



# postal bulletin

Directives Control Division, Washington, DC 20260

PB 21064—December 4, 1975—24 Pages

## 13-Cent Spirit of 76 Commemorative Stamps

**Description.** The 13-cent Spirit of 76 commemorative stamps will be first placed on sale at Pasadena, CA 91109 on January 1, 1976. The se-tenant horizontal strip of three stamps is based upon the famous painting by Archibald M. Willard which depicts a Revolutionary War fife and drum trio. The three stamps in the strip form a design entity.

**DO NOT SELL BEFORE JANUARY 2, 1976**



Size: .99 x 1.57 inches (single stamp).

Issued in sheets of 50.

Colors: Yellow, magenta, cyan, black, and blue.

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

Initial printing: 200 million.

Designer: Vincent E. Hoffman.

**Collectors.** Request first-day cancellations from: Spirit of 76 Stamps, Postmaster, Pasadena, CA 91109. (See PSM, section 257.2.) The cost is 39 cents per three stamps. Requests for single stamps will be honored, providing the name of the stamp is indicated lightly in pencil in the upper right corner of the envelope. Requests must be postmarked no later than January 1, 1976. Selected mint stamps will be available at the Philatelic Sale Division, Washington, DC 20265, beginning January 2, 1976.

**Supply.** Two automatic distributions will be made to all classes of post offices. The first shipment will be approximately one-half the quantity normally furnished on the automatic distribution of a 50-subject stamp. The second shipment will follow and should be completed by not later than January 15, 1976.

**Postal Data Centers** have been requested to prepare two automatic distribution printouts with related in-

voices and labels for use by sectional centers in making the initial and subsequent distributions to associate post offices.

**Sectional Centers** which maintain an automatic distribution program for NCO's and local stations and branches will be required to reduce the initial quantity stamps furnished these offices to insure that all postal outlets will have a supply of the stamps.

**Additional Quantities.** Before requisitioning additional stamps (item 423), consider that the stock should be depleted prior to March 1, 1976, at all post office outlets—except designated philatelic windows and postal stores.

*Post offices with 950 or more revenue units requiring additional bulk quantities:* immediately requisition on Form 3356, *Stamp Requisition-Bulk Quantities*, from the Bureau of Engraving and Printing.

*All post offices requiring additional*

*All City Delivery Offices*

## Form 1564-A Modified

Effective January 1, 1976, the date of birth entry on Form 1564-A, *Carrier's Route Book—Route Instructions*, will no longer be used. On Form 1564-A currently in use where the date of birth entry is completed, the information entered will be removed or obliterated. Under no circumstances will a new Form 1564-A be completed solely for the purpose of removing the age entry.—*Delivery Services Dept., 12-4-75.*

## Resumption of Partial Mail Service to South Vietnam

Effective immediately surface and airmail service for ordinary letters is resumed with South Vietnam. Letters to civilian addresses may not exceed one ounce. Official correspondence from agencies of the U.S. Government to agencies of the Government of the Republic of South Vietnam may not exceed one pound. Only letter-class mail may be accepted. No special services are available.

Letter mail for South Vietnam should be included in Trans Pacific B separation.—*Rates & Classification Dept., 12-4-75.*

*stamps in less than bulk quantities:* requisition on Form 17, *Stamp Requisition*, from designated sectional center on next scheduled requisitioning date.

**Panels.** A limited number of 8½ x 11¼ inches commemorative series stamp panels will be released with the stamps. The panels (item 979) are printed on heavy art paper suitable for mounting and sell for \$2 each.

*Sectional centers:* requisition panels (in units of 10 or cartons of 100) on Form 17 from accountable paper depositories.

*Associate offices:* requisition any required quantity from designated sectional centers. Panels are available on a first-come basis from all distributing offices.—*Customer Services Dept., 12-4-75.*

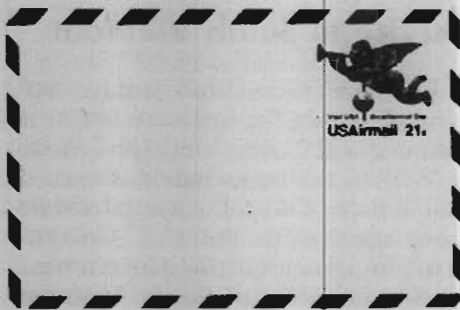
## POSTAGE STAMPS AND POSTAL STATIONERY

The information contained below pertains to the availability of stamps to be used in connection with proposed international postage rates, which will become effective January 3, 1976. **Shipment of these items will be made as fast as production and distribution facilities permit.**

### 21-Cent International Airmail Postal Card

The 21-cent international airmail postal card measuring  $3\frac{1}{2} \times 5\frac{1}{2}$  inches will be first placed on sale at Kitty Hawk, NC 27949 on December 17, 1975.

**Do Not Sell Before Dec. 18, 1975**



Initial printing: 5 million.  
Designer: Stevan Dohanos.

**Collectors.** Request first-day cancellations from: 21-cent International Airmail Postal Card, Postmaster, Kitty Hawk, NC 27949. Send self-addressed envelope of an appropriate size for the return of the card under cover. Request must be postmarked no later than December 17, 1975. The 21-cent international airmail postal cards will be available at the Philatelic Sales Division, Washington, DC 20265.

**Supply.** All post offices requiring the new 21-cent international airmail postal card in quantities of 500, 1,000, 2,000, 5,000, and multiples of 5,000 should immediately submit a Form 3216, *Requisition for Postal Cards-Bulk Quantities*, to the Government Printing Office, Washington, DC 20401, **using item No. 221.**

Post offices requiring this item in quantities of 250 or less may requisition the 21-cent international airmail postal card from their designated sectional center on their next scheduled

requisitioning date using a separate Form 17, *Stamp Requisition*. The quantity requisitioned from the sectional center shall not exceed a 6-week supply.

### 25-Cent International Airmail Postage Stamp

The 25-cent international airmail postage stamp will be first placed on sale at Honolulu, Hawaii 96813 on January 2, 1976.

**Do Not Sell Before Jan. 3, 1976**



Size: 1.44 x 0.84 inches.  
Issued in sheets of 50.  
Colors: Red, blue, and black.  
Marginal markings: One plate number, Mail Early in the Day, and Mr. ZIP.  
Initial printing: 50 million.  
Designer: David G. Foote.

**Collectors.** Request first-day cancellations from: 25-cent International Airmail Stamp, Postmaster, Honolulu, Hawaii 96813. (See PSM, section 257.2.) Requests must be postmarked no later than January 2, 1976. Selected mint stamps will be available at the Philatelic Sales Division, Washington, DC 20265.

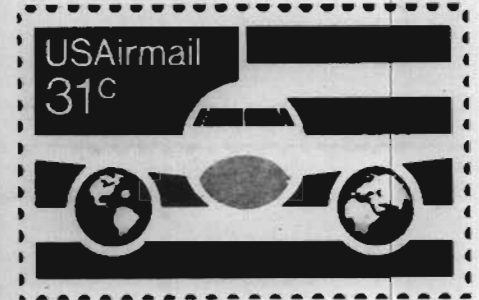
**Supply.** Post offices with 950 or more revenue units requiring more than 3,000 stamps of this issue should immediately order minimum lots of 5,000 or in the multiples specified in section 222.32 of Fiscal Handbook F-1, *Financial and Cost Controls*, from the Bureau of Engraving and Printing on Form 3356, *Stamp Requisition-Bulk Quantities*, **using item No. 185.**

Post offices with 950 or more revenue units and all other post offices requiring 3,000 stamps or less may requisition the 25-cent airmail stamp from their designated sectional center on their next scheduled requisitioning date using a separate Form 17, *Stamp Requisition*. The quantity requisitioned from the sectional center shall not exceed a 6-week supply.

### 31-Cent International Airmail Postage Stamp

The 31-cent international airmail postage stamp will be first placed on sale at Honolulu, HI 96813 on January 2, 1976.

**Do Not Sell Before Jan. 3, 1976**



Size: 1.44 x 0.84 inches.  
Colors: Red, blue, and black.  
Issued in sheets of 50.  
Marginal markings: One plate number, Mail Early in the Day, and Mr. ZIP.  
Initial printing: 100 million.  
Designer: David G. Foote.

**Collectors.** Request first-day cancellations from: 31¢ International Airmail Stamp, Postmaster, Honolulu, HI 96813. (See PSM, section 257.2.) Requests must be postmarked no later than January 2, 1976. Selected mint stamps will be available at the Philatelic Sales Division, Washington, DC 20265.

**Supply.** Post offices with 950 or more revenue units requiring more than 3,000 stamps of this issue should immediately order minimum lots of 5,000 or in the multiples specified in section 222.32 of Fiscal Handbook F-1, from the Bureau of Engraving and Printing on Form 3356, **using item No. 191.**

Post offices with 950 or more revenue units and all post offices requiring 3,000 stamps or less may requisition the 31-cent airmail stamp from their designated sectional center on their next scheduled requisitioning date using a separate Form 17. The quantity requisitioned from the sectional center shall not exceed a 6-week supply.

### 22-Cent Aerogramme

The 22-cent aerogramme will be first placed on sale at Tempe, AZ 85281 on January 16, 1976.

*Continued on p. 3*

**Domestic Orders**

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

State/City	Name Covered
CA. Woodland Hills	Mr. Joe Weider, 21100 Erwin Street Government Land Survey, 155 Laws— No. 20
CA. Ukiah	

—Judicial Officer, 12-4-75.

