



postal bulletin

Directives Control Division, Washington, DC 20260

PB 21080—June 3, 1976—16 Pages

13-Cent Signing Declaration of Independence Commemorative Stamps

Description. The 13-cent Signing of the Declaration of Independence commemorative stamps will be first placed on sale at Philadelphia, PA 19104 on July 4, 1976. The se-tenant horizontal strip of four stamps is based upon the famous painting by John Trumbull, "The Declaration of Independence." The four stamps in the strip form a design entity.

DO NOT SELL BEFORE JULY 5, 1976.



Size: 3.81 x 1.44 inches (strip of four).

Issued in sheets of 50.

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

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

Designer: Vincent E. Hoffman.

Collectors. Request first-day cancellations from: Declaration of Independence, Postmaster, Philadelphia, PA 19104 (see PSM, section 257.2). The cost is 52 cents per four stamps. Requests for single stamps will be honored, providing the name of the stamp is indicated lightly in pencil in the upper right corner of the envelope. Requests must be postmarked no later than July 4, 1976. Selected mint stamps will be available at the Philatelic Sales Division, Washington, DC 20265, beginning July 6, 1976.

Supply. All post offices under the automatic distribution system will receive an initial supply of the stamps. Before requisitioning additional stamps (Item 430), consider that the stock should be depleted prior to September 4, 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 separate Form 17 from designated sectional centers.

Panels. A limited number of 8½ by 11¼ inch commemorative series stamp panels will be released with the stamps. The panels (Item 986) 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 distribution offices.—Customer Services Dept., 6-3-76.

Unauthorized Release of Information on P.O. Box Holders

The Postal Inspection Service is investigating the activities of a firm which has been selling information concerning the holders of post office boxes. A member of the firm would obtain the information by telephoning post offices and impersonating postal officials. All employees are reminded that information concerning post office box holders may be released only in accordance with the provisions of Part 261.23 h, POSTAL SERVICE MANUAL.—*Inspection Service, 6-3-76.*

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All Personnel Processing Mail for Dispatch Abroad

Foreign Order Notice 58

Keep all foreign order notices for use as reference.

A lottery order has been issued against:

CANADA

Toronto, Ont.

Etchells, M.
How Books of Canada
130 Heddington Avenue

Etchells, S. (Stan)
How Books of Canada
130 Heddington Avenue

How Books of Canada
130 Heddington Avenue

ECUADOR

Guayaquil

Almeida, Gamy A.
Casilla #6817

EL SALVADOR, C.A.

San Salvador

deHernandez, Bertha
P. Don Rica Bo San Miguelito
C/326

Ruara, Maria D.
Colonia Manzano
Calle Alverto Sanchez #951

GUATEMALA

Guatemala

Barrios, Alba Virginia L.
la Ave. 26-36 Zona 3

Piedrasanta A., Humberto Mateo
Entrada por la 6a. Ave. Zona 1

Rodriguez, Clara
22 G. 31-02 Z.5

Valencia, Mario Alejandro
7a. Av. No. 28-29, Zona 3
Ciudad

HONDURAS, C.A.

San Pedro Sula

Mejia, Lucila J.
2 Ave. S.E. N71
Tegucigalpa

Scott, Mina Garcia
Optica Handal
R/do. Ena G. de Sanchez

IRELAND

Bushypark, Galway

Slattery, Mrs. Joan
Bushypark House

Clondalkin, Co. Dublin

Kelly Mr. S.
11 Laurel Park

Dublin

Ledwidge, V. (Veronica)
% Drapers
137, Capel Street

Skeog, Liffard

Van Dyke, Miss A. (Ann)

Wood Quay, Galway

Lorden, Mr. Michael
7 Walsh's Terrace

MEXICO

Guadalajara, Jal.

Fierre, Luis S.
A.P. 1-3607

Hernandez, Maria Mora
Av. Corona #128

NICARAGUA

Managua

Torrez, Sra. Yadisa
R. Bello Horizonte
Casa III-31

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

If such mail bears no return address, treat it as undeliverable and dispose of it in accordance with 159.4, PSM. This notice may be posted at the *outgoing primary* and it must be posted on the *Foreign Order Board* at all *SCF's* and designated *International Exchange Offices.*—*Judicial Officer, 6-3-76.*

Money Order Chain Letters

The recent reactivation of U.S. Savings Bond chain letters in various parts of the country has apparently prompted a similar scheme involving Postal money orders. Participants are sold chain letters instructing them to mail an accompanying \$3 money order to the individual whose name appears in the No. 1 position on the letter. The participant then removes the first name, makes two copies of the letter, places his or her name at the bottom of the list, and purchases two \$3 money orders made payable to the person in the first position. Each letter is then sold in an attempt to continue the chain.

Although a warning is included not to mail the letter because it is illegal, many people may be unaware it is also a violation of postal lottery and fraud laws to mail items of value such as money orders or savings bonds in connection with such a chain letter promotion. Postal customers who may make inquiry regarding such schemes should be so advised.—*Inspection Service, 6-3-76.*

Operation Cleanup

The week of June 14-18 is Cleanup Week. The guidelines were published in POSTAL BULLETIN 21077, 5-6-76. *Note: Operation Cleanup is not just a maintenance program. All employees and supervisors should cooperate fully to make the program a success.*

All postmasters, or designated representatives, must complete the 50-item checklist (see pages 3 and 4) for all buildings under their jurisdiction. File the completed checklist at the local post office.—*Real Estate & Buildings Dept., 6-3-76.*

Domestic Orders

False Representation. Enforced by postmasters at cities listed.

State/City	Name Covered
CA, San Francisco	United Business Register 1255 Post Street, Suite 609
CA, Van Nuys	Schiffahrts Laboratories Box 2954
FL, Miami Beach	International Laboratories Box 41-4176

—*Judicial Officer, 6-3-76.*

Erroneous Dispatch of Letter Class Mail to the Canal Zone

Some dispatching activities are sending first-class letter mail for the Canal Zone to the New York Bulk and Foreign Mail Center for *sealift*.

All letter class mail destined to the Canal Zone is to be *airlifted* and will be distributed and dispatched to the appropriate air exchange office for airlift to the Canal Zone.—*Logistics Dept., 6-3-76.*

State Tax Withholding Changes

All employees having Colorado State Taxes withheld are advised that the State of Colorado has revised its state income tax withholding requirements. The withholding changes will be effective Pay Period 12-76. The change will be reflected on affected postal employees' salary checks dated June 11, 1976.—*Finance Dept., 6-3-76.*

INSPECTION CHECKLIST

POST OFFICE		DATE OF INSPECTION		INSPECTED BY
EVALUATION FACTOR		YES	NO	COMMENTS
A. EXTERIOR	1. Is the flag on display, clean, and in good condition?			
	2. Is the flagpole in good condition and is the halyard functional?			
	3. Has interior and exterior of windows been cleaned?			
	4. Are the exterior areas and approach free of litter and extraneous material?			
	5. Are the doors painted or polished <i>(as applicable)</i> ?			
	6. If applicable, are lawns cut and shrubbery trimmed?			
	7. Is the dock area clean?			
B. LOBBY	8. Are the vestibule and patrol area floors clean?			
	9. Are the lobby walls clean? Have all notices taped to walls, columns, etc. been removed?			
	10. Are all lobby postings restricted to bulletin boards?			
	11. Is the screen line clean?			
	12. Is the box line clean and polished?			
	13. Is the lobby lighting clean, functional and adequate?			
	14. Is the wall clock face clean?			
	15. Are lobby wastepaper baskets available and lined?			
	16. Are the customer desks clean?			
	17. Are sand urns and ashtrays available?			
	18. Are the required lobby signs posted?			
C. OFFICES	19. Has extraneous material been removed from tops of cabinets, comers, etc.?			
	20. Have obsolete forms and supplies been destroyed?			
	21. Have excess quantities of current materials been returned to supply centers?			
D. WORKROOM	22. Is the window clerk counter area neat and clean?			
	23. Is the workroom floor clean?			
	24. Are separation cases clean and painted?			
	25. Are emergency exit accesses clear and free?			

