



postal bulletin

Directives Control Division, Washington, DC 20260 PB 21065—December 18, 1975—16 Pages

13-CENT INTERPHIL COMMEMORATIVE STAMP

Description. The 13-cent INTERPHIL commemorative stamp will be first placed on sale at Philadelphia, PA 19104, on January 17, 1976.

Do Not Sell Before Jan. 18, 1976



Size: 1.44 x 0.84 inches.

Issued in sheets of 50.

Colors: Red and blue.

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

Initial printing: 150 million.

Designer: Terrence McCaffrey.

Collectors. Request first-day cancellations from: INTERPHIL Stamps, Postmaster, Philadelphia, PA 19104 (see PSM, section 257.2). Requests must be postmarked no later than January 30, 1976. Selected mint

stamps will be available at the Philatelic Sales Division, Washington, DC 20265, beginning January 19, 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 28, 1976.

Postal data centers have been requested to prepare two automatic distribution printouts with related invoices 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 424), consider that the stock should be

depleted prior to March 17, 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 from the Bureau of Engraving and Printing.

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

Panels. A limited number of 8½-by 11¼-inch commemorative series stamp panels will be released with the stamps. The panels (item 980) 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., 12-18-75.

Mail to Canada

The embargo on mail to Canada has been lifted. All classes of mail may be accepted for mailing. Mail which was returned to the sender because of the embargo, for which no postage refund has been made, may be remailed without additional payment by obliterating the *Service Temporarily Suspended* endorsement.

The order to suspend the private express statutes on mail to Canada, notice of which appeared in POSTAL BULLETIN 21062, November 6, 1975, was rescinded on December 8, 1975. Mailers may not carry, or cause to be carried, letters destined for delivery in Canada outside the mails without paying postage or meeting any of the other conditions imposed by law or regulations governing the private carriage of letter mail.—Rates & Classification Dept., 12-18-75.

Setting of Postage Meters

Section 144.31b will be added to the POSTAL SERVICE MANUAL to clarify procedures for handling of postage meters which are presented for setting at a post office other than that at which they are licensed, as follows:

Post offices shall not set any meter which is not licensed at that post office, except as specified in 144.344. In the event that a customer moves from one post office to another, the meter(s) shall be checked out of service in accordance with 144.351 and it, or another meter(s), shall be licensed at the new post office before the meter(s) is reset or initial settings are made in a new meter(s). This does not apply to branches or stations within a post office. (See 144.345.)—Rates & Classification Dept., 12-18-75.

Rotary and L.A. Locks

Although there has been a large inventory of L.A. Locks and Rotary Locks manufactured, many postal installations do not have a sufficient quantity on hand to meet their daily requirements. It appears some post offices are not aware of the cost for these items: L.A. Locks—68 cents each; Rotary Locks—\$7.75 each. These locks are for security of the mail and are accountable property.

All postal facilities are instructed to conduct a thorough search for L.A. Locks and Rotary Locks. Those locks surplus to the need of any facility, regardless of quantity, must be forwarded to the nearest concentration point or mailbag depository. This is to be a continuing procedure to keep these items available for daily usage.—Logistics Dept., 12-18-75.

Distribution of Pay Checks

Employees scheduled for leave on Friday, December 26, 1975, may receive their salary checks for pay period 26 at the close of business on Wednesday, December 24, *if the checks are available for distribution.* Employees assigned to tour 3 with a scheduled holiday on Thursday, December 25, 1975, may also receive their checks at the end of the tour on Wednesday, December 24, *if the checks are available.*

Employees are reminded that any inconvenience resulting from being on a leave status when pay check distribution occurs, can be eliminated by having the pay check sent directly each pay period to a financial organization; e.g., bank. The use of this plan also saves employees time by eliminating the need to prepare a deposit slip and present the check to a financial organization. Employees interested in using this program should request Forms 3075, *Request by Employee for Payment of Net Salary or Wages to a Financial Organization for Credit to Designated Account*, from their personnel office. Form 3075 should be completed by the employee and financial organization and the original should then be forwarded to the installation payroll office for transmittal to the postal data center. When Form 3075 is received at the postal data center for processing, the salary payment due the employee will be made to the designated financial organization.—*Finance Dept., 12-18-75.*

Third-Class Single Piece Temporary Rates

Under the temporary rates published in POSTAL BULLETIN 21060, 10-9-75, the top rate for third-class single piece rate mail in the 14- to 15.99-ounce range is 88 cents.

The minimum rate for fourth-class zoned rates (parcel post) is 77 cents for a parcel weighing between 1 and 2 pounds addressed for local delivery.

Consequently, mailers presenting third-class matter in the 14- to 15.99-ounce range shall be charged the local parcel post rate (77 cents) *if the mailing piece is addressed for local delivery.* For other than local pieces of third-class single piece rate mail, the rate of 88 cents applies.—*Rates & Classification Dept., 12-18-75.*

Counterfeit U.S. Postal Money Orders

Counterfeit U.S. Postal Money Orders are currently being circulated. The following money orders are not legitimate orders: **1981335500** through **1981336499**, issuing office identification number **075000**, validation plate number **01036**. An effort should be made to delay any person attempting to pass any of these orders and the nearest postal inspector and local police officers should be notified immediately. If the person flees, all possible particulars, such as automobile license plate, make and description of automobile, description of person, etc., should be recorded and immediately furnished to the local inspector or inspector-in-charge.—*Inspection Service, 12-18-75.*

Revision of Form 1723

U.S. Postal Service Assignment Order, Form 1723, has been revised.

1. Added to the employee's identifying regular position information are *Pay Location* and *Salary Schedule*. In the *Salary Schedule* block, check the employee's regular position salary schedule: PS, PMS, or PES. The present *Position Title (or D/A Code)* block has been changed to read *D/A Code (Designation/Activity)* only. The recording of the employee's regular position title is not necessary.

2. In the assignment section a *Salary Schedule* block has been added. The salary schedule of the higher level position to which the employee is assigned is to be checked.

3. A block has been added to insert the percentage increase for employees in the PS Salary Schedule assigned to PES positions.

4. In the *Reason for Detail* block the common reasons have been added. Check the appropriate box.

5. All else remains the same. The revised form has been enlarged for easier use and handling.

The October 1975 edition of Form 1723 will be available for use when the present Form 1723, July 1974, has been exhausted.

Note: Form 1322, *Performance of Higher Level Duties*, is now obsolete.—*Employee & Labor Relations Group, 12-18-75.*

Chapter 7, Old Postal Manual

Issue 62, 8-30-73, POSTAL SERVICE MANUAL, contained revised policy and procedures covering Equal Employment Opportunity in part 445. The transmittal letter to Issue 62 should have stated that part 747, old *Postal Manual*, was obsolete. All offices maintaining copies of chapter 7, old *Postal Manual*, should delete part 747.—*Employee Relations Dept., 12-18-75.*

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Wanted Circular Canceled

The following postal offender has been apprehended:

Charles Horation Brown

Destroy the wanted circular issued 10-3-74 concerning him.—*Inspection Service, 12-18-75.*

Computer Postage Mailings

Fourteen companies are currently participating in an experiment in which postage for non-identical parcels is paid on the basis of records developed by the mailers' computers or on the basis of average postage calculations. Parcels mailed under the experiments carry a permit indicia which covers the total cost of postage and all fees. The accuracy of these charges is monitored at the originating office. The postage need not be checked by the delivery offices nor should any of these parcels be assessed postage due charges. Collections from the addressee on COD parcels will be the *Amount to be returned to the sender*, plus the *Money Order Fee* as shown on the COD tag.