*Continued from p. 2*

**Do Not Sell Before Jan. 17, 1976**

*USA 22c*

AEROGRAMME  
VIA AERMAIL  
POSTAL AVION

Size: 7 1/4 x 3 3/16 inches (folded).  
Colors: White, red and blue.  
Initial printing: 15 million.  
Designer: Robert Geissmann.

**Collectors.** Request first-day cancellations from: 22¢ Aerogramme, Postmaster, Tempe, AZ 85281. Enclose 22 cents for each aerogramme desired and legibly indicate name, address and ZIP Code. Aerogrammes will be available at the Philatelic Sales Division, Washington, DC 20265.

**Supply.** Post offices with 950 or more revenue units requiring the new 22-cent aerogramme in lots of 500, 1,000, 2,000, 5,000, and multiples of 5,000 should immediately submit a requisition Form 3356, **using item No. 222**, to the Bureau of Engraving and Printing. Do not order more than 1 million aerogrammes on a single requisition.

Post offices with 950 or more revenue units and all other post offices requiring 300 aerogrammes or less may requisition the 22-cent aerogramme from their designated sectional center on their next scheduled requisitioning date using a separate Form 17. The quantity requisitioned from the sectional center shall not exceed a 6-week supply.

Postmasters are urged to sell the current 18-cent aerogrammes along with 4-cent adhesive postage stamps until the new 22-cent aerogrammes are received.

—Customer Services Dept., 12-4-75.

**Label Printing Center Production**

Except for emergency requirements and as otherwise authorized, production of facing slips and bulk white labels will cease at all label printing centers effective December 1, 1975. Starting December 1, 1975, requisitions for these requirements will be sent to:

U.S. Postal Service  
Western Area Supply Center  
Computerized Label Printing Division  
Topeka, KS 66601

Requisitions for slips and labels must be submitted on Form 1578-X, *Requisition for Nonstandard Facing Slips or Strip Labels.*

Except for emergency requirements and as otherwise authorized, production of airport labels and scheme cards will cease at all label printing centers effective December 1, 1975. During the month of December, equipment will be transferred to the Western Area Supply Center from the present label printing center for the production of scheme cards and airport labels which will commence at Western Area Supply Center by January 1, 1976. Requisitions for scheme cards and airport labels to be used after January 1, 1976, should be sent to the above address. For additional information contact Mr. Kenneth Shaver, Western Area Supply Center, telephone (8)752-1123.—*Procurement & Supply Dept., 12-4-75.*

**Mail for Internal Revenue Service**

A national mailing of quarterly tax forms addressed to business firms will be mailed by the Internal Revenue Service beginning December 8, 1975.

These third-class mailing pieces, in 4 3/8- by 9 3/8-inch window envelopes bear the endorsement *Address Correction Requested. Return Postage Guaranteed.* The return address was inadvertently omitted from the envelope.

Undeliverable pieces should be returned postage due to the Internal Revenue Service, Washington, DC 20224, as prescribed in section 159.242, *POSTAL SERVICE MANUAL.—Rates & Classification Dept., 12-4-75.*

**Pressure Sensitive Dispatch Labels**

Pressure sensitive dispatch labels are now available in quantity for use by volume mailers. These color-coded labels replace paper facing slips formerly used to indicate destination makeup on mail bundles. All volume mailers should be urged to requisition these items from their postmasters and use them on future mailings.

Sections 125.3 and 134.4 *POSTAL SERVICE MANUAL* are being revised to outline the manner in which they are to be used.—*Rates & Classification Dept., 12-4-75.*

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To All Installation Heads

## CASUAL EMPLOYEES

### I. Limitation on Number and Length of Appointments

Pursuant to Article VII, Section 1-B-1 of the 1975 National Agreement, employees who are hired and classified as Casuals are limited to two 90-day terms of casual employment in a calendar year plus a 21-day term of employment during the Christmas period. A separate Form 50, *Notification of Personnel Action*, must be cut to commence and terminate each term of employment, even if it is anticipated that the Casual employees may be on the rolls for consecutive terms of employment. All unexpired Casual appointments will terminate on December 31 of each calendar year and a Form 50 to terminate must be cut effective that date.

Under the terms of the separate labor agreement applicable to the bargaining units at the postal data centers, appointments of Casuals at the PDC's to perform work in the bargaining unit are limited to a single annual term not in excess of 90 continuous days commencing with the date of hire. A separate Form 50 must be cut to commence and terminate this single term of employment; however, the December 31 termination requirement set forth above does not apply to Casual appointments at the PDC's. All other provisions of this notice as set forth below apply to Casuals at the postal data centers.

### II. Conditions of Employment

Persons hired as Casual employees are not career employees. They are a category of employees to be utilized as a limited term supplemental work force. Such employees are not covered by the provisions of the National Agreement or other collective bargaining agreements. If a Casual employee is subsequently given a career appointment (or converted to career status) and placed in a bargaining unit position, he/she will then become subject to the terms and conditions of the applicable collective bargaining agreement, including the provisions for a probationary period. (The time served as a Casual is not creditable toward the probationary period provided for in Article XII of the National Agreement or pertinent provisions of other collective bargaining agreements.) If placed in a non-

bargaining unit position, such employee will be subject to the applicable regulations covering the probationary period for non-bargaining unit employees.

### III. Compensation Policies for Casuals

**A. Salary Level.** Prior to hiring a Casual employee, the installation head should assess his/her operational needs and determine what types of work assignments are necessary to be performed by that supplemental employee. Based on this determination, the Casual employee should be hired at the salary level (example: PS-3, PS-4, or PS-5) which most closely reflects the appropriate existing compensation level for the work assignment that he/she will perform. Where a Casual employee may be reasonably expected to perform work within multiple compensation levels, that Casual employee is to be hired at the lowest applicable salary level and then authorized higher level pay when directed to perform higher level work.

**B. Night Differential, Overtime and Other Pay Policies.** Casual employees shall be paid night differential for work performed between the hours 6:00 p.m. and 6:00 a.m.; one and one-half times their basic hourly straight-time rate for each hour of work performed on Christmas Day; and overtime pay for work performed in excess of 40 hours per week (but not for work performed in excess of 8 hours per day). Casual employees are not entitled to any cost-of-living allowance (COLA) or Sunday premium pay.

**C. Leave.** Employees hired as Casuals do not earn annual or sick leave. Accordingly, current regulations pertaining to accrual and crediting of annual and sick leave do not apply to this category of employment. Furthermore, if an employee is hired as a Casual employee and is subsequently given a career appointment, the time served as a Casual employee is not to be applied toward years of creditable service for purposes of determining the employee's leave category. Similarly, there is no retroactive earning and crediting of sick leave for the time served as a Casual employee.

There may be situations where, as a result of the new language in the 1975 National Agreement permitting

two 90-day terms of employment, some Casual employees presently on the rolls may have inadvertently been credited with annual leave for their first 90-day appointment and are now earning and being credited with annual leave each pay period during their second 90-day appointment. In instances where this may have occurred, the earning and crediting of annual leave will cease on December 31, 1975, and they will be paid for any annual leave balance.

Employees presently classified as public policy employees will continue to earn annual and sick leave until expiration of their current one-year appointments. As explained in paragraph V below, the appointment of persons under the public policy concepts and their conditions of employment in the future will be in accordance with the regulations covering Casual appointments.

**D. Other Benefits.** Casual employees are entitled to injury compensation benefits under provisions of the Federal Employees Compensation Act. During a person's employment as a Casual employee, he/she is not entitled to health insurance, life insurance, nor retirement benefits.

### IV. Recruitment of Casuals

**A. Utilization of Registers.** Casual employees, including those appointed for the 21-day Christmas term, are to be selected in accordance with section 261.132, Handbook P-11, *Selection Methods and Procedures for Recruitment and Examining for Postal Service Employment*. (A separate register will be established for the severely handicapped and mentally retarded.) Appointing officials are advised that when circularizing the register only applicants who have indicated that they would accept supplemental employment need be offered Casual appointments.

**B. Employment Application File.** Where the register does not produce enough Casuals, an Employment Application File will be used. Such files will be established by listing applicants by position for which they qualify in the following order:

1. Ten-point compensable veterans.
2. Other ten-point applicants.
3. Five-point applicants.
4. All other applicants.

*C. Continuation of Eligibility on the Register.* Effective June 1, 1976, individuals may remain on the register until further notice subject to an annual indication of their intent to do so. Handbook P-11 will be amended accordingly. Employment as a Casual employee does not affect an individual's standing or retention on the register for a career appointment.

#### V. Use of Public Policy Employees

In order to comply with Article VII, Section 1-B-2 of the National Agreement, the following actions are also required:

*A. Postal Assistants.* Such employees currently on the rolls will be terminated at the conclusion of their one-year appointments. Subsequent to July 21, 1975, needy students may be appointed in the supplemental work force only under existing regulations for Casuats.

*B. Job Opportunity Employees.* Such employees presently on the rolls must either be terminated at the end of their appointments or converted to career status in accordance with the applicable regulations. Subsequent to July 21, 1975, disadvantaged individuals must meet the requirements for employment as Casual employees.

*C. Veterans Readjustment Act Employees.* Such employees presently on the rolls must be terminated at the conclusion of their respective one-year appointments or converted to career status under applicable regulations.

*D. Handicapped Employees.* The

vast majority of handicapped employees are appointed from the regular register without utilizing special examining procedures. No action is required concerning handicapped persons who were hired from a register and appointed as career employees. The Affirmative Action Plan for the Employment of the Handicapped developed by the Postal Service, in accordance with PL-93-112, will remain in effect. It is Postal Service policy to continue providing opportunities for the employment of handicapped individuals.