INSPECTION CHECKLIST (Continued)				
EVALUATION FACTOR		YES	NO	COMMENTS
D. WORKROOM (Cont.)	26. Has extraneous matter been removed from tops of cases and cabinets?			
	27. Are walls, ducts and ceilings clean?			
	28. Are trash containers in the workroom available, in ample supply, lined, and clean?			
	29. Are ash trays available?			
	30. Are walls free of postings, tape, etc.?			
	31. Are visual aids in good condition, clean, and are they necessary?			
	32. Has the area been purged of all excess equipment?			
	33. Are venetian blinds or window coverings functional and clean?			
	34. Are window sills free of material and clean?			
	35. Are heating and/or ventilating equipment, grilles, etc., clean?			
E. LUNCHROOM/LOCKER ROOM	36. Are breakout passages free and clear of equipment and material?			
	37. Are tops of lockers clean and free of debris?			
	38. Are the inside of lockers neat and clean? (Spot Check)			
	39. Are table tops clean?			
	40. Are vending machines and the floor around them clean?			
	41. Are lights clean?			
	42. Are rest rooms clean?			
F. GENERAL	43. Are towels, soap, and toilet tissue available?			
	44. Are toilet fixtures in good condition and functional?			
	45. Are delivery vehicles clean and free of unneeded material?			
	46. Are equipment and materials stored and inventoried by category?			
	47. Are custodial and/or office supplies consolidated and neatly stored?			
	48. Is all window glass intact?			
	49. Do the conditions observed reflect that the employees are co-operating satisfactorily in keeping the building clean and neat?			
	50. Have the rules and guidelines regarding wearing of uniforms been reviewed with employees and are employees complying?			
G. TALLY	A. NUMBER OF "YES" FACTORS		B. NUMBER OF "NO" FACTORS	
	Rating _____ x 100% =			

Schedules on Collection Boxes

In some instances, pick-up times on collection boxes are shown in the 24-hour, or military time (e.g., 1745 for 5:45 p.m.; 1920 for 7:20 p.m., etc.). Such a practice can be confusing to those not familiar with this time system.

All offices should immediately review posted collection times. In making this review, refer to Form 3962, *Letter Box Record—Hours of Collection*. Where necessary, collectors and letter carriers should check posted pick-up times on collection receptacles on their routes and note which require replacement.

As soon as practical, all schedules showing times in the 24-hour, or military time, should be replaced with new schedule labels (or cards) showing the regular a.m. and p.m. time system.—*Delivery Services Dept.*, 6-3-76.

Employee Social and Recreation Committee

Annual Report

As provided in Part 940 (Reports) of Personnel Handbook P-29, *Food Service Operation and Employee Social and Recreational Funds*, the Employee Social and Recreation Committee Annual Report for FY 1976 should be submitted to regional controllers no later than July 16. The report should include activities through A/P 13 ending June 18, 1976.

The transition to the new fiscal year ending September 30, 1976, will result in a three-month lag period (from July 19 through October 8, 1976). For the purposes of reporting activities of the Employee Social and Recreation Committee, we will treat FY 1976 as in the past, ending June 18, 1976, with data due no later than July 16. The period June 19 through October 8, 1976, will be reported with FY 1977 statistics which will be due October 14, 1977. At that time you will be requested to submit two reports, one covering the transition period and one covering Fiscal Year 1977 (October 9, 1976 through October 7, 1977).—*Employee Relations Dept.*, 6-3-76.

Incentive Awards Program

ANNUAL REPORT FY 1976

In accordance with provisions of section VI-C of Personnel Handbook P-6, *Employee Suggestion Program*, Form 1728, *Incentive Awards Program* (Annual Report), for Fiscal Year 1976 is due at national Headquarters on or before July 16. This report should include all Incentive Awards transactions through A/P 13, ending June 18, 1976.

The transition to the new fiscal year ending September 30, 1976, will result in a three-month lag period (from July 19 through October 8,

1976). For the purposes of reporting statistics on incentive awards, we will treat FY 1976 as in the past, ending June 18, 1976, with data due no later than July 16. The period June 19 through October 8, 1976, will be reported with FY 1977 statistics which will be due October 14, 1977. At that time you will be requested to submit two Forms 1728, one covering the transition period and one covering Fiscal Year 1977 (October 9, 1976, through October 7, 1977).—*Employee Relations Dept.*, 6-3-76.

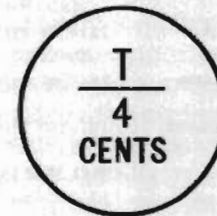
Phase-Out of the Philadelphia Label Printing Center

The Philadelphia Label Printing Center will be phased out effective June 15, 1976. The work of this center is being transferred to the new Computerized Label Printing Division, Western Area Supply Center, Topeka, KS 66624.

Effective June 7, 1976, all requests for color code labels, both sets and bulk, are to be directed to the Computerized Label Printing Division, Western Area Supply Center, Topeka, KS 66624. All color code labels, both sets and bulk, must be ordered on new Form 1578-X, *Requisition for Non-Standard Facing Slips or Strip Labels*.—*Procurement & Supply Dept.*, 6-3-76.

International Mail— Canada

Shortpaid mail from Canada will no longer be marked with the words *Postage Due*. Shortpaid mail will now bear a T in a circle. The actual amount to be collected will be shown in the circle:



Section 622.2 of Publication 42, *International Mail*, (TL-83), will be amended.—*Rates & Classification Dept.*, 6-3-76.

**STORE FIXED CREDITS IN A
SECURITY CONTAINER, SAFE,
OR VAULT AFTER TOUR OF
DUTY HAS ENDED.**

UNIFORM PROGRAM—LICENSED VENDOR LISTING

The following uniform vendors have received their vendor's license since distribution of Publication 136, *Licensed Vendor Listing*. This additional listing must be attached to Publication 136. These lists must be posted where they are readily available for employee's perusal.

