



# postal bulletin

Directives and Forms Division, Washington, DC 20260

PB 21083—June 17, 1976—24 Pages

## 13-Cent Olympic Games Commemorative Stamps

**Description.** The 13-cent Olympic Games commemorative stamps will be first placed on sale at Lake Placid, NY 12946 on July 16, 1976. The block of four designs printed on the same sheet features an Olympic event. Diving and skating are represented by female figures, and cross-country skiing and running by male figures.

**Do Not Sell Before July 17, 1976**



Size: 0.84 x 1.34 inches.

Issued in sheets of 50.

Colors: Yellow, dark yellow, red, blue, green, and black.

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

Designer: Donald Moss.

**Collectors.** Request first-day cancellations from: Olympic Games Stamps, Postmaster, Lake Placid, NY 12946 (see PSM, section 257.2). The cost is 52 cents per four stamps. Requests for single stamps will be honored, if the name of the stamp is indicated lightly in pencil in the upper right hand corner of the envelope. Requests must be postmarked no later than July 16, 1976. Selected

## NEW ADDRESS CORRECTION SERVICE FEE

The Governors of the Postal Service, in their meeting of June 2, 1976, approved a temporary fee of 13 cents for all Address Correction Services provided under Part 159, POSTAL SERVICE MANUAL. The Board of Governors has ordered the new fee implemented effective 12:01 a.m., June 13, 1976.

This action by the Board was taken in accordance with the opinion of December 16, 1975, of the United States District Court for the District of Columbia in the case of *Associated Third Class Mail Users et al. v. United States Postal Service et al.* (Court Action No. 75-1809), but without prejudice to the Postal Service's appeal from the decision in that case; the Board being of the view that the District Court's decision is erroneous.—*Rates & Classification Dept.*, 6-17-76.

mint stamps will be available at the Philatelic Sales Division, Washington, DC 20265, beginning July 17, 1976.

**Supply.** All post offices under the automatic distribution system will receive an initial supply of the stamps. Before requisitioning additional stamps (Item 432), consider that the stock should be depleted prior to September 16, 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 988) are printed on heavy art paper suitable for mounting and sell for \$2 each.

## Domestic Order

False Representation. Enforced by Postmaster at city listed.

<i>State/City</i>	<i>Name Covered</i>
CA, Alhambra-----	M & M Lab 324 South First Street

—Judicial Officer, 6-17-76.

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**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.*, 6-17-76.

## SCHEDULED ADVANCEMENTS AND RELEGATIONS

## Supplement to 1975-76 Directory of Post Offices and National ZIP Code Directory

Listed below are post offices advancing or relegating on October 9, 1976. These are to be added to or deleted from the current record of post offices having 950 or more revenue units. (Each of these is designated with an asterisk in Pub. 26, *Directory of Post Offices*, and Pub. 65, *National ZIP Code Directory*.) Those offices added to the current record of offices with 950 or more revenue units should also be designated with an asterisk, while those offices being deleted should have the asterisk removed. Parcel post weight and size limits will apply to these offices after October 9, 1976. (See POSTAL SERVICE MANUAL 135.31 for determining weight and size limits for fourth-class mail.)

This BULLETIN should be retained for reference until the 1977 editions of Pubs. 26 and 65 are published.

## ADVANCEMENTS

## From 190 to 949 Revenue Units to 950 or More Revenue Units

**Alabama:** Aliceville 35442, Gardendale 35071, Winfield 35594.

**Arkansas:** Dardanelle 72834, Lake Village 71653.

**Arkansas:** Eagle River 99577, Homer 99603, Valdez 99686.

**Arizona:** Avondale-Goodyear 85323, Cave Creek 85331.

**California:** Lathrop 95330.

**Colorado:** Rifle 81650.

**Connecticut:** Somers 06071.

**Florida:** Chiefland 32626.

**Georgia:** Alpharetta 30201, Blairsville 30512.

**Idaho:** Rigby 83442, Soda Springs 83276.

**Illinois:** Hamilton 62341, Lewistown 61542, Richton Park 60471, Warrenville 60555.

**Indiana:** Hebron 46341, Schererville 46375, Yorktown 47396.

**Iowa:** Altoona 50009, Elkader 52043, Toledo 52342.

**Kentucky:** Flemingsburg 41041, Jackson 41339, Manchester 40962.

**Louisiana:** Vivian 71082.

**Maryland:** Hughesville 20637, Preston 21655, Simpsonville 21150.

**Massachusetts:** Pembroke 02359.

**Michigan:** Bridgman 49106, Carrollton 48724, Kalkaska 49646.

**Minnesota:** Ortonville 56278, Prior Lake 55372, Young America 55397.

**Mississippi:** Morton 39117, Petal 39465, Port Gibson 39150.

**Missouri:** Buffalo 65622, Imperial 63052, Platte City 64079.

**Nebraska:** Ord 68862.

**New Jersey:** Cliffwood 07721, Oldwick 08858, Titusville 08560.

**New Mexico:** Aztec 87410, Los Lunas 87031.

**New York:** Bainbridge 13733, Blue Point 11715, Buchanan 10511, Chautauqua 14722, Dryden 13053, Fonda 12068, Goldens Bridge 10526, Livingston Manor 12758, Middle Island 11953, Valley Cottage 10989.