Employees designated as *severely handicapped* who received special appointments must be converted to career status or separated in accordance with the regulations governing their appointment. The utilization of employees in this category should be discussed as soon as possible with all parties concerned at the affected installation. Section 324.23 of Handbook P-11, requires that the State agency concerned with the original placement of a mentally retarded employee must be advised sufficiently in advance if termination of the employee is anticipated in order that it may be able to make positive arrangements for the outplacement of the individual. It is recommended that State agency counselors for severely handicapped employees also be notified if separation of such employees is contemplated so that they can attempt other placement actions.

Severely handicapped applicants must meet the requirements estab-

lished by a State department of vocational rehabilitation. Applicants certified by the appropriate vocational rehabilitation agency will be placed on a separate register of severely handicapped applicants. Subsequent to July 21, 1975, this register will be applicable to all crafts. Appointment to Casual positions will be made from this register to positions appropriate to the applicant's handicap and abilities.

If a person given a Casual appointment from the separate severely handicapped register makes satisfactory progress in demonstrating ability to meet the requirements of the job, that person may be given a second 90-day appointment as a Casual employee. If upon completion of the second 90-day Casual appointment, the severely handicapped employee has demonstrated the ability to meet the requirements of the job, the employee may be given any vacant career appointment which cannot be filled from within the Postal Service, subject to the appropriate probationary period.

In cases where it becomes reasonably clear that the severely handicapped employee will be unable to develop the requisite abilities for the job, separation action must be initiated as soon as this determination has been made (i.e., do not renew the Casual appointment or do not convert to career status). The certifying agency should be promptly notified so that it can attempt other placement action.—*Employee Relations Dept., 12-4-75.*

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**ENCOURAGE MONEY ORDER PURCHASERS  
TO WRITE NAMES OF PURCHASERS AND  
PAYEE ON THE ORDER BEFORE LEAVING  
POST OFFICE. COMPLETION OF A MONEY  
ORDER WILL ELIMINATE QUESTIONABLE  
CLAIM ON AN ORDER LOST IN BLANK.**

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## NEW INTERNATIONAL POSTAL FEES

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 fees on international mail. The new fees will be effective 12:01 a.m., January 3, 1976.

### NEW FEES EFFECTIVE 12:01 A.M., JANUARY 3, 1976

**A. Registration.** The fees for registered mail will be increased as follows:

Limit of indemnity	Fee
<b>1. Canada</b>	
\$ 0.01 to \$100	\$1.90
\$100.01 to \$200	2.10
<b>2. All other countries</b>	
\$15.76	1.90

**B. Insurance.** Since the limit of indemnity varies from one country to another, check the Appendix, *Individual Country Information*, in Publication 42, *International Mail*, to determine the maximum indemnity applicable for a specific country; then use this chart to determine the new fee.

The fees for insurance will be increased as follows:

Limit of indemnity	Fee
<b>1. Canada</b>	
Not over \$15	\$0.35
\$15.01 to \$50	.55
\$50.01 to \$100	.75
\$100.01 to \$150	.95
\$150.01 to \$200	1.15
<b>2. All other countries</b>	
Not over \$15	.60
\$15.01 to \$50	.80
\$50.01 to \$100	1.00
\$100.01 to \$150	1.20
\$150.01 to \$200	1.40
\$200.01 to \$300	1.60
\$300.01 to \$400	1.80
\$400.01 to \$500	2.00
\$500.01 to \$600	2.20
\$600.01 to \$700	2.40
\$700.01 to \$800	2.60
\$800.01 to \$900	2.80
\$900.01 to \$1,000	3.00
\$1,000.01 to \$1,100	3.20
\$1,100.01 to \$1,200	3.40

**C. Restricted Delivery.** The fee will be increased to 60 cents.

### D. Special Delivery

Class of mail	Weight		
	Not more than 2 pounds	More than 2 pounds but not more than 10 pounds	More than 10 pounds
Letters, letter packages, post cards, and air-mail other articles...	\$1.20	\$1.45	\$1.70
Surface other articles...	1.70	1.80	2.10

**E. Special Handling.** The fees will be increased as follows:

Weight	Fee
Not more than 2 pounds	\$0.50
More than 2 pounds but not more than 10 pounds	0.70
More than 10 pounds	1.00

**F. Certificates of Mailing.** The fees will be increased as follows:

1. Original certificate for ordinary postal union or parcel post: 10 cents for each piece described.
2. Each additional copy of original certificate of mailing or copy of original mailing receipt for registered or insured mail: 10 cents for each piece described.
3. Identical pieces of postal union mail with ordinary stamps, precanceled stamps, or meter stamps:
  - (a) Up to 1,000 pieces (1 certificate for total number): 50 cents.
  - (b) For each additional 1,000 pieces or fraction: 10 cents.
  - (c) Duplicate copy: 10 cents.

**G. Recall and Change of Address.** The fee will be increased to \$1.00.

**H. International Reply Coupons.** Price will be increased to 42 cents.

### I. Return Receipts

1. *Requested at the time of mailing.* The fee will be 32 cents. All return receipts will be returned by air.
2. *Requested after mailing.* This service will be discontinued. Such requests will be handled under the existing inquiry procedures.

**J. Customs Clearance and Delivery Fee** for all mail items on which customs duty or internal revenue tax is collected will be increased to \$1.00.

### K. Storage Charges

1. On parcels valued under \$10,000: 20 cents per day for the first 10 days; 35 cents per day thereafter.
2. On parcels valued at \$10,000 or more:

Number of storage charge days	Rate	Total
1	\$0.20	\$0.20
2	.20	.40
3	.20	.60
4	.20	.80
5	.20	1.00
6	.20	1.20
7	.20	1.40
8	.20	1.60
9	.20	1.80
10	.20	2.00
11	.40	2.40
12	.50	2.90

*Continued on p. 7*

**Stamps Removed From Sale**

The following stamps were removed from sale in the Philatelic Sales Division at the close of business November 30, 1975:

- 10¢ Skylab (1974)
- 10¢ Continental Congress (1974)

Any stock remaining on hand of the above stamps shall immediately be withdrawn from all philatelic outlets and placed on general sale until December 30, 1975.

The Inspection Service and Postal System Examiners will give attention in this area during audit reviews.—*Customer Services Dept., 12-4-75.*

*Continued from p. 6*

Number of storage charge days	Rate	Total
13.....	\$0. 60	\$3. 50
14.....	. 70	4. 20
15.....	. 80	5. 00
16.....	. 90	5. 90
17.....	1. 00	6. 90
18.....	1. 10	8. 00
19.....	1. 20	9. 20
20.....	1. 30	10. 50
21.....	1. 40	11. 90
22.....	1. 50	13. 40
23.....	1. 60	15. 00
24.....	1. 70	16. 70
25.....	1. 80	18. 50
26.....	1. 90	20. 40
27.....	2. 00	22. 40
28.....	2. 10	24. 50
29.....	2. 20	26. 70
30.....	2. 30	29. 00
31.....	2. 40	31. 40
32.....	2. 50	33. 90
33.....	2. 60	36. 50
34.....	2. 70	39. 20
35.....	2. 80	42. 00
36.....	2. 90	44. 90
37.....	3. 00	47. 90
38.....	3. 10	51. 00
39.....	3. 20	54. 20
40.....	3. 30	57. 50
41.....	3. 40	60. 90
42.....	3. 50	64. 40
43.....	3. 60	68. 00
44.....	3. 70	71. 70
45.....	3. 80	75. 50
46.....	3. 90	79. 40
47.....	4. 00	83. 40
48.....	4. 10	87. 50
49.....	4. 20	91. 70
50.....	4. 30	96. 00
51.....	4. 40	100. 40
52.....	4. 50	104. 90
53.....	4. 60	109. 50
54.....	4. 70	114. 20
55.....	4. 80	119. 00
56.....	4. 90	123. 90
57.....	5. 00	128. 90
58.....	5. 10	134. 00
59.....	5. 20	139. 20
60.....	5. 30	144. 50

—Rates & Classification Dept., 12-4-75.

**Post Office Lockbox/Caller Service**

Forms 1091, *Box Rent Register for Keylocking and Keyless Equipment*, and 1538, *Box Rent Receipts*, are in limited supply at supply centers. Both forms will be replaced early in Calendar Year 1976. To avoid unnecessary printing, postmasters and managers with responsibility for lockboxes or caller service, are requested to review their supplies and determine the quantity required through Postal Quarter III, Fiscal Year 1976. All surplus forms should be sent to sectional centers for redistribution. Postmasters or other managers requiring these forms should contact their sectional centers before requisitioning from supply centers.

Form 1091 has been replaced at box rent Group 1 installations by Forms 1091-A, *Register for Lockbox Rents and Single Separation Caller Service Fees*, and 1091-B, *Register for Multi-number Caller Service Fees*. Forms 1091-A and 1091-B are now available in supply centers. Postmasters and managers with responsibility for Group 1 installations should immediately requisition an initial supply using Form 4750, *Special Requisition for Supplies*. Special requisitions should be submitted so as to arrive at the supply centers by December 31, 1975. Forms 4750 received after that date will not be honored. Additional supplies should be requisitioned in the normal manner during the regular requisitioning cycle. Upon receipt of the new forms, Group 1 installations should send all surplus Forms 1091 to sectional centers in accordance with the preceding paragraph. Group 2 and 3 installations will continue to use Form 1091 until further notice.