Abigail Uniform Shoppe	2425 Riverside	Minneapolis	MN 55454	Life Uniform Co.	41 Serramonte Ctr.	Daly City	CA 94015
Altier's	5351 N. Burdick St.	Fayetteville	NY 13066	Life Uniform Co.	4631 Wornall Rd.	Kansas City	MO 64112
Arrowhead Bootery	4607 Main Avenue	Ashtabula	OH 44004	Love's Shoe Store	205 N. Queen St.	Kinston	NC 28501
Baptie, Susan—Mason Shoes	119 Downing Manor, Apt. 103	Chardon	OH 44024	Ludden, Leo V. Shoe Store	56 North Main St.	Wellsville	NY 14895
Barrett's	861 Bergen Ave.	Jersey City	NJ 07306	McAn, Thom Store #1991	41 Miracle Mile	Coral Gables	FL 33134
Barry's Shoes	108 West Main St.	Missoula	MT 59801	McCain Uniform Co. of Mobile	2208 Third Ave., N.	Mobile	AL 35203
Blaine's Shoe Repair	626 E. Laurel Drive	Salinas	CA 93901	Mario's Clothier	36 Market St.	Paterson	NJ 07501
Bliemeister, Rbt. E.—S. McGuire	118 Blackmore Ct.	Tonawanda	NY 14150	Mason Shoe Co.	447 Kingswood Drive	Salisbury	MD 21801
Bornstein, Irving	Box 5422	Corpus Christi	TX 78405	May's Shoe Store	724 Main St.	Lake Geneva	WI 53147
Brem's Shoes	8261 Colerain Ave.	Cincinnati	OH 45239	Metro Uniforms, Inc.	204 Douglas Ave.	Des Moines	IA 50313
Commer. Industrial Unif. Co.	3318 N. Milwaukee Ave.	Chicago	IL 60641	Miller's Shoe Store	751 Main St.	Ramona	CA 92065
Cross Distributors, Inc.	6 Cross Street	Central Falls	RI 02863	Mooney Shoe Store	7385 Market St.	Youngstown	OH 44512
Curly's Florasheim Shop	312 6th Ave.	Des Moines	IA 50309	My 2 for 1 Cleaners	1515 East 10th	Sioux Falls	SD 57103
De Marco Shoe Service	208 Chestnut St.	Roselle Park	NJ 07204	Nankin General Store	P.O. Box 24	Nankin	OH 44848
Den, The	2681 Thousand Oaks Blvd.	Thousand Oaks	CA 91360	New England Uniform Co.	14 Liberty St.	Danbury	CT 06810
Domuniqua Uniform Centre	3101-03 Southern Blvd.	Youngstown	OH 44507	Nick's Shoe Store	817 Wood St.	Pittsburgh	PA 15221
Dorothea's	5423 Johnson Drive	Mission	KS 66205	Orthopaedic Shoe Shop	Western Sav. Fund Bldg, Suite 627	Philadelphia	PA 19107
Dorothy's Shoes	Rt. 3, Box 400	Goldsboro	NC 27530	Paul's Shoe Repair	639 So. Santa Fe Ave.	Vista	CA 92083
Doubletree Men & Boy's Wear	1435 O St.	Newman	CA 95360	Phillips Shoe Co., Inc.	146 E. Main St.	Lexington	KY 40507
Eagle Shoe Co.	c/o Gateway W. Mall, Hwy. 2W	Kalispell	MT 59901	Port Huron Uniform Apparel	414 Huron Ave.	Port Huron	MI 48060
Ellis, Claude A.—Knapp Shoes	1213 Riverside Drive	Kelso	WA 98626	Postal Uniform Co.	126 N. Genessee St.	Waukegan	IL 60086
Estelle's Uniform Shop	342 Springfield Ave.	Summit	NJ 07901	Proper Shoe Store	2712 Cherokee St.	St. Louis	MO 63118
F & G Department Store	127-133 West Oak	Louisville	KY 40203	R & J Uniform Center	P.O. Box 1033 Princeton Shopping Ctr.	Princeton	WV 24740
Gallopin' Goose	P.O. Box 191	Weiser	ID 83672	Razorback Jobbers	1214 Albert Pike	Hot Springs	AR 71901
Gerl's Uniforms	31-666 Hwy. 111	Indio	CA 92201	Red Wing Shoe Store	86 Almaden Ave.	San Jose	CA 95113
Glick Shoes	35 N. Hanover St.	Carlisle	PA 17013	Red Wing Shoe Store	1447 No. Main St.	Salinas	CA 93901
Gordy's Cancellation Shoe	829 E. William St.	Salisbury	MD 21801	Red Wing Shoe Store	4912 East Busch Blvd.	Tampa	FL 33617
Griffith's Inc.	1175 8th St., SE	Hickory	NC 28601	Rich Corrective Shoes	170 East 84th St.	New York	NY 10028
Groendykes Shoes	3010 S. Wilson	Grandville	MI 49418	Richey, Franz Shoes Inc.	8015 Wisconsin Ave.	Bethesda	MD 20014
Harris, E. J.—Mason Shoes	Box 545	Sumner	WA 98390	Ridgecrest Family Shoe Store	1936 Ridge Rd., West	Rochester	NY 14626
Herachel's Shoes	406 S. Indiana St.	Mooresville	IN 46158	Riley, Frederick J.—Knapp Shoes	523 Dennett St.	Portsmouth	NH 03801
Hess Lettering	513 Reading Ave.	West Reading	PA 19611	Robinson's	409 E. 4th So.	Salt Lake City	UT 84111
Hesterly Shoe & Boot Service	328 W. Commercial	Springfield	MO 65803	Ronald Shoes	605 Ave. of the States	Chester	PA 19013
Heuer-Williams, Inc.	910 N. Glenstone	Springfield	MO 65802	Roth, Raymond G.—Mason Shoes	433 Gorgas St.	Pittsburgh	PA 15210
Hi-Lite Shoes, Inc.	1480 Mineral Spring Ave.	No. Providence	RI 02904	Schnek Shoe Support Co.	4908 13th Ave.	Brooklyn	NY 11219
Holidays Family Bootery	315 Main St.	Franklin	OH 45005	Scholl's, Dr. Foot Comfort Shop	480 N. Federal Hwy.	Boca Raton	FL 33482
Hollrah Shoe Service	516 First Capitol Dr.	St. Charles	MO 63304	Schuler Uniform Co.	401 Northwood Ave.	Linden	NJ 07036
Hub-Shoe-Store	44 Main St.	Bangor	ME 04401	Sears, Roebuck & Co.	Sears Tower	Chicago	IL 60634
J. & R. Uniform Co.	3921 N. 40th Ave.	Hollywood	FL 33021	Sheppard, H. J. & Sons, Inc.	RR #2, Box 13	Ft. Madison	IA 52827
Jay's Army & Navy Store	134 Main St.	Hempstead	NY 11550	Sheridan Co., Inc.—Footwear Unlim.	I-27 Trading Post	Walpole	MA 02081
Jenkins Shoe Service	2146 North Market	Wichita	KS 67214	Shoe Rack, Inc.	115 So. Main St.	West Bend	WI 53095
Johnny's Shoe Service	300 W. Chisholm	Alpena	MI 49707	Shoe Shop, The	Aviation Mall-Aviation Rd.	Glens Falls	NY 12801
K Mart	250 Three Springs Drive	Weirton	WV 26062	Shoe Store, The	1990 McCullough Blvd.	Lake Havasu City	AZ 86403
King Bros. Shoe Co.	P.O. Box 3537	Bristol	TN 37620	Shoe Tree	Seminole Plaza	Casselberry	FL 32707
Klug Uniform Co.	1209 E. 25th St.	Baltimore	MD 21218	Silver State Uniforms	671 W. 2nd St.	Reno	NV 89503
Lano, Andy Shoes for Men	42 Exchange St.	Portland	ME 04111	Smith's Shoe Store	Highland Shopping Ctr.	West Monroe	LA 71291
Larson's	111 S. Main St.	White Hall	IL 62092	Soine's Shoe Store	10431 Gravelly Lake Dr., SW	Tacoma	WA 98499
Le Herissier, Henry L.—Mason	37 Intervale Rd.	Boonton	NJ 07005				
Lewis Shoes	1317 South Baldwin Ave.	Arcadia	CA 91006				

UNIFORM PROGRAM—LICENSED VENDOR LISTING—Continued

South Florida Police Supply, Inc.	P.O. Box 1502	Pompano Beach	FL 33061	Uniform Center	408 Congress St.	Austin	TX 78701
Southern Uniform Co.	P.O. Box 4688	New York	NY 10249	Uniform Place, The Unipro	11230 Georgia Ave.	Wheaton	MD 20902
Stango Bros., Inc.	466 Bloomfield Ave.	Newark	NJ 07107	Walker, C. E. & Co.	1044 West Garvey	West Covina	CA 91790
Stanhope Shoe Repair	34 Main St.	Stanhope	NJ 07874	Walker Ltd.	394-6-8 High St.	Holyoke	MA 01040
Stefan's Shoes	248 Chestnut St.	Meadville	PA 16835	Walker's Shoe Store	23A School St.	Boston	MA 02108
Sully's Formal Wear	96 Bridge St.	Lowell	MA 01852	Warshaw Shoes, Inc.	421 Pierce St.	Sioux City	IA 51101
Swan, Janice—Knapp Shoes	8111 E. Zavante Rd.	Felton	CA 95018	Watson's Shoe Service	350 Main St.	Poughkeepsie	NY 12601
Swearingen, Fan-nie—Mason Shoes	303 West First St.	Long Beach	MS 39560	Wayne's Bootery	Main Street	Pickford	MI 49774
Temco, Lou Uniforms Inc.	95 S. Pearl St.	Pearl River	NJ 10965	Western Uniform Co.	Thunderbird Mall	Menomonie	WI 54751
Thrower Shoe Shop	112 North Main St.	Arab	AL 35016	Westgate Foot-so-Port Shoe	7601 Grandview	Arvada	CO 80002
Toggerly, The	709 Clay St.	Vicksburg	MS 39180	Williams Red Wing Shoe Store	2064 Chili Ave.	Rochester	NY 14624
				Zim's Shoes	2025 Chester Ave.	Bakersfield	CA 93301
					147 Main St.	Oneonta	NY 13820

—Labor Relations Dept., 6-3-76.

CUSTOMER COMPLAINTS/INQUIRIES

All postmasters are responsible for the operation of the Consumer Service Card Program. (See *Implementation/Instruction Guide on Consumer Service Card Reporting and Analysis System*, Sept. 1975. Contact your sectional center manager if you need this material.)

Processing Consumer Cards at local Post Offices

a. Customer completes the postage-free, two-ply card and mails one to his postmaster for action and the other to the office of Consumer Affairs for analysis information.

b. Postmaster initiates appropriate action, based on his copy of the customer's card, to promptly settle the consumer's complaint.

c. At the end of each working day the postmaster will bundle all Consumer Service Cards on which final action has been taken (face all cards

one way), and send them by first-class mail to:

Consumer Affairs Support Division
Office of Consumer Affairs
U.S. Postal Service
Washington, DC 20261

A supply of Consumer Service Cards (Form 4314) must be maintained in post office lobby display areas and available to customers through window clerks and carriers (city and rural).