**North Carolina:** Dobsón 27017, Sparta 28675.

**Ohio:** Pataskala 43062.

**Oklahoma:** Fairview 73737, Nowata 74048, Watonga 73772.

**Oregon:** Estacada 97023, Wilsonville 97070.

**Pennsylvania:** Akron 17501, Conneautville 16406, Hughesville 17737, Jim Thorpe 18229, Muncie 18062, Middleburg 17842, Shady Grove 17256, Warrendale 15086.

**Puerto Rico:** Rio Grande 00745.

**South Carolina:** Inman 29349.

**Texas:** Diboll 75941, Farmersville 75031, Katy 77450, Kirbyville 75956, Mabank 75147, Quanah 79252, Rio Vista 76093, West Columbia 77486.

**Utah:** Farmington 84025, Manti 84642.

**Vermont:** Bradford 05033, Vergennes 05491.

**Virginia:** Gordonsville 22942, Midlothian 23113, Occoquan 22125.

**Wisconsin:** Milton 53563, Oregon 53575, Phillips 54555, Sturtevant 53177, West Salem 54669, Winnebago 54986.

## RELEGATIONS

## From 950 or More Revenue Units to 190 to 949 Revenue Units

**Alabama:** Fort Deposit 36032.

**Arkansas:** Hamburg 71646.

**Connecticut:** Canaan 06018, Greens Farms 06436.

**Florida:** Safety Harbor 33572.

**Georgia:** Red Oak 30272.

**Hawaii:** Haleiwa 96712.

**Illinois:** Farmer City 61842, Manteno 60950, Richmond 60071.

**Indiana:** Bourbon 46504, Cambridge City 47327.

**Iowa:** Hawarden 51023, Williamsburg 52361.

**Kansas:** Herington 67449, Pleasanton 66075.

**Louisiana:** Westlake 70669.

**Maine:** Dover Foxcroft 04426, Springvale 04083.

**Massachusetts:** Dennis Port 02639, Tyngsboro 01879.

**Minnesota:** Crosby 56441, Hawley 56549.

**Mississippi:** Eupora 39744, Flora 39071.

**Missouri:** Ava 65608, Cuba 65453, Lake Ozark 65049, Versailles 65084.

**New Hampshire:** Colebrook 03576.

**New Jersey:** Hampson 08827, Martinsville 08836.

**New York:** Altamont 12009, Ballston Lake 12019, Caledonia 14423, Corinth 12822, Wallkill 12589.

**North Carolina:** Banner Elk 28604, Fairmont 28340, Rich Square 27869, Windsor 27983.

**North Dakota:** Cavalier 58220.

**Ohio:** Botkins 45306, Campbell 44405, Lodi 44254.

**Oregon:** Bandon 97411.

**Pennsylvania:** Blue Ball 17506, Cambridge Springs 16403, Cochranon 16314, Douglassville 19518, East McKeesport 15035, Freeport 16229, Pine Grove 17963, Prospect Park 19076, West Newton 15089.

**Texas:** San Juan 78589.

**Vermont:** Castleton 05735.

**Virginia:** Middletown 22645.

**West Virginia:** Washington 26181.

**Wisconsin:** Belgium 53004, Darlington 53530.

—Customer Services Dept., 6-17-76.

**District and MSC Changes**

The following district and MSC changes have been incorporated in the list on pages 4 and 5.

**Districts**

Effective June 1, 1976, the Dallas, TX and Houston, TX Districts were combined to form the new Delta District; and Jackson, MS and New Orleans, LA Districts were combined to form the new Southwest District.

On June 19, 1976, Hartford, CT and Springfield, MA Districts will be combined to form the new Connecticut Valley District. Concurrently, Denver, CO and Colorado Springs, CO Districts will be combined to form the new Colorado District.

**Management Sectional Centers**

Effective June 19, 1976, the Worcester, MA MSC will be transferred from the present Springfield, MA District to the Boston, MA District.

In previous bulletins, in the Northeast Region, MSC Queens, NY was incorrectly listed as Flushing, NY.

In the Central Region, Marion, OH 433 is now a part of the Columbus, OH MSC within the Columbus, OH District.

In the Western Region, the following MSC changes will be effective June 19, 1976: (1) MSC Lewiston, ID 835, 994 will be combined with the Spokane, WA MSC; and (2) MSC Wenatchee 988 will be combined with the Yakima, WA MSC.—*Operations Group, 6-17-76.*

**FY 1976 Files Cut-Off**

The Government Fiscal Year (GFY) has been changed by law to run from October 1 to September 30 effective beginning FY 1977.

For the purpose of USPS files maintenance and records disposition actions, Fiscal Year 1976 will be considered to extend an additional three months and will terminate September 30, 1976. Fiscal Year 1976 records disposition requirements, therefore, will cover a fifteen month period in order to provide a transition to the new fiscal year beginning October 1, 1976.—*Finance Dept., 6-17-76.*

*All Personnel Processing Mail for Dispatch Abroad*

**Foreign Order Notice 59**

Keep all foreign order notices for use as reference.