The revised regulations for Lockbox/Caller Service, which were put into effect on July 1, 1975, have required a major revision of Forms 1091, 1538, and other forms associated with this service. Due to technical difficulties, some of the new forms may not be printed until early in Calendar Year 1976. Announcements will be published in the POSTAL BULLETIN as the revised forms become available. In the interim, the current forms should be adapted as needed.—*Rates & Classification Dept., 12-4-75.*

**Bulk Mailings With Precanceled Stamps**

Effective at 12:01 a.m. December 28, 1975, the minimum per piece rate for bulk third-class mailings in excess of 250,000 pieces will be increased from 6.3 cents to 7.9 cents per piece. Precanceled stamps in 7.9-cent denomination will not be available until a later date.

Until such stamps are available, volume mailers who are currently using 6.3-cent precanceled stamps on their mailings may continue to use them under the following conditions.

The endorsement *Additional Postage Paid* must be printed or stamped on each piece in the vicinity of the 6.3-cent stamp. Additional postage for the difference between 6.3 cents and the new rate must be paid in cash at the window. The window clerk will place the endorsement *For Additional Precancel Postage, AIC 114*, on Form 3544, *Post Office Receipt for Money*.

The mailer shall show the customer copy of Form 3544 when filing Form 3602-PC, *Bulk Rate Mailing Statement*. The post office copy of Form 3544 will be forwarded to the weighing section to be attached to Form 3602-PC. The weighing section clerk shall write on Form 3602-PC, in the space below the *Postage Chargeable per Piece*, the endorsement *Additional Postage per Piece Paid in Cash — Cents*, and give the cash receipt number.

The above instructions are applicable only to those mailers who are currently authorized to use precanceled stamps. Postmasters should advise such mailers accordingly.—*Rates & Classification Dept., 12-4-75.*

**APO 96310 San Francisco Canceled**

Military Postal Authorities have advised that APO 96310 San Francisco, is being closed.

Effective immediately, no mail should be accepted addressed to APO 96310.

Pending action to amend section 126.2, *POSTAL SERVICE MANUAL*, postmasters should make pencil changes to the manual to reflect the above.—*Rates & Classification Dept., 12-4-75.*

## HIGHLIGHTS OF NEW SPECIAL SERVICES FEE INCREASES

New fee schedules for domestic special mail services and non-mail services will be effective January 3, 1976.

Accordingly, the following sections of the Postal Service Manual will be amended:

1. Section 122.514 will be amended to increase the charge for correcting mailing lists from 5¢ to 10¢ per name or street address corrected. The minimum charge for each list corrected remains at \$1.

2. Section 134.421 will be amended to reflect the increased fee for a permit to use permit imprints.

3. Section 145.11 will be amended to increase the fee for a permit to use permit imprints from \$15 to \$20.

4. Sections 159.211, 159.212b and 159.212d will be amended to increase the fee for notifying mailers, when requested, of address corrections from 10¢ to 25¢.

5. Sections 159.221b, 159.222, 159.223, 159.23, 159.243a-d, 159.251, 159.255 and 159.73b will, among other things, be amended to increase the fee for giving notice to the sender of undeliverable mail, for giving new address information to the sender, for returning certain undeliverable mail, and for delivery of certain mail opened in dead mail office, from 10¢ to 25¢.

6. Section 161.21 will be amended to increase the fees for indemnity and handling charges on registered mail, as well as the fees for the additional services of COD collection, restricted delivery, and return receipts.

7. Section 162.21 will be amended to increase the fees for insured mail. The fees for restricting delivery of insured mail, and for return receipts for such mail will also be increased.

8. Section 163.21 will be amended to increase the fees for COD mail; the fee for restricting delivery of COD mail; the fee for notice of non-delivery of COD mail; and the fee for alteration of COD charges or designation of new addressee for such mail.

9. (a) Section 165.12 will be amended to increase from 5 cents to 10 cents the fee for a certificate of mailing for each piece of ordinary mail and from 2 cents to 10 cents the fee for each additional certificate of mailing for each piece of mail de-

scribed. The section will also be amended to increase the fees charged for certificates of mailing for identical pieces of first-class and third-class mail.

(b) Section 165.22 will be amended to increase the fees for return receipts, and a conforming amendment will be made to section 165.242c.

(c) Section 165.32 will be amended to increase the fee for restricted delivery service from .50 to .60.

10. Section 166.21 will be amended to increase the fees for special delivery service.

11. Section 167.2 will be amended to increase the fees for special handling service.

12. Section 168.3 will be amended to increase the fee for certified mail service, as well as the fees for restricted delivery and return receipts for such mail.

13. Sections 171.122b and 171.211 will be amended to increase the fees for domestic and international money orders.

### DOMESTIC MAIL

#### 1. MAILING LISTS CORRECTION FEE

##### 122.514 Charges

a. The minimum charge for each list corrected is \$1. For lists of more than 10 names or addresses, the charge is 10 cents per name or street address, including individual apartments. Where rural routes have been consolidated or changed to another post office, no charge will be made for correction if the list contains only names of persons residing on the route or routes involved.

#### 2. PERMIT IMPRINT APPLICATION FEE

##### 134.421 Annual Fee

A fee of \$40 must be paid once each calendar year by or for any person who mails at the bulk third-class rates. Any person who engages a business concern or another individual to mail for him must pay the \$40 fee. This fee is separate from the \$20 fee that must be paid for a permit to mail under the permit imprint system (145.1). An alphabetical record of

customers who have paid the \$40 fee must be kept at the weighing section or any other place where bulk mailings are accepted and cleared. The record must show whether the mailer has been authorized to mail as one of the organizations or associations named in 134.5.

### 145.1 Permit

#### .11 APPLICATION

A permit to use permit imprints and pay postage in cash at the time of mailing may be obtained by submitting Form 3601, *Application to Mail Without Affixing Postage Stamps*, with a fee of \$20, to the post office where mailings will be made. The postmaster will give the applicant a receipt for the fee on Form 3544. No other fee for use of permit imprints has to be paid so long as the permit is active. However, the applicant must also pay an annual bulk mailing fee if he mails third-class matter at bulk rates. See 134.421.

### 3. ADDRESS CORRECTION FEES

159.211, .212b, .212d, .221b (two places), .222, .223, .23, .243a, .243b, .243c and .243d must be changed to reflect the new 25-cent fee for providing address correction service.

159.243a, .243b, .243c, and .251 must be changed from 2 ounces to 4 ounces.

### 4. RETURN OF CERTAIN UNDELIVERABLE MAIL FEE

#### 159.255

When articles correctly prepaid at the rates in 135.123, 135.13, or 135.14 are returned, compute the return charge at the same rate or 25 cents, whichever is higher. For catalogs prepaid at the rates in 135.121, compute return postage at the rates in 135.123.

### 5. DEAD LETTER FEE

#### 159.73b

A fee of 25 cents is charged for delivery to sender or addressee of each letter and first-class parcel opened in the dead mail office.

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6. REGISTERED MAIL FEES

161.21 FEES

Value	Fees (in addition to postage)	
	For articles not covered by commercial or other insurance	For articles also covered by commercial or other insurance
\$0.00 to \$100.....	\$1.90	\$1.90
\$100.01 to \$200.....	2.10	2.10
\$200.01 to \$400.....	2.40	2.40
\$400.01 to \$600.....	2.70	2.70
\$600.01 to \$800.....	3.00	3.00
\$800.01 to \$1,000.....	3.30	3.30
\$1,000.01 to \$2,000.....	3.60	\$3.30 plus handling charge of 26 cents per \$1,000 or fraction over first \$1,000.
\$2,000.01 to \$3,000.....	3.90	
\$3,000.01 to \$4,000.....	4.20	
\$4,000.01 to \$5,000.....	4.50	
\$5,000.01 to \$6,000.....	4.80	
\$6,000.01 to \$7,000.....	5.10	
\$7,000.01 to \$8,000.....	5.40	
\$8,000.01 to \$9,000.....	5.70	
\$9,000.01 to \$10,000.....	6.00	
\$10,000 to \$1,000,000.....	\$6.00 plus handling charge of 26 cents per \$1,000 or fraction over first \$10,000.	
\$1,000,000.01 to \$15,000,000.....	\$253.50 plus handling charge of 20 cents per \$1,000 or fraction over first \$1,000,000.	
Over \$15,000,000.....	Additional charges may be made based on considerations of weight, space, and value.	
ADDITIONAL SERVICES		
		Extra fee (cents)
COD COLLECTION CHARGE (Maximum amount collectible is \$200):.....		85
RESTRICTED DELIVERY.....		60
RETURN RECEIPTS:		
Requested at time of mailing:		
Showing to whom and when delivered.....		25
Showing to whom, when and address where delivered.....		45
Requested after mailing:		
Showing to whom and when delivered.....		45

7. INSURED MAIL FEES

162.21 FEES (IN ADDITION TO POSTAGE)

Liability	Fee
\$0.01 to \$15.....	\$0.35
\$15.01 to \$50.....	.55
\$50.01 to \$100.....	.75
\$100.01 to \$150.....	.95
\$150.01 to \$200.....	1.15

Liability for insured mail is limited to \$200

8. COD MAIL FEES

163.21 IN ADDITION TO POSTAGE

Amount to be collected or insurance coverage desired	COD fees
\$0.01 to \$10.....	\$0.85
\$10.01 to \$25.....	1.05
\$25.01 to \$50.....	1.25
\$50.01 to \$100.....	1.45
\$100.01 to \$200.....	1.65
\$200.01 to \$300.....	1.85
Restricted delivery.....	\$0.60
Notice of nondelivery.....	.25
Alteration of COD charges or designation of new addressee.....	.50

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All Post Offices and Regional Accountable Paper Depositories

International Reply Coupons

Effective January 3, 1976, the selling price of international reply coupons will be increased from 26 to 42 cents per coupon. Therefore, all postmasters must revalue their stock of these coupons as of the close of business January 2, 1976, and reflect the increased valuation in their records for stamp accountability as of January 3, 1976.