Use of the Cards by Postal Employees

a. Complaints received by telephone, letter, or personal visit must be recorded by postal personnel on the Consumer Service Cards. Please record at the bottom near the left-hand corner of the form how the contact came to you, that is, telephone (T), letter (L), or in person (P).

b. Complete the card and place card addressed to Consumer Affairs

in the mail immediately. The postmaster's copy should be mailed after final action has been taken.

Processing Customer Complaints/Inquiries

(See *Guidelines to Handling Consumer Complaints*, Sept. 1975.)

a. All customer complaints/inquiries must be promptly responded to either by telephone or letter.

b. If a postmaster must refer a complaint or inquiry to another office, he should so advise the customer and let the customer know that he will be furnished the results of the action taken. The postmaster should retain his copy of the Consumer Service Card until final action is taken and the customer is notified.

Part 311 of the POSTAL SERVICE MANUAL will be revised to reflect these program procedures.—Customer Services Dept., 6-3-76.

Mailing Human Remains

Recent losses of parcel post containing the cremated remains of humans have reinforced the importance of using registered mail for this purpose. These remains deserve maximum protection while in the mails.

All employees who have occasion to accept human remains for mailing should emphasize, in the strongest manner possible, the advantages of security and tracing procedures afforded by registry.

Postmasters should ensure that appropriate officials at crematoriums served by their offices are contacted and urged to use registry for mailing all human remains.—Customer Services Dept., 6-3-76.

Scale Charts for 12-31-75 Rate Change

All requisitions for scale charts have been filled and delivery is now completed.

All defective scale charts and scale charts reflecting outdated rates should be destroyed immediately on site and not returned to the supply centers. Exception: the DETECTO, 70-pound drum scale charts, Item No. 0861B, may be retained for calibration purposes only, pending receipt of new plastic rate charts.

Postal facilities receiving duplicate orders or having charts in excess of their needs should return them to their respective supply centers, indi-

cating that the rate charts are excess to their needs.

Postal facilities not receiving a sufficient supply of scale charts should requisition the required charts from their servicing supply center.

All managers of postal facilities should insure that a physical inspection is made of each scale under their jurisdiction to assure installation of the current scale chart. If the current scale chart has not been installed, managers should immediately contact their maintenance manager or area maintenance office to arrange for prompt installation.—Customer Services Dept., 6-3-76.

POST OFFICE CHANGES NO. 27

(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 128 PSM) apply. NP=Nonpersonnel. NZCD=National ZIP Code Directory. RB=Rural Branch. Resc.=Rescinded. RS=Rural Station. S=Station. x=Classified. (Contract stations and branches do not have the symbol "x" following the symbol for type of installation.) (See PB 21044, 6-26-75.)

State	Name of post office	County/parish	Name of station, branch, or unit	Type S/B	ZIP Code	Change action	Effective date	Explanation of change
AL	Owassa	Conecuh			34488	Delete	7-18-76	} PO disc.
AL	(Mail to Evergreen)	do			34401		7-17-76	
AL	Alton	Jefferson			35015	Delete	7- 2-76	
AL	(Mail to Birmingham)	do			35210		7- 3-76	
AK	Cohoe	Southcentral			99570	Delete	7-30-76	} PO disc.
AK	(Mail to Soldotna)	do			99669		7-31-76	
AR	Chatfield	Crittenden			72323	Delete	7- 2-76	} PO disc.
AR	(Mail to Hughes)	Saint Francis			72348		7- 3-76	
AR	Fargo	Monroe			72049	Delete	7-30-76	} PO disc.
AR	(Mail to Brinkley)	do			72021		7-31-76	
AR	Grand Glaize	Jackson			72056	Delete	7- 2-76	} PO disc.
AR	(Mail to Bradford)	White			72020		7- 3-76	
CA	Modesto	Stanislaus	Scenic Center	B	95350	Delete	6-30-76	B disc.
CA	do	do	South Modesto	B	95350	Delete	6-30-76	B disc.
CO	Leadville	Lake	Climax	Bx	80429	Delete	4-24-76	} Bx conv. to CPO.
CO	do	do	do	CPO	80429	Add.	4-24-76	
FL	Pensacola	Escambia	Warrington	Bx	32507	Delete	6-18-76	} Bx conv. to B.
FL	do	do	do	B	32507	Add.	6-19-76	
FL	Vero Beach	Indian River	West Vero Beach	CPO	32960	Add.	5- 1-76	CPO estab.
FL	Basinger	Okeechobee			33428	Delete	7-16-76	} PO disc.
FL	(Mail to Okeechobee)	do			33472		7-17-76	
GA	Farmington	Oconee			30638	Delete	7- 2-76	} PO conv. to CPO.
GA	Watkinsville	do	Farmington	CPO	30638	Add.	7- 3-76	
GA	Kibbee	Montgomery			30481	Delete	7- 2-76	} PO disc.
GA	(Mail to Vidalia)	Toombs			30474		7- 3-76	
GA	Mount Berry	Floyd			30149	Delete	7- 2-76	} PO conv. to CPO.
GA	Rome	do	Mount Berry	CPO	30149	Add.	7- 3-76	
GA	The Rocks	Upson			30285	Delete	7- 2-76	} PO conv. to CPO.
GA	Thomaston	do	The Rocks	CPO	30285	Add.	7- 3-76	
ID	Spencer	Clark			83446	Delete	7-16-76	} PO disc.
ID	(Mail to Dubois)	do			83423		7-17-76	
IL	Aurora	Kane	Fox Valley East 1	Sx	60505	Add	4- 5-76	Amend PB 21076 to correct county location of Sx.
IL	Bellnap	Johnson			62908	Delete	7-16-76	} PO disc.
IL	(Mail to Vienna)	do			62995		7-17-76	
IL	Frankfort Heights	Franklin			62840	Delete	7-16-76	} PO disc.
IL	(Mail to West Frankfort)	do			62896		7-17-76	
IL	Nason	Jefferson			62886	Delete	7-30-76	} PO disc.
IL	(Mail to Bonnie)	do			62816		7-31-76	
IL	Plato Center	Kane			60170	Delete	7- 2-76	} PO disc.
IL	Elgin	do	Plato Center	CPO	60170	Add.	7- 3-76	
IN	Ober	Starke			48560	Delete	7-18-76	} PO disc.
IN	(Mail to Knox)	do			46534		7-17-76	
IA	Bremer	Bremer			50610	Delete	7- 2-76	} PO disc.
IA	(Mail to Waverly)	do			50677		7- 3-76	
IA	Chillicothe	Wapello			52548	Delete	7- 2-76	} PO conv. to CPO.
IA	Ottumwa	do	Chillicothe	CPO	52548	Add.	7- 3-76	
IA	Little Cedar	Mitchell			50454	Delete	7- 2-76	} PO conv. to CPO.
IA	Osgoe	do	Little Cedar	CPO	50454	Add.	7- 3-76	
IA	Robins	Linn			52328	Delete	7- 2-76	} PO conv. to CPO.
IA	Marion	do	Robins	CPO	52328	Add.	7- 3-76	
IA	Rossie	Clay			51356	Delete	7-16-76	} PO conv. to CPO.
IA	Royal	do	Rossie	CPO	51356	Add.	7-17-76	
IA	Spring Hill	Warren			50245	Delete	7- 3-76	} PO disc.
IA	(Mail to Indianola)	do			60125		7- 4-76	
IA	Toosterville	Mitchell			50481	Delete	7- 2-76	} PO conv. to CPO.
IA	Saint Ansgar	do	Toosterville	CPO	50481	Add.	7- 3-76	
IA	Whittier	Linn			52360	Delete	7- 2-76	} PO conv. to CPO.
IA	Springville	do	Whittier	CPO	52360	Add.	7- 3-76	
KS	Bushong	Lyon			66841	Delete	7- 2-76	} PO conv. to CPO.
KS	Allen	do	Bushong	CPO	66841	Add.	7- 3-76	
KS	Chanute	Neosho	Earlton	RB	66781	Delete	6- 4-76	RB disc.
KS	Denison	Jackson			66419	Delete	7- 2-76	} PO conv. to CPO.
KS	Mayetta	do	Denison	CPO	66419	Add.	7- 3-76	
KY	Mentor	Campbell			41080	Delete	6-18-76	} Amend PB 21076 to correct eff. date.
KY	(Mail to California)	do			41007		6-19-76	
KY	Denney	Wayne			42614	Delete	7- 2-76	} PO disc.
KY	(Mail to Bronston)	Fulaski			42518		7- 3-76	
LA	Benson 4	De Soto			71005	Delete	5-21-76	} PO disc.
LA	(Mail to Converse)	Sabine			71419		5-22-76	
ME	East Poland	Androscoggin			04230	Delete	7- 7-76	} PO disc.
ME	(Mail to Auburn)	do			04210		7- 8-76	
ME	North Lubec	Washington			04663	Delete	7-16-76	} PO disc.
ME	(Mail to Lubec)	do			04652		7-17-76	
MD	Lanham	Prince Georges	Seabrook	Bx	20801	Delete	7- 2-76	} Bx disc. Name of PO changed.
MD	do	do	do		20801	Delete	7- 2-76	
MD	Lanham-Seabrook	do	do		20801	Add.	7- 2-76	
MA	Plymouth	Plymouth	Center	Sx	02360	Add.	5-15-76	Sx estab.
MA	Siasconset	Nantucket			02564	Delete	7-16-76	} PO disc.
MA	Nantucket	do	Siasconset	Sx	02564	Add.	7-17-76	