A lottery order has been issued against:

**CANADA**  
Toronto, Ont.

RMA Services  
Dept. 555, Box 993

Winnipeg, Manitoba

Royal Canadian Legion  
Manitoba and Northwestern Ontario  
Command  
P.O. Box 608  
Tirschmann, Don G.  
P.O. Box 248

**COLOMBIA**  
Pereira

Alvarez, Armando D.  
Apt. Aereo No. 30

**IRELAND**  
Dublin

Cionnaith, Sean O.  
30 Gardiner Place  
INTERNATIONAL AFFAIRS  
BUREAU  
Irish Republican Movement  
30 Gardiner Place

**MEXICO**  
Culliacan, Sinaloa

Rivera, Maribel a de  
Taragoza 255 Pte dte 13  
Universidad Autonoma de Sinaloa  
Rosales 288 Pte. Apdo. Postal 487

**Guadalajara**

Collazos, Maria Ines  
Chapultepec Nte 19-207

Mexico 1, D. F.

Huarte, Carlos M.  
Apartado Postal 195  
Huarte, Esther Kim Vda  
Apartado Postal 195

Mexico 4, D. F.

Monte de Oca, Gracia  
Caly. Nonoalco 519-3

Mexico 21, D. F.

Murillo, R. (Rafael)  
Ret. 5 #12

**NICARAGUA**

Managua

Picado, Humberto  
Colonia Nicarao A-118

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 Offices.*—*Judicial Officer, 6-17-76.*

**Fair Labor Standards Act**

**Overtime Eligibility for Certain Postmasters**

In accordance with the overtime provisions of the Fair Labor Standards Act, claims for overtime pay adjustments for eligible postmasters may be filed with the management sectional center. These claims will initially cover the period beginning April 27, 1974, through December 19, 1975. Instructions for pay periods subsequent to December 19, 1975, will be issued at a later date.

To be eligible for overtime pay, a postmaster must have actually

worked over 40 hours in weeks falling within the above mentioned period, and customarily and regularly supervised less than 80 hours of work or two full-time equivalent employees during the period for which the claim is made. A postmaster who customarily and regularly supervised two or more full-time equivalent employees is not covered by the overtime provisions.

Postmasters who meet the requirements should contact their respective management sectional centers for instructions in filing their claim.—*Employee Relations Dept., 6-17-76.*

**YOUR CREDIT UNION**

Your best bet for higher interest on savings and a good source of low-cost financing. Join and support your local credit union. If you do not have one locally, you can join the one at headquarters. Write: USPS FCU, Box 23650, Washington, DC 20024.

## MANAGEMENT SECTIONAL CENTERS

This list includes independent facilities (marked\*)—which are not MSC's—reporting directly to the districts.