Offices which receive drop shipments from these companies are specifically advised by the Office of Mail Classification of the appropriate procedures for accepting the drop shipments.

The following companies are now participating in the experiment:

- Aldens, Chicago, IL
- Ambassador Leather, Tempe, AZ
- Figi's, Marshfield, WI
- Florida Gift Fruit Delivery (G & S Packing), Wiersdale, FL
- Greenland Studios, Opa Locka (Miami), FL (Mailing also under the following names:)

- | | |
|--------------------|-----------------------|
| 1. Madison House | 14. Sun King |
| 2. New Discoveries | Collection |
| 3. Palm Company | 15. Great American |
| 4. Improvement | Gifts |
| Books | 16. Golden Em- |
| 5. Ladies Home | porium |
| Journal | 17. Executive Profile |
| 6. Gift House | 18. Do-vne Merchan- |
| 7. Regimental | dising Corp. |
| Imports | 19. Q-Tips |
| 8. Merrill Lynch | 20. Carol Wright |
| T-Shirts | 21. American Home |
| 9. Berlitz | 22. Greenland |
| 10. Health House | Fashions |
| 11. Health Sim- | 23. Fruit of the Loom |
| pliers | 24. Int. Explorer |
| 12. Unleash Corp. | Outfitters |
| 13. Drivers Hand | 25. Total Woman |
| Book | |

- Houghton-Mifflin, Burlington, MA
- Lane Bryant, Indianapolis, IN
- J. C. Penney, Atlanta, GA; Columbus, OH; Milwaukee, WS

Salary and Benefit Increase in FY 1976

Managerial and Related Employees

The retroactive portion of the salary increase and health benefit adjustment for applicable managerial and related employees will be paid by a separate check on December 22, 1975. The payment, however, will not include adjustments for pay differentials for Higher Level Service or changed schedules performed during the retro period. Late personnel actions effecting salary changes for employees during the retro period may result in retro overpayments.

Adjustments for the above conditions will be made and included in a subsequent pay. The retro payment will cover periods of service from July 5 thru October 24, 1975. The health benefit adjustment will include the period July 21 thru October 24, 1975.—*Finance Dept., 12-18-75.*

Sale of International Money Orders

International money order business with the following countries is being temporarily suspended pending completion of agreements of exchange. The sale of international money orders accordingly should be discontinued immediately until further notice.

- | | |
|-------------|-------------|
| Bangladesh | Pakistan |
| Burma | Portugal |
| Ghana | Singapore. |
| India | Sri Lanka |
| Kenya | United Arab |
| Malta | Republic |
| Mauritius | |
| Netherlands | |
| Antilles | |

—*Finance Dept., 12-18-75.*

- Sears, Roebuck and Co., Columbus, OH
- Spiegel, Chicago, IL
- C. H. Stuart (Sarah Coventry, Carolyn Emmons), Newark, NY
- Stuart McGuire, Salem, VA
- Warsawsky (J. C. Whitney), Chicago, IL
- Wisconsin Cheeseman, Sun Prairie, WI

Mailings of these companies on which postage is paid with postage stamps or meter strips will be processed in the normal manner.—*Rates & Classification Dept., 12-18-75.*

Label Printing Requisitioning Procedures

This notice provides additional information concerning the requisitioning of labels, facing slips, scheme cards, and other items obtained from the label printing centers. The notice in POSTAL BULLETIN 21064, 12-4-75, is changed to read as follows:

1. *Bulk white labels and facing slips.* Order on Form 1578-X, *Requisition for Nonstandard Facing Slips or Strip Labels*, from the Computerized Label Printing Division, Western Area Supply Center, Topeka, KS 66624.
2. *Large airport labels.* Order on Form 1578-A from Computerized Label Printing Division, Western Area Supply Center.
3. *Scheme cards.* Order by memorandum in the same format and procedure as in the past from Computerized Label Printing Division, Western Area Supply Center.
4. *Sequenced labels and facing slip sets.* Continue to order on Form 1578 from the present label printing centers until further notice.
5. *Color-coded labels.* Continue to order on Form 1578 from the present label printing centers until further notice.
6. *Gray defective equipment labels.* Continue to order on Form 1578 from the present label printing centers until further notice.

Corrections and changes to sequenced sets of facing slips and labels should be sent to the present label printing centers on Form 1578. For future use, this information must be duplicated on Form 1578-X and sent to the Computerized Label Printing Division. This is necessary to update and maintain the master file.

Instructions for preparation of Form 1578-X for all entries are given on the reverse side of the form.

Forms 1578-X are available from all label printing centers. You will receive notice when they are available in your respective supply centers. At that time, requisitioning should be submitted to your supporting supply center.

Sectional center inquiries may be made to Western Area Supply Center, FTS 752-1118.—*Procurement & Supply Dept., 12-18-75.*

UPU Seeks Postal Organization Expert for Nigeria

The Universal Postal Union has recently announced an opening for the post of principal expert specialist in postal organization, planning, and management (administrative and financial) with the postal administration of Nigeria, Africa.

Duration of the mission is twelve months with possibility of extension for another year.

Applicants must meet the following qualifications: University degree or equivalent; advanced, thorough knowledge and experience of the organization, planning, and management of postal services; ability to understand and adapt to the culture and needs of the country in which he will be working; ability to communicate and work in a team with people of different ethnic and racial backgrounds. The expert will be required to help the postal administration to reorganize postal services; improve personnel administration and management systems; reorganize the mail circulation and delivery services; improve the monetary articles services.

The mission is due to start April 1, 1976, and the duty station will be Lagos. Applicants may be single or married, with or without dependent children. Salary ranges from \$21,324 to \$22,354 a year, according to qualifications. Additional benefits include annual post adjustment (\$3,050 to \$4,725), installation grant, dependents allowances, education grants for each child under 21, transportation, life insurance, health insurance, and 30 working days of leave for a year of service.

Candidates must be in good physical condition to endure the climate at the mission country. Age 40 to 55 (approximately).

Upon determination by the U.S. Postal Service that such an assignment would not be detrimental to the Service and approval for this assignment by the Universal Postal Union, an official leave of absence may be granted with retention of reemployment rights with the USPS. Since retired postal employees with the proper qualifications may also apply, please pass this notice on to former colleagues who are retired and might be

Carrier Drive-Out Agreement

Each employee who is paid any compensation under a Carrier Drive-Out Agreement must receive a TD Form 1099, *U.S. Information Return for Calendar Year 1975*, for submission with his 1975 income tax return.

Post offices must submit to postal data centers all Forms 1839, *Payment Record for Carrier Drive-Out Agreements*, for pay period 26-75, by December 31, 1975. Christmas casuals or other employees who will be terminating on or before December 31, 1975, and have Carrier Drive-Out Agreements, should be paid on separate Forms 1839 on or before December 31, 1975. The Forms 1839 for separated employees should be forwarded to reach the PDC on or before January 2, 1976. Envelopes should be endorsed *Form 1839* in the lower left corner. See section 262.353c (1) and (2), Handbook F-1, *Financial and Cost Controls*.

It is not necessary to split a Form 1839 for service performed in P/P 01-76 prior to the end of the calendar year except for terminating employees on December 31, 1975. It is when the payment is made that fixes the inclusion.