POST OFFICE CHANGES NO. 27—Continued

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
MN	Burnett	Saint Louis			55714	Delete	7-2-76	PO disc.
MN	(Mail to Culver)	do.			55727		7-3-76	
MN	Lockhart	Norman			56555	Delete	7-2-76	
MN	(Mail to Ada)	do.			56510		7-3-76	
MS	Magee	Simpson	Sanatorium	Bx	39112	Delete	6-1-76	Bx conv. to CPO.
MS	do.	do.	do.	CPO	39112	Add	6-2-76	
MS	Montrose	Jasper			39343	Delete	7-2-76	PO disc.
MS	(Mail to Louin)	do.			39338		7-3-76	
MS	Natchez	Adams	Tracetown	S	39120	Add	3-16-76	B estab.
MO	Ballwin	Saint Louis	Ellisville	B	63011	Add	5-17-76	B. estab.
MO	Clyde	Nodaway			64432	Delete	7-2-76	PO conv. to CPO.
MO	Conception	do.	Clyde		64432	Add	7-3-76	
MO	Conran	New Madrid			63838	Delete	7-16-76	PO disc.
MO	(Mail to Portageville)	do.			63873		7-17-76	
MO	Millcreek	Madison			63658	Delete	7-30-76	PO disc.
MO	(Mail to Fredericktown)	do.			63645		7-31-76	
MO	Neck City	Jasper			64849	Delete	7-16-76	PO disc.
MO	(Mail to Jasper)	do.			64755		7-17-76	
MO	New Point	Holt			64472	Delete	7-2-76	PO disc.
MO	(Mail to Oregon)	do.			64473		7-3-76	
MO	Quitman	Nodaway			64478	Delete	7-2-76	PO disc.
MO	(Mail to Burlington Junction)	do.			64428		7-3-76	
MO	Reeds Spring	Stone	Lakeview	CPO	65737	Add	2-2-76	CPO estab.
MT	Essex	Flathead			59916	Delete	4-23-76	PO conv. to CPO.
MT	Columbia Falls	do.	Essex	CPO	59916	Add	4-24-76	
MT	Epsie	Powder River			59825	Delete	7-30-76	PO disc.
MT	(Mail to Broadus)	do.			59317		7-31-76	
NE	Henry	Scotts Bluff			69349	Delete	7-2-76	PO conv. to CPO.
NE	Lyman	do.	Henry	CPO	69349	Add	7-3-76	
NE	Huntley	Harlan			68951	Delete	7-30-76	PO conv. to CPO.
NE	Republican City	do.	Huntley	CPO	68951	Add	7-31-76	
NE	Wellfleet	Lincoln			69170	Delete	7-30-76	PO conv. to CPO.
NE	North Platte	do.	Wellfleet	CPO	69170	Add	7-31-76	
NV	Jiggs	Elko			89827	Delete	7-16-76	PO disc.
NV	(Mail to Elko)	do.			89801		7-17-76	
NV	Sparks	Washoe	Sun Valley	RB	89431	Delete	5-21-76	RB disc.
NH	North Chichester	Merrimack			08258	Delete	8-18-76	PO disc.
NH	(Mail to Pittsfield)	do.			08263		8-14-76	
NJ	South Branch	Somerset			08881	Delete	7-2-76	PO disc.
NJ	(Mail to Somerville)	do.			08876		7-3-76	
NY	Clifton	Monroe			14431	Delete	7-16-76	PO disc.
NY	(Mail to Churchville)	do.			14428		7-17-76	
NY	Albany	Albany	Empire State Plaza	Sx	12220	Add	7-8-76	Sx estab.
NC	George	Northampton			27833	Delete	7-16-76	PO disc.
NC	(Mail to Woodland)	do.			27897		7-17-76	
NC	Ash	Brunswick	Freeland	RB	28440	Delete	5-15-76	RB disc.
ND	Baker	Benson			58312	Delete	3-12-76	PO disc.
ND	(Mail to York)	do.			58386		3-13-76	
OH	Edenton	Clermont			45117	Delete	8-27-76	Amend PB 21079 to correct ZIP Code.
OH	(Mail to Goshen)	do.			45122		8-28-76	
OH	Rendville	Perry			43775	Delete	7-31-76	PO disc.
OH	(Mail to Corning)	do.			43730		8-1-76	
OK	Eagle City	Blaine			73643	Delete	7-16-76	PO disc.
OK	(Mail to Canton)	do.			73724		7-17-76	
OK	Jumbo	Pushmataha			74551	Delete	7-2-76	PO disc.
OK	(Mail to Antlers)	do.			74523		7-3-76	
OK	Peckham	Kay			74848	Delete	7-2-76	PO disc.
OK	(Mail to Newkirk)	do.			74647		7-3-76	
PA	Gwynedd Valley	Montgomery			19437	Delete	7-16-76	PO conv. to Bx.
PA	North Wales	do.	Gwynedd Valley	Bx	19437	Add	7-17-76	
PA	West Monterey	Clarion			16060	Delete	7-16-76	PO disc.
PA	(Mail to Parker)	Armstrong			16049		7-17-76	
SD	La Plant	Dewey			57687	Delete	7-10-76	PO conv. to CPO.
SD	Eagle Butte	do.	La Plant	CPO	57687	Add	7-11-76	
SD	Mud Butte	Meade			57758	Delete	7-10-76	PO conv. to CPO.
SD	Newell	Butte	Mud Butte	CPO	57758	Add	7-11-76	
TN	Holtland	Marshall			37077	Delete	5-21-76	PO disc.
TN	(Mail to Chapel Hill)	do.			37084		5-22-76	
TN	Kimmins	Lewis			37081	Delete	7-16-76	PO disc.
TN	(Mail to Hohenwald)	do.			38462		7-17-76	
TN	Lone Mountain	Claiborne			37773	Delete	8-31-76	PO disc.
TN	(Mail to Tazewell)	do.			37879		9-1-76	
TN	Postelle	Polk			37368	Delete	7-16-76	PO disc.
TN	(Mail to Copperhill)	do.			37317		7-17-76	
TX	Dallas	Dallas	Industrial	Sx	75212	Delete	5-24-76	To correct ZIP Codes of Sx's listed in DOPO and NZCD.
TX	do.	do.	do.	Sx	75207	Add	5-24-76	
TX	do.	do.	South Oak Cliff	Sx	75239	Delete	5-24-76	
TX	do.	do.	do.	Sx	75218	Add	5-24-76	
TX	Lowake	Concho			78855	Delete	7-16-76	PO disc.
TX	(Mail to Rowena)	Runnels			78875		7-17-76	
TX	Arlington	Tarrant	Six Flags Over Texas	S	76010	Delete	4-16-76	S disc.
TX	Carey	Childress			79222	Delete	7-30-76	PO disc.
TX	(Mail to Childress)	do.			79201		7-31-76	
TX	Middle Water	Hartley			79060	Delete	7-2-76	PO disc.
TX	(Mail to Dalhart)	Dallam			79022		7-3-76	