Total Districts: 57. Total MSC's: 310

NORTHEAST REGION		Delaware Valley District Box 8100 Philadelphia, PA 19101		Columbia, SC District Box 1505 Columbia, SC 29202		CENTRAL REGION	
Boston, MA District Box 142 Lexington, MA 02173		Reading, PA 173, 195-196		Columbia, SC 290-292		Chicago, IL District 120 S. Riverside Plaza Room 770 Chicago, IL 60608	
Worcester, MA 014-016		Lehigh Valley, PA 180-181, 183		Greenville, SC 293, 296		Gary, IN 463-464	
Boston, MA 017, 020-022		Southeastern, PA 189, 193-194		Charleston, SC 294		North Suburban, IL 600-603	
Lowell, MA 018		Philadelphia, PA 190-191		Florence, SC 295		South Suburban, IL 604-605	
Lynn, MA 019				Augusta, GA 298, 304, 308-309		Chicago, IL* 606	
Brackton, MA 023-024		<b>Empire District</b>		Savannah, GA 310, 312, 318-319		O'Hare AMF* 606	
Buzzards Bay, MA 025-026		Box 568		Macon, GA 316-310			
Providence, RI 027-029		Rochester, NY 14602					
		Syracuse, NY 130-132-136		<b>Delta District</b>		Cincinnati, OH District	
<b>Caribbean District</b>		Utica, NY 133-135		Box 2050		U.S. Postal Service	
Box 3367		Binghamton, NY 137-139, 148-149		Jackson, MS 39205		Cincinnati, OH 45234	
Main Post Office		Buffalo, NY 140-143, 147				Cincinnati, OH 410, 450-452, 470	
San Juan, PR 00936		Rochester, NY 144-146					
San Juan, PR 006-009				Pensacola, FL 325		Cleveland, OH District	
		<b>Maryland-DC District</b>		Mobile, AL 365-366		Main Post Office	
<b>Connecticut Valley District</b>		Box 1000		Meridian, MS 369, 393-394, 397		Cleveland, OH 44101	
Box 1748		Columbia, MD 21045		Greenville, MS 387, 389			
Hartford, CT 06101				Jackson, MS 390-392, 396		Steubenville, OH 439	
Springfield, MA 010-011, 013		Washington, DC* 200, 202-205		Gulfport, MS 395		Cleveland, OH 440-441	
Pittsfield, MA 012		Prince Georges, MD 206-209		New Orleans, LA 700-701, 703-704		Akron, OH 442-443	
Hartford, CT 060-061		Baltimore, MD 210-212, 214, 219		Lafayette, LA 705-706		Youngstown, OH 444-445	
New London, CT 062-063		Cumberland, MD 215, 267		Baton Rouge, LA 707-708		Canton, OH 446-447	
New Haven, CT 064-066		Salisbury, MD 216, 218		Alexandria, LA 713-714			
Waterbury, CT 067		Frederick, MD 217				<b>Columbus, OH District</b>	
Stamford, CT 068-069		Northern Virginia, VA 220-223		<b>Florida District</b>		Main Post Office	
		Martinsburg, WV 226-254		Box 22605		830 Twin Rivers Road	
				Tampa, FL 33622		Columbus, OH 43216	
<b>Long Island District</b>		<b>Mountaineer District</b>				Columbus, OH 430-433	
1 Old Country Road		Box 2111		Jacksonville, FL 320, 322, 326		Toledo, OH 434-436	
Suite 220		Charleston, WV 25328		Tallahassee, FL 323-324		Zanesville, OH 437-438, 457	
Carle Plaza, NY 11514				Oriando, FL 327-329		Mansfield, OH 448-449	
		Bluefield, WV 246-249		Miami, FL 300-331, 333		Dayton, OH 453-455	
Queens, NY 110-111, 113-114, 116		Charleston, WV 250-253, 258-259, 266		West Palm Beach, FL 334, 339		Chillicothe, OH 456	
Hicksville, NY 115, 117-118		Huntington, WV 255-257, 261		Tampa, FL 335-338		Lima, OH 458	
Riverhead, NY 119		Clarksburg, WV 262-265, 268					
Kennedy AMF*				<b>Mid-South District</b>		<b>Dakotas District</b>	
				Box 3583		Box 350	
<b>New York City District</b>		<b>South Jersey District</b>		Memphis, TN 38103		Fargo, ND 581-584	
Main Post Office		Box 1000				Fargo, ND 565, 580-581, 584	
Room 3016		Cherry Hill, NJ 08002		Memphis, TN 380-381, 386, 723		Grand Forks, ND 567, 582	
New York, NY 10001				Tupelo, MS 388		Sioux Falls, SD 570-574	
		South Jersey, NJ 080-081, 083		Pine Bluff, AR 716-717		Rapid City, SD 575-577	
New York, NY 100, 104, 090-098		Atlantic City, NJ 082, 084		Hot Springs, AR 719-728		Minot, ND 583, 587-588	
Brooklyn, NY 103, 112		Trenton, NJ 085-087		Little Rock, AR 720-722		Bismarck, ND 585-586	
		Wilmington, DE 197-199		Jonesboro, AR 724			
<b>Western Jersey District</b>		<b>Susquehanna District</b>		Harrison, AR 725-726		<b>Des Moines, IA District</b>	
401 Hackensack Avenue		Box 1565		Fort Smith, AR 727, 729, 749		Main Post Office, Room 313	