I. U.S. ISSUED COUPONS

**A. Sale to Customers—All Offices.** Effective January 3, 1976, postmasters will sell international reply coupons to customers at the rate of 42 cents per coupon, using revalued coupons. Employees selling the coupons will insure that the 42 cents inscription has been entered on the face of the revalued coupon.

**B. Instructions for Regional Accountable Paper Depositories.** Requisitions received on or after December 29, 1975, must be held and filled after January 3, 1976, with revalued 42-cent coupons. Reflect the increased valuation in your records for stamp accountability as of January 3, 1976. Regional accountable paper depositories are not to submit an emergency requisition for new 42-cent coupons. Additional coupons should be requisitioned following the normal procedure.

C. Instructions for All Post Offices.

1. *Revaluing.* Use a line-dating stamp or numbering stamp, items O-592, O-593 (rubber stamp, band type, revolving line dater), and O-595 (rubber stamp, revolving, numbering), or ink pen to insert 42 and cross out 26 immediately preceding the word *cents* on each coupon. Revaluation of the entire coupon stock must be completed in time to permit recording at 42 cents as of January 3, 1976.

2. *Recording Increase in Valuation.* Postmasters will inventory their stock of reply coupons as of close of business January 2, 1976, and will record the increase in valuation on January 3, 1976, at the rate of 16

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**9. CERTIFICATES OF MAILING FEES**

**165.121 Individual Pieces**

Original certificate of mailing for individually listed pieces of all classes of ordinary mail. 10¢ for each piece of mail described.  
 Each additional copy of original certificate of mailing or original mailing receipt for registered, insured, certified, and COD mail. 10¢ for each piece of mail described.

**165.122 Bulk Pieces**

Identical pieces of first- and third-class mail paid with ordinary stamps, precanceled stamps, or meter stamps are subject to the following fees:

Up to 1,000 pieces (1 certificate for total number) .....	50¢
For each additional 1,000 pieces, or fraction .....	10¢
Duplicate copy .....	10¢

**10. RETURN RECEIPT FEES**

**165.22 FEES (IN ADDITION TO POSTAGE AND OTHER FEES)**

Requested at Time of Mailing:

Showing to whom (signature) and date delivered .....	\$ .25
Showing to whom (signature) and date and address where delivered .....	.45

Requested After Mailing:

Showing to whom and date delivered .....	.45
--	-----

**165.242c.**

Form 3811-A shall be postmarked and the 45¢ postage for receipt after mailing shall be canceled. A line is to be drawn through the address of the delivery post office on the front of Forms 3811-A (1973 and later printings) and the form mailed back to the mailer.

**11. RESTRICTED DELIVERY FEE**

**165.32 FEE (IN ADDITION TO POSTAGE AND OTHER FEES)**

Restricted delivery, \$0.60.

**12. SPECIAL DELIVERY FEES**

**166.21 SPECIAL DELIVERY FEES**

Class of mail	Weight		
	Not more than 2 pounds (cents)	More than 2 pounds but not more than 10 pounds (cents)	More than 10 pounds (cents)
First-class, airmail, and priority mail .....	1.20	1.45	1.70
All other classes .....	1.70	1.80	2.10

**13. SPECIAL HANDLING FEES**

**167.2 Fees**

Weight	Fee
Not more than 2 pounds .....	\$0.50
More than 2 pounds but not more than 10 pounds .....	0.70
More than 10 pounds .....	1.00

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**Wanted Circulars Canceled**

The following postal offenders have been apprehended:

**William Harvey Bowyer  
Roy Webber Tinder**

Destroy the wanted circulars issued 8-1-72 and 7-22-75, respectively, concerning them.—*Inspection Service, 12-4-75.*

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cents per coupon on all stamp stock records and on the cashbook.

**3. Accounting Entries.**

a. Use write-in AIC 137, *Revaluation of International Reply Coupons*, on the *Receipts* section of *Cashbook and Statement of Account*. At the same time increase the stamp accountability (AIC 805) by an equal amount.

b. Include in these entries the increased valuation of coupons transferred to main office from stations and branches as described in paragraph D below.

c. Keep your calculations and papers in support of your entries on file for site audit.

**D. Post Offices With Stations, Branches, and Main Office Window Units.**

1. Postmasters must have the 26-cent coupons transferred from stations, branches, and main office window units to the main office stamp stock custodian for revaluation.

2. The main office stamp stock custodian should furnish stations, branches, and main office window units with revalued 42-cent coupons on time to make them available to the public on January 3, 1976.

**E. Reporting Increased Valuation.** Enter the amount of the increase resulting from revaluation on the reverse side of the *Statement of Account* in the space used for AIC 006, *Postage Stock Received*. This should be a separate line entry.

**II. COUPONS ISSUED BY FOREIGN COUNTRIES**

All coupons issued by foreign countries, regardless of issue date or printed value, will continue to be exchanged for postage stamps or postal stationery at the rate of 18 cents per coupon.—*Rates & Classification Dept., 12-4-75.*

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**14. CERTIFIED MAIL FEES**

**168.3 Fees**

.31 FEE IN ADDITION TO POSTAGE.....	50 cents
.32 RESTRICTED DELIVERY.....	60 cents
<b>.33 RETURN RECEIPTS</b>	
Requested at time of mailing:	
Showing to whom and date delivered.....	25 cents
Showing to whom, date, and address where delivered.....	45 cents
Requested after mailing:	
Showing to whom and date delivered.....	45 cents

**75. DOMESTIC MONEY ORDER FEES**

**171.122 Money Order Fees**

a. The fee for a postal money order issued to authorized civilian military personnel and/or their dependents by an Armed Forces Postal Clerk on board any ship or at any Military Post Office (APO or NPO) located outside the 50 States, Puerto Rico, and Guam is 15¢, regardless of the amount of the money order. Postal money orders issued to others shall be charged at the fees indicated below.

b. Fees for domestic money orders issued at other post offices including those with branches or stations on military installations are as follows:

Amount of money order	Amount of fee
	Domestic
\$0.01 to \$10.....	\$0.45
\$10.01 to \$50.....	.60
\$50.01 to \$300.....	.80

**16. INTERNATIONAL MONEY ORDER FEES**

**171.211 Where Sold, Amounts, and Fees**

<i>Amount of International Order:</i>	<i>Fee</i>
\$0.01 to \$10.....	\$0.65
\$10.01 to \$50.....	.90
\$50.01 to \$300.....	1.15

The POSTAL SERVICE MANUAL will be amended.—*Rates & Classification Dept., 12-4-75.*

**Undeliverable Foreign Mail**

Do not dispatch undeliverable foreign mail to San Francisco, CA and New York, NY for return to the country of origin. These two offices do not handle undeliverable foreign mail. They are adjusting exchange offices responsible for processing international claims and inquiries. See section 722.6, Publication 42, *International Mail*.

See section 244.4, Pub. 42, to determine what mail must be returned to the country of origin. Un-

deliverable mail should be dispatched to one of the following exchange offices as appropriate: (1) FOREIGN CENTER NY 099, or (2) DIS OAKLAND, CA 945. Undeliverable mail being returned to Mexico should be dispatched to Dallas, TX or Los Angeles, CA, in accordance with regional logistics directories. Also, see section 244.4, Pub. 42, for instructions on handling undeliverable mail from Canada.—*Rates & Classification Dept., 12-4-75.*

**Addressing Mail**

Some post offices are receiving mail addressed with a series of numbers representing a fire department locator system.

With the exception of simplified address mail as prescribed in section 122.4, POSTAL SERVICE MANUAL, mail is improperly addressed that shows locator numbers other than the assigned street and house number of the addressee (or the post office box number, general delivery, rural, or star route designation).

Only the approved forms of addressing in section 122.12, PSM, may be shown on mailing pieces, except when the Regional Postmaster General has approved digital addressing system. Pieces which are incompletely or incorrectly addressed should be treated as provided in section 159.54, PSM.—*Rates & Classification Dept., 12-4-75.*

**Real Estate and Building Contracting**

Refer to the article in POSTAL BULLETIN 21059, 9-25-75, page 19, on the above subject.

One of the following codes shall be entered in the ninth (9th) position of each contract number assigned to contract awards made on or after the date of this notice for either Architect and Engineering Services or Land Acquisition by purchase:

<i>Contract Type Code</i>	
J.....	Architect and Engineering (A&E) service contract.
K.....	Land acquisition by purchase through non-advertised selection.
L.....	Land acquisition by purchase through open advertisement.

—*Procurement & Supply Dept., 12-4-75.*

**PARCEL POST  
PACKAGES FOR  
CANADA AND  
MEXICO, AS WELL  
AS OTHER COUN-  
TRIES, MUST BEAR  
CUSTOMS  
DECLARATIONS**

## Postmarking Procedures

Section 332.3 of the POSTAL SERVICE MANUAL establishes postmarking procedures for the various classes/types of mail. The following procedures in 332.32 are effective immediately:

**332.32 Use of Postmarking Code.** Postmark mail on the address side (except registered mail) as follows:

Description	Domestic	Foreign
a. Parcel post (ordinary).....	2	2
b. Third-class and transient rate second-class.....	1 1	1 2
c. Registered, insured, and COD.....	2	2
d. First-Class/Airmail (except registered).....	3	3
e. Priority Mail.....	3	3
f. Postal cards and post cards.....	3	3
g. Business reply mail and meter reply cards and letters.....	3	3
h. Special delivery and special handling.....	3	3

<sup>1</sup> Omit postmark if name of mailing office is shown in return address.