POST OFFICE CHANGES NO. 27—Continued

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
TX	Pettit	Hockley			79354	Delete	7-16-76	} PO disc.
TX	(Mail to Leveland)	do			79336	Delete	7-17-76	
TX	Vineyard	Jack			76085	Delete	7- 2-76	} PO disc.
TX	(Mail to Jacksboro)	do			76056	Delete	7- 3-76	
WA	Seattle	King	Richmond Beach	Bx	98160	Delete	3-15-76	Bx disc.
WV	Hernshaw	Kanawha			25107	Delete	8-13-76	} PO disc.
WV	(Mail to Charleston)	do			25315	Delete	8-14-76	
WV	Jordan	Marion			26577	Delete	8-13-76	} PO disc.
WV	(Mail to Fairmont)	do			26554	Delete	8-14-76	
WV	Clarksburg	Harrison	Nutter Fort-Stonewood	Bx	26301	Delete	5- 1-76	} Amend PB 21079 to correct spelling of B.
WV	do	do	do	B	26301	Add	5- 2-76	
WV	Leewood	Kanawha	Decota	CPO	25055	Delete	6-18-76	CPO disc.
WV	Lorentz	Upshur			26229	Delete	8-13-76	} PO disc.
WV	(Mail to Buckhannon)	do			26201	Delete	8-14-76	
WV	Surveyor	Raleigh			25932	Delete	8-13-76	} PO disc.
WV	(Mail to Glen Daniel or Lester) ³	do			25844 25865	Delete	8-14-76	
WI	Madison	Dane	Main Post Office		53701	Delete	7-23-76	} Main Post Office being relocated.
WI	do	do	do		53707	Add	7-24-76	
WI	do	do	Capitol	Sx	53701	Add	7-23-76	Sx estab.
WI	Nichols	Outagamie			54152	Delete	7-30-76	} PO conv. to CPO.
WI	Black Creek	do	Nichols	CPO	54152	Add	7-31-76	
WI	South Byron	Fond du Lac			53087	Delete	7- 2-76	} PO disc.
WI	(Mail to Brownville)	Dodge			53006	Delete	7- 3-76	
WI	Underhill	Oconto			54176	Delete	7-30-76	} PO conv. to CPO.
WI	Gillett	do	Underhill	CPO	54176	Add	7-31-76	
WI	Edmund	Iowa			53535	Delete	7- 2-76	} Amend PB 21079.
WI	(Mail to Dodgeville)	do			53533	Delete	7- 3-76	

¹ Sx located in DuPage County.

² CPO located in Meade County.

³ Customers will be extended delivery service from either Glen Daniel or Lester, WV depending upon the delivery location.

⁴ Previously-published effective date revised.

—Customer Services Dept., 6-3-76.

DURING THE CURRENT PERIOD OF SHORTAGE OF SPECIAL DELIVERY LABELS, WINDOW CLERKS AND CSRS SHOULD PROVIDE CUSTOMERS ONLY ENOUGH LABELS TO FILL AN APPROXIMATE THREE-MONTH NEED.

Post Offices With Less Than 190 Revenue Units (CAG K & L)

OUTSIDE SALES REPORT

Effective with the new Government Fiscal Year 1977, which is scheduled to begin on October 1, 1976, the reporting of outside sales will be reestablished for post offices with less than 190 revenue units (CAG K & L offices).

DEFINITION

An outside sale is postage sold in a large or unusual quantity to be used on mailing matter at other post offices. Although the revenue derived from outside sales is included in the gross receipts of the post office, it cannot be included when classifying the office or evaluating salary levels. For office classification and salary evaluation purposes, net revenue (gross revenue less outside sales) will be used.

STANDARDS FOR REPORTING

Outside Sales Limits. Individual transactions above the following amounts are considered to be of large and unusual quantities and must be reported if, after inquiry, they are determined to be outside sales:

Revenue Units	Report if Over
0 through 35 (CAG L)	\$13
36 through 189 (CAG K)	35

Repetitive Sales. Repetitive outside sales to the same customer within a short period of time will be considered in total as one sale. The revenue from such transactions, if over the limits specified above, must be reported.

Unallowable Revenue. This is revenue derived from transactions which are considered to be the same as outside sales and cannot be included in the net revenue of the office. The following transactions must be reported as outside sales:

1. Sale of any postage, if over the limits specified above, either for use on mailing matter deposited at other post offices or for resale through vending machines outside the delivery limits of the selling post office.
2. Sale of postage, if over the specified standard limits, through the setting of meters and stamps-by-mail to customers outside the delivery limits of the office.
3. Sale of postage for use on mail matter diverted from another post office, regardless of whether the sale was made with or without solicitation

by the postmaster (except as specified in the *Allowable Revenue* section below). However, the customer cannot be made to buy postage at the post office where his mail is deposited. A postmaster may not deny a customer the right to deposit mail matter at his office because the postage used was purchased at another office.

4. Sale of postage to postmasters, employees, or any customer for use in the purchase of merchandise or other saleable articles, or for use in the payment of bills, dues, or subscriptions, or as contributions to churches, charitable institutions, or similar organizations.

5. Sale of stamp stock for philatelic purposes, if over the specified standard limits, to local and nonlocal customers; to stamp dealers for resale, regardless of whether they are local or nonlocal customers; to employees of the post office or to the postmaster or to members of the postmaster's family.

6. Sale of stamp stock to the postmaster, to employees of the post office, or to members of the postmaster's family in such quantities such that would cause an advancement or prevent a relegation of the office.

Allowable Revenue. This is revenue derived from transactions which are not considered to be outside sales and can be included in the net revenue of the office for classification and evaluation purposes. The following transactions are not outside sales:

1. Mail shipped in bulk for local mailing. Where catalogs and similar mail are shipped in bulk by truck, parcel post, express, or freight to various cities and towns for distribution to customers through local post offices and the postage is purchased at the office where the mail is entered, the revenue is allowable.
2. Postage purchased by nonlocal customers for mailings at the selling post office. When postage is purchased by a nonlocal customer for use on mail deposited at the selling post office to secure a later dispatch, or for other service reasons, the revenue is allowable.
3. Postage sales to highway contract routes and rural routes. When a highway contract route or rural route which serves customers at an

intermediate post office is consolidated with routes at another post office, the carrier or driver of the route may be required to purchase stamps at the intermediate post office in an amount equal to the postage sold to the office's customers. This is not considered an outside sale and the revenue from such a sale is allowable for the selling post office.

PROCEDURES FOR REPORTING

Outside Sales in PFY 1976. The postal system examiners will audit the Cash Books of those offices which are in the CAG K and L categories and are eligible for advancement to a higher CAG or NCD level on the basis of their PFY 1976 revenue. If outside sales are uncovered by the audit, the amounts of the sales will be used to reduce the gross revenue of the office, and advancement will be based on the adjusted revenue.

Outside Sales in Subsequent PFY's.

1. Postmasters of offices of the above categories will maintain a record of outside sales transactions showing the date, amount of purchase and the name and address of the purchaser. This record must be kept with the Cash Book for auditing by the postal inspectors and postal system examiners.

2. Postmasters at CAG K and L offices will complete Form 1568, *Outside Sales Report*, in duplicate at the end of each Postal Fiscal Quarter. The original copy will be submitted with the *Statement of Account* to the postal data center. The second copy will be sent to the management sectional center director of finance or support. Two reports will be submitted for Postal Fiscal Quarter IV: one report will cover the period from the end of PFQ III through September 30; the second report will cover the period from October 1 to the beginning of PFQ I. A report **will not** be submitted if no outside sales are made during the quarter.

- a. Outside sales reports addressed to the MSC director of finance or support are due within 5 working days after the end of each quarter.
- b. A report will be made to cover the outside sales from October 1 to October 9, 1976 (from the beginning

1976 ZIP Code Advertising Program

Distribution

The 1976 ZIP Code Advertising Program will be released in mid-June.

Distribution will be different this year than in the past two years. All radio material will be sent directly to the stations. Postmasters in the Top 25 markets (by population) will receive TV and newspaper quantities and a file copy of radio. These postmasters will be responsible for distribution in their cities.

Postmasters who are not in the above category and who have originating TV stations in their city will receive a file copy of TV and radio materials plus quantities of newspaper proofs for distribution. We ask these postmasters to check with media in their area to make sure stations have received materials and are incorporating them in their PSA schedule. A workbook to all postmasters involved will be included explaining the program in detail. Additional materials will be available from regional general managers, public and employee communications.—*Customer Services Dept., 6-3-76*

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of the new GFY 1977 to the beginning of the new PFY 1977).