Suite 600		Harrisburg, PA 17105				Des Moines, IA 50399	
Continental Plaza Bldg.				<b>Nashville, TN District</b>		Des Moines, IA 500-503, 508, 514	
Hackensack, NJ 07601		Wilkes-Barre, PA 169, 177, 182, 186-187		Box 50298		Mason City, IA 504	
		Harrisburg, PA 170-172, 178		Nashville, TN 37205		Fort Dodge, IA 505	
Newark, NJ 070-073, 079		Lancaster, PA 173-176				Waterloo, IA 506-507	
Paterson, NJ 074-075, 078		Scranton, PA 184-185, 188		Chattanooga, TN 307, 373-374		Sioux City, IA 510-513	
Hackensack, NJ 076				Nashville, TN 370-372, 384-385		Dubuque, IA 520-521	
Red Bank, NJ 077		<b>Virginia District</b>		Johnson City, TN 376		Cedar Rapids, IA 522-524	
New Brunswick, NJ 088-089		Box 27466		Knoxville, TN 377-379		Ottumwa, IA 525-526	
		Richmond, VA 23261		Jackson, TN 382-383		<b>Detroit, MI District</b>	
<b>Portland, ME District</b>						U.S. Postal Service	
Box 1098		Richmond, VA 224-225, 230-232		<b>Oklahoma City, OK District</b>		Detroit, MI 480	
Portland, ME 04104		Charlottesville, VA 227-229		4545 Lincoln Boulevard		Detroit, MI 481-482	
		Norfolk, VA 233-237		Suite 16		Flint, MI 484-485	
Portland, ME 040-041, 045, 048		Petersburg, VA 238-239		Oklahoma City, OK 73105		Saginaw, MI 486-487, 497	
Asburn, ME 042-043, 049		Roanoke, VA 240-241				Lansing, MI 488-489	
Bangor, ME 044, 046-047		Bristol, VA 242-243		Amarillo, TX 679, 739, 790-791		Kalamazoo, MI 490-491	
		Lynchburg, VA 244-245		Oklahoma City, OK 730-731, 737, 748		Jackson, MI 494-492	
<b>Westchester, NY District</b>				Lawton, OK 734-736, 738		Grand Rapids, MI 493-496	
2 Corporate Park Drive		<b>SOUTHERN REGION</b>		Tulsa, OK 740-741, 743, 746			
Suite L-2, Bldg. B		<b>Atlanta District</b>		Muskogee, OK 744-745, 747		<b>Indianapolis, IN District</b>	
White Plains, NY 10604		Main Post Office		Lubbock, TX 792-794		Main Post Office, Room 307	
		Atlanta, GA 30304				Indianapolis, IN 46206	
Westchester, NY 105-109		Athens, GA 289, 305-306		<b>San Antonio, TX District</b>		Royal Oak, MI 480	
Albany, NY 120-123		Atlanta, GA 300-303		Box 830		Detroit, MI 481-482	
Poughkeepsie, NY 124-127		Birmingham, AL 350-352		San Antonio, TX 78293		Flint, MI 484-485	
Glens Falls, NY 128-129		Tuscaloosa, AL 354, 367				Kokomo, IN 469	
		Decatur, AL 355-356		Austin, TX 765, 786-787, 789		Muncie, IN 473	
<b>White River Junction, VT District</b>		Huntsville, AL 357-359		Abilene, TX 768, 795-796		Terre Haute, IN 474-475, 478	
Box 977		Montgomery, AL 360-361		Midland, TX 769, 797		Lafayette, IN 479	
White River Junction, VT 05001		Opelika, AL 362, 368		Corpus Christi, TX 779, 783-785			
		Dothan, AL 363-364		San Antonio, TX 780-782, 788		<b>Kansas City, MO District</b>	
Manchester, NH 030-034						315 W. Pershing Road	
Portsmouth, NH 035, 038-039		<b>Charlotte, NC District</b>		<b>Southwest District</b>		Kansas City, MO 64106	
White River Jct., VT 036-037, 050-051, 053,		Box 15939		Box 3			
058-059		Charlotte, NC 28210		Dallas, TX 75221		<b>Kansas City, MO 640-641, 660-662</b>	
Burlington, VT 052, 054, 056-057							
		Greensboro, NC 270-274		Shreveport, LA 710-712, 718, 755		<b>Louisville, KY District</b>	
<b>EASTERN REGION</b>		Raleigh, NC 275-277, 285		Dallas, TX 750-752, 754		Box 3001	
<b>Allegheny District</b>		Rocky Mount, NC 278-279		Tyler, TX 756-758		Louisville, KY 40066	
Box 2306		Charlotte, NC 280-282, 286, 297		Beaumont, TX 759, 776-777			
Pittsburgh, PA 15219		Fayetteville, NC 283-284		Fort Worth, TX 760-764		Louisville, KY 400-402, 471	
		Asheville, NC 287-288		Waco, TX 767-767		Lexington, KY 403-406, 413-414	
Pittsburgh, PA 150-153, 260				Houston, TX 770-775		Corbin, KY 407-409, 425-426	
Greensburg, PA 154, 156-157				Bryan, TX 778		Ashtand, KY 411-412	
Johnstown, PA 155, 159, 166						Hazard, KY 415-419	
DuBois, PA 158, 167-168						Evanville, KY 420, 423-424, 476-477	
New Castle, PA 160-162						Bowling Green, KY 421-422, 427	
Erie, PA 163-165							

