS Emergency Support.....	All ABMPS Offices.
MMO-2-76.....	Elevator Inspection Tools and ANSI A17.1 Code Interpretations.	All Elevator Inspectors.
MMO-3-76.....	Loose Pedestal Rivets—Neighborhood Delivery and Collection Boxes.	All AMO's.
MMO-4-76.....	Telephone Numbers for Contacting Maintenance Technical Support Center (MTSC).	All AMO's, sectional centers, and SSPC Technicians.
MMO-5-76.....	Carrier Case Modification—Modification Work Order MWO-1-76.	All offices with revenues over 949, AMO's, and sectional centers.
MMO-6-76.....	Unfired Pressure Vessel and Low Pressure Boiler Inspection Checklist and Tool Requirements.	All Low Pressure Boiler and Pressure Vessel Inspectors.
MMO-7-76.....	Fine Tuning Procedures for the Model 500 Edger-Feeder.	All Model 500 Edger-Feeder Offices.
MMO-8-76.....	PS Form 4776.....	All offices using Handbook MS-47.

In addition to distribution noted above, copies of all maintenance bulletins were distributed to regional maintenance staffs and all districts. If an office designated above did not receive a bulletin, notify the Maintenance Technical Support Center, P.O. Box 1600, Norman, OK 73069. Postmasters and office managers should insure internal routing of maintenance bulletins to their local maintenance personnel in order to preclude unnecessary ordering of maintenance bulletins.—*Real Estate & Bldgs. Dept., 11-20-75.*

### Special Delivery Identification Program

Postal Bulletin 21061 10-23-75, contained instructions for the implementation of the new Special Delivery Identification Program. The program involves the distribution of a new red and yellow Label 54, *Special Delivery*; a lobby poster to be displayed in offices with 950 or more revenue units; the use of specially designated mail containers; and the continued use of Speedy Bags.

All management sectional centers (MSC's) and regions are scheduled to receive the new label by November 20, 1975. MSC's are to make distribution immediately to all associate offices. These labels are to be distributed to special delivery customers by window clerks. Regions are to distribute the labels to customer services representatives (CSR's). CSR's should distribute the new labels to special delivery customers on regular sales calls. Label 54 will be stocked in both supply centers.

All offices with 950 or more revenue units are scheduled to receive by November 20 a supply of Poster 86

*Better Special Delivery*, for lobby display in the main office and in each classified station and branch. These offices should display this poster for 60 days, starting when they begin distributing the new label. Each region will distribute the posters to CSR's. CSR's should distribute the poster to special delivery customers for mail-room display.

Each office should implement the program as soon as supplies of the new label are received. All offices should be using the new label by December 1, 1975. To avoid possible customer waste, do not leave labels on window counters or in information displays. After receipt of the new label, all post offices and supply centers should **destroy** the existing stock of Label 54.

As soon as practical, but no later than January 5, 1976, all offices should begin to use the specially-designated containers. This is to prevent disruptions in Christmas operations due to equipment shortages.—*Customer Services Dept., 11-20-75.*

## 1975 IRS Tax Package

Shipment of the 1975 IRS Tax Package will commence on December 1, 1975, from Gallatin, TN; Green Bay, WI; and Warsaw, IN. Mail originating in Green Bay, WI will be palletized. Shipment is via Postal contracts and unloading is the responsibility of the destination postmaster.

Tax Packages should be held at sectional centers or central distribution points until December 19, 1975, if storage permits. Commencing December 20, 1975, Tax Packages should be delivered to post offices, as addressed, for scheduled release date of December 26, 1975. Any office that cannot efficiently handle palletized shipments should remove the IRS cartons as though bed loaded. Empty pallets, stenciled U.S. Mail, are to be returned immediately via existing transportation to your empty pallet distribution center. If unknown, return pallets to Chicago, IL empty pallet distribution center.

The 1975 Tax Package will bear a third-class endorsement and should be processed during the normal work day. Undeliverable packages should be forwarded at no cost to the addressee in accordance with the following instructions which are printed on the tax package:

**Postmaster:** This matter must be forwarded and delivered without payment of postage due. If forwarding address is to a foreign country, or if no forwarding address, do not destroy. Handle in accordance with special instructions in the December POSTAL BULLETIN. (Note: The Internal Revenue Service pays forwarding costs under a specific agreement with the Postal Service.)

