



postal bulletin

Directives Control Division, Washington, DC 20260

PB 21067—January 15, 1976—16 Pages

13-Cent American Homemaker Commemorative Embossed Stamped Envelope

Description. The 13-cent Homemaker commemorative embossed stamped envelope produced on brown laid-finish stock will be first placed on sale at Biloxi, MS 39530 on February 2, 1976. This is the second in a series of Bicentennial Era envelopes which honors the American Homemaker with a motif from a quilt forming the indicia. The series incorporates a new format for envelopes, carrying a silhouette in the lower left hand corner which complements the subject of the indicia. Depicting the occupations of the common man which formed the basis of American economy, future subjects will include farming, craftsmanship and medicine.

Do Not Sell Before Feb. 3, 1976.



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

Collectors. Request first-day cancellations from: Homemaker, Postmaster, Biloxi, MS 39530, plainly indicating full name and address, including ZIP Code, with remittance to cover the cost, which is 15 cents per envelope. Both sizes of regular envelopes will be serviced, but unless the No. 10 is stipulated in the request, the cancellation will be on a size No. 6¾. Requests must be postmarked no later than February 17, 1976.

For the benefit of collectors, the 13-cent Homemaker commemorative embossed stamped envelopes will be available at the Philatelic Sales Division, Washington, DC 20265 beginning February 3, 1976. The envelope will be available in sets of 2, one each size 6¾ and No. 10 regular at 30 cents per set or minimum box lots of 500 plus postage and handling

charges. The minimum handling charge is 50 cents. The box lot prices for 500 plain Homemaker embossed stamped envelopes are as follows:

6¾ regular—\$68.55
10 regular—\$69.20

Requisitioning. All post offices may submit requisitions for the 13-cent Homemaker commemorative embossed stamped envelope to the U.S. Stamped Envelope Agency, Williamsburg, PA 16693. *Orders will be filled as fast as manufacturing and distribution facilities permit.*

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

Size No.	Item No.	Quantities available
6¾	671	Order in lots of 500 to 5,000 and thereafter in multiples of 5,000.
10	171	Order in lots of 500 to 2,500 and thereafter in multiples of 2,500.

Printed Envelopes. Postmasters may until April 1, 1976, accept customers' requests for the size 6¾ and 10 regular Homemaker embossed stamped envelopes with printed return addresses. Orders must be for minimum lots of 500 envelopes using the special item numbers assigned above and shall be sold at the prices currently charged for Size 6¾ and Size 10 regular printed embossed stamped envelopes. Allow the usual 6 weeks for delivery. However, requests for printed embossed stamped envelopes will not be dispatched from the U.S. Stamped Envelope Agency, Williamsburg, PA prior to February 3, 1976.

Postmasters are urged to requisition a supply of the new Homemaker design embossed stamped envelopes as these envelopes may be of interest to collectors. Postmasters should also be certain that all window clerks are aware that the new Homemaker Bicentennial Era envelopes are available for sale in both sizes 6¾ and 10 regular (without windows) and with printed return addresses.—*Customer Services Dept., 1-15-76.*

Numeric Codes on Foreign Mail

Most foreign countries have instituted the use of numeric address codes, which are similar or identical to our ZIP Code.

The increasing appearance of these foreign numeric codes is causing numerous distribution errors on the LSM-ZMT machines. The amount of missent foreign mail has also increased in direct proportion to the keying errors.

All ZMT operators should be aware of the existence of these foreign numeric address codes. A diligent effort must be made, when either keying or sweeping mail, to recognize all foreign mail.

Quality Control personnel should identify and track the occurrence of missent foreign mail at each installation.—*Logistics Dept., 1-15-76.*

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13-Cent 50 State Flags Commemorative Stamps

Description. The 13-cent 50 State Flags commemorative stamps will be released February 23, 1976, nationwide. The sheet of 50 13-cent stamps depicts the flags of individual states arranged in order of the admission of the states to the Union.

(See page 3 for illustration.)

Size: 1.44 x 0.84 inches.

Issued in sheets of 50.

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

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

Initial printing: 250 million.

Designer: Walt Reed.

Collectors. Two types of cancellations will be available in conjunction with this issue. The first day of issue cancellation will be available in Washington, DC only. Special cancellations will be available in each state capital and postmasters have been encouraged to participate in dedication ceremonies in these cities.

Postal clerks and philatelic sales division clerks will not honor customer requests for purchase of specific State Flag stamps (single specific stamps nor quantities of specific stamps). Customers not desiring stamps removed from sheets at random will be required to purchase full sheets. Normal window policies governing the sale of plate blocks will be followed.

Customers desiring either first day of issue or state capital cancellations will be required to affix stamps to their covers. Postal Service personnel will apply cancellations only.

The cancellation to be applied in state capitals will bear the words *50 States—One Nation/USA Bicentennial* in the killer bars. Collectors should note these will be machine cancellations and that only covers sent to *50 Flags Cancellation, c/o Postmaster, capital city, state, and specific ZIP code*, will receive the cancellations.

First day of issue cancellation orders must be postmarked by March 9. These should be addressed to *50 Flags, Postmaster, Washington, DC 20013*. Customers should not mail covers until they have purchased stamps and have affixed them in any desired combination. The address should be written low and to the left and a filler of postal card thickness will help to assure clear cancellations

and to prevent damage to envelopes. No remittance should be sent.

State capital cancellation orders must be postmarked by March 9. These cancellations will be applied to covers of all types and stamps other than the State Flags issue will be canceled if desired. As with first day of issue cancellation orders, no remittance should be sent. Customers should, however, include self-addressed envelopes, postal cards, post cards, etc., to which sufficient postage has been affixed for return to the sender. Unstamped covers will not be serviced.

The Philatelic Sales Division of the Postal Service will provide full sheet first day of issue cancellations. The sheets will be affixed to large white envelopes. Each sheet will bear 14 *bull's eye* cancellations and one first day of issue cancellation with killer bars. The cost of the sheet will be \$6.50, the face value of the stamps. The usual 50-cent handling charge has been waived for this issue.

Orders for the sheet must be postmarked by February 23 and should be addressed to *50 Flag Sheet, Philatelic Sales Division, Washington, DC 20265*. Remittance must be by check or money order, and neither cash or postage stamps will be accepted as payment. Customers are requested to include return address labels with their orders to expedite return of the sheet under cover. Selected mint stamps will be available at the Philatelic Sales Division, Washington, DC 20265.

Supply. All classes of post offices will receive an initial supply of the 50 State Flags stamps (Item 426) under the automatic distribution system. The quantity furnished will equal approximately twice the normal automatic distribution.

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

Post offices with 950 or more revenue units requiring additional stamps in less than bulk quantities and all other post offices: requisition on Form 17 from designated sectional center on next scheduled requisitioning date.

Panels. A limited number of 8½ by 11¼-inch commemorative series stamp panels will be released with

International Mail— Customs Documentation

International exchange offices are reporting an increase in the amount of international mail received either without customs declarations or with the wrong forms attached. The following information is a summary of requirements:

I. Postal Union Mail

A green customs label C1, Form 2976, *Authority for Customs to Open International Mail*, must be completed and placed by the sender on the address side of: each letter or letter package containing dutiable merchandise; each package of dutiable prints; and each small packet.