MANAGEMENT SECTIONAL CENTERS—Continued

<b>Milwaukee, WI District</b> 345 W. St. Paul Avenue Milwaukee, WI 53299		<b>Springfield, IL District</b> 3085 Stevenson Drive Springfield, IL 62799		<b>Cheyenne, WY District</b> Box 345 Cheyenne, WY 82001		<b>Salt Lake City, UT District</b> 1760 W. 2100 South Salt Lake City, UT 84119	
Green Bay, WI Milwaukee, WI Madison, WI Wausau, WI Oshkosh, WI	498-499, 541-543 530-532, 534 535, 537-539 544-545 549	Rock Island, IL Kankakee, IL Rockford, IL Peoria, IL Champaign, IL Quincy, IL Springfield, IL	527-528, 612 608, 617 610-611, 613 614-616 618-619 623 624-627	Cheyenne, WY Sheridan, WY Casper, WY	820, 822-823, 829-831 821, 824, 827-828 825-826	Pocatello, ID Boise, ID Salt Lake City, UT Provo, UT	832, 834 833, 836-837, 879 840-844, 883, 888 845-847
<b>Minneapolis, MN District</b> Box 90180 St. Paul, MN 55175		<b>Wichita, KS District</b> Main Post Office Wichita, KS 67299		<b>Denver, CO</b> Golden, CO Brighton, CO Colorado Springs, CO Pueblo, CO Grand Junction, CO		<b>San Francisco, CA District</b> Box 3734 San Francisco, CA 94119	
St. Paul, MN La Crosse, WI Eau Claire, WI Minneapolis, MN Duluth, MN Rochester, MN Mankato, MN Winona, MN Willmar, MN St. Cloud, MN Brainerd, MN Bemidji, MN	540, 550-551 546 547-548 553-554 556-558 559 560 561 562 563 564 656	Saint Joseph, MO Sedalia, MO Topeka, KS Independence, KS Salina, KS Wichita, KS Hays, KS	644-646 647, 653 664-666, 668 667, 673 668, 674 670-672, 675 676-678	800-803 804-805 806-807 808-809 810-813 814-816		San Francisco, CA Oakland, CA San Rafael, CA Santa Rosa, CA Eureka, CA	940-941, 943-944, 962-966 945-948 949 954 955
<b>Omaha, NE District</b> 888 W. Dodge Road Lekin Bldg., Suite 229 Omaha, NE 68199		<b>Alaska District</b> Box 6490 Anchorage, AK 99502		<b>Phoenix, AZ District</b> Main Post Office 1441 E. Buckeye Road Phoenix, AZ 85026		<b>Santa Barbara, CA District</b> 3908 State St., Suite 282 Santa Barbara, CA 93199	
Omaha, NE Lincoln, NE Norfolk, NE Grand Island, NE North Platte, NE	515-516, 680-681 683-685 686-687 688-689 690-693	Anchorage, AK Fairbanks, AK Juneau, AK	995-996 997 998-999	Phoenix, AZ Tucson, AZ Flagstaff, AZ	850, 852-853 855-857 859-860, 863-864	Las Vegas, NV Palm Springs, CA San Bernardino, CA Santa Barbara, CA Bakersfield, CA Mojave, CA Fresno, CA	890-891 922 923-925 930-931, 934 932-933 935 936-937
<b>Saint Louis, MO District</b> Box 14447 Saint Louis, MO 63178		<b>Albuquerque, NM District</b> Box 28447 Albuquerque, NM 87125		<b>Portland, OR District</b> Box 3047 Portland, OR 97208		<b>Seattle, WA District</b> Box 3588 Seattle, WA 98124	
East St. Louis, IL Carbondale, IL St. Louis, MO Kirksville, MO Flat River, MO Poplar Bluff, MO Springfield, MO Columbia, MO Rolla, MO	620, 622 628-629 630-631, 633 634-635 636-637 638-639 648, 656-658 650-652 654-655	El Paso, TX Farmington, NM Albuquerque, NM Las Vegas, NM Las Cruces, NM Roswell, NM	798-799 865, 873-874 870-871, 875, 878 877, 884 879-880 881-883	Portland, OR Salem, OR Eugene, OR Medford, OR Pendleton, OR	970-972, 986 973, 977 974 975-976 978	Spokane, WA Seattle, WA Tacoma, WA Yakima, WA Pasco, WA	835, 838, 990-992, 994 980-982, 987 983-985 988-989 993
		<b>Billings, MT District</b> Box 2043 Billings, MT 59103		<b>Sacramento, CA District</b> 455 Capitol Mall, Suite 215 Sacramento, CA 95814		<b>Southern California District</b> U.S. Postal Service Los Angeles, CA 90052	
		Billings, MT Great Falls, MT Missoula, MT	590-591, 593 592, 594-596 597-599	Reno, NV San Jose, CA Stockton, CA Sacramento, CA Marysville, CA Redding, CA	894-895, 897, 961 939, 950-951 952-953 956-958 959 960	Los Angeles, CA* Inglewood, CA Long Beach, CA Pasadena, CA Van Nuys, CA Alhambra, CA San Diego, CA Santa Ana, CA	900 902-905 906-908 910-912 913-916 917-918 920-921 926-928

—Operations Group, 6-17-76.

INSURANCE CLAIMS MAY BE FILED AT ANY  
POST OFFICE, BRANCH, OR STATION. THEY  
DO NOT HAVE TO BE FILED AT THE  
OFFICE OF MAILING OR THE OFFICE OF  
ADDRESS

## POST OFFICE CHANGES NO. 28

(Supplemental to 1975-76 Directory of Post Offices, Publication 28)