The above changes have been initiated due to the following conditions: (a) the need to correct an interpretative problem relative to the handling of registered mail, and (2) the need to reflect adjustments in mail processing terminology resulting from the recent implementation of the First-Class Airmail merger.

Chapter 3 of the POSTAL SERVICE MANUAL will be amended to reflect these changes.—*Logistics Dept., 12-4-75.*

## Alien Address Report Program

Section 265 of the Immigration and Nationality Act requires aliens residing in the United States and U.S. territories to report their addresses to the Commissioner of Immigration and Naturalization each January. All post offices throughout the United States, Guam, Puerto Rico, and the Virgin Islands will participate in the annual Alien Address Report Program by making *Alien Address Report Cards*, Forms I-53, available to aliens from January 1 through January 31, 1976. Each alien will complete and sign a card, place a stamp on the address side, and drop it in any mail box without the assistance of Postal Service employees. **Aliens must not use Form AR-11, Change of Address Card, to comply with the requirements of section 265 of the Act.**

**1. Distribution of Forms.** The Immigration and Naturalization Service will mail each postmaster a supply of cards based on the alien population of the area served by the post office. Postmasters in large cities will be furnished an additional number for emergency distribution to other offices. If some postmasters fail to receive a supply of cards by December 19, 1975, or if their supplies become exhausted during the reporting period, they should request the number needed by their offices from

the postmaster in the nearest large city or the nearest office of the Immigration and Naturalization Service. **The cards must not be handed out to aliens prior to January 1, 1976.**

**2. Forms to be Called for at Post Offices.** The reporting cards, Forms I-53, will be made available at counters of main post offices and classified stations or branches.

**3. Delayed Registration.** The official reporting period is January 1 through January 31, 1976. Direct any alien who attempts to file a report after January 31, 1976, to the nearest office of the Immigration and Naturalization Service. On February 1, 1976, dispose of all unused cards as waste.

**4. Lobby Display.** The Immigration and Naturalization Service is distributing posters for lobby display in connection with the Alien Address Report Program. Postmasters are authorized to display these posters in lobbies as soon as they receive them through the month of January 1976. Postmasters in GSA buildings will ask the building superintendents to display the posters at all points where they may be seen by the public. If additional posters are needed, postmasters may request them from the nearest office of the Immigration and Naturalization Service.—*Rates & Classification Dept., 12-4-75.*

*All Personnel Processing Mail For Dispatch Abroad*

## Foreign Order Notice 49

Keep all foreign order notices for use as reference. Box numbers refer to P.O. boxes.

A lottery order has been issued against:

### BAHAMAS

Nassau  
Cramer, Guy  
P.O. Box N-9419  
Shaw, Celia  
P.O. Box N-9414

### BARBADOS

Bridgetown  
Brennan, Miss Daisy  
P.O. Box 2384  
Frazier, Herman  
Room 3191, Shore Lane Motel  
Collymore's Drive  
Geary, Ken  
Room 3211, Shore Lane Motel  
Collymore's Drive  
Gilbert, Roberto  
Room 5069, Melbourne Inn  
Charles Street  
Hester, Mike  
Room 5062, Melbourne Inn  
Charles Street  
Laughlin, Gladys  
Room 5041, Melbourne Inn  
Charles Street  
Leslie, Francis  
Room 3111, Shore Lane Motel  
Collymore's Drive  
Manning, Mark  
Room 3383, Shore Lane Motel  
Collymore's Drive  
Mohan, Mr. Mark  
P.O. Box 1108  
Nelson, Miss Katherin  
P.O. Box 3129  
Palmer, Miss Petra  
P.O. Box 3301  
Paune, Victor  
Room 5002, Shore Lane Motel  
Collymore's Drive  
Rogers, Lester  
Room 3351, Shore Lane Motel  
Collymore's Drive  
Snyder, Myron  
Room 5019, Shore Lane Motel  
Collymore's Drive  
Spencer, Miss Noele  
P.O. Box 1078  
Stuart, Miss Sandra  
P.O. Box 1027  
Varga, Sylvia  
Cottage 3283, Norland Homes  
Pital Street

### CANADA

#### Montreal, Quebec

Lafontaine, J. M.  
800 Est. Boulevard de Maisonneuve  
Boulevard East  
Loterie Olympique Canada  
800 Est. Boulevard de Maisonneuve  
Boulevard East  
Olympic Lottery Canada  
800 Est. Boulevard de Maisonneuve  
Boulevard East

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**Pub. 42, International Mail**

A completely new Publication 42, *International Mail*, will be distributed to all post offices early in 1976. In addition to being reorganized, Publication 42 has been revised to include all the new provisions and changes in the international mail regulations which were adopted by the 1974 Congress of the Universal Postal Union. New international postal rates and fees, some of which will be effective on December 28, 1975, and others on January 3, 1976, will be in the new Publication 42.

Publication 51, *International Postage Rates and Fees*, and POSTAL BULLETIN notices should be used to determine the new international postal rates and fees until Publication 42 is received.—*Rates & Classification Dept., 12-4-75.*

**Resealing and Repacking Mail After Customs Examination**

Many offices are accepting mail from Customs, after examination, which is not adequately resealed and/or repacked. Employees of the U.S. Customs Service are responsible for resealing and repacking mail of foreign origin following customs examination. When accepting mail from Customs, after examination, postal employees must check the mail to assure that it is adequately repacked and/or resealed. See section 614.1 Publication 42, *International Mail*.—*Rates & Classification Dept., 12-4-75.*

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**IRELAND**

Stillorgan, Dublin

McEvoy, Mrs. M.  
5 Woodlands Avenue  
Somerville, Angela  
5 Woodlands Avenue

Do not dispatch any mail to the above. Endorse it: *Lottery Mail and Return it to Sender.*

If such mail bears no return address, treat it as undeliverable and dispose of it in accordance with 159.4, PSM. This notice may be posted at the *outgoing primary* and it must be posted on the *Foreign Order Board* at all *MSC's* and *designated International Exchange Offices*.—*Judicial Officer, 12-4-75.*

*All Central Markup Post Offices*

**Forwardable Mail Processing Change**

The following procedural change in processing mail undeliverable as addressed is effective immediately.

The lining out of the original mailing address on forwardable letter-size mail is discontinued. A yellow change of address label will supersede any other mailing address that may appear on the mail piece. **Exception:** (1) When an addressee moves more than once in a 12-month period, the original mailing address and all subsequent forwarding labels required to get the mail piece to final point of delivery will be lined out, and (2) offices still using white labels for forwarding purposes will continue to line out original mailing addresses until supply of white labels are exhausted. Immediate steps, however, should be taken to obtain a supply of yellow labels.

The yellow forwarding label will be placed immediately below the original mailing address if space is available. If not, the forwarding label will be placed below and to the right of the original mailing address. The bottom printed line of the forwarding address should be at least one-half inch above the bottom edge of the envelope. These positions have been determined to be the most readily identifiable locations for LSM operators and are compatible with optical scanning equipment.

Coordination between Customer Services and Mail Processing is essential to assure that all concerned employees understand that a mail address printed on a yellow label will take precedence for distribution and delivery purposes over any other address shown. Distribution clerks and carriers will distribute and deliver, respectively, forwardable mail to the address printed on the yellow label regardless of whether the original mailing address is lined out.—*Delivery Services Dept., 12-4-75.*

**Stamps and Stamped Paper**

Postmasters at all post offices may increase their inventories of 13-cent regular and window stamped envelopes to the three-accounting period stock level authorized in section 224.21, Fiscal Handbook, F-1, *Financial and Cost Controls*.

Postmasters should immediately requisition sufficient quantities of the 13-cent stamped envelopes, using the item numbers assigned in POSTAL BULLETIN No. 21060, 10-9-75, to bring their inventories up to the three accounting period levels.

Stamp stock levels for the new rate postage stamps shall be held at the eight-week level until further notice to assure an equitable supply of the new items for all offices. Additionally, those post offices that have not yet ordered their 3-cent stamps should do so immediately. The 3-cent stamps are required for use in combination with 10-cent stamps and 10-cent embossed stamped envelopes remaining in inventory and in the hands of the public after December 27, 1975.—*Customer Services Dept., 12-4-75.*

**Military Postal Service to Turkey**

New instructions from the Government of Turkey require a change in the restrictions on Military Postal Service (MPS) parcel mail to Turkey announced in POSTAL BULLETIN 21063, 11-20-75.

Effective immediately, and until January 15, 1976, all parcel mail service, air and surface, is restored to the following New York APO numbers:

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

—*Rates & Classification Dept., 12-4-75.*

**A MAILBAG IS USED 10-15 TIMES A YEAR  
—YOU CAN KEEP IT IN SERVICE 15 YEARS**

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

Effective immediately, the rate for money orders issued for payment in Canada will be \$.99 U.S. dollar equals \$1.00 Canadian dollar. Insert this change in section 171.22c, POSTAL SERVICE MANUAL.