If the sender prefers that the description of the contents not appear on the outside, or if the value of the contents exceeds \$120, then only the upper portion of the label is placed on the package. In this instance, a customs declaration C2, Form 2976-A, *Customs Declaration*, is completed and enclosed inside the package.

II. Parcel Post

All international parcel post must bear Form 2966-A, *Parcel Post Customs Declaration* (adhesive). In addition, some countries require that packages bear either Form 2966, *Customs Declaration* (tie-on tag), or Form 2972, *Dispatch Note*, or both. Specific requirements are contained in the Country Appendix of Publication 42, *International Mail*.

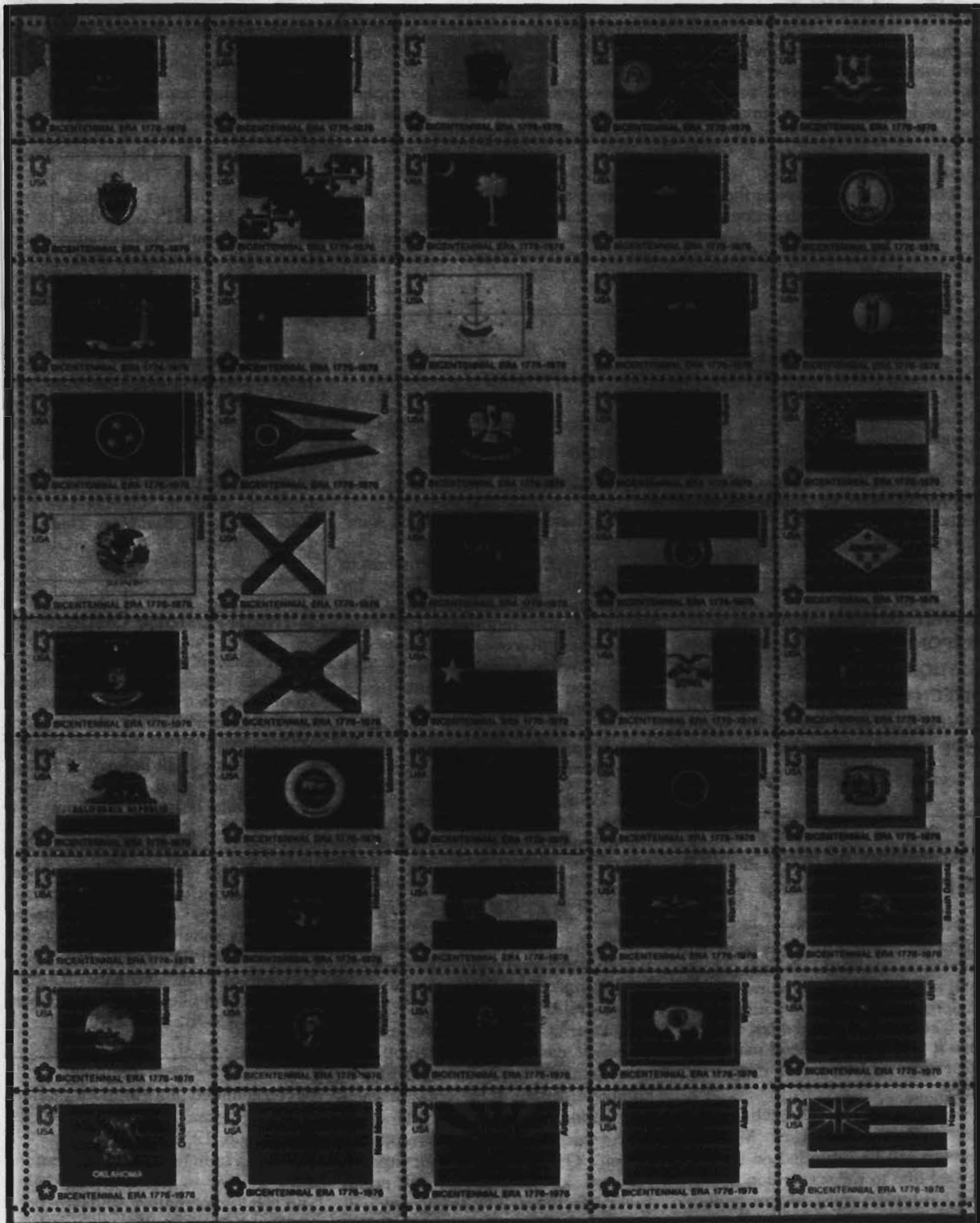
Under no circumstances are parcel post forms to be used on postal union mail or are forms for postal union mail to be used on parcel post. Failure to use proper forms causes delay in dispatch and delivery of mail.—*Rates & Classification Dept., 1-15-76.*

the stamps and will contain a randomly selected block of four flag stamps. The panels (Item 982) are printed on heavy art paper suitable for mounting and sell for \$2 each.

Section 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., 1-15-76.*

DO NOT SELL BEFORE 11:00 A.M. LOCAL TIME FEBRUARY 23, 1976



*All CAG A-J Offices***ODIS and RPW Forms**

During the month of January you will automatically receive a supply of Forms 1440, 1441, 1442, and 1443 for use in furnishing information for the creation and maintenance of a totally new sampling frame for the ODIS and RPW Systems. All CAG A-J offices should complete the forms in accordance with instructions being furnished by the regional management information branches. These will immediately replace ODIS Forms 1316, 1317, 1313, 1331, 422, 422-A, 420, and 420-A, and RPW Forms 1118 and 1189. RPW offices will continue using Forms 1184, 1185, 1166, and 1167 through PQ III, FY 1976, in addition to completing the above mentioned new forms. If you do not receive forms by February 13, 1976, or you need additional forms, submit Form 4750, *Special Requisition for Supplies*, to your area supply center.—*Management Information Systems Dept., 1-15-76.*

MONEY ORDERS: SEND ALL CORRESPONDENCE, NOTES, AND SUGGESTIONS DIRECTLY TO THE DIRECTOR, MOD. USE REGULAR ENVELOPES (NOT MO-1 OR MO-2 TYPE ENVELOPES) FOR SUCH INFORMATIONAL DATA

Suspension of Mail Service to Portuguese Timor

The exchange of all classes of mail with Portuguese Timor has been temporarily suspended. Do not accept mail addressed to Portuguese Timor. Endorse mail already deposited *Service Temporarily Suspended* and return it to the sender. Send mail without return address to the dead letter office.

In accordance with section 147.231c., *POSTAL SERVICE MANUAL*, postage will be refunded on mail returned due to the suspension of service. Customers must file an application for a postage refund in accordance with section 147.22, *PSM.*—*Rates & Classification Dept., 1-15-76.*

Address Correction Service

Inquiries have been received regarding proper application of section 159.243a of the *POSTAL SERVICE MANUAL*. The inquiries have apparently originated because the applicable postage rate would be higher than the address correction fee.

The instructions in 159.243a are sufficiently clear; if a piece weighing 2 ounces or less is returned in response to the mailer's request for address correction, only the 10-cent fee is to be collected.—*Rates & Classification Dept., 1-15-76.*

*Postmasters Having Postal Vehicle Fueling Operations***Questionnaire on Postal Vehicle Bulk Fueling Operations**

The purpose of the enclosed questionnaire (see page 5) is to:

1. Provide necessary information to determine postal responsibility for complying with Environmental Protection Agency requirement for Gasoline Vapor Recovery Systems.
2. Provide updated information needed on postal vehicle bulk fueling operations.