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

State	Name of post office	County/parish	Name of station, branch, or unit	Type S/B	ZIP Code	Change action	Effective date	Explanation of change
AL	Furman	Wilcox			36741	Delete	7-30-76	} PO conv. to CPO.
AL	Pine Apple	do	Furman	CPO	36741	Add	7-31-76	
AK	Juneau	Southeastern	Mendenhall	Sx	99801	Add	2-1-75	Sx estab.
AZ	Scottsdale	Maricopa	Pinnacle Peak Village	Bx	85255	Delete	7-1-75	} Amend PB 21074 to estab. B not Bx.
AZ	do	do	do	B	85255	Add	7-1-75	
AR	Russellville	Pope	Moreland	CPO	72849	Delete	6-18-76	CPO disc.
CA	San Francisco	San Francisco	APO 96245	B	96245	Delete	5-12-76	APO disc.
CA	do	do	APO 96303	B	96303	Delete	5-21-76	APO disc.
CA	do	do	APO 96338	B	96338	Delete	2-27-76	APO disc.
CA	do	do	APO 96386	B	96386	Delete	6-15-76	APO disc.
CA	Sequoia National Park	Tulare	Camp Kaweah	Bx	93262	Delete	6-1-76	Bx disc.
CA	Sattley	Sierra			96124	Delete	7-17-76	} PO conv. to CPO.
CA	Sierraville	do	Sattley	CPO	96124	Add	7-18-76	
CA	Wankena	Tulare			93282	Delete	7-30-76	} PO conv. to CPO.
CA	Coreoran	Kings	Wankena	CPO	93282	Add	7-31-76	
CA	Willow Ranch	Modoc			96138	Delete	7-17-76	} PO disc.
CA	(Mail to Davis Creek)	do			96108	Delete	7-18-76	
CO	Pueblo	Pueblo	Station A	Sx	81004	Delete	5-3-76	Sx disc.
CO	do	do	Mesa	Sx	81005	Delete	5-3-76	Sx disc.
CO	do	do	Sunset	Sx	81005	Add	5-3-76	Sx estab.
ID	Grouse	Custer			83242	Delete	7-30-76	} PO disc.
ID	(Mail to Moore)	do	Butte		83255	Delete	7-31-76	
ID	Obidlian	Custer			83259	Delete	7-30-76	} PO disc.
ID	(Mail to Stanley)	do			83278	Delete	7-31-76	
IL	Beknap	Johnson			62908	Delete	7-16-76	} Amend PB 21080 to correct spelling of PO disc.
IL	(Mail to Vienna)	do			62995	Delete	7-17-76	
IL	Eagarville	Macoupin			62023	Delete	7-30-76	} PO disc.
IL	(Mail to Gillespie)	do			62053	Delete	7-31-76	
IL	Lake City	Montrie			61985	Delete	7-19-76	} PO disc.
IL	(Mail to Lovington)	do			61987	Delete	7-20-76	
IL	Elwin	Macon			62532	Delete	7-30-76	} PO disc.
IL	(Mail to Macon)	do			62544	Delete	7-31-76	
IL	Pontoonac	Hancock			62386	Delete	7-19-76	} PO disc.
IL	(Mail to Dallas City)	do			62330	Delete	7-20-76	
IN	Roselawn	Newton			46372	Delete	7-17-76	} PO disc.
IN	(Mail to Demotte)	Jasper			46310	Delete	7-18-76	
KS	Blaine	Pottawatomie			66410	Delete	7-30-76	} PO conv. to CPO.
KS	Westmoreland	do	Blaine	CPO	66410	Add	7-31-76	
KS	Bridgeport	Saline			67494	Delete	7-17-76	} PO disc.
KS	(Mail to Assaria)	do			67416	Delete	7-19-76	
KS	Devon	Bourbon			66730	Delete	7-17-76	} PO disc.
KS	(Mail to Fort Scott)	do			66701	Delete	7-19-76	
KS	Milan	Sumner			67105	Delete	7-30-76	} PO conv. to CPO.
KS	Wallington	do	Milan	CPO	67105	Add	7-31-76	
KS	Rice	Cloud			66965	Delete	7-30-76	} PO disc.
KS	(Mail to Concordia)	do			66901	Delete	7-31-76	
KS	Wayside	Montgomery			67366	Delete	7-17-76	} PO disc.
KS	(Mail to Independence)	do			67301	Delete	7-19-76	
KY	Dalton	Hopkins			42407	Delete	7-17-76	} PO disc.
KY	(Mail to Princeton)	Caldwell			42445	Delete	7-18-76	
KY	Dewitt	Knox			40980	Delete	7-18-76	} PO disc.
KY	(Mail to Flat Lick)	do			40935	Delete	7-19-76	
KY	Letchfield	Grayson	Anneta	RB	42710	Delete	7-18-76	RB disc.
KY	Moon	Morgan			41457	Delete	7-17-76	} PO disc.
KY	(Mail to West Liberty)	do			41472	Delete	7-18-76	
KY	Risner	Floyd			41658	Delete	7-27-76	} PO disc.
KY	(Mail to Martin)	do			41649	Delete	7-28-76	
KY	Stambaugh	Johnson			41257	Delete	7-30-76	} PO disc.
KY	(Mail to Wittansville)	do			41274	Delete	7-31-76	
KY	Tins	Knott			41768	Delete	7-30-76	} PO disc.
KY	(Mail to Emmalena)	do			41740	Delete	7-31-76	
LA	Ferriday	Concordia	Ridgecrest	B	71234	Delete	6-30-76	B disc.
LA	Jena	LaSalle	Good Pine	RB	71242	Delete	6-30-76	RB disc.
LA	Sunshine	Iberville			70780	Delete	7-17-76	} PO disc.
LA	(Mail to Saint Gabriel)	do			70778	Delete	7-19-76	
ME	Little Deer Isle	Hancock			04850	Delete	7-17-76	} PO disc.
ME	(Mail to Deer Isle)	do			04827	Delete	7-19-76	
ME	Bath	Sagadahoc	Mac Mahan	RB	04830	Delete	6-14-76	} RB conv. to CPO and parent PO and ZIP Code changed.
ME	Five Islands	do	do	CPO	04246	Add	6-15-76	
ME	Jacksonville	Washington			04847	Delete	7-17-76	} PO disc.
ME	(Mail to Machias)	do			04854	Delete	7-19-76	
ME	East Poland	Androscoggin			04280	Delete	7-17-76	} Amend PB 21080 to change effective date.
ME	(Mail to Auburn)	do			04210	Delete	7-19-76	
MD	Carrollton	Carroll			21025	Delete	7-17-76	} PO disc.
MD	(Mail to Westminster)	do			21157	Delete	7-19-76	
MI	North Bradley	Midland			49648	Delete	7-17-76	} PO disc.
MI	(Mail to Coleman)	do			49618	Delete	7-18-76	
MS	Neshoba	Neshoba			38944	Delete	7-17-76	} PO conv. to CPO.
MS	Union	do	Neshoba	CPO	38944	Add	7-19-76	