Forms which are undeliverable under the above conditions are to be retained at the local post office. Employees should mark copies if undeliverable or unforwardable on the address label only. These labels should be removed from copies which are not mutilated and the labels should be destroyed. These copies are to be used to supplement the supplies made available to the general public in convenient service areas in the Post Office. Undeliverable copies too badly mutilated to serve this purpose should be disposed of as waste.

Copies of Form 3749, *Irregularity in Mail Preparation*, should be sent to the National Accounts Branch,

## Back Issue Commemorative Postage Stamps

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

Stamps	Item No.
10¢ Universal Postal Union	401
10¢ Sleepy Hollow	403
10¢ Retarded Children	404
10¢ Collective Bargaining	405
10¢ Salem Poor	407
10¢ Haym Salomon	408
8¢ Sybil Ludington	409
18¢ Peter Francisco	410
10¢ Pioneer	412
10¢ D. W. Griffith	414
10¢ Paul Laurence Dunbar	415
10¢ Bunker Hill	416
10¢ Military Uniforms	417
10¢ Apollo/Soyuz	418
10¢ U.S. Postal Service	419
10¢ International Women's Year	422

—Customer Services Dept., 11-20-75.

### All Offices Equipped With Key-Type Lockboxes

## Spare Keys and Locks for Customers' Lockboxes

Requisitions received by the Mail Equipment Shops for keys for customers' lockboxes indicate that many offices are not keeping at least one spare key on hand for immediate issuance to customers as prescribed by 169.441, POSTAL SERVICE MANUAL. To provide adequate service to customers, it is essential that one spare key be kept on hand.

Effective immediately, offices having boxes equipped with key-type locks shall keep on hand a reasonable quantity of spare cylinder-type locks, with three keys each, for emergency purposes. At least two spare locks for each 100 boxes or less will be adequate. Requisition spare cylinder-type locks from the Mail Equipment Shops on Form 3915, *Lock Box Key Requisition*.—Procurement & Supply Dept., 11-20-75.

Washington, DC 20260, to insure that any additional revenue is collected.—Customer Services Dept., 11-20-75.

## National ZIP Code Directory

To order additional copies of Publication 65, *National ZIP Code Directory '75-'76*, from your area supply center, use Form 1286-A, *Publication Order Blank*. Although Form 1286-A is pre-addressed to the Eastern Area Supply Center, offices in the western area of the United States are to use this form to order Publication 65 only from the Western Area Supply Center.

Because requests for additional copies will not be filled until after January 2, 1976, do not include other items on the Form 1286-A. Do not make inquiries to supply centers concerning the status of these requisitions.—Directives Control Division, 11-20-75.

## Registered Mail Markings

Postmasters should be aware that some registered articles originating in the San Francisco District (ZIP Codes 940, 941, and 945) are being dispatched bearing labels in lieu of conventional markings. The labels are red in color and bear the word *Registered*, a registered number and a five-digit ZIP Code indicating the office of origin.

The label is being used as part of a special test now underway in the San Francisco and Oakland, CA Post Offices.

Registered articles so received should be handled and billed exactly as would articles that are conventionally marked. No special procedures are required.—Rates & Classification Dept., 11-20-75.

## Backorder Mgmt.—Forms

Backorders are no longer being maintained on out-of-stock forms, unless area supply centers are advised in writing by the General Manager, Printing Division, that replenishment quantities of forms are due to arrive at supply centers within 60 days after required delivery date. Requisitions received for out-of-stock forms that will not be replenished within 60 days will be annotated: *Forms are temporarily out of stock, requisition during next cycle.*

Supply centers will continue to establish and maintain backorders for forms for which replenishment is expected within 60 days after required delivery date.—Procurement & Supply Dept., 11-20-75.

POST OFFICE CHANGES NO. 13

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

Abbreviations: B=Branch. C=City Delivery. Conv.=Converted. CPO=Community Post Office. Disc.=Discontinued. DOPO=Directory of Post Offices. Estab.=Established. F=Finance. IC=Independent City. MOU=Money Order Unit. MPO=Main Post Office. MR=Mailing Restrictions (from Part 126 PSM) apply NP=Nonpersonnel. NZCD=National ZIP Code Directory. RB=Rural Branch. Resc.=Rescinded. RS=Rural Station. S=Station. x=Classified. (Contract stations and branches do not have the symbol "x" following the symbol for type of installation.) (See PB 21041, 6-26-75.)