Instructions for Completing Questionnaire

1. Postmasters will furnish all information requested on questionnaire. Submit questionnaire in triplicate to respective district office by COB, January 30, 1976. The questionnaire format may be reproduced locally as needed. Applicable postmasters will insure that a separate questionnaire is completed and submitted on each fueling operation within his area of responsibility.

2. District director, customer services, will consolidate the completed questionnaire to insure reporting is complete, retain a file copy of each and submit one copy to the manager, vehicle services, at the respective region. Questionnaires will update regional information on all postal fueling facilities. The third copy will be mailed direct to Director, Office of Post Office Services, Room 4800, 475 L'Enfant Plaza S.W., Washington, DC 20260. All questionnaires to

*All Post Offices Having Mark-II Facer Cancellers***Revised Handbook MS-14**

Handbook MS-14, *Mark-II Facer Canceler*, has been completely revised by the Maintenance Technical Support Center, Office of Maintenance Management, Real Estate and Buildings Department. The revised MS-14 is a four-volume set designed to support the Mark-II's according to the new USPS four-echelon maintenance philosophy. Mark-II users should read the transmittal letter and Foreword in each of the four MS-14 volumes about the four-echelon maintenance philosophy. If you have Mark-II's in your office and did not receive revised MS-14 (all four volumes), or if additional copies are desired of any one or all of the four volumes, prepare and submit Form 1286, *Request for Postal Publications*, according to the guidelines in *Maintenance Bulletin MMO-12-76.*—*Real Estate & Buildings Dept., 1-15-76.*

Airmail Postage Disposition

On December 30 the domestic first class postage rate was increased from 10 cents to 13 cents for the first ounce. 13-cent airmail stamped envelopes and letters bearing 13-cent airmail stamps will be treated as regular first-class mail. Therefore, these items should be sold as ordinary 13-cent stamps.

Clerks who have been holding airmail postage stamps and envelopes will sell them for use as regular first-class postage. Accountable paper custodians should use stocks of 13-cent airmail postage in filling requisitions for ordinary 13-cent stamps and envelopes.—*Finance Dept., 1-15-76.*

be consolidated in a group for mailing to arrive at final destination by COB, February 6, 1976.

3. Each item listed on the questionnaire relates to postal bulk fueling and is self-explanatory. Indicate non-applicable items on the questionnaire by inserting N/A in space provided for each item.—*Delivery Services Dept., 1-15-76.*

QUESTIONNAIRE ON POSTAL VEHICLE BULK FUELING LOCATIONS

INFORMATION REQUESTED

DATE _____

1. Address location of fueling facility _____
Street No. City State ZIP Code
2. Fueling facility postal owned _____ Leased _____ Other (State) _____

	A	B	C	D	E
3. Furnish information in each Column B, C, D, & E as applicable.	Gasoline	Diesel Fuel	Engine Oil	Waste Oil	
4. a. Number of storage tanks	_____	_____	_____	_____	_____
b. Number of storage tanks interconnected	_____	_____	_____	_____	_____
5. Tanks - Indicate Steel or Fiberglass	_____	_____	_____	_____	_____
6. Tank storage capacity (gals.)	_____	_____	_____	_____	_____
7. a. Tank has direct fill (Fill inlet located directly over tank)	_____	_____	_____	_____	_____
b. Tank has remote fill (Fill inlet not over tank)	_____	_____	_____	_____	_____
8. Size (I.D.) of fill tube? 4", 6", Other	_____	_____	_____	_____	_____
9. Number of pumps	_____	_____	_____	_____	_____
10. Gals. fuel purchased during cal. yr-75	_____	_____	_____	_____	_____
11. Gals. fuel used during cal. yr-75	_____	_____	_____	_____	_____
12. *Gasoline tanks now comply w/Stage I, (EPA's gasoline vapor recovery) Yes or No	_____	_____	N/A	N/A	N/A
13. *Gasoline fueling now complies w/Stage II, Yes or No	_____	_____	N/A	N/A	N/A

*Consult with fuel supplier, if in doubt.

14. _____
Signature (Preparer) Title Phone Number Area Code Number

Commercial Printing Report

A semi-annual report covering all transactions concerning composition, printing, binding, and blank-book work which are procured direct from commercial sources shall be reported on JCP Form No. 2, *Commercial Printing Report*, revised March 1971. Submit the form in duplicate and forward it to the General Manager, Printing Division, Room 2P-924, 475 L'Enfant Plaza West, SW, Washington, DC 20260, not later than January 31, 1976. **Negative reports are not required.** Do not report the following:

1. Work procured through any Government Printing Office source;
2. Tabulating cards or printed envelopes ordered through GSA or USPS contracts;
3. Rebinding of publications of any sort; or
4. Xerox copying and/or duplicating jobs. See par. 5-501(b) of Pub. 41, *Postal Contracting Manual*, for definition of duplicating. (Offices below CAG D see Pub. 41A, *Procurement and Supply Handbook*.)

NOTE: Direct commercial procurement of printing jobs cannot be made without benefit of Government Printing Office waiver. See paragraph 5-500(c) of Pub. 41 or Pub. 41A. If waiver was received verbally from the GPO RPPO, it should be so indicated on the face of the form.

Individual printing items costing \$250 or less per line item may be procured without reference to the GPO regional printing procurement offices provided that:

1. They are not of a continuing repetitive nature;
2. They are not conducive to the establishment of an open-end indefinite quantity type contract; and
3. They cannot be ordered against existing GPO contracts.

These orders must be reported and identified on JCP Form No. 2 through use of an asterisk in the waiver column and an appropriate footnote. A sample of JCP Form No. 2 is shown as exhibit A. A supply of these forms can be obtained from your regional procurement and contracts branch.

COMMERCIAL PRINTING REPORT					
JCP FORM NO. 2 (Rev. 3-71)					
Department headquarters shall submit two copies to the JOINT COMMITTEE ON PRINTING within 30 days after the close of each fiscal quarter. Report all composition, printing, binding, and blank-book work procured from commercial sources through department contracts during such period. Do not include work procured through GPO sources in this report. Do not include tabulating cards or printed envelopes ordered through GSA contracts, or rebinding publications of any description. Use additional sheets if necessary.					
NAME OF DEPARTMENT OR AGENCY	NAME OF SERVICE	CITY AND STATE		FOR PERIOD ENDED	
U.S. Postal Service	Post Office	Anywhere, USA		12/31/75	
DESCRIPTION (List each job separately)	JCP or GPO waiver number and date (if applicable)	Total number of copies	Number of pages per copy	Style of binding (if any)	Total cost including paper
Flyer: Your Federal Income Tax	Req. 5-43	157,000	2		797 56
Flyer: Self Service Postal Center Promotion	Req. 5-38	859,000	2		1,295 00
Postal News & Views	Req. 5-35	1,500	4	Fold	262 66
Two-color Poster	*	1,000	1		210 00
Pre-cancel Stamps	*	2,000	1		250 00
Form 2550 (overprint)	**	50,000	1		500 00
<p>*Job is not of a continuing repetitive nature and not conducive to establishment of an open end contract and cannot be ordered on existing GPO contracts.</p> <p>**Verbal Waiver by Mr. Jones, GPO Region 5.</p>					
TOTAL COST					
SIGNATURE <i>John Doe</i>		TITLE Postmaster		DATE SUBMITTED 1/26/76	

Exhibit A

—Procurement & Supply Dept., 1-15-76.