The amounts shown on all Forms 1839 should be claimed in AIC 539 at the close of A/P 7, Postal Quarter II, January 2, 1976. All Forms 1839 paid between January 1 and January 2, regardless of when the service was performed, must be forwarded and claimed with the statement of account at the close of business January 2, 1976. **Make every effort to see that the social security number of each employee is correct.**

Please notify all employees concerned and submit promptly all Forms 1839.—*Finance Dept., 12-18-75.*

interested in a temporary assignment abroad.

Deadline for the receipt of applications is January 5, 1976. Applications and inquiries should be directed to the Office of International Postal Affairs, Room 4810, U.S. Postal Service, 475 L'Enfant Plaza, S.W., Washington, DC 20260. Only applicants with high level and extensive managerial experience will be considered.—*Customer Service Dept. 12-18-75.*

International Mail—Special Delivery (Expres)

Outgoing

Special delivery international mail must have Label 57, *EXPRES—Special Delivery*, affixed to the cover, near the name of the country, or be marked boldly in red *EXPRES—Special Delivery*. Delivery is made according to the special delivery regulations of the country of destination.

Incoming

Special delivery mail of foreign origin should be delivered as prescribed in part 166, *POSTAL SERVICE MANUAL*. These items will bear a label, printed in red or on a red background, containing the word *EXPRES*; or they must bear the written endorsement *EXPRES* or *Special Delivery* in bold letters. *EXPRES* or *Special Delivery* are the only acceptable endorsements for giving special delivery service to incoming international mail. Articles bearing United States special delivery stamps sufficient to cover the domestic special delivery fee should be delivered as special delivery mail even though the article does not bear the *EXPRES* label or endorsement.—*Rates Classification Dept., 12-18-75.*

Metered Mail Drop Shipments

With the exception of limited quantities of first-class, special delivery, and airmail, metered mail must be deposited in the area under the jurisdiction of the licensing post office, which is shown in the meter stamp. There shall be no local agreements between postal representatives and mailers which in any way contravene the provisions of section 144.52 of the *POSTAL SERVICE MANUAL*.

Accepting postmasters will be alert for improper deposit of metered mail. Mail of this type will be returned to the mailer. The postmaster of the office shown in the meter stamp should be advised. Unusual situations should be reported to the Office of Mail Classification.

Postmasters with customers who wish to drop ship any class of metered mail will follow the regulations contained in section 144.344 of the *PSM*.—*Rates & Classification Dept., 12-18-75.*

POST OFFICE CHANGES NO. 15

(Supplemental to 1975-76 Directory of Post Offices, Publication 26)

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 FPM) 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, 6-28-75.)

State	Name of independent post office	County/parish	Name of station, branch, or unit	Type S/B	ZIP code	Change action	Effective date	Explanation of change
AL	Garland	Butler			26448	Delete	1- 2-76	} PO disc.
AL	(Mall to McKenzie)	do.			26456		1- 3-76	
CA	Pittsburg	Contra Costa	West Pittsburg	B	94585	Delete	12-10-75	} B disc. } To correct ZIP Code of B shown in NZCD and DOPO.
CA	San Fernando	Los Angeles	Mission Hills	B	91340	Delete	7- 1-73	
CA	do.	do.	do.	B	91345	Add	7- 1-73	
CO	USAF Academy	El Paso	Cadet	Sx	80840	Delete	1- 2-76	} Sx ZIP Code changed.
CO	do.	do.	do.	Sx	80841	Add	1- 3-76	
DE	Wilmington	New Castle	Bellefonte	B	19809	Delete	6-30-74	B disc.
FL	Jacksonville	Duval	Main Office		32201	Delete	10-19-75	} MPO changed to Sx.
FL	do.	do.	Downtown	Sx	32201	Add	10-19-75	
FL	do.	do.	West Bay Annex	Sx	32203	Delete	10-19-75	} Name of Sx changed.
FL	do.	do.	General Mail Center	Sx	32203	Add	10-19-75	
KY	Cherokee	Lawrence			41180	Delete	12-31-75	} PO disc.
KY	(Mall to Webbville)	do.			41180		1- 1-76	
KY	Keltner	Adair			42750	Delete	12- 5-75	} PO disc.
KY	(Mall to Milltown)	do.			42761		12- 6-75	
KY	Union City	Madison			40382	Delete	1- 2-76	} PO disc.
KY	(Mall to Richmond)	do.			40475		1- 2-76	
ME	Fayette	Kennebec			04844	Delete	1- 2-76	} PO disc.
ME	(Mall to Kents Hill)	do.			04849		1- 3-76	
MA	Mount Hermon	Franklin			01854	Delete	12-29-75	} PO conv. } to CPO.
MA	Northfield	do.	Mount Hermon	CPO	01854	Add	12-30-75	
MN	Pierz	Morrison	Harding	RB	56284	Delete	12- 6-75	RB disc.
MS	Russell	Lauderdale			39357	Delete	1-16-76	} PO disc.
MS	(Mall to Meridian)	do.			39301		1-17-76	
NJ	Phillipsburg	Warren	Circle City	B	08865	Delete	11-14-75	B disc.
NY	Elnora	Saratoga			12065	Delete	1-16-76	} PO name changed.
NY	Clifton Park	do.			12065	Add	1-17-76	
NY	New York	New York	APO 09021	B	09021	Add	11- 1-75	
ND	Blanchard	Traill			58009	Delete	1- 2-76	} PO conv. to CPO.
ND	Mayville	do.	Blanchard	CPO	58009	Add	1- 2-76	
ND	Buford	Williams			58387	Delete	12- 6-75	} PO disc.
ND	(Mall to Trenton)	do.			58383		12- 7-75	
OH	Madison	Geauga	North Madison ¹	Bx	44067	Delete	10-28-75	} Amends PB 21063 to correct county location of Bx.
OR	Bates	Grant			97817	Delete	1- 2-76	} PO conv. to CPO.
OR	Prairie City	do.	Bates	CPO	97817	Add	1- 3-76	
TN	Bellevue	Davidson			37021	Delete	1- 2-76	} PO conv. to Bx and ZIP Code changed.
TN	Nashville	do.	Bellevue	Bx	37221	Add	1- 2-76	
TN	Bemis	Madison			38314	Delete	1- 2-76	
TN	Jackson	do.	Bemis	Bx	38314	Add	1- 3-76	} PO conv. to Bx.
TX	Dallas	Dallas	Parkdale	Sx	75227	Add	11-22-75	} Sx estab. } RB estab.
TX	Ennis	Ellis	Telfon	RB	75119	Delete	11-15-75	
TX	Houston	Harris	Sam Houston	Sx	77052	Delete	12- 1-75	} To correct ZIP Code shown in NZCD and DOPO.
TX	do.	do.	do.	Sx	77002	Add	12- 2-75	
UT	Talmage	Duchesne			84073	Delete	1- 2-76	} PO conv. to CPO.
UT	Duchesne	do.	Talmage	CPO	84073	Add	1- 3-76	

¹ Branch located in Lake County.

—Customer Services Department, 12-18-75.

Santa Claus Lobby Display

All offices that are currently displaying the life-size Santa Claus display, featuring the Gift Pak products, are advised to dismantle the display after Christmas, and place it in storage for use next Christmas.

Further instructions regarding the future disposition will be issued next year.—Customer Services Dept., 12-18-75.