Availability of Forms 1568

A supply of Forms 1568 is being sent to MSC's which have associate offices of the CAG K and L levels. Postmasters should request these forms, on an as-needed basis, from their local MSC manager. When necessary, MSC managers can obtain additional supply from the Western Area Supply Center.

Failure To Report Outside Sales

Any suspicion of willful inflation of revenue will be referred to the Inspection Service for investigation. No action will be taken pending completion of the investigation. In all other cases, MSC managers will take appropriate actions against postmasters who fail to report outside sales.—*Operations Group, 6-3-76.*

All Banking Post Offices

Deposit Reporting

Banking Post Offices CAG A through G authorized to make telephone deposit call-ins to National Data Corporation (NDC) will make their calls only when the call-in amount is \$2,000 or greater. All calls are to be made prior to 11:30 a.m. (local time) on the day the deposit reaches the bank.

NDC operators are on duty 24 hours. Postmasters are encouraged to make their calls as early in the morning as possible.

Banking Post Offices CAG H and J authorized to make telephone deposit

call-ins to National Data Corporation (NDC) will make their calls only when the call-in amount is \$2,000 or greater. All calls are to be made the afternoon the deposit is prepared.

Banking Post Offices CAG K and L—CAG K offices will call the 1st and 3rd Tuesday of each Accounting Period. CAG L offices will call the 2nd and 4th Tuesday of each Accounting Period. The amount to be reported is to be equal to all deposits made since your last call.—*Finance Dept., 6-3-76.*

Money Order Voucher Submission

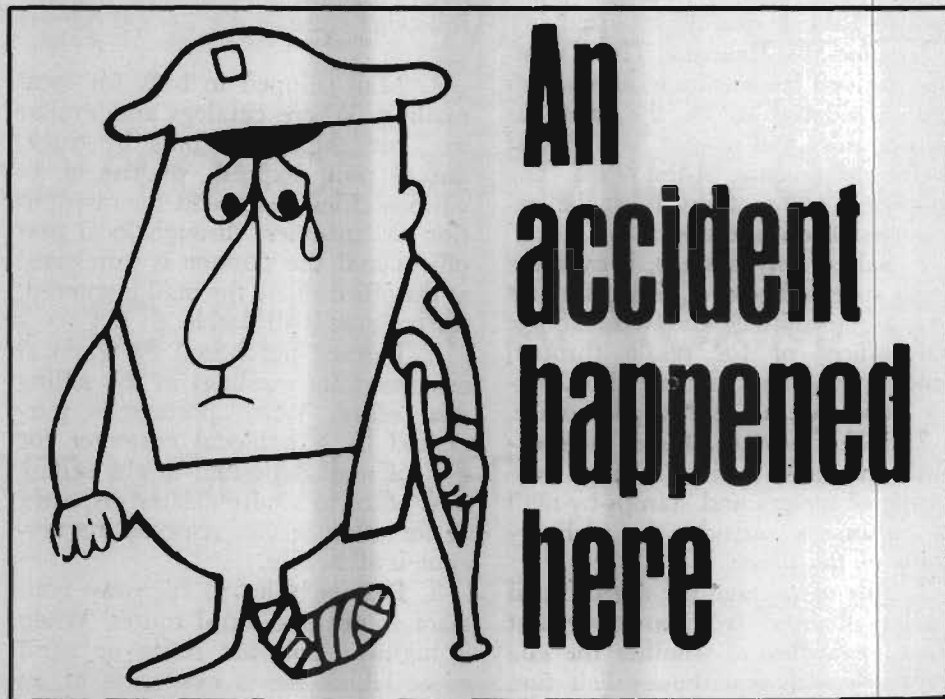
Money Order Vouchers and International Authorization Vouchers with no imprinted dollar value and/or marked *Spoiled, Not Issued, Void*, etc., should not be submitted to the Money Order Division.

Such documents are of no value in the postmaster account reconciliation process.—*Finance Dept., 6-3-76.*

Property Pass Form

All installations are reminded that Optional Form 7, *Property Pass*, is stocked at the area supply centers. Requisitions are to be submitted to the appropriate area supply center on Form 7380, *Requisition for Supplies*, during normal requisitioning cycles.—*Procurement & Supply Dept., 6-3-76.*