EEO Posters

Recent program evaluations disclosed that EEO posters were not displayed in all installations. In other instances, EEO posters displayed were not updated to include all relevant legislative purview.

Effective immediately, all units shall display in public lobbies and employee assembly areas revised EEO posters as shown elsewhere in this bulletin. No facility, office or branch is exempt from this requirement.

Regions, districts, sectional centers, and other units having printing capabilities are encouraged to reproduce these posters in larger size for more conspicuous viewing. Reproduction shall conform to this format and shall include all factors covered in these posters.

Additionally, all units should display the HUD Fair Housing Poster in the same manner.—*Employee Relations Dept., 1-15-76.*

**BE SURE THAT
PROPER POSTAGE
IS PAID ON ALL
LETTERS AND
PACKAGES**

Health Benefits Schedule for 1976

Because of uncertainty as to what the relationship of the Federal Employees Health Benefits Program (FEHB) would be to Medicare on January 1, 1976, two sets of premium rates were published in *POSTAL BULLETIN* 21062, 11-6-75 (pages 6-9).

Public Law 94-182, approved December 31, 1975, provides that the Medicare program will remain the primary insurer for those employees who are insured under both the FEHB program and Medicare. Therefore, the Health Benefits Schedule on pages 6-7 in PB 21062 (Medicare Program Primary Rates) is the one to be used during 1976 for active postal employees insured under the FEHB program.—*Employee & Labor Relations Group, 1-15-76.*

EQUAL EMPLOYMENT OPPORTUNITY IS THE LAW DISCRIMINATION IS PROHIBITED

Contact your

E.E.O. Counselor



"NONDISCRIMINATION IN FEDERAL GOVERNMENT EMPLOYMENT"

Executive Order 11478, August 8, 1969, as amended by Executive Order 11590, April 23, 1971, Public Law 92-261, March 24, 1972, and Public Law 93-259, April 9, 1974, mandate that the Government of the United States shall provide equal opportunity in Federal employment for all persons; prohibit discrimination in employment because of race, color, religion, sex, age or national origin; and promote the full realization of equal employment opportunity through a continuing affirmative program in each executive department and agency.

HOW TO PROCESS AN EQUAL EMPLOYMENT OPPORTUNITY PROBLEM

WHO MAY PRESENT A PROBLEM?

Any postal employee, former employee or applicant for postal employment who believes an equal employment opportunity has been denied by discrimination because of race, color, religion, sex, age, or national origin may submit such a problem directly or through an authorized representative.

WHEN MUST THE PROBLEM BE PRESENTED?

The problem must be presented within 30 calendar days from the date the alleged act of discrimination occurs or from the effective date of any personnel action involved.

HOW MUST THE PROBLEM BE PRESENTED?

The problem may be presented orally or in a written statement.

WHERE MUST THE PROBLEM BE PRESENTED?

Contact: E.E.O. COUNSELOR assigned to your Post Office:
or where there is no Counselor in your office

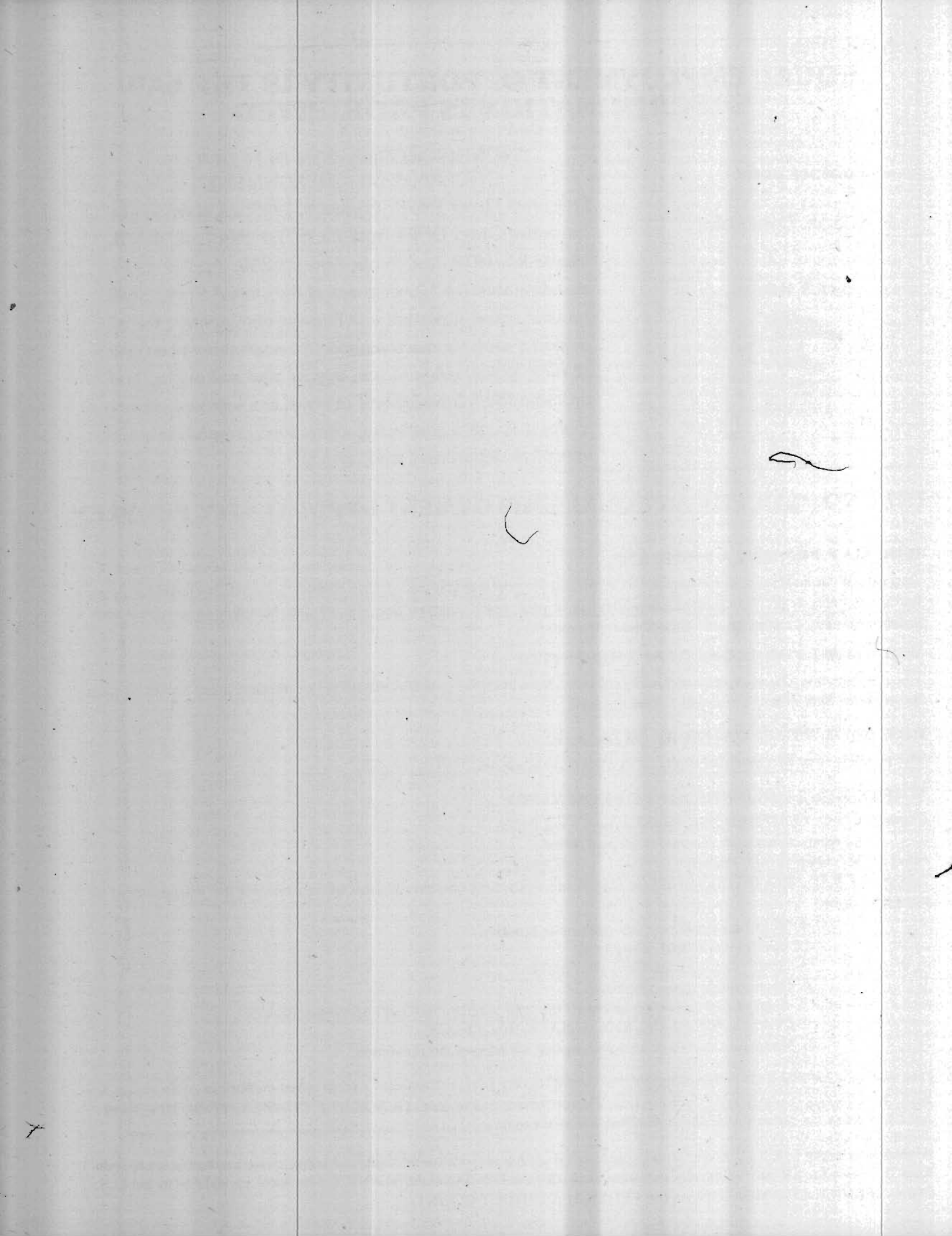
Send to: Manager, E.E.O. Branch - () Region.