State	Name of post office	County/parish	Name of station branch, or unit	Type S/B	ZIP Code	Change action	Effective date	Explanation of change
CA	San Francisco	San Francisco	APO 96415	B	96415	Delete	10-25-75	B disc.
FL	Fort Lauderdale	Broward	Plantation	Bx	33318	Add	11-17-75	Bx estab.
IN	Radnor	Carroll			46961	Delete	11-21-75	} PO disc.
IN	(Mail to Delphi)	do			46923		11-22-75	
KY	Ages	Harian			40801	Delete	12-3-75	} PO's consolidated into new named PO, disc. ZIP Code 40611.
KY	Brookside	do			40811	Delete	12-3-75	
KY	Ages-Brookside	do			40801	Add	12-4-75	
KY	Mumme	Jackson			40457	Delete	11-7-75	
KY	(Mail to Tyner)	do			40486	Delete	11-6-75	
KY	Zula	Wayne			42858	Delete	12-5-75	} PO disc.
KY	(Mail to Alpha)	Clinton			42808		12-6-75	
MO	Saint Louis	Saint Louis	Rock Hill	B	63119	Delete	10-22-75	B disc.
NY	Fosterdale	Sullivan			12735	Delete	12-5-75	} PO conv. to CPO.
NY	Callicoon	do	Fosterdale	CPO	12735	Add	12-5-75	
NY	New York	New York	APO 09129	B	09129	Add	11-1-75	
NY	do	do	APO 09218	B	09218	Delete	10-31-75	
OH	Madison	Geauga	North Madison	Bx	44057	Delete	10-28-75	Bx disc.
OK	Tulsa	Tulsa	Gilcrease	Bx	74127	Add	9-17-75	Bx estab.
OR	Telocaset	Union			97878	Delete	11-21-75	} PO disc.
OR	(Mail to Union)	do			97883		11-22-75	
PA	Westline	McKean			16751	Delete	11-7-75	} PO conv. to CPO.
PA	Mount Jewett	do	Westline	CPO	16751	Add	11-8-75	
WV	Hix	Summers			25968	Delete	12-5-75	} PO disc.
WV	(Mail to Hinton)	do			25951		12-6-75	

—Customer Services Department, 11-20-75.

Lobby Posters

Several new posters have been, or soon will be, distributed to offices for lobby display. It is important that all existing posters in lobbies be reviewed, and those containing obsolete information or are not approved for lobby display be removed. (See PB 21025, 2-27-75.)

Approved lobby posters:

—1974 Mint Set and Stamps and Stories (Poster 345). Continue to display through December, 1975.

—Stamp Collecting Kits (Poster 349). Continue to display through December, 1975.

—1975 Christmas Commemorative Stamps (Poster 361). Will be distributed to offices during the fourth week in November and should be removed December 26, 1975.

—Gift Pak (not numbered). Will be distributed during second week in November and should be removed December 26, 1975.

—1975 Mint Set (Poster 362). Will be distributed during first week in

Domestic Orders

False Representation. Enforced by postmasters at cities listed.

State/City	Name Covered
NY, New York	Paulette D'Paris 521 Fifth Avenue
NY, Westbury	Paulette D'Paris 50 Bond Street

—Judicial Officer, 11-20-75.

December and should be displayed until further advised.

—We've Upgraded First Class Mail (Poster 17). Should be removed November 21, 1975.

—Special Delivery (Poster 86). Will be distributed to selected offices during the second week in November and should be removed January 17, 1976.

—Tis the Season to Mail Early (Poster 2). Will be distributed later this month and should be removed December 24, 1975.—Customer Services Dept., 11-20-75.

Form 13, Routing Slip

Routing Slip, Form 13, is now available at area supply centers. Since it will be issued as a cost item, it has been changed to an O item and will now be identified as Item O13. Present stocks, however, were printed with the old designation because the change could not be made before it was reprinted. New stock will be printed with new item number the next time it is replenished. Personnel responsible for the preparation of supply requisitions will make a note of this fact and ensure that it appears in the proper ordering sequence on the Form 7380, Requisition for Supplies. Failure to place the item in the correct sequence on the requisition will delay processing by the area supply center and cause errors.