Processing Surplus Mailbag Equipment

Domestic airmail pouches, express mail pouches, security pouches, and No. 3 canvas sacks apparently are not being processed daily although there is an ample inventory of these items manufactured. In some instances, this equipment is stored at a facility and is surplus, while other postal installations do not have a sufficient amount available to meet their

daily requirements. It is essential that surplus empty equipment is returned to service as soon as the destination facility has dumped the mail.

All postal installations are requested to give immediate and continuing attention to the daily processing of all empty mailbag equipment, particularly those mentioned above.—Logistics Dept., 12-18-75.

FAIR LABOR STANDARDS ACT

This statement supplements the article *Fair Labor Standards Act* in POSTAL BULLETIN 21010, 11-14-74.

In conformance with the provisions of the Fair Labor Standards Act, the following policy will be incorporated into the forthcoming revised POSTAL SERVICE MANUAL, parts 451 and 452, and other official publications.

I. PROSPECTIVE OVERTIME PAY MODIFICATIONS

A. Bargaining Unit Employees—Excepting Rural Letter Carriers

1. *Overtime Pay Computation.* Bargaining unit employees will continue to receive overtime pay to the same extent as previously. Thus, they are to receive such pay "for work performed . . . after eight (8) hours on duty in any one service day or forty (40) hours in any one service week" and "for time worked outside of their regularly scheduled work week at the request of the Employer" (Article VIII, Section 4, National Agreement).

The FLSA requires that an employee who *actually works* more than 40 hours in a work week be compensated at a rate not less than one and one-half times the employee's "regular (hourly) rate" for each hour worked in excess of 40. The standard method of computing overtime premiums due under the FLSA is to calculate an employee's regular rate of pay by dividing "all remuneration for employment" that the employee receives for a week's work, by the hours the employee actually worked during that week.

"All remuneration for employment" includes basic hourly straight time pay, basic hourly straight time pay for higher level work performed, cost of living allowances, night shift differential, and Sunday and holiday work premiums. Excluded from "all remuneration for employment" is the extra 50% of the employee's basic hourly straight time rate paid for work performed after 8 hours in a day or 40 hours in a week. Also excluded from "all remuneration for employment paid to a full-time employee is the extra 50% of his basic hourly straight time rate paid for time worked outside of the employee's regular schedule, and for hours worked on the employee's Christmas holiday up to 8 hours. Excluded from "all remuneration for employment" paid to a part-time "flexible" schedule employee is the extra 50% of the employee's regular straight time hourly rate for hours worked on December 25, up to 8 hours. "All remuneration for employment" does not include payments made for occasional periods when no work is performed. Thus, payments for annual leave, sick leave, holiday leave, and court leave for service as a juror, and all other leave where no work is performed for the Postal Service, and that portion of a part-time "flexible" schedule employee's regular straight time hourly pay which is deemed to be compensation for nine holidays under Article XI, Section 8, National Agreement, are not included in "all remuneration for employment" paid to an employee for the work week.

After "all remuneration for employment" is computed, it is divided by the total hours actually worked in the week to determine the employee's "regular rate" of pay for the week. The FLSA overtime premium rate for the

overtime hours worked in the week will be 50% of the "regular rate" for the week. (It is noted that the FLSA regular rate and the FLSA overtime rate may vary from week to week due to different amounts of premium pay and overtime worked.)

a. The overtime pay of an employee who actually works less than 40 hours in a work week will continue to be calculated by the method provided under the National Agreement. Thus, the overtime pay of an employee who does not work over 40 hours in a work week will not be computed under FLSA requirements. (See example A, below.)

b. An employee who is entitled to overtime solely because he actually works more than 40 hours in a work week will be paid by the standard method of computing overtime premiums under the FLSA for each hour he actually works in excess of 40 in the work week. (See example B, below.)

c. During a single work week an employee may perform some work for which overtime pay is required solely by the National Agreement and other work for which overtime pay is required by both the FLSA and the National Agreement. Where overtime pay is required solely by the National Agreement, overtime pay will be calculated by the method provided under the National Agreement. Where overtime pay is required by both the FLSA and the National Agreement, overtime pay will be computed by the FLSA method. Thus, where an employee works more than 40 hours in a week, the overtime pay hours will be totaled and overtime pay for hours worked in excess of 40 in the week will be computed by the FLSA method. Any other hours within the week, for which overtime pay is required by the National Agreement, will be computed by the method provided in the National Agreement. (See example C, below.)

Example A: An Employee Who Actually Works 40 Hours or Less

Employee A works a total of 40 hours, 8 of which are out of schedule, and takes 8 hours of annual leave. 8 of the hours are worked between 6:00 p.m. and 6:00 a.m. The employee's basic hourly rate is \$5.00/hour.

1. Basic hourly straight time pay for hours worked.	40 hours	× \$5.00/hour =	\$200.00
2. Night shift differential (10%).	8 hours	× \$0.50/hour =	4.00
3. Non-FLSA Overtime for 8 hours (8 hours × 50% of basic hourly straight time rate).	8 hours	× \$2.50/hour =	20.00
4. Pay for 8 hours annual leave.	8 hours	× \$5.00/hour =	40.00
		Total weekly gross =	264.00

Example B: An Employee Who Actually Works Over 40 Hours—All Overtime Pay Required by FLSA

Employee B works a total of 50 hours, 10 hours each day, Monday through Friday. 10 of the hours are worked between 6:00 p.m. and 6:00 a.m. The employees basic hourly rate is \$5.00/hour.

1. Basic hourly straight time pay for hours worked.	50 hours × \$5.00/hour =	\$250.00
2. Night shift differential (10%).	10 hours × \$0.50/hour =	5.00
		255.00
3. "All remuneration for employment".		
4. FLSA overtime for 10 hours:		
a. Regular rate: \$255 divided by 50 hours = \$5.10		
b. FLSA overtime rate: \$5.10 × 50% = \$2.55 (10 hours × 50% of regular rate).	10 hours × \$2.55/hour =	25.50
		Total weekly gross = \$280.50

Example C: An Employee Who Actually Works Over 40 Hours—Some Overtime Pay Required Solely by the National Agreement and Some Required by FLSA

Employee C works a total of 50 hours: 10 hours on Sunday (his scheduled day off), and 10 hours on Monday, Tuesday, Wednesday, and Thursday. On Friday he takes 8 hours of annual leave. 10 of the hours are worked between 6:00 p.m. and 6:00 a.m. The employee's basic hourly rate is \$5.00/hour.