Letters to E.E.O. SPECIALISTS or E.E.O. COUNSELORS must contain sufficient information for the establishment of personal contact.

1. Your name, address and telephone number.
2. Your position and salary level.
3. Brief comment describing your problem.
4. Date your problem developed.
5. Type of discrimination involved. (Specify whether AGE (40-65 years), RACE, COLOR, RELIGION, SEX or NATIONAL ORIGIN).
6. Name and title of official responsible for alleged discrimination.

(The E.E.O. COUNSELOR will not reveal the identity of any person counseled except when authorized to do so by the person requesting counseling or until the U.S. Postal Service has accepted a FORMAL COMPLAINT OF DISCRIMINATION from the person after the counseling has occurred.)

If informal solution of E.E.O. discrimination problems does not materialize through counseling, those matters may properly form the basis for a Written Formal Complaint filed with the U.S. POSTAL SERVICE, ultimately appealable to the U.S. CIVIL SERVICE COMMISSION, or the FEDERAL DISTRICT COURT).



OPORTUNIDAD DE IGUALDAD DE EMPLEO ES LA LEY QUE PROHIBE LA DISCRIMINACION

Haga contacto con su
Consejero del E.E.O.



NO DISCRIMINACION EN EMPLEOS FEDERALES

La Orden Ejecutiva 11478 del día 8 de agosto de 1969, modificada por la Orden Ejecutiva 11590, del día 23 de abril de 1971, la Ley Pública 92-261 del día 24 de marzo de 1972, y la Ley 93-259 del día 9 de abril de 1974, ordena que el Gobierno de los Estados Unidos proveera oportunidad igual en empleos federales para todas las personas; prohibiera la discriminación de empleo debido a raza, color, religión, sexo, edad, o por origen nacional; y fomentará la plena realización de oportunidad igual de empleo por medio de su programa continuo y afirmativo en cada departamento y agencia ejecutiva.

METODO DE ACTUAR AL TENERSE UN PROBLEMA DE OPORTUNIDAD DE IGUALDAD DE EMPLEO

¿QUIEN PUEDE PRESENTAR UN PROBLEMA?

Cualquier empleado, empleado precendente, o solicitante que crea que debido a su raza, su color, su religión, su sexo, su edad, o su origen nacional, se le hubiera negado una oportunidad igual de empleo, puede someter tal problema directamente o por un representante autorizado.

¿CUANDO DEBE PRESENTARSE EL PROBLEMA?

El problema debe ser presentado dentro de los 30 días calendarios, o sea, desde la fecha en que ocurra el acto de discriminación alegado, o desde la fecha efectiva de cualquier acto personal implicado.

¿COMO DEBE SER PRESENTADO EL PROBLEMA?

Se puede presentar el problema verbalmente o por una declaración escrita.

¿DONDE DEBE SER PRESENTADO EL PROBLEMA?

Haga contacto con el CONSEJERO DEL E.E.O. asignado a su propia oficina de correos

O Envíelo A: Manager, E.E.O. Division (De su propia region) si no hay un CONSEJERO asignado a su propia oficina de correos.

AVISO: Declaraciones escritas al CONSEJERO DE LA OFICINA DE OPORTUNIDAD DE IGUALDAD DE EMPLEOS (E.E.O. COUNSELOR) deben incluir suficiente información para establecer un contacto personal.

1. Su nombre y dirección.
2. Su posición y el nivel de su salario.
3. Comentario en breve que describa su problema.
4. La fecha cuando comenzó su problema.
5. Especificar el tipo de discriminación (ya sea por edad (40-65 años), RAZA, COLOR, RELIGIÓN, SEXO, O POR ORIGEN NACIONAL).
6. El nombre y el título del oficial o persona responsable por la discriminación alegada.

(Cualquier persona que sea aconsejado por el CONSEJERO DE LA OFICINA DE OPORTUNIDAD DE IGUALDAD DE EMPLEO (E.E.O. COUNSELOR), no se le revelará su identidad; excepto cuando sea autorizado por la persona que solicite consejo o hasta que el SERVICIO POSTAL DE LOS ESTADOS UNIDOS haya aceptado la QUEJA FORMAL DE DISCRIMINACIÓN de dicha persona (después que haya ocurrido el consejo).

Si no realiza un acuerdo informal a los problemas de discriminación por medio del consejo pueden hacer apelación al SERVICIO POSTAL DE LOS ESTADOS UNIDOS, a la COMISIÓN DE SERVICIO CIVIL o a la CORTE FEDERAL DE LOS E.U.A.

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Fair Labor Standards Implementation

POSTAL BULLETIN 21065, 12-18-75, outlines USPS policy in the application of the Fair Labor Standards Act in overtime computation. The article was to serve as a source of general information with explicit examples in the method overtime will be computed upon implementation.

As of this writing, a definite implementation date has not been determined. Prerequisite work in the areas of program development, design of time recording documents, modification of timekeeping instructions, etc., must be accomplished before an affirmative implementation date can be established.

Until the new pay system is implemented, timekeepers are to continue the current practice of rounding hours worked to the nearest hour on a biweekly basis.—*Finance Dept., 1-15-76.*

All Post Offices and International Exchange Offices

Tuvalu

Effective January 1, 1976, the postal administration previously serving the Gilbert and Ellice Islands is serving the Gilbert Islands only. Tuvalu, a separate administration, has been established to serve the islands formerly known as the Ellice Islands group.

The following are the post offices in each administration:

GILBERT ISLANDS

Abaiang	Fanning Island
Abaokoro	Kuria
Abemama	Maiana
Aranuka	Makin
Arorae	Marakei
Bairiki	Nikunau
Beru	Nonouti
Betio (Tarawa)	Ocean Island
Bikenibeu	Onotoa
Butaritari	Tabiteuea North
Kikenibeu	Tabiteuea South
Christmas Island (Pacific)	Tamana

TUVALU

Funafuti	Nuitao
Nanumanga	Nukufetau
Nanumea	Nukulaelae
Nui	Vaitupu

This change will be reflected in Publication 42, *International Mail*, currently being revised.—*Rates & Classification Dept., 1-15-76.*

All Personnel Processing Mail for Dispatch Abroad

Foreign Order Notice 51

Keep all foreign order notices for use as reference.

A *lottery order* has been issued against:

IRELAND

Boosterstown, Co. Dublin

Martin, Mr. Fred
7 Rosemont Terrace

Clontarf, Dublin

Darker, Maureen
5 Castle Road
Dixon, Mrs. Muriel
96 Dunluce Road

Dublin

Murphy, Miss Patsy
98 Templeville Road
O'Hanlon, Mrs. Elsie

11 Shelton Gardens

Regan, Miss Mary
22 Wainsfort Park
Slevin, Miss Maura

34 Upper Erne Street

Dun Laoghaire, Co. Dublin

Reddington, J. (Josephine)
Eblana Club
3 Eblana Ave.

Ennistymon, Co. Clare

Sexton, Mrs. Eileen
Main Street

Rathfarnham, Co. Dublin

Brennan, Miss Anna
20 Marlay Close

Rathluirk, Co. Cork

Tarrant, Mrs. Patrick
Moatville

Rathmines, Dublin

Gough, Mrs. Bridie
17 Grove Rd.