The above change will be reflected in the next revision to Supply Catalog, Publication 24. The unit of issue will still be pad (PD) and the price will be \$.18 per pad. Offices having a need for this item may requisition it from their supply center on Form 7380 during their regular requisitioning cycle.—Procurement & Supply Dept., 11-20-75.

## Parcel Post Service With Yemen Arab Republic (Sanaa)

Effective immediately the exchange of ordinary air and surface parcel post packages with the Yemen Arab Republic (Sanaa) is resumed.

The following instructions govern mailings of such parcels:

**Weight Limit:** 44 pounds.

**Dimensions:** Greatest length, 42 inches. Greatest combined length and girth, 72 inches.

**Sealing:** Optional.

**Postal Forms Required:** One Form 2966-A.

**Surface Rates:** Two pounds or less, \$1.55; each additional pound or fraction, 45¢.

**Air Rates:** Four ounces or less, \$2.45; each additional four ounces or fraction, \$1.25.

Lb.	Oz.	Rate	Lb.	Oz.	Rate
0	4...	\$2.45	5	4....	27.45
0	8...	3.70	5	8....	28.70
0	12...	4.95	5	12....	29.95
1	0...	6.20	6	0....	31.20
1	4...	7.45	6	4....	32.45
1	8...	8.70	6	8....	33.70
1	12...	9.95	6	12....	34.95
2	0...	11.20	7	0....	36.20
2	4...	12.45	7	4....	37.45
2	8...	13.70	7	8....	38.70
2	12...	14.95	7	12....	39.95
3	0...	16.20	8	0....	41.20
3	4...	17.45	8	4....	42.45
3	8...	18.70	8	8....	43.70
3	12...	19.95	8	12....	44.95
4	0...	21.20	9	0....	46.20
4	4...	22.45	9	4....	47.45
4	8...	23.70	9	8....	48.70
4	12...	24.95	9	12....	49.95
5	0...	26.20	10	0....	51.20

For rates over 10 pounds, charge \$50.00 for each even 10 pounds plus the rate given above for the remaining pounds and/or ounces, if any. If there are none, charge from the table for the first 10 pounds.

**Special Handling:** Available to port of dispatch only.

**Registration:** No provision.

**Insurance:** No provision.

**Observations:** A commercial invoice is indispensable for each parcel or group of parcels dispatched simultaneously by a single sender to the same addressee. The invoice must show the nature and real value of the contents.

**Prohibitions:** Obscene or immoral articles, or articles contrary to the Islamic faith or intended to threaten the Government, incite disorder or

## 1976 Pay Period Chart and Union Dues Deduction Dates

The following chart shows the beginning and ending dates for each pay period and the actual pay date which follows 1 week after the end of each pay period. The pay periods indicated by an asterisk (\*) are those in which union dues will be deducted.

Pay period	Begins	Through	Pay date
1	12-20-75	1- 2-76	1- 9-76
*2	1- 3-76	1-16-76	1-23-76
3	1-17-76	1-30-76	2- 6-76
4	1-31-76	2-13-76	2-20-76
*5	2-14-76	2-27-76	3- 5-76
6	2-28-76	3-12-76	3-19-76
*7	3-13-76	3-26-76	4- 2-76
8	3-27-76	4- 9-76	4-16-76
*9	4-10-76	4-23-76	4-30-76
10	4-24-76	5- 7-76	5-14-76
*11	5- 8-76	5-21-76	5-28-76
12	5-22-76	6- 4-76	6-11-76
*13	6- 5-76	6-18-76	6-25-76
14	6-19-76	7- 2-76	7- 9-76
*15	7- 3-76	7-16-76	7-23-76
16	7-17-76	7-30-76	8- 6-76
17	7-31-76	8-13-76	8-20-76
*18	8-14-76	8-27-76	9- 3-76
19	8-28-76	9-10-76	9-17-76
*20	9-11-76	9-24-76	10- 1-76
21	9-25-76	10- 8-76	10-15-76
*22	10- 9-76	10-22-76	10-29-76
23	10-23-76	11- 5-76	11-12-76
*24	11- 6-76	11-19-76	11-26-76
25	11-20-76	12- 3-76	12-10-76
*26	12- 4-76	12-17-76	12-24-76

Note: 1975 Leave Year Ends January 2, 1976; 1976 Leave Year Begins January 3, 1976 (Pay Period 2).