1. Basic hourly straight time pay for hours worked.	50 hours × \$5.00/hour =	\$250.00
2. Night shift differential (10%).	10 hours × \$0.50/hour =	5.00
		255.00
3. "All remuneration for employment".		
4. Identification of FLSA overtime pay hours and non-FLSA overtime pay hours:		
a. Hours worked out of schedule (Sunday).	10	
b. Hours worked over 8 in a day (Monday to Thursday).	8	
c. Total overtime pay hours worked.	18	
d. Hours worked in excess of 40 (computed by FLSA method).	-10	
c. Non-FLSA overtime pay hours for which overtime pay is required under National Agreement.	8	
5. FLSA overtime for 10 hours:		
a. Regular rate: \$255 divided by 50 hours = \$5.10.		
b. FLSA overtime rate: \$5.10 × 50% = \$2.55. (10 hours × 50% of regular rate).	10 hours × \$2.55/hour =	\$25.50
6. Non-FLSA overtime for 8 hours: (8 hours × 50% of basic hourly straight time rate).	8 hours × \$2.50/hour =	20.00
7. Pay for 8 hours annual leave.	8 hours × \$5.00/hour =	40.00
		Total weekly gross = 340.50

2. The employee's workweek will be the Postal Service's usual service week as it presently exists.

3. Employees who are entitled to receive overtime pay under the National Agreement, but who perform higher level work which is exempt from FLSA and Postal overtime pay requirements (for example, as a supervisor),

will be entitled to overtime pay unless 50% or more of their work during the workweek is exempted higher level work. If their straight time salary for that week is less than \$250, they will be entitled to overtime pay unless 80% or more of their work during the workweek is exempted higher level work. Otherwise stated, if employees perform some higher level work, but less than 50% (or 80% if week's pay is less than \$250) of their time during the work week is devoted to such higher level work, they will be entitled to overtime pay computed in the manner set forth above.

4. To be credited with overtime work for overtime pay purposes, employees need not have specific authorization from their supervisor to perform the overtime work. The law states that an employee is entitled to be paid for any overtime work which management suffers or permits to be performed. In other words, when employees actually work outside their established schedule with the supervisor's *knowledge or consent* they must be paid for that work.

5. The method of rounding hours worked to the nearest quarter hour on a weekly basis, as described in Section II, will apply to bargaining unit employees.

B. Rural Letter Carriers

The foregoing procedures will not apply to rural carriers. Their pay will be computed in accordance with applicable agreements between the Postal Service and the National Rural Letter Carriers' Association.

C. Non-Bargaining Unit Employees

1. All non-bargaining unit employees shall receive FLSA overtime pay for FLSA overtime hours (for hours worked over 40) which management suffers or permits them to perform, except for the following groups, who are statutorily exempt from the overtime provisions of FLSA.

a. Employees in grades 19 and above. Employees in grades 19 and above are exempt from FLSA overtime pay requirements because they are administrative, professional, or executive personnel. The current policy for overtime and compensatory time earned for such employees will remain in effect.

b. Postmasters (except as has been provided in Regional Instruction 864-P-175).

c. Postal inspectors. (The entitlement of postal inspectors to overtime pay will be covered in separate instructions).

d. Secretaries to officers of the Postal Service whose day to day responsibilities establish that they are "administrative" employees under the FLSA.

2. Non-bargaining unit employees who are entitled to receive FLSA overtime pay will have that pay computed in the same manner as FLSA overtime pay is computed for bargaining unit employees.

II. ROUNDING FRACTIONS OF AN HOUR WORKED

To comply with FLSA regulations the current policy of accumulating fractions of hours worked on a *bi-weekly* basis and rounding to the nearest *whole hour* at the end of each pay period will be changed to accumulating fractions of hours worked on a *weekly* basis and rounding to the nearest *quarter of an hour* at the end of each week. This change in policy will apply to all Postal Service employees.

Congressional Procedures

It is of the utmost importance that inquiries from Congressional offices receive prompt and accurate attention. All levels of management are expected to assist toward successfully meeting this objective. In this regard, postmasters and sectional center managers are authorized to respond to Congressional inquiries received directly on matters under their jurisdiction affecting the customers and services of the post office or sectional center. Information copies of postmaster and sectional center manager responses and memoranda recording verbal responses, as well as questions received directly involving policy matters (which should be forwarded to Headquarters for answering), will be collected by the sectional center manager for forwarding to the Assistant Postmaster General, Government Relations Department, United States Postal Service, Washington, DC 20260. Policy matters are interpreted to include but are not limited to such areas as mail classification, rate making, contracting, real estate, interpretation of the collective bargaining agreement, personnel policies, arbitration, appointments, and promotions. The existing procedural framework, governing labor/management relations must be maintained at all times.—*Office of the Postmaster General, 12-18-75.*

Safety Hazard With Heating Equipment

There have been instances where heating equipment in a small space, particularly using propane as fuel, has been involved in fire or explosion. The cause was lack of adequate air for combustion and failure of the pilot light safety valve system. An accumulation of gas exploded when re-ignition was attempted.

To preclude recurrence, all water heaters and self-contained furnaces installed in closets or small sealed spaces, such as converted mobile homes, should be checked to determine if the source of combustion air is unimpeded. If combustion air is not provided by a duct concentric with the flue, the compartment or room containing the equipment must be provided with an unobstructed vent of 1 square inch cross sectional area per thousand BTU's of burner rating. The nameplate should contain the BTU rating. The manufacturer's literature can be consulted to determine if combustion air is supplied by a concentric flue/duct.

If it becomes necessary to re-ignite a pilot light on a burner using propane as fuel, take extra precaution to forcibly ventilate the area because propane, being heavier than air, accumulates in low lying areas and creates an extreme hazard.—*Real Estate & Bldgs. Dept., 12-18-75.*

Stamps and Postal Stationery To Be Removed From Sale

The following stamps and postal stationery will be removed from sale at the Philatelic Sales Division at the close of business January 31, 1975:

- 10¢ Kentucky Settlement (1974)
- 10¢ Chautauqua (1974)
- 10¢ Energy Conservation (1974)
- 10¢ Sleepy Hollow (1974)
- 10¢ Retarded Children (1974)
- 6¢ American Flag (1970)
- 8¢ American Flag (1971)
- 13¢ Airmail (1973)
- 18¢ Statue of Liberty Airmail (1974)
- 8¢ Eisenhower Coil (1971)
- 8¢ American Flag Coil (1971)
- 13¢ Airmail Envelope (1973)
- 8¢ Samuel Adams Postal Card (1973)
- 16¢ Adams Message Reply Postal Card (1973)
- 11¢ Airmail Postal Card (1974)
- 18¢ International Postal Card (1974)
- 8¢ Eisenhower Booklet (1971)
- 13¢ Airmail Booklet (1973)
- 10¢ Jefferson & 13¢ Airmail Booklet (1974)

Any stock of the above items remaining on hand after January 31, 1976, shall immediately be withdrawn from all philatelic outlets and placed on general sale until February 28, 1976.

The Inspection Service and Postal System Examiners will give attention in this area during audit reviews.—*Customer Services Dept., 12-18-75.*

Continued from p. 7

The fractions of an hour in which eight minutes (13 hundredths) or more are worked will be rounded to 15 minutes on a weekly basis. Seven minutes (12 hundredths) or less will be dropped.

To illustrate:

Partial Hour:

Minutes (and Hundredths) Accumulated for the Week	Time Paid
1-7 (1-12 hundredths)	None.
8-22 (13-37 hundredths)	¼ Hour.
23-37 (38-62 hundredths)	½ Hour.
38-52 (63-87 hundredths)	¾ Hour.
53-59 (88-99 hundredths)	1 Hour.

Example: An employee worked 42 hours and 23 minutes for the first week of the pay period and 41 hours and 6 minutes for the second week of the pay period. The employee is paid 42 hours and 30 minutes for the first week and 41 hours for the second week for a total of 83 hours and 30 minutes for the pay period.

III. RETROACTIVE OVERTIME PAY ADJUSTMENTS

Overtime pay for all employees covered by the FLSA will be recomputed from May 1, 1974, the date the FLSA

became applicable to the Postal Service, and additional amounts due, if any, will be paid to the employee.