Gough, Patrick
17 Grove Road

Walsh, Peter
17 Grove Road

Stillorgan, Dublin

Glynn, Pauline
110 Upper Kilmacud Rd.

Templeogue, Dublin

Foran, Mrs. J.
331 Orwell Park

Westport, Co. Mayo

Dunne, Mr. Jackie
The Green

WEST GERMANY

Kleve

Van Nuhs, R.
P.O. Box 1921

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

Processing SF 56

The Office of Federal Employees Group Life Insurance (OFEGLI) and the U.S. Civil Service Commission report that many postal installations are recording the incorrect amount of annual *base* pay in item 6 of Standard Form 56, *Agency Certification of Insurance Status*. (Base pay for retirement and insurance purposes must exclude such additional pay as cost-of-living adjustments (COLA), overtime, holiday pay, etc.). Most of the errors on SF 56 occur because certifying officers are erroneously including COLA as a part of base pay.

Installation heads (or designees) must certify SF 56 promptly and accurately when the insured employee dies, retires, completes 12 months in a non-pay status, or separates from the service for other reasons. Review each SF 56 for accuracy and make sure the annual base pay in item 6 is correct; that is, excludes temporary COLA, overtime, holiday pay, etc.

Instructions for completing SF 56 are on the reverse side of the triplicate copy of the form. However, effective January 31, 1976, when an insured employee dies while still on the postal rolls, send the SF 56 to your Personnel Service Center (PSC) instead of directly to the Office of Federal Employees Group Life Insurance in New York. The PSC will promptly review all SF 56's within one workday after receipt to assure that the annual base pay in item 6 does not include COLA. If the SF 56 is correct, the PSC will immediately forward the form to OFEGLI. If in error, the form will be returned to the installation for correction and return to the PSC on a priority basis.

A special review procedure is not required on those SF 56's prepared while the employee is still alive, such as in retirement cases. Reviews will be made by the PSC and Postal Data Center when the SF 56 is processed through normal channels.

Permanent instructions will be appropriately amended to incorporate the above information.—*Employee & Labor Relations Group, 1-15-76.*

the outgoing primary and it must be posted on the Foreign Order Board at all SCF's and designated International Exchange Offices.—*Judicial Officer, 1-15-76.*

POST OFFICE CHANGES NO. 17

(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 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
AK	Douglas	Southeastern			99824	Delete	6-30-75	} PO conv. to CPO.
AK	Juneau	do	Douglas	Sx	99801	Add	7-1-75	
AR	Hot Springs National Park	Garland	Black Springs ¹	CPO	71930	Delete	1-2-76	} Amend PB 21066; change parent PO of CPO.
AR	Norman	Montgomery	do	CPO	71930	Add	1-3-76	
CA	San Francisco	San Francisco	APO 96221	B	96221	Add	10-22-75	B estab.
CA	do	do	APO 96503	B	96503	Delete	12-31-75	B disc.
CA	do	do	APO 96267	B	96267	Delete	2-14-75	B disc.
CA	do	do	APO 96233	B	96233	Delete	6-4-75	B disc.
CT	West Mystic	New London			06368	Delete	1-30-76	} PO conv. to Br.
CT	Mystic	do	West Mystic	Br	06368	Add	1-31-76	
ID	Enaville	Shoshone			83829	Delete	1-30-76	} PO disc.
ID	(Mail to Pinehurst)	do			83850	Add	1-31-76	
IL	Lemont	Cook	Old Chicago ²	Br	60439	Add	10-28-75	Br estab.
IL	Roselle	DuPage	Schaumburg	B	60173	Delete	2-15-76	} B conv. to Br and ZIP Code Changed.
IL	do	do	do	Br	60193	Add	2-16-76	
IL	do	do	Hoffman Estates		60172	Delete	3-15-76	} ZIP Code Changed.
IL	do	do	do	Br	60195	Add	3-16-76	
KY	Hall	Knott			41820	Delete	1-30-76	} PO disc.
KY	(Mail to Neon)	Letcher			41840	Add	1-1-76	
KY	Smile	Rowan			40877	Delete	12-31-75	} PO disc.
KY	(Mail to Morehead)	do			40851	Add	1-1-76	
KY	Woodsbend	Morgan			41476	Delete	2-17-76	} PO disc.
KY	(Mail to West Liberty)	do			41472	Add	2-18-76	
LA	Marion	Union	Halle	RB	71246	Delete	12-30-75	RB disc.
MO	Saint Louis	Independent City	Gardner	Sx	63109	Delete	11-22-75	Sx disc.
MO	do	do	Robert E. Hannegan	Sx	63139	Delete	11-23-75	Sx disc.
MO	do	do	Southwest	Sx	63139	Add	11-23-75	Sx estab.
NM	Humble	Lea			88251	Delete	1-16-76	} PO disc.
NM	(Mail to Hobbs)	do			88240	Add	1-17-76	
NY	New York	New York	APO 09455	B	09455	Add	10-15-75	B estab.
NY	do	do	APO 09457	B	09457	Add	10-15-75	B estab.
NY	do	do	APO 09019	B	09109	Add	6-4-75	B estab.
NY	do	do	APO 09358	B	09358	Add	10-15-75	B estab.
NC	Swanquarter	Hyde	New Holland	RB	27885	Delete	12-31-75	RB disc.
ND	Mayville	Traill	Blanchard	CPO	58009	Delete	1-2-76	} Amends PB 21065; change parent PO of CPO.
ND	Hillsboro	do	do	CPO	58009	Add	1-3-76	
PA	Philadelphia	Philadelphia	Market Square	Sx	19187	Delete	4-29-74	} To correct ZIP Codes shown in DOPO and NZCD.
PA	do	do	do	Sx	19118	Add	4-30-74	
PA	do	do	Wissinoming	Sx	19124	Delete	7-26-75	
PA	do	do	do	Sx	19135	Add	7-27-75	
SD	Greenway (Mail to Eureka)	McPherson			57444	Delete	1-2-76	} PO disc.
SD	do	do			57437	Add	1-3-76	
TX	Ennis	Ellis	Telco	RB	75119	Delete	11-15-75	} RB disc. Amends PB 21065. Corrects ZIP Code shown in DOPO and NZCD.
TX	El Paso	El Paso	Coronado	Sx	79915	Delete	12-12-75	
TX	do	do	do	Sx	79912	Add	12-13-75	
TX	McAllen	Hidalgo	Downtown	Sx	78501	Add	12-27-75	
UT	Mexican Hat	San Juan			84531	Delete	1-30-76	} PO conv. to CPO.
UT	Blanding	do	Mexican Hat	CPO	84531	Add	1-31-76	
WA	Selleck	King			98064	Delete	1-30-76	} PO disc.
WA	(Mail to Ravensdale)	do			98051	Add	1-31-76	
WV	Coal City	Raleigh	Fireco ³	RB	25823	Delete	12-31-75	RB disc.
WI	Milton	Rock	Milton Junction	Sx	53564	Delete	8-30-75	Sx disc.

¹ CPO located in Montgomery County.
² Branch located in Will County.
³ Send mail to Jonben, WV 26356.

—Customer Services Dept., 1-15-76.