—Finance Dept., 11-20-75.

## Annual Alien Address Report Program

Under the provisions of the Immigration and Nationality Act of 1952, each alien residing in the United States on January 1, 1976, must report his/her current address to the Commissioner of the Immigration and Naturalization Service within the period January 1 to January 31, 1976.

All post offices throughout the United States, Guam, Puerto Rico, and the Virgin Islands will distribute copies of Form I-53, *Alien Address Report* (card), to the aliens upon their request. The responsibility of

filling out, affixing postage to, and mailing the card rests with the alien.

The Immigration and Naturalization Service will furnish a supply of cards to each postmaster during the month of November; the cards must not, however, be distributed to the public until the first day of January 1976. Postmasters requiring additional cards should request them from the nearest post office or from the nearest office of the Immigration and Naturalization Service.—*Rates & Classification Dept., 11-20-75.*

plots, or bring the name of any person or organization into disrepute.

**Fragile parcels.**

Narcotics sent for medical or scientific purposes are admitted subject to prior approval by the competent institutions or authorities.

Bees, leeches, silkworms, and parasites (or destroyers of harmful insects intended for the destruction of insects, and exchanged between officially recognized institutions) are admitted on condition that these items

are packed safely in such a way that the contents can be checked without opening their containers.

Also see 312, *Publication 42, International Mail.*

Note: All surface parcels must be routed to Foreign Center, NY 099. All air parcels must be routed to the AMF Kennedy, NY.

Publication 42, will be amended to include the above information.—*Rates & Classification Dept., 11-20-75.*

## Warning Notice—Unrecovered Stolen Canadian Money Order Forms

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

The following money orders are void and should not be cashed: (1) All card type orders. (2) New style orders 000,000,001—099,999,999. Advise holders to send them to Canada Post Office, Ottawa, Canada, K1A 0B1.

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

104,757,201 to 104,757,500	157,554,201 to 157,554,300	183,457,601 to 183,458,300
104,911,301 to 104,911,500	158,014,440 to 158,014,500	183,769,412 to 183,769,500
106,023,259 to 106,023,300	158,109,070 to 158,109,100	185,028,741 to 185,028,800
106,550,419 to 106,550,500	158,767,040 to 158,767,300	186,446,001 to 186,446,500
120,742,680 to 120,742,800	159,474,549 to 159,474,900	186,820,405 to 186,820,900
128,201,700 to 128,202,100	159,564,346 to 159,564,400	186,836,001 to 186,836,100
129,360,793 to 129,360,800	160,193,201 to 160,193,300	188,460,651 to 188,460,700
131,316,241 to 131,316,500	160,507,331 to 160,507,400	188,669,520 to 188,670,000
131,462,524 to 131,462,540	160,606,501 to 160,606,900	189,117,971 to 189,118,000
132,338,160 to 132,338,300	160,919,925 to 160,920,000	189,205,701 to 189,205,800
134,519,591 to 134,519,600	160,921,817 to 160,921,900	189,217,169 to 189,217,400
134,928,645 to 134,928,700	161,799,901 to 161,800,000	189,278,454 to 189,278,464
135,878,662 to 135,878,700	161,981,006 to 161,981,900	189,357,868 to 189,357,878
137,328,801 to 137,329,300	162,015,701 to 162,015,800	190,053,526 to 190,054,000
139,732,942 to 139,733,000	162,314,201 to 162,314,700	192,066,771 to 192,066,774
141,568,001 to 141,568,800	162,600,001 to 162,600,200	192,099,601 to 192,099,800
141,631,601 to 141,631,700	163,420,501 to 163,420,800	196,116,101 to 196,116,600
141,655,112 to 141,655,500	163,573,201 to 163,573,900	198,036,801 to 198,036,900
141,980,101 to 141,980,300	165,349,901 to 165,350,200	198,520,743 to 198,520,800
143,979,583 to 143,979,650	165,618,226 to 165,618,300	199,662,562 to 199,662,600
143,991,521 to 143,991,580	166,278,201 to 166,278,500	199,843,031 to 199,843,050
145,573,801 to 145,574,800	166,951,587 to 166,951,700	200,400,512 to 200,400,600
145,690,901 to 145,691,000	170,477,105 to 170,477,200	200,467,313 to 200,467,500
145,787,864 to 145,787,900	171,471,801 to 171,472,100	201,328,601 to 201,329,300
145,856,825 to 145,856,884	171,815,673 to 171,816,000	201,829,536 to 201,829,546
146,232,640 to 146,232,700	173,562,701 to 173,563,700	201,963,699 to 201,963,800
147,043,701 to 147,043,900	173,890,301 to 173,890,500	201,980,250 to 201,980,299
149,007,901 to 149,008,000	174,317,402 to 174,317,500	202,545,957 to 202,546,000
149,744,083 to 149,744,100	175,434,677 to 175,434,900	202,703,404 to 202,703,500
149,877,756 to 149,878,100	176,226,349 to 176,226,700	203,249,018 to 203,249,061
150,616,137 to 150,616,200	176,413,353 to 176,413,400	203,484,604 to 203,485,100
150,679,320 to 150,679,500	176,780,901 to 176,781,200	207,734,201 to 207,737,000
153,209,301 to 153,210,300	178,155,401 to 178,155,500	208,866,001 to 208,866,500
153,757,563 to 153,757,700	178,514,939 to 178,515,100	208,872,242 to 208,872,257
155,654,809 to 155,655,300	178,759,158 to 178,759,197	209,190,001 to 209,195,000
155,857,068 to 155,857,200	179,838,411 to 179,838,600	210,935,633 to 210,935,700
156,129,112 to 156,129,200	180,446,855 to 180,446,866	212,900,201 to 212,900,300
157,287,547 to 157,287,600	182,975,501 to 182,976,200	219,494,026 to 219,494,130
157,401,111 to 157,401,136		