IV. IMPLEMENTATION OF PROSPECTIVE MODIFICATIONS AND RETROACTIVE ADJUSTMENTS

The Postal Service recognizes that the Fair Labor Standards Act became applicable to postal employees on May 1, 1974. However, a number of highly technical questions had to be answered before changes in the pay system could be implemented. The Postal Service has endeavored to resolve those questions with the advice and cooperation of the Wage and Hour Division of the Department of Labor and in collective bargaining discussions with the unions. The process necessarily has been a time-consuming one. However, prospective payroll system modifications and retroactive adjustments from May 1, 1974, to the date of implementation of the prospective system will be made as soon as feasible. Present plans call for retroactive adjustments to be made automatically in most cases. Instructions setting forth the Postal Service's program for retroactive payments will be issued at the earliest practicable date.—*Employee & Labor Relations Group, 12-18-75.*

Congressional Mailings

During recent weeks we have received several complaints from Members of Congress relative to the improper handling of mailings made by them in accordance with the provisions of section 122.44 of the **POSTAL SERVICE MANUAL**.

All sectional center managers, postmasters, and distribution and delivery supervisors are instructed to review the procedures set forth in section 122.44 and to assure themselves that all employees are following these procedures. Of particular importance is the requirement that mailings made under the Congressional frank, using the simplified address, be delivered within the district of the Member of Congress making the mailing to: (1) each boxholder on a rural or star route or each family on a rural or star route; (2) each post office boxholder; and (3) each stop or possible delivery on city carrier routes.

In those instances where the mailing is not of sufficient quantity to provide distribution coverage for all customers of the post office living within the district of the Member of Congress making the mailing, delivery shall be made to the extent permitted by the quantity received and the Member of Congress notified directly of the additional number if full coverage is desired. A copy of this notice shall be forwarded directly to the Assistant Postmaster General, Government Relations Department, Office of the Postmaster General, Washington, DC 20260 by the delivery post office.

In the event the mailing exceeds the delivery requirements of a particular post office, the excess shall be handled as unclaimed mail under the provisions of 159.41i. The postmaster of the delivery office shall also provide the postmaster of origin with a tabulation of the actual number required for that office as provided for in section 122.42 of the **POSTAL SERVICE MANUAL**. The postmaster of origin will, under penalty cover, transmit this tabulation together with the unclaimed mail to the Member of Congress making the mailing. A copy of the transmittal letter containing the information as to the number required shall be forwarded directly to the Assistant Postmaster General, Government Relations Department, at the address indicated above.

Under no circumstances whatsoever shall any mailings using the simplified address made by Members of

New Chart of Accounts

The new Chart of Accounts will not be implemented on January 3, 1976, as previously planned. It is anticipated that it will not be implemented during Fiscal Year 1976.—*Finance Dept., 12-18-75.*

Gasoline Price Adjustment—Vehicle Hire Contracts

A new standard format has been developed for modification of vehicle hire contracts to provide for automatic adjustment to contract price due to changes in gasoline costs, as reflected in the consumer price index for gasoline published by the Department of Labor. This new standard format supersedes all standard formats for gasoline escalation previously furnished, and is the only format authorized for use, effective immediately. Copies of the new format are available from Regional Managers, Contracts and Procurement Branch.

When requested by the contractor, the new format may be incorporated into existing vehicle hire contracts entered into on Forms 7374 (July 1971), 7374-B (Apr. 1972), or 7361 (Nov. 1972), provided such contracts have at least six months of performance period remaining, including projected renewals. Contracts entered into on Form 7374 (Apr. 1975) do not require modification, as a payment adjustment based upon the consumer price index for gasoline published by the Department of Labor is already provided for in Clause 16 on the reverse side thereof.—Procurement & Supply Dept., 12-18-75.

Congress be returned on a single piece basis nor shall any of the endorsements provided for in sections 159.112 and 159.113 be placed on this mail.

All sectional center managers, postmasters, supervisors, and employees are reminded that unless specifically identified as *bulk mail*, any mailings made under the Congressional frank using the simplified address are first-class mail and should be distributed and delivered accordingly.—*Operations Group, 12-18-75.*

Mail for Swaziland Missent to Switzerland

A considerable amount of mail intended for Swaziland is being missent to Switzerland.

International mail which is inadvertently forwarded to another postal administration results in additional cost to the U.S. Postal Service, plus delay of the mail.

Special caution should be exercised by personnel handling mail for Swaziland and Switzerland to preclude mis-sending of mail to these two countries.—*Logistics Dept., 12-18-75.*

Mandatory Safety Training

There have been two recent, serious accidents involving casual employees that have resulted in amputations. Accident investigations revealed that neither of these employees had received safety training. **POSTAL SERVICE MANUAL** 461.23 requires that all new or reassigned employees be given prescribed safety and craft training and that Personnel Handbooks P-13 and P-23, and Methods Handbook M-52 are to serve as the basic guide to educate and train employees.—*Employee Relations Dept., 12-18-75.*

Reader's Digest ZIP Code

Each year, during January and February, Reader's Digest generates over 23 million pieces of mail through their annual Holiday Sweepstakes mailing.

In order to reduce the massing of this mail on the office of destination, SCF Westchester NY 105, a special ZIP Code 00401 has been authorized. This action is necessary in order to facilitate the separation of this Sweepstakes mail from the total incoming SCF volume.

The assignment of ZIP Code 00401 for this special mailing will enable all originating offices, nationwide, to finalize this mail at the primary handling on the outgoing distribution operation.

Instructions for identifying and handling this mail will be shortly forthcoming. The Distribution Systems Branch, Logistics Division, Northeast Region, will monitor this program.—*Logistics Dept., 12-18-75.*

New International Postal Rates

Make the following changes to POSTAL BULLETIN 21063, 11-20-75:

A. Regular Surface Rates to Canada and Mexico—Printed Matter

The rate for each additional 32 ounces is to be changed to 72 cents.

B. Exceptional Surface Rates to Canada and Mexico

1. Canada

a. *Books and Sheet Music.* The rate for each additional 32 ounces is to be changed to 36 cents.

b. *Publishers' Second Class.* The rate for each additional 32 ounces is to be changed to 36 cents.

c. *Publishers' Controlled Circulation.* The rate for each additional 32 ounces is to be changed to 43 cents.

2. Mexico

a. *Books and Sheet Music.* The rate for each additional 32 ounces is to be changed to 30 cents.

b. *Publishers' Second Class.* The rate for each additional 32 ounces is to be changed to 30 cents.

c. *Publishers' Controlled Circulation.* The rate for each additional 32 ounces is to be changed to 43 cents.

C. Regular Surface Rates to Countries Other Than Canada and Mexico—Printed Matter

The rate for each additional 32 ounces is to be changed to 72 cents.

D. Exceptional Surface Rates to Countries Other Than Canada and Mexico

1. PUAS Countries

a. *Books and Sheet Music.* The rate for each additional 32 ounces is to be changed to 30 cents.

b. *Publishers' Second Class.* The rate for each additional 32 ounces is to be changed to 30 cents.

c. *Publishers' Controlled Circulation.* The rate for each additional 32 ounces is to be changed to 43 cents.