Domestic Orders

False Representation. Enforced by postmasters at cities listed:

State/City	Name Covered
AR, Knoxville	XTE Company P.O. Box 409
DE, Bethany Beach	Ephemera, Inc. P.O. Box 418

—Judicial Officer, 1-15-76.

HIGH INTEREST ON PERSONAL SAVINGS

Many Postal credit unions pay you 6% APR on your savings. If you do not have one where you work, join USPS FCU, Box 23650, Washington, DC 20024.

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 21066 article.

1616545152 to 1616545999	1818265752 to 1818265799	1913077598 to 1913077999
1625466141 to 1625466199	1818290300 to 1818290699	1914787700 to 1914787999
1628292249 to 1628292299	1818314461 to 1818314499	1916448498 to 1916448599
1636675839 to 1636675899	1818346000 to 1818346299	1916932939 to 1916932999
1636676082 to 1636676999	1819144840 to 1819144999	1917899900 to 1917900299
1647728874 to 1647728999	1819197396 to 1819197499	1920282400 to 1920282497
1657057000 to 1657057999	1822780721 to 1822780799	1920365000 to 1920365199
1659321800 to 1659321999	1824739233 to 1824739257	1926528400 to 1926528499
1659361877 to 1659361899	1825539600 to 1825539699	1926628500 to 1926628699
1676765079 to 1676765299	1825975818 to 1825975999	1932627793 to 1932627799
1679044095 to 1679044299	1827806700 to 1827806799	1932709981 to 1932709999
1688304300 to 1688304999	1827838800 to 1827838999	1932719600 to 1932719699
1689773900 to 1689774199	1829494387 to 1829494399	1932738600 to 1932738999
1691674300 to 1691674999	1830327000 to 1830327199	1937698700 to 1937698728
1698585200 to 1698585599	1830774967 to 1830774999	1937773334 to 1937773399
1706357000 to 1706357099	1836169142 to 1836169199	1938175400 to 1938175499
1718763700 to 1718764099	1838226129 to 1838226799	1938921759 to 1938921999
1720526959 to 1720526999	1843812500 to 1843812599	1940535900 to 1940535999
1730690720 to 1730690999	1843883400 to 1843883499	1942580000 to 1942580299
1733805887 to 1733805999	1843893024 to 1843893099	1943408185 to 1943408199
1737817900 to 1737818399	1845418841 to 1845418999	1943791168 to 1943791199
1739545236 to 1739545299	1848808124 to 1848808199	1944408645 to 1944408699
1739605125 to 1739605699	1849150336 to 1849150399	1945120446 to 1945120499
1739661165 to 1739661299	1849316300 to 1849316399	1945197600 to 1945198099
1742213200 to 1742214999	1849999626 to 1849999800	1946688200 to 1946688299
1744356292 to 1744356999	1851665361 to 1851665399	1951045661 to 1951045999
1744905503 to 1744905999	1851762800 to 1851762899	1952637000 to 1952638999
1748460149 to 1748460299	1852668054 to 1852668199	1953225400 to 1953225699
1751781300 to 1751781399	1854778755 to 1854778778	1956726600 to 1956726799
1754429200 to 1754429299	1855182904 to 1855182999	1959615000 to 1959615399
1755641153 to 1755641299	1856967900 to 1856967999	1960158738 to 1960158799
1755670748 to 1755670899	1860214162 to 1860214199	1960654800 to 1960654849
1756102623 to 1756102699	1860628031 to 1860628059	1968229058 to 1968229099
1756102798 to 1756103399	1863733724 to 1863733999	1974545484 to 1974545499
1766089832 to 1766089999	1864630328 to 1864630499	1974626100 to 1974626599
1767029971 to 1767029999	1866532500 to 1866532599	1975871000 to 1975871099
1775717226 to 1775717299	1868034851 to 1868034899	1979695008 to 1979695099
1780920242 to 1780920299	1868603500 to 1868604199	1979755713 to 1979755724
1781575500 to 1781575699	1870326017 to 1870326099	1987731000 to 1987731199
1784370351 to 1784370399	1873655276 to 1873655399	1981716500 to 1981716699
1786303239 to 1786303299	1875497143 to 1875497199	1982839495 to 1982840499
1788311095 to 1788311199	1875828852 to 1875829299	1988187449 to 1988187499
1788375300 to 1788375399	1880328380 to 1880328399	1995671357 to 1995671999
1789072832 to 1789072999	1890470937 to 1890470899	1999256854 to 1999256999
1794039620 to 1794039699	1890779510 to 1890779599	2002639419 to 2002639450
1795816029 to 1795816099	1892707100 to 1892707299	2020057900 to 2020058199
1796046813 to 1796047099	1893327400 to 1893327499	2021090400 to 2021090499
1797037653 to 1797037699	1893660200 to 1893660299	2025217286 to 2025217699
1799339500 to 1799339699	1895135524 to 1895135599	2025609787 to 2025609999
1800923292 to 1800923399	1895213400 to 1895213499	2026636200 to 2026636599
1802597227 to 1802597299	1895568000 to 1895568499	2028917000 to 2028917999
1806421300 to 1806421499	1896017500 to 1896017699	2033489900 to 2033489999
1806486400 to 1806486499	1896113800 to 1896113899	2041088000 to 2041089999
1807996946 to 1807996999	1901049379 to 1901049499	2041609600 to 2041609699
1808108449 to 1808108497	1901372592 to 1901372699	2044836000 to 2044837999
1808257640 to 1808257653	1903632600 to 1903632699	8005023000 to 8005023999
1809829773 to 1809829999	1907244212 to 1907244299	8006580878 to 8006580899
1813318858 to 1813318899	1911918635 to 1911918799	8007230601 to 8007230617
1813957442 to 1813957999	1911939000 to 1911939299	