BUY U.S. SAVINGS BONDS

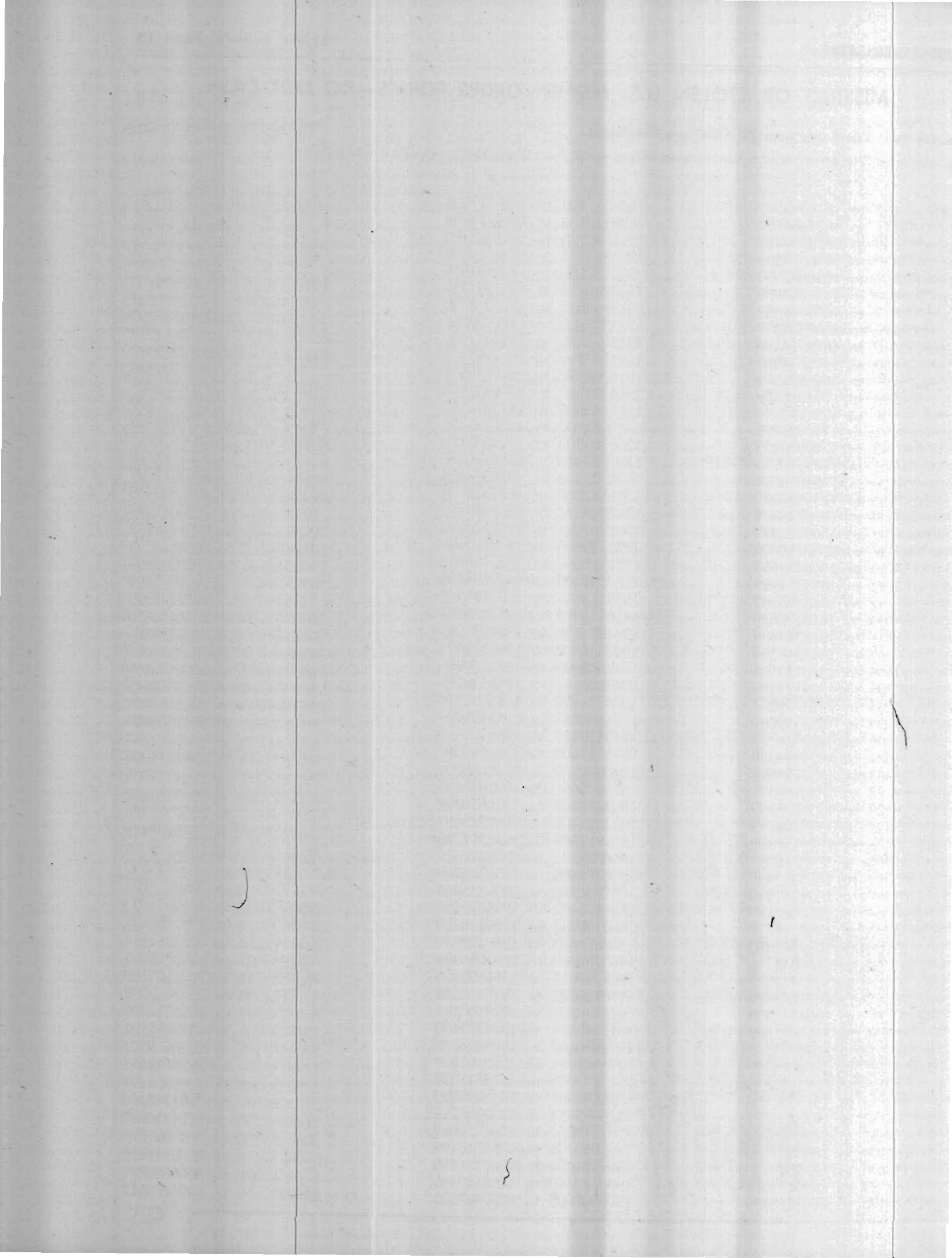


MISSING OR STOLEN U.S. MONEY ORDER FORMS—DO NOT CASH

A. Old Style. The listing from PB 21070 is still valid.

B. New Style. The actual serial numbers consist only of the first 10 Digits. Destroy the PB 21079 article.

1616545152 to 1616545999	1896017500 to 1896017699	1990507905 to 1990507999
1625466141 to 1625466199	1896113800 to 1896113899	1990687689 to 1990687699
1628292249 to 1628292299	1901049379 to 1901049499	1995671359 to 1995671999
1636675839 to 1636675899	1901372592 to 1901372699	1999256854 to 1999256999
1636676082 to 1636676999	1903632600 to 1903632699	1999837384 to 1999837499
1657057000 to 1657057999	1907244212 to 1907244299	2002639419 to 2002639450
1659361877 to 1659361899	1911918635 to 1911918799	2002881886 to 2002881899
1688304300 to 1688304999	1911939000 to 1911939299	2010587233 to 2010587299
1689773900 to 1689774199	1913077598 to 1913077999	2012944901 to 2012944999
1691674300 to 1691674999	1914787700 to 1914787999	2012945006 to 2012945099
1698585200 to 1698585599	1916448498 to 1916448599	2013805500 to 2013805699
1744356292 to 1744356999	1916932939 to 1916932999	2018938400 to 2018938499
1756102798 to 1756103399	1917899900 to 1917900299	2020057900 to 2020058199
1767029971 to 1767029999	1920282400 to 1920282497	2021090400 to 2021090499
1780920242 to 1780920299	1920365000 to 1920365199	2022309769 to 2022309799
1784370351 to 1784370399	1925051436 to 1925051499	2023458092 to 2023458299
1794039620 to 1794039699	1926528400 to 1926528499	2025217286 to 2025217699
1797037653 to 1797037699	1926628500 to 1926628699	2025609787 to 2025609999
1799339500 to 1799339699	1932043571 to 1932043599	2026068306 to 2026068399
1800923292 to 1800923399	1932709981 to 1932709999	2026636200 to 2026636599
1807996946 to 1807996999	1932719600 to 1932719699	2028624211 to 2028624299
1808257640 to 1808257653	1932738600 to 1932738999	2028917000 to 2028917999
1813957442 to 1813957999	1937698700 to 1937698728	2032976000 to 2032977499
1818265752 to 1818265799	1937773334 to 1937773399	2033489900 to 2033489999
1818290300 to 1818290699	1938175400 to 1938175499	2036193700 to 2036193999
1818314461 to 1818314499	1938921759 to 1938921999	2036194350 to 2036194599
1818346000 to 1818346299	1940535900 to 1940535999	2038475229 to 2038475299
1819144840 to 1819144999	1942580000 to 1942580299	2038475350 to 2038475999
1819197396 to 1819197499	1943408185 to 1943408199	2039774500 to 2039774775
1824739233 to 1824739257	1943791168 to 1943791199	2041088000 to 2041089999
1825539600 to 1825539699	1944408645 to 1944408699	2041609600 to 2041609699
1827838800 to 1827838999	1945120446 to 1945120499	2043081700 to 2043081899
1829494387 to 1829494399	1945197600 to 1945198099	2043875944 to 2043875999
1830774967 to 1830774999	1946688200 to 1946688299	2044836000 to 2044837999
1836169142 to 1836169199	1951045661 to 1951045999	2045459800 to 2045460099
1838226129 to 1838226799	1952637000 to 1952638999	2050598458 to 2050598599
1848808124 to 1848808199	1953225400 to 1953225699	2054299000 to 2054299199
1849150336 to 1849150399	1955912600 to 1955912799	2055619034 to 2055619099
1849316300 to 1849316399	1956684632 to 1956684699	2057429400 to 2057429599
1851665361 to 1851665399	1956726600 to 1956726799	2058070042 to 2058070199
1851762800 to 1851762899	1957955926 to 1957955999	2058071000 to 2058071099
1852668054 to 1852668199	1959615000 to 1959615399	2063490600 to 2063490699
1854778755 to 1854778778	1960158738 to 1960158799	2067343432 to 2067343441
1855182904 to 1855182999	1960654800 to 1960654849	2067935600 to 2067935649
1860214162 to 1860214199	1960798060 to 1960798099	2071505324 to 2071505399
1863733724 to 1863733999	1968229058 to 1968229099	2073371600 to 2073372099
1864630328 to 1864630499	1970126582 to 1970126599	2082878700 to 2082878899
1866532500 to 1866532599	1973940231 to 1973940299	2083855000 to 2083855999
1868034851 to 1868034899	1974545484 to 1974545499	2090619332 to 2090619399
1868603500 to 1868604199	1974626100 to 1974626599	2096132430 to 2096132451
1870326017 to 1870326099	1975461931 to 1975461999	2099936003 to 2099936199
1873655276 to 1873655399	1975871000 to 1975871099	2101768200 to 2101768599
1875497143 to 1875497199	1979695008 to 1979695099	2116833100 to 2116833599
1875828852 to 1875829299	1979755713 to 1979755724	8005023000 to 8005023999
1890470937 to 1890470899	1981716500 to 1981716699	8006421254 to 8006421299
1893327400 to 1893327499	1982839495 to 1982840499	8006580878 to 8006580899
1893660200 to 1893660299	1987731000 to 1987731199	8007230601 to 8007230617
1895135524 to 1895135599	1988187449 to 1988187499	
1895213400 to 1895213499	1990507805 to 1990507899	



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—159,999,999. 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.

160,193,201 to 160,193,300	180,446,855 to 180,446,866	203,416,199 to 203,416,300
160,507,331 to 160,507,400	182,975,501 to 182,976,200	207,218,569 to 207,218,600
160,606,501 to 160,606,900	183,457,601 to 183,458,300	207,886,401 to 207,886,600
160,919,925 to 160,920,000	183,769,412 to 183,769,500	208,872,242 to 208,872,257
160,921,817 to 160,921,900	185,028,741 to 185,028,800	209,190,001 to 209,195,000
161,799,901 to 161,800,000	186,446,001 to 186,446,500	210,301,801 to 210,302,000
161,981,006 to 161,981,900	186,820,405 to 186,820,900	210,835,285 to 210,835,300
162,015,701 to 162,015,800	188,460,651 to 188,460,700	210,935,633 to 210,935,700
162,314,201 to 162,314,700	188,669,520 to 188,670,000	212,900,201 to 212,900,300
162,600,001 to 162,600,200	189,205,701 to 189,205,800	213,256,201 to 213,256,700
163,420,501 to 163,420,800	189,217,169 to 189,217,400	213,345,001 to 213,345,100
163,573,201 to 163,573,900	189,278,454 to 189,278,464	213,504,865 to 213,505,000
165,349,901 to 165,350,200	189,357,868 to 189,357,878	216,823,954 to 216,824,000
165,618,226 to 165,618,300	190,053,526 to 190,054,000	217,621,979 to 217,622,100
166,278,201 to 166,278,500	192,099,601 to 192,099,800	217,622,401 to 217,622,800
166,951,587 to 166,951,700	196,116,101 to 196,116,600	218,660,066 to 218,660,700
170,477,105 to 170,477,200	198,036,801 to 198,036,900	219,494,026 to 219,494,130
171,471,801 to 171,472,100	198,520,743 to 198,520,800	223,944,901 to 223,945,000
171,815,673 to 171,816,000	199,531,501 to 199,531,600	224,126,989 to 224,127,100
173,562,701 to 173,563,700	199,662,401 to 199,662,500	225,395,301 to 225,396,000
173,890,301 to 173,890,500	199,662,562 to 199,662,600	226,781,246 to 226,781,400
174,317,402 to 174,317,500	199,843,031 to 199,843,050	226,073,655 to 226,073,700
175,434,677 to 175,434,900	200,400,512 to 200,400,600	227,129,004 to 227,129,400
176,226,349 to 176,226,700	200,467,313 to 200,467,500	229,083,686 to 229,083,700
176,413,353 to 176,413,400	201,328,601 to 201,329,300	229,428,120 to 229,428,300
176,780,901 to 176,781,200	201,963,699 to 201,963,800	230,143,701 to 230,144,000
178,155,401 to 178,155,500	201,980,250 to 201,980,299	239,162,130 to 239,162,200
178,759,158 to 178,759,197	202,545,957 to 202,546,000	239,863,796 to 239,863,870
179,838,411 to 179,838,600	203,249,018 to 203,249,061	239,864,826 to 239,864,900

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

UNITED STATES POSTAL SERVICE

WASHINGTON, DC 20260

OFFICIAL BUSINESS

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



FIRST CLASS