2. Other Countries

a. *Books and Sheet Music.* The rate for each additional 32 ounces is to be changed to 36 cents.

b. *Publishers' Second Class.* The rate for each additional 32 ounces is to be changed to 36 cents.

c. *Publishers' Controlled Circulation.* The rate for each additional 32 ounces is to be changed to 43 cents.—*Rates & Classification Dept., 12-18-75.*

Work Clothes

Pursuant to a meeting of the Joint Labor-Management Uniform Control Committee, full time employees in the regular work force who are employed full time in the following duty assignments will be added to the list of employees entitled to work clothes or aprons effective immediately.

A. Mail handlers and maintenance employees working full time in the following duty assignments located in mail bag depositories, supply centers, and mail equipment shops have been added to the list of employees entitled to work clothes as shown in section 422.313a of the POSTAL SERVICE MANUAL:

Machine Operator—IP 70-160 and IP 71-60

Leather Worker—IP 70-125

Machine Operator—SP 7-5

Materials Handling Equipment Operator

Electronic Technician

Label Printing Mechanic

Group Leader, Equipment Repair

Mail Equipment Handler

Operator, Sewing Machine—SP 7-26

Receiving and Shipping Clerk

Group Leader, Warehouseman

Packer-in-Charge

Warehouseman

Packer, Warehouseman

Packer, Shipper

B. The following maintenance positions have been added to the list of full time duty assignments qualified for an apron as shown in section 422.314 of the POSTAL SERVICE MANUAL. Postmasters should purchase aprons through the GSA FEDSTRIP catalog:

Machine Operator—IP 70-285

Lock Box Equipment Repairman—IP 70-124

Head Lock Maker—SP 7-3

Lock Maker

Storekeeper

Sewing Machine Operator

Supply Clerk

Receiving and Shipping Clerk

Accountable Paper Supply Clerk

Shipping Clerk

Computer Print Line Production Operator

C. The following maintenance positions have been deleted from the list of duty assignments shown in section 422.314 of the POSTAL SERVICE MANUAL as being entitled to aprons:

Machine Operator—SP 7-5 and IP 70-160

Registered Mail Dispatches From San Francisco-Oakland Area

The Western Region is conducting an experiment on the automated billing of registered mail. Commencing January 5, 1976, dispatch bills originating from the registry sections of the San Francisco and Oakland, CA Post Offices will be machine-printed. The bills will be identified *SORTS Form 3854-X, November 1975*. All necessary information will be included on the Form 3854-X. The lower portion of the bill may be detached and used for reporting irregularities just as the coupon portion is used on the present Form 3854, *Manifold Registry Dispatch Book 30-Entry*.

During the first week of the experiment a conventional dispatch bill, Form 3830-A, *Registry Dispatch Record*, or Form 3854, will accompany the experimental bill, *SORTS Form 3854-X*. During this period the coupon from each form should be returned to the dispatching office under separate cover, except when the experimental form is used as a contents bill under a rotary lock.

Machine-printed dispatch bills should be handled exactly as conventional dispatch bills (Form 3854).—*Rates & Classification Dept., 12-18-75.*

Open Houses

When new or substantially remodeled buildings are occupied by the Postal Service, open houses should be held for the general public, employees, their families, and friends. Ceremonies will be informal and will not include speeches. National, state, and local elected officials will be invited. As far in advance of an opening as possible, postmasters should contact their sectional center managers for detailed instructions, which will be furnished.—*Office of the Postmaster General, 12-18-75.*

Materials Handling Equipment Operator

Sections 422.313a and 422.314, POSTAL SERVICE MANUAL, will be amended to reflect the above changes.—*Labor Relations Dept., 12-18-75.*

Travel by Maintenance Employees for Training

A policy has been established to compensate maintenance craft employees, under certain circumstances, for travel time to PST&DI (Technical Center) and other Postal Service training centers. This policy is effective retroactively to Pay Period 16. Detailed instructions and accompanying payroll procedures to implement this policy will be issued in the near future. In the interim, local managers should retrieve and retain travel records of all maintenance craft employees to PST&DI or other Postal training centers from Pay Period 16 on.—*Labor Relations Dept., 12-18-75.*

Special Cancellations

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

<i>Cancellations</i>	<i>Period of Use</i>
Alien Registration	Dec. 26 to Jan. 31, 1976
Cerebral Palsy	Jan. 1 to Jan. 31, 1976
March of Dimes	Jan. 1 to Jan. 31, 1976
Nat'l. Children's Dental Health	Jan. 1 to Feb. 7, 1976
Science Fair	Jan. 1 to Jan. 31, 1976

—*Rates & Classification Dept., 12-18-75.*

Uniform Program

Security Force Police Officers

For those Security Force Police Officers, both male and female, who are required to work outdoors, black rubbers or galoshes (galoshes, overboots, or insulated boots) are added

to the items of raingear which these employees are eligible to purchase under the uniform allowance program. Section 422.41i, POSTAL SERVICE MANUAL, will be amended.—*Labor Relations Dept., 12-18-75.*

MONEY ORDERS: DO NOT INCLUDE CORRESPONDENCE, NOTES, ADDING MACHINE TAPES, CUSTOMER RECEIPTS, CARBONS, OR ANY OTHER EXTRANEANEOUS DATA, INTERMIXED WITH VOUCHERS OR SPOILED MONEY ORDERS SUBMITTED TO THE MONEY ORDER DIVISION, ST. LOUIS POSTAL DATA CENTER.

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	183,769,412 to 183,769,500
104,911,301 to 104,911,500	158,014,440 to 158,014,500	185,028,741 to 185,028,800
106,023,259 to 106,023,300	158,109,070 to 158,109,100	186,446,001 to 186,446,500
106,550,419 to 106,550,500	158,767,040 to 158,767,300	186,820,405 to 186,820,900
120,742,680 to 120,742,800	159,474,549 to 159,474,900	186,836,001 to 186,836,100
128,201,700 to 128,202,100	159,564,346 to 159,564,400	188,460,651 to 188,460,700
129,360,793 to 129,360,800	160,193,201 to 160,193,300	188,669,520 to 188,670,000
131,316,241 to 131,316,500	160,507,331 to 160,507,400	189,117,971 to 189,118,000
131,462,524 to 131,462,540	160,606,501 to 160,606,900	189,205,701 to 189,205,800
132,338,160 to 132,338,300	160,919,925 to 160,920,000	189,217,169 to 189,217,400
134,519,591 to 134,519,600	160,921,817 to 160,921,900	189,278,454 to 189,278,464
134,928,645 to 134,928,700	161,799,901 to 161,800,000	189,357,868 to 189,357,878
135,878,662 to 135,878,700	161,981,006 to 161,981,900	190,053,526 to 190,054,000
137,328,801 to 137,329,300	162,015,701 to 162,015,800	192,066,771 to 192,066,774
139,732,942 to 139,733,000	162,314,201 to 162,314,700	192,099,601 to 192,099,800
141,568,001 to 141,568,800	162,600,001 to 162,600,200	196,116,101 to 196,116,600
141,631,601 to 141,631,700	163,420,501 to 163,420,800	198,036,801 to 198,036,900
141,655,112 to 141,655,500	163,573,201 to 163,573,900	198,520,743 to 198,520,800
141,980,101 to 141,980,300	165,349,901 to 165,350,200	199,662,562 to 199,662,600
143,979,583 to 143,979,650	165,618,226 to 165,618,300	199,843,031 to 199,843,050
143,991,521 to 143,991,580	166,278,201 to 166,278,500	200,400,512 to 200,400,600
145,573,801 to 145,574,800	166,951,587 to 166,951,700	200,467,313 to 200,467,500
145,690,901 to 145,691,000	170,477,105 to 170,477,200	201,328,601 to 201,329,300
145,787,864 to 145,787,900	171,471,801 to 171,472,100	201,829,536 to 201,829,546
145,856,825 to 145,856,884	171,815,673 to 171,816,000	201,963,699 to 201,963,800
146,232,640 to 146,232,700	173,562,701 to 173,563,700	201,980,250 to 201,980,299
147,043,701 to 147,043,900	173,890,301 to 173,890,500	202,545,957 to 202,546,000
149,007,901 to 149,008,000	174,317,402 to 174,317,500	202,703,404 to 202,703,500
149,744,083 to 149,744,100	175,434,677 to 175,434,900	203,249,018 to 203,249,061
149,877,756 to 149,878,100	176,226,349 to 176,226,700	203,484,604 to 203,485,100
150,616,137 to 150,616,200	176,413,353 to 176,413,400	207,734,201 to 207,737,000
150,679,320 to 150,679,500	176,780,901 to 176,781,200	207,886,401 to 207,886,600
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	210,301,801 to 210,302,000
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	183,457,601 to 183,458,300	219,494,026 to 219,494,130