Warning Notice—Unrecovered Stolen Canadian Money Order Forms

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

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

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

104,757,201 to 104,757,500	158,767,040 to 158,767,300	188,669,520 to 188,670,000
104,911,301 to 104,911,500	159,474,549 to 159,474,900	189,117,971 to 189,118,000
106,023,259 to 106,023,300	159,564,346 to 159,564,400	189,205,701 to 189,205,800
106,550,419 to 106,550,500	160,193,201 to 160,193,300	189,217,169 to 189,217,400
120,742,680 to 120,742,800	160,507,331 to 160,507,400	189,278,454 to 189,278,464
128,201,700 to 128,202,100	160,606,501 to 160,606,900	189,357,868 to 189,357,878
129,360,793 to 129,360,800	160,919,925 to 160,920,000	190,053,526 to 190,054,000
131,316,241 to 131,316,500	160,921,817 to 160,921,900	192,066,771 to 192,066,774
131,462,524 to 131,462,540	161,799,901 to 161,800,000	192,099,601 to 192,099,800
132,338,160 to 132,338,300	161,981,006 to 161,981,900	196,116,101 to 196,116,600
134,519,591 to 134,519,600	162,015,701 to 162,015,800	198,036,801 to 198,036,900
134,928,645 to 134,928,700	162,314,201 to 162,314,700	198,520,743 to 198,520,800
135,878,662 to 135,878,700	162,600,001 to 162,600,200	199,662,562 to 199,662,600
137,328,801 to 137,329,300	163,420,501 to 163,420,800	199,843,031 to 199,843,050
139,732,942 to 139,733,000	163,573,201 to 163,573,900	200,400,512 to 200,400,600
141,568,001 to 141,568,800	165,349,901 to 165,350,200	200,467,313 to 200,467,500
141,631,601 to 141,631,700	165,618,226 to 165,618,300	201,328,601 to 201,329,300
141,655,112 to 141,655,500	166,278,201 to 166,278,500	201,829,536 to 201,829,546
141,980,101 to 141,980,300	166,951,587 to 166,951,700	201,963,699 to 201,963,800
143,979,583 to 143,979,650	170,477,105 to 170,477,200	201,980,250 to 201,980,299
143,991,521 to 143,991,580	171,471,801 to 171,472,100	202,545,957 to 202,546,000
145,573,801 to 145,574,800	171,815,673 to 171,816,000	202,703,404 to 202,703,500
145,690,901 to 145,691,000	173,562,701 to 173,563,700	203,249,018 to 203,249,061
145,787,864 to 145,787,900	173,890,301 to 173,890,500	203,484,604 to 203,485,100
145,856,825 to 145,856,884	174,317,402 to 174,317,500	207,218,569 to 207,218,600
146,232,640 to 146,232,700	175,434,677 to 175,434,900	207,734,201 to 207,737,000
147,043,701 to 147,043,900	176,226,349 to 176,226,700	207,886,401 to 207,886,600
149,007,901 to 149,008,000	176,413,353 to 176,413,400	208,866,001 to 208,866,500
149,744,083 to 149,744,100	176,780,901 to 176,781,200	208,872,242 to 208,872,257
149,877,756 to 149,878,100	178,155,401 to 178,155,500	209,190,001 to 209,195,000
150,616,137 to 150,616,200	178,514,939 to 178,515,100	209,288,092 to 209,288,100
150,679,320 to 150,679,500	178,759,158 to 178,759,197	210,301,801 to 210,302,000
153,209,301 to 153,210,300	179,838,411 to 179,838,600	210,835,285 to 210,835,300
153,757,563 to 153,757,700	180,446,855 to 180,446,866	210,935,633 to 210,935,700
155,654,809 to 155,655,300	182,975,501 to 182,976,200	212,900,201 to 212,900,300
155,857,068 to 155,857,200	183,457,601 to 183,458,300	213,256,201 to 213,256,700
156,129,112 to 156,129,200	183,769,412 to 183,769,500	217,621,979 to 217,622,000
157,287,547 to 157,287,600	185,028,741 to 185,028,800	217,622,001 to 217,622,100
157,401,111 to 157,401,136	186,446,001 to 186,446,500	217,622,401 to 217,622,800
157,554,201 to 157,554,300	186,820,405 to 186,820,900	219,494,026 to 219,494,130
158,014,440 to 158,014,500	186,836,001 to 186,836,100	
158,109,070 to 158,109,100	188,460,651 to 188,460,700	

**BE SURE THAT THE APPROPRIATE ZIP CODE
IS ENTERED ON FORM 3575, CHANGE OF
ADDRESS ORDER**

All Offices in the Passport Program

Passport Application Program

Requisitioning Forms

POSTAL BULLETIN 21062, 11-6-75, incorrectly states that current stocks of passport Form M-264, *Visa Requirements of Foreign Governments*, should be used until depleted. All stocks of the 1974 edition must be destroyed and only the 1975 edition will be handed out to applicants.

The 1976 edition will be shipped to area supply centers in late January. All offices in the passport program should requisition initial supplies immediately on Form 4750, *Special Requisition for Supplies*.

M-264 is revised annually and as new editions become available all previous stock should be destroyed.—*Customer Services Dept., 1-15-76.*

International Inaugural Service

On or after February 8, 1976, Scandinavian Airlines System will inaugurate DC-10 service from Chicago, Illinois, to Copenhagen, Denmark. Official cachet and philatelic treatment are authorized as outlined in section 257.33, *POSTAL SERVICE MANUAL*. To send covers by this service, prepare them in the usual manner addressed for delivery in Denmark, the United States and Canada affixing postage at 31 cents per half ounce. **Aerogrammes and Postal Cards will not be accepted.** The covers should reach the office applying the cachet no later than three days prior to the scheduled date of the flight and should be enclosed in another envelope addressed as follows:

Cachets to be applied by:
Chicago
City Post Office

Send covers to:
Postmaster
Chicago, IL 60607

O'Hare Airport
Mail Facility

Operations Manager
Airport Mail Facility
O'Hare International
Airport
Chicago, IL 60666

Endorse the lower left corner of the envelope containing the covers with **SAS DC-10 Service** for easy identification. Covers already postmarked, those not properly prepared, and those posted in the usual manner will not receive cachets.—*Logistics Dept., 1-15-76.*

EXPEDITE PUBLICATION AND HANDBOOK REQUESTS

Do you want to receive requested publications faster? These tips will help:

1. Only authorized people should order.
2. Furnish correct quotas and proper justification.
3. Submit Form 1286, *Request for Postal Publications*, in duplicate with carbon paper included.

International Registered Mail Inquiries

Some post offices are failing to properly complete Form 542, *Inquiry About a Registered Article or an Insured Parcel or an Ordinary Parcel*, before forwarding it to the adjusting exchange office. Section 715.2, Publication 42, *International Mail*, provides that inquiries concerning registered mail originating in the U.S. and destined for all countries, except Canada, are reported on Form 542. Insert particulars of dispatch from the office of mailing and send the form to the postmaster at the appropriate adjusting exchange office shown in 722.6, Publication 42.

Failure to provide dispatch particulars from the office of mailing delays the processing of inquiries. Adjusting exchange offices may return Form 542 to the office of mailing if necessary dispatch particulars are not provided.—*Rates & Classification Dept., 1-15-76.*

Brown Nylon Sacks

On February 2, 1976, the No. 2 and No. 3 Brown Nylon Sacks (strings) will be used exclusively for the identification and movement of second-class time value publications both internally and by mailers.

This type of equipment can only be furnished to those mailers entitled to *Newspaper Treatment* under section 125.4 of the *POSTAL SERVICE MANUAL*, with the clear understanding that this equipment may not be used for any other kind or class of mail. Identity of this type mail must be maintained throughout our processing systems.

The use of these sacks will be optional for the mailer and in no way alters or affects other requirements for second-class *Newspaper Treatment* mail.

The expected increase in demand for the Brown Nylon Sacks by mailers requires that the full re-use potential of this equipment be realized. The instructions in *POSTAL BULLETIN* 21060, 10-9-75, concerning sack separations and packing regulations must be followed.—*Logistics Dept., 1-15-76.*

Wanted Circulars Canceled

The following postal offenders have been apprehended:

Donald Claude Kelly
Olen John Maxwell
William J. Plummer

Destroy the wanted circulars issued 8-22-75, 10-3-74, and 2-10-75, respectively, concerning them.—*Inspection Service, 1-15-76.*

MAKE SURE THAT "EMPTY" MAILBAG DOES NOT HAVE A LETTER HIDDEN IN THE BOTTOM—IT COULD BE OVERLOOKED—AND IT COULD BE YOURS!

UNITED STATES POSTAL SERVICE

WASHINGTON, DC 20260

OFFICIAL BUSINESS

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



FIRST CLASS