### Post Offices With Self-Service Postal Centers

Mylar rate charts for Pitney-Bowes Models 3700/3703 and Pennsylvania Model 7501-P parcel scales have been distributed to all post offices with self-service postal centers. These charts contain the rates effective September 14, 1975, and should, therefore, be promptly installed. Additional charts may be obtained from the Facilities and Equipment Branch, Headquarters, or telephone (202) 245-5774.—Customer Services Dept., 11-20-75.

### 10-Cent Christmas Postage Stamps

As stated in POSTAL BULLETIN 21059, 9-25-75, the two non-denominated Christmas postage stamps are intended for domestic use. Advise customers when they purchase these stamps that they should *not* be used on mail addressed to foreign countries.

#### International Exchange Offices

Although the two non-denominated Christmas stamps should not be used on foreign mail, several exchange offices have reported receiving mail bearing the stamps. Mail

bearing these stamps that is fully prepaid should be dispatched to the foreign country. Each stamp has a postage value of 10 cents. If mail bearing these stamps is shortpaid, it should be handled in accordance with established procedures for shortpaid mail. (See 232 in Publication 42, *International Mail*; 212 in Transportation Handbook Series T-1, *International Airmail*; or 435 in Transportation Handbook Series T-4, *International Surface Mail*.)—Rates & Classification Dept., 11-20-75.