Vehicle Hire Christmas Payments

It will be necessary to annotate all Christmas Emergency Service Forms 1804-B, *Postmaster's Certification of Vehicle Hire Service*, with the word **Christmas** in red. Send all Christmas gas and oil invoices, *pink, blue, and white* copies to the St. Louis Postal Data Center immediately upon completion of service.

The vehicle hire unit will wait for receipt of GSA billings *before* mailing out Forms 1804-B. This procedure will prevent duplicate payments.—*Finance Dept., 12-18-75.*

**NOTIFY YOUR SUPERVISOR IF
YOUR EQUIPMENT DOES NOT
PROVIDE PROPER SECURITY FOR
FUNDS AND STAMP STOCK.**

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 21064 article.

1616545152	to	1616545999	1807996946	to	1807996999	1896113800	to	1896113899
1625466141	to	1625466199	1808108449	to	1808108497	1901049379	to	1901049499
1628292249	to	1628292299	1808257640	to	1808257653	1901372592	to	1901372699
1636675839	to	1636675899	1809829773	to	1809829999	1903632600	to	1903632699
1636676082	to	1636676999	1813318858	to	1813318899	1907244212	to	1907244299
1647728874	to	1647728999	1813957442	to	1813957999	1911918635	to	1911918799
1657057000	to	1657057999	1818265752	to	1818265799	1911939000	to	1911939299
1659321800	to	1659321999	1818290300	to	1818290699	1913077598	to	1913077999
1676765079	to	1676765299	1818314461	to	1818314499	1914787700	to	1914787999
1679044095	to	1679044299	1818346000	to	1818346299	1916448498	to	1916448599
1688304300	to	1688304999	1819144840	to	1819144999	1916932939	to	1916932999
1689773900	to	1689774199	1819197396	to	1819197499	1917899900	to	1917900299
1691674300	to	1691674999	1822780721	to	1822780799	1920282400	to	1920282497
1698585200	to	1698585599	1824739233	to	1824739257	1920365000	to	1920365199
1706357000	to	1706357099	1825539600	to	1825539699	1926528400	to	1926528499
1718763700	to	1718764099	1825975818	to	1825975999	1926628500	to	1926628699
1720526959	to	1720526999	1827806700	to	1827806799	1932627793	to	1932627799
1730690720	to	1730690999	1827838800	to	1827838999	1932719600	to	1932719699
1733805887	to	1733805999	1829494387	to	1829494399	1937698700	to	1937698728
1737817900	to	1737818399	1830327000	to	1830327199	1937773334	to	1937773399
1739545236	to	1739545299	1830774967	to	1830774999	1938175400	to	1938175499
1739605125	to	1739605699	1836169142	to	1836169199	1938921759	to	1938921999
1739661165	to	1739661299	1838226129	to	1838226799	1940535900	to	1940535999
1742213200	to	1742214999	1842507200	to	1842507299	1942580000	to	1942580299
1744356292	to	1744356999	1843812500	to	1843812599	1943408185	to	1943408199
1744905503	to	1744905999	1843883400	to	1843883499	1944408645	to	1944408699
1748460149	to	1748460299	1843893024	to	1843893099	1945120446	to	1945120499
1751781300	to	1751781399	1845418841	to	1845418999	1945197600	to	1945198099
1754429200	to	1754429299	1848808124	to	1848808199	1946688200	to	1946688299
1755641153	to	1755641299	1849150336	to	1849150399	1951045661	to	1951045999
1755670748	to	1755670899	1849316300	to	1849316399	1952637000	to	1952638999
1756102623	to	1756102699	1849999626	to	1849999800	1953225400	to	1953225699
1756102798	to	1756103399	1851665361	to	1851665399	1956726600	to	1956726799
1766089832	to	1766089999	1851762800	to	1851762899	1959615000	to	1959615399
1767029971	to	1767029999	1852668054	to	1852668199	1960158738	to	1960158799
1770820657	to	1770820699	1854063472	to	1854063499	1960654800	to	1960654849
1773192976	to	1773192999	1854778755	to	1854778778	1960814012	to	1960814499
1775717226	to	1775717299	1855182904	to	1855182999	1968229058	to	1968229099
1775877925	to	1775877949	1856967900	to	1856967999	1974545484	to	1974545499
1780920242	to	1780920299	1860214162	to	1860214199	1974626100	to	1974626599
1781575500	to	1781575699	1860628031	to	1860628059	1979695008	to	1979695099
1784370351	to	1784370399	1863733724	to	1863733999	1979755713	to	1979755724
1786239725	to	1786239749	1864630328	to	1864630499	1987731000	to	1987731199
1786303239	to	1786303299	1866532500	to	1866532599	1981716500	to	1981716699
1788311095	to	1788311199	1868034851	to	1868034899	1988187449	to	1988187499
1788375300	to	1788375399	1868603500	to	1868604199	1995671357	to	1995671999
1789072832	to	1789072999	1870326017	to	1870326099	1999256854	to	1999256999
1792670881	to	1792670899	1873655276	to	1873655399	2002639419	to	2002639450
1794039620	to	1794039699	1875497143	to	1875497199	2020057900	to	2020058199
1795689971	to	1795689999	1875828852	to	1875829299	2021090400	to	2021090499
1795816029	to	1795816099	1880328380	to	1880328399	2025217286	to	2025217699
1796046813	to	1796047099	1890470937	to	1890470899	2026636200	to	2026636599
1797037653	to	1797037699	1890779510	to	1890779599	2033489900	to	2033489999
1799339500	to	1799339699	1892707100	to	1892707299	2041088000	to	2041089999
1800923292	to	1800923399	1893327400	to	1893327499	2041609600	to	2041609699
1802597227	to	1802597299	1893660200	to	1893660299	2044836000	to	2044837999
1804724945	to	1804724999	1895135524	to	1895135599	8005023000	to	8005023999
1806421300	to	1806421499	1895568000	to	1895568499	8006580878	to	8006580899
1806486400	to	1806486499	1896017500	to	1896017699	8007230601	to	8007230617

UNITED STATES POSTAL SERVICE
WASHINGTON, DC 20260
OFFICIAL BUSINESS

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



FIRST CLASS