Rate: U.S. dollar equals \$1.01 Canadian money—Table from 1 cent to \$300

U.S. cents	Canadian cents	U.S. cents	Canadian cents	U.S. dollars	Canadian dollars	U.S. dollars	Canadian dollars
1	1	51	52	1.00	1.01	51.00	51.52
2	2	52	53	2.00	2.02	52.00	42.53
3	3	53	54	3.00	3.03	53.00	53.54
4	4	54	55	4.00	4.04	54.00	54.55
5	5	55	56	5.00	5.05	55.00	55.56
6	6	56	57	6.00	6.06	56.00	56.57
7	7	57	58	7.00	7.07	57.00	57.58
8	8	58	59	8.00	8.08	58.00	58.59
9	9	59	60	9.00	9.09	59.00	59.60
10	10	60	61	10.00	10.10	60.00	60.61
11	11	61	62	11.00	11.11	61.00	61.62
12	12	62	63	12.00	12.12	62.00	62.63
13	13	63	64	13.00	13.13	63.00	63.64
14	14	64	65	14.00	14.14	64.00	64.65
15	15	65	66	15.00	15.15	65.00	65.66
16	16	66	67	16.00	16.16	66.00	66.67
17	17	67	68	17.00	17.17	67.00	67.68
18	18	68	69	18.00	18.18	68.00	68.69
19	19	69	70	19.00	19.19	69.00	69.70
20	20	70	71	20.00	20.20	70.00	70.71
21	21	71	72	21.00	21.21	71.00	71.72
22	22	72	73	22.00	22.22	72.00	72.73
23	23	73	74	23.00	23.23	73.00	73.74
24	24	74	75	24.00	24.24	74.00	74.75
25	25	75	76	25.00	25.25	75.00	75.76
26	26	76	77	26.00	26.26	76.00	76.77
27	27	77	78	27.00	27.27	77.00	77.78
28	28	78	79	28.00	28.28	78.00	78.79
29	29	79	80	29.00	29.29	79.00	79.80
30	30	80	81	30.00	30.30	80.00	80.81
31	31	81	82	31.00	31.31	81.00	81.82
32	32	82	83	32.00	32.32	82.00	82.83
33	33	83	84	33.00	33.33	83.00	83.84
34	34	84	85	34.00	34.34	84.00	84.85
35	35	85	86	35.00	35.35	85.00	85.86
36	36	86	87	36.00	36.36	86.00	86.87
37	37	87	88	37.00	37.37	87.00	87.88
38	38	88	89	38.00	38.38	88.00	88.89
39	39	89	90	39.00	39.39	89.00	89.90
40	40	90	91	40.00	40.40	90.00	90.91
41	41	91	92	41.00	41.41	91.00	91.92
42	42	92	93	42.00	42.42	92.00	92.93
43	43	93	94	43.00	43.43	93.00	93.94
44	44	94	95	44.00	44.44	94.00	94.95
45	45	95	96	45.00	45.45	95.00	95.96
46	46	96	97	46.00	46.46	96.00	96.97
47	47	97	98	47.00	47.47	97.00	97.98
48	48	98	99	48.00	48.48	98.00	98.99
49	49	99	1.00	49.00	49.49	99.00	100.00
50	51			50.00	50.51	100.00	101.01
						200.00	202.02
						300.00	303.03

—Finance Dept., 12-4-75.

"Safety is in the eyes of those who see it.  
 ...accidents are made by those who don't look."

POST OFFICE CHANGES NO. 14

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

Abbreviations: B=Branch. C=City Delivery. Conv.=Converted. CPO=Community Post Office. Disc.=Discontinued. DOPO=Directory of Post Offices. Estab.=Established. F=Finance. IC=Independent City. MOU=Money Order Unit. MPO=Main Post Office. MR=Mailing Restrictions (from Part 126 PSM) apply. NP=Nonpersonnel. NZCD=National ZIP Code Directory. RB=Rural Branch. Resc.=Rescinded. RS=Rural Station. S=Station. x=Classified. (Contract stations and branches do not have the symbol "x" following the symbol for type of installation.) (See PB 21044, 6-26-75.)

State	Name of post office	County/parish	Name of station, branch, or unit	Type S/B	ZIP code	Change action	Effective date	Explanation of change
AL	Barlow Bend.....	Clarke.....			36506	Delete.....	1- 2-76	} PO disc.
AL	(Mail to Jackson).....	do.....			36545		1- 3-76	
CA	El Cajon.....	San Diego.....	Fletcher Hills	S	92020	Delete.....	10-31-75	S disc.
GA	Savannah.....	Chatham.....	Highway Eighty.....	B	31406	Delete.....	6-30-73	B disc.
KY	Carpenter.....	Whitley.....			40726	Delete.....	12- 5-75	} PO disc.
KY	(Mail to Williamsburg).....	do.....			40769		12- 6-75	
KY	McWhorter.....	Laurel.....			40750	Delete.....	12- 5-75	} PO disc.
KY	(Mail to London).....	do.....			40741		12- 6-75	
KY	Noble.....	Breathitt.....			41356	Delete.....	12- 5-76	} PO disc.
KY	(Mail to Clayhole).....	do.....			41317		12- 6-75	
KY	Pine Mountain.....	Harlan.....			40864	Delete.....	12- 5-75	} PO disc.
KY	(Mail to Bledsoe).....	do.....			40810		12- 6-75	
ME	Boothbay Harbor.....	Lincoln.....	Southport.....	RB	04569	Delete.....	11-29-75	RB disc.
MA	Tyringham.....	Berkshire.....			01264	Delete.....	12- 5-75	} PO conv. to CPO.
MA	Lee.....	do.....	Tyringham.....	CPO	01264	Add.....	12- 6-75	
MN	Foley.....	Benton.....	Ronneby.....	B	56370	Delete.....	10-27-75	B disc.
NJ	New Providence.....	Union.....	Murray Hill.....	Bx.....	07974	Delete.....	11-29-75	Bx disc.
NY	Barrytown.....	Dutchess.....			12507	Delete.....	1-30-76	} PO conv. to CPO.
NY	Red Hook.....	do.....	Barrytown.....	CPO	12507	Add.....	1-31-76	
ND	Hickson.....	Cass.....			58044	Delete.....	12-31-75	} PO disc.
ND	(Mail to Horace).....	do.....			58047		1- 1-76	
ND	Dwight.....	Richland.....			58024	Delete.....	12-31-75	} PO conv. to CPO.
ND	Wahpeton.....	do.....	Dwight.....	CPO	58024	Add.....	1- 1-76	
TX	San Antonio.....	Bexar.....	Camp Bulls.....	S	78236	Add.....	10- 7-75	S estab.
UT	Alton.....	Kane.....			84710	Delete.....	1- 2-76	} PO conv. to CPO.
UT	Glendale.....	do.....	Alton.....	CPO	84710	Add.....	1- 3-76	
UT	Deweyville.....	Box Elder.....			84309	Delete.....	12- 5-76	} PO conv. to CPO.
UT	Brigham City.....	do.....	Deweyville.....	CPO	84309	Add.....	12- 6-75	
WV	Goffs.....	Ritchie.....			26353	Delete.....	12-31-75	} PO disc.
WV	(Mail to Harrisville).....	do.....			26362		1- 1-76	
WV	Hutchinson.....	Logan.....			25627	Delete.....	12- 5-75	} PO disc.
WV	(Mail to Dehue).....	do.....			25618		12- 6-75	

—Customer Services Department, 12-4-75.

All Postmasters Having Postal Owned Vehicles

USE OF CASH IMPREST FUNDS, FIXED CREDIT FUNDS, OR MONEY ORDERS

There appears to be confusion in the interpretation of the use of cash imprest funds, fixed credit funds, or money orders by Vehicle Maintenance Facilities (VMF's) and Non-Personnel Offices (NPO's).

The following is issued to clarify the use of cash imprest funds, fixed credit funds, or money orders by VMF's and NPO's:

Vehicle Maintenance Facilities

In addition to the limitations imposed by Fiscal Handbook F-1, *Financial and Cost Controls*, on the use of cash imprest funds, fixed credit funds, or money orders, VMF's may not use cash imprest funds, fixed credit funds, or money orders when obtaining the following supplies and services:

1. Repair of Vehicles.
2. Bulk Purchases of Gasoline.
3. Bulk Purchases of Oil.
4. Items Normally Purchased by Use of Credit Cards (Gasoline, Motor Oil, and Minor Repairs).

VMF's shall under no conditions use cash imprest funds, fixed credit funds, or money orders to pay for supplies and services that should be obtained by (1) placing a call against a Blanket Purchase Arrangement using Form 4541, *Contract Work Order*, (2) credit cards, (3) Federal Supply Schedules, or (4) from annual contracts. Cash imprest funds, fixed credit funds, or money orders may be used for the following purposes in addition to those specified in Fiscal Handbook F-1:

1. Local purchases of vehicle inventory parts. This will be charged to Account 32958 (AIC 614 in the Cashbook) and recorded in inventory and issued on Form 4543, *Vehicle Maintenance Work Order*.
2. Emergency purchase of three gallons of gasoline or less. This expense will be charged to Account 92958 (AIC 594 in the Cashbook).
3. Washing vehicles at coin operated washmobile. This expense will be charged to Account 92958 (AIC 594).

Non-Personnel Offices

Under no conditions will a NPO use cash imprest funds, fixed credit funds, or money orders to pay for vehicle supplies or services that should be obtained by (1) placing a call against a Blanket Purchase Arrangement using Form 4541, or (2) credit cards.

NPO's may use cash imprest funds, fixed credit funds, or money orders for the following purchases in addition to those specified in Fiscal Handbook F-1:

1. Emergency purchases of three gallons of gasoline or less. This expense will be charged to Account 92958 (AIC 594).
2. Washing vehicles at a coin operated washmobile. This expense will be charged to Account 92958 (AIC 594).