**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 21062 article.

1616545152 to 1616545999	1789072832 to 1789072999	1868603500 to 1868604199
1625466141 to 1625466199	1792670881 to 1792670899	1873655276 to 1873655399
1628292249 to 1628292299	1794039620 to 1794039699	1875497143 to 1875497199
1636675839 to 1636675899	1795689971 to 1795689999	1875828852 to 1875829299
1636676082 to 1636676999	1795816029 to 1795816099	1880328380 to 1880328399
1647728874 to 1647728999	1796046813 to 1796047099	1890470937 to 1890470899
1655512943 to 1655512999	1797037653 to 1797037699	1890779510 to 1890779599
1657057000 to 1657057999	1799339500 to 1799339699	1892707100 to 1892707299
1658213130 to 1658213199	1800923292 to 1800923399	1893327400 to 1893327499
1659321800 to 1659321999	1802597227 to 1802597299	1893660200 to 1893660299
1676765079 to 1676765299	1804724945 to 1804724999	1895568000 to 1895568499
1679044095 to 1679044299	1806421300 to 1806421499	1896017500 to 1896017699
1688304300 to 1688304999	1806486400 to 1806486499	1896113800 to 1896113899
1689773900 to 1689774199	1807996946 to 1807996999	1901049379 to 1901049499
1691674300 to 1691674999	1808108449 to 1808108497	1901372592 to 1901372699
1698585200 to 1698585599	1808257640 to 1808257653	1903632600 to 1903632699
1706357000 to 1706357099	1809829773 to 1809829999	1907244212 to 1907244299
1709747764 to 1709747792	1813318858 to 1813318899	1911918635 to 1911918799
1718763700 to 1718764099	1813957442 to 1813957999	1911939000 to 1911939299
1720526959 to 1720526999	1818265752 to 1818265799	1913077598 to 1913077999
1724036300 to 1724036399	1818290300 to 1818290699	1914787700 to 1914787999
1726939700 to 1726939799	1818314461 to 1818314499	1916448498 to 1916448599
1730690720 to 1730690999	1818346000 to 1818346299	1916932939 to 1916932999
1733805887 to 1733805999	1819144840 to 1819144999	1917899900 to 1917900299
1737500291 to 1737500299	1819197396 to 1819197499	1920282400 to 1920282497
1737817900 to 1737818399	1822780721 to 1822780799	1920365000 to 1920365199
1739545236 to 1739545299	1824739233 to 1824739257	1926528400 to 1926528499
1739605125 to 1739605699	1825539600 to 1825539699	1926628500 to 1926628699
1739661165 to 1739661299	1825975818 to 1825975999	1932627793 to 1932627799
1740484785 to 1740484799	1827806700 to 1827806799	1932719600 to 1932719699
1742213200 to 1742214999	1827838800 to 1827838999	1937698700 to 1937698728
1744356292 to 1744356999	1829494387 to 1829494399	1937773334 to 1937773399
1744905503 to 1744905999	1830327000 to 1830327199	1938175400 to 1938175499
1747527584 to 1747527599	1830774967 to 1830774999	1940535900 to 1940535999
1748460149 to 1748460299	1836169142 to 1836169199	1942580000 to 1942580299
1751526303 to 1751526318	1838226129 to 1838226799	1943408185 to 1943408199
1751781300 to 1751781399	1842507200 to 1842507299	1944408645 to 1944408699
1752339179 to 1752339199	1843812500 to 1843812599	1945120446 to 1945120499
1752507510 to 1752507599	1843883400 to 1843883499	1945197600 to 1945198099
1754429200 to 1754429299	1843893024 to 1843893099	1946688200 to 1946688299
1755637630 to 1755637699	1845418841 to 1845418999	1951045661 to 1951045999
1755641153 to 1755641299	1848808124 to 1848808199	1952637000 to 1952638999
1755670748 to 1755670899	1849150336 to 1849150399	1953225400 to 1953225699
1756102623 to 1756102699	1849316300 to 1849316399	1956726600 to 1956726799
1756102798 to 1756103399	1849999626 to 1849999800	1959615000 to 1959615399
1766089832 to 1766089999	1851665361 to 1851665399	1960158738 to 1960158799
1767029971 to 1767029999	1851762800 to 1851762899	1960654800 to 1960654849
1770820657 to 1770820699	1852668054 to 1852668199	1974545484 to 1974545499
1773192976 to 1773192999	1854063472 to 1854063499	1974626100 to 1974626599
1775717226 to 1775717299	1854778755 to 1854778778	1979695008 to 1979695099
1775877925 to 1775877949	1855182904 to 1855182999	1987731000 to 1987731199
1780920242 to 1780920299	1856967900 to 1856967999	1981716500 to 1981716699
1781575500 to 1781575699	1860214162 to 1860214199	1988187449 to 1988187499
1784370351 to 1784370399	1860628031 to 1860628059	2026636200 to 2026636599
1786239725 to 1786239749	1863733724 to 1863733999	2041609600 to 2041609699
1786303239 to 1786303299	1864630328 to 1864630499	8005023000 to 8005023999
1788311095 to 1788311199	1866532500 to 1866532599	8006580878 to 8006580899
1788375300 to 1788375399	1868034851 to 1868034899	8007230601 to 8007230617

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