This instruction supersedes any contrary instructions which may have been issued previously by regions, districts, or local procurement offices.—*Finance, Procurement & Supply, and Delivery Services Depts., 12-4-75.*

## UNIFORM ALLOWANCE PROGRAM

### I. Contract Uniform Program

In POSTAL BULLETIN 21059, 9-25-75, it was announced that on the basis of a recommendation of the Joint Labor-Management Uniform Control Committee, the U.S. Postal Service had decided to change the method of supplying uniforms to those persons now receiving them in accordance with Section 3, Article XXVI of the National Agreement. The uniforms will no longer be procured on a contract basis and furnished to employees who are eligible, but rather the employee will be allowed to purchase the uniforms from a licensed vendor.

At the time the above notice was distributed, it was planned to have the vendor paid by the employer; however, to obtain more vendors for the program, it has been recommended by the Joint Labor-Management Uniform Committee that payment be made to the employee instead. As a result, the employee will be required to turn in a vendor invoice to the postmaster who will submit a properly certified Form 1498, *Uniform Allowance Payment Record*, to the St. Louis Postal Data Center. Each employee is personally responsible to any duly licensed vendor for all purchases in excess of his or her authorized allowance. In cases where the employee does purchase in excess of his allowance or existing allowance balance, the full amount of the vendor invoice shall be processed regardless of the amount. The postal data center will only pay the maximum left in the employee's account.

Specifications for the contract uniforms have been developed by Natick Laboratories and approved by the Joint Labor-Management Uniform Control Committee. These specifications are now available to manufacturers throughout the country and

it is anticipated that vendors will have the uniforms by January 1, 1976.

The data centers will begin issuing Forms 1498 so that they will be in the post offices before January 1, 1976. The allowances, as shown in PB 21059, remain the same. The approved uniform items will remain the same as listed for the various crafts in 422.41 J, K, and L of the POSTAL SERVICE MANUAL except that no emblems or craft designation will be applied. The trousers will be dark blue in color and the shirts will be light blue in color as shown in the specifications drawn up by Natick Laboratories. No other colors are authorized for purchase at this time. The instructions regarding eligibility for this program can be found in PB 21059 and in section 422.312 of the POSTAL SERVICE MANUAL.

Due to the limited source of supply for female uniforms, two specifications have been issued. One consists of trousers with an elastic waistband and an overblouse which will be worn outside the trousers. The second consists of trousers with a conventional waistband and a blouse which will be worn inside the trousers. Women may choose to wear either set; however, they cannot mix them.

### II. Work Clothes

PB 21059 announced that in accordance with the terms of the 1975 National Agreement, the work clothes program was being converted from a contract-type program to a program which would provide for eligible employees with an allowance of \$30.00 per anniversary year to obtain authorized work clothes from licensed vendors who would be reimbursed by the St. Louis Postal Data Center. To obtain additional vendors for this program, the Joint Labor-Management Uniform Control Committee has recommended that the employer make

payment to the employee instead of the vendor. As a result, the employee will be required to turn in a vendor invoice to the postmaster who will submit a properly certified Form 1498 to the St. Louis Postal Data Center. The employee is personally responsible to a duly licensed vendor for all purchases in excess of his or her authorized allowance. In cases where the employee does purchase in excess of his allowance or existing allowance balance, the full amount of the vendor invoice shall be processed regardless of the amount. The postal data center will only pay the maximum left in the employee's account.

Specifications for the work clothes have been developed by Natick Laboratories and approved by the Joint Labor-Management Uniform Control Committee. These specifications are now available to manufacturers throughout the country, and it is anticipated that vendors will have them for sale by January 1, 1976.

The data centers will begin issuing Forms 1498 so that they will be in the post offices before January 1, 1976. The approved work clothes items consist of dark blue trousers and light blue shirt or blouse. No other colors are authorized for purchase at this time. The instructions regarding eligibility for this program can be found in PB 21059 and in section 422.313 of the POSTAL SERVICE MANUAL.

Due to the limited source of supply for female uniforms, two specifications have been issued. One consists of trousers with an elastic waistband and an overblouse which will be worn outside the trousers. The second consists of trousers with a conventional waistband and a blouse which will be worn inside the trousers. Women may choose to wear either set; however, they cannot mix them.—*Employee & Labor Relations Group, 12-4-75.*

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**NOTICE TO DRIVER: DRIVE COURTEOUSLY;  
OBSERVE TRAFFIC REGULATIONS; PROTECT  
CHILDREN**

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**INTERNATIONAL MAIL—NEW PROVISIONS**

Following are the new provisions and changes in the international mail regulations which were adopted by the 1974 Congress of the Universal Postal Union. Appropriate instructions for implementing these new provisions and changes are also provided. **These new provisions will be effective January 1, 1976.**

**A. Sealing**

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

**B. Plastic Wrap**

The use of closed, transparent plastic wrapping will also be authorized in foreign mailings. An address label must be placed under or on the plastic film in the direction of the greatest dimension. If the address label is placed under the plastic film or the address label is placed on the outside but measures less than 3 by 4¼

inches, then the plastic film must carry a white, opaque band near the address label so postal endorsements can be written on it.

**C. Return Receipts**

1. All United States return receipts (Form 2865), including those which accompany outgoing surface mail, will be returned to sender by airmail. Airmail Label 19, bearing the words *Par Avion*, must be attached to Form 2865. **Note:** Some Forms 2865 already have the words *Par Avion* printed on them.

2. All foreign return receipts, including those which accompany incoming surface mail, must be returned to the foreign country by airmail.

3. The provision for requesting a return receipt after mailing will be abolished. To determine if a piece of international mail was delivered, customers must file an inquiry in accordance with prescribed procedures.

4. When a customer fails to receive a return receipt for which a fee was paid, a duplicate may be obtained by the sender filing an inquiry in accordance with prescribed procedures.

**D. Items Mailed Abroad by U.S. Senders**

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

mailings that appear to be in violation of part 250 of Publication 42.

**E. Valuables**

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

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

**F. Radioactive and Perishable Items**

Perishable biological substances and radioactive materials must be sent as registered airmail letters.

**G. Small Packet Weight Limits**

Australia, Bolivia, Burma, Canada, Chile, and Colombia will not accept small packets weighing more than one pound. The weight limit for all other countries is two pounds.

**H. Letters Containing Dutiable Items**

Afghanistan, Albania, Brazil, Bulgaria, Central African Republic, Chile, People's Republic of China, Colombia, El Salvador, Ethiopia, Democratic Republic of Germany, Italy, Nepal, Panama, Peru, Union of Soviet Socialist Republics, Venezuela, and Yugoslavia will not accept ordinary and registered letters containing articles subject to customs duty. Customers should determine whether articles are dutiable in these countries before mailing the articles as letter mail.

All of these new provisions and changes will be included in the new edition of Publication 42.—*Rates & Classification Dept., 12-4-75.*

**PROTECT YOUR BACK AS YOU RAISE THAT SACK, JUST BEND YOUR KNEES, AND YOU'LL LIFT WITH EASE.**



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

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

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

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

104,757,201 to 104,757,500	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	207,886,401 to 207,886,600
153,757,563 to 153,757,700	178,514,939 to 178,515,100	208,866,001 to 208,866,500
155,654,809 to 155,655,300	178,759,158 to 178,759,197	208,872,242 to 208,872,257
155,857,068 to 155,857,200	179,838,411 to 179,838,600	209,190,001 to 209,195,000
156,129,112 to 156,129,200	180,446,855 to 180,446,866	210,935,633 to 210,935,700
157,287,547 to 157,287,600	182,975,501 to 182,976,200	212,900,201 to 212,900,300
157,401,111 to 157,401,136		219,494,026 to 219,494,130

**MAKE ANNUAL EXAMINATIONS OF ALL LOCKS AND KEYS TO ASSURE THAT INDIVIDUAL CLERKS' KEYS WILL NOT OPEN LOCKED DRAWERS, SAFE COMPARTMENTS, OR STAMP CABINETS OF OTHER EMPLOYEES.**



## 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 21063 article.

1616545152 to 1616545999	1797037653 to 1797037699	1890470937 to 1890470899
1625466141 to 1625466199	1799339500 to 1799339699	1890779510 to 1890779599
1628292249 to 1628292299	1800923292 to 1800923399	1892707100 to 1892707299
1636675839 to 1636675899	1802597227 to 1802597299	1893327400 to 1893327499
1636676082 to 1636676999	1804724945 to 1804724999	1893660200 to 1893660299
1647728874 to 1647728999	1806421300 to 1806421499	1895135524 to 1895135599
1657057000 to 1657057999	1806486400 to 1806486499	1895568000 to 1895568499
1659321800 to 1659321999	1807996946 to 1807996999	1896017500 to 1896017699
1676765079 to 1676765299	1808108449 to 1808108497	1896113800 to 1896113899
1679044095 to 1679044299	1808257640 to 1808257653	1901049379 to 1901049499
1688304300 to 1688304999	1809829773 to 1809829999	1901372592 to 1901372699
1689773900 to 1689774199	1813318858 to 1813318899	1903632600 to 1903632699
1691674300 to 1691674999	1813957442 to 1813957999	1907244212 to 1907244299
1698585200 to 1698585599	1818265752 to 1818265799	1911918635 to 1911918799
1706357000 to 1706357099	1818290300 to 1818290699	1911939000 to 1911939299
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