POST OFFICE CHANGES NO. 28—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
MO	Clyde	Nodaway			64432	Delete	7-2-76	Amend PB 21080 PO conv. to CPO.
MO	Conception	do	Clyde	CPO	64432	Add	7-3-76	
MO	Allendale	Worth			64430	Delete	7-17-76	PO disc.
MO	(Mail to Grant City)	do			64456		7-18-76	
MO	Amity	DeKalb			64432	Delete	7-17-76	PO disc.
MO	(Mail to Maysville)	do			64429		7-18-76	
MO	Tracy	Platte			64091	Delete	7-17-76	PO disc.
MO	(Mail to Platte City)	do			64079		7-18-76	
MO	Worth	Worth			64499	Delete	7-17-76	PO disc.
MO	(Mail to Grant City)	do			64456		7-18-76	
NV	Sparks	Washoe	Sun Valley	CPO	89431	Delete	5-21-76	Amend PB 21080 to disc. CPO.
NH	Manchester	Hillsboro	Downtown	Sx	08101	Add	5-17-76	Sx estab.
NJ	Keansburg	Monmouth	West Keansburg	B	07734	Delete	6-30-76	B disc.
NY	Thomson	Washington			12881	Delete	7-30-76	PO disc.
NY	(Mail to Greenwich)	do			12834		7-31-76	
NC	Elizabeth	Pasquotank	Weeksville	RB	27909	Delete	6-30-76	RB disc.
NC	Kinston	Lenoir	Caswell	B	28501	Delete	6-30-76	B disc.
NC	do	do	Lester's	S	28501	Delete	6-30-76	S disc.
ND	Mylo	Rolette			58953	Delete	7-20-76	PO disc.
ND	(Mail to Bisbee)	Towner			58317		7-21-76	
OH	Ava	Noble			43711	Delete	7-30-76	PO conv.
OH	Belle Valley	do	Ava	CPO	43711	Add	7-31-76	to CPO.
OH	Shinrock	Erie			44879	Delete	7-17-76	PO disc.
OH	(Mail to Huron)	do			44899		7-19-76	
OK	Atoka	Atoka	Bentley	RB	74527	Delete	3-31-76	RB disc.
OK	Broken Bow	Mc Curtin	Glover	RB	74728	Delete	2-29-76	RB disc.
OK	Muskogee	Muskogee	Bacone	S	74420	Delete	9-30-76	S disc.
OK	do	do	Reeves	S	74401	Delete	1-31-76	S disc.
PA	Barking	Alleghany			15008	Delete	8-13-76	PO disc.
PA	(Mail to New Kensington)	Westmoreland			15088		8-14-76	
RI	Portsmouth	Newport	Bristol Ferry	RS	02811	Delete	5-31-76	RS disc.
SD	Vienna	Clark			57271	Delete	7-30-76	PO conv.
SD	Watertown	do	Vienna	CPO	57271	Add	7-31-76	to CPO.
TN	Laurel Bloomery	Johnson			37080	Delete	8-13-76	PO conv to CPO.
TN	Mountain City	do	Laurel Bloomery	CPO	37080	Add	8-14-76	
TN	Macons	Madison			38354	Delete	7-17-76	PO disc.
TN	(Mail to Jackson)	do			38301		7-19-76	
TX	Fort Worth	Tarrant	Polytechnic	Sx	76108	Delete	6- 2-76	To correct ZIP Code listed in NZCD and DOFO.
TX	do	do	do	Sx	76108	Add	6- 3-76	
TX	Frankel City	Andrews			79787	Delete	7-17-76	PO disc.
TX	(Mail to Andrews)	do			79714		7-19-76	
TX	Richardson	Dallas	Canyon Creek Square	S	75080	Delete	3- 1-76	To correct name of S listed in DOFO and NZCD.
TX	do	do	Canyon Creek	S	75080	Add	3- 1-76	
TX	Truscott	Knorr	Gilliland	RB	79280	Delete	6-30-76	RB disc.
VA	Buchanan	Botetourt	Springwood	RB	24066	Delete	4-27-76	RB disc.
VA	Great Falls	Fairfax	Colvin Run Mill	CPO	23066	Add	6- 7-76	CPO estab.
VA	Ophelia	Northumberland			22530	Delete	7-17-76	PO disc.
VA	(Mail to Heathsville)	do			22473		7-19-76	
VA	Rhoadesville	Orange			22542	Delete	7-17-76	PO disc.
VA	(Mail to Unionville)	do			22567		7-19-76	
VA	Springfield	Fairfax	West Springfield	S	22158	Delete	5-21-76	S conv.
VA	do	do	do	Bx	22153	Add	5-22-76	to Bx.
WV	Charleston	Kanawha	Cinco	RB	26006	Delete	6-30-76	RB disc.
WV	do	do	Tyler Heights	B	26312	Delete	6-30-76	B disc.
WV	Coburn	Wetzel			26546	Delete	7-17-76	PO disc.
WV	(Mail to Burton)	do			26562		7-19-76	
WV	Hilawatha	Mercer			24729	Delete	7-17-76	PO disc.
WV	(Mail to Matoaks)	do			24736		7-19-76	
WV	Newberne	Gilmer			26409	Delete	7-17-76	PO disc.
WV	(Mail to Burnt House)	Ritchie			26336		7-19-76	
WI	South Byron	Fond du Lac			53057	Delete	7- 2-76	Amend PB 21080 to correct spelling of PO.
WI	(Mail to Brownsville)	Dodge			53056		7- 3-76	
WI	Spencer	Marathon	Riplinger	RB	54472	Delete	4-30-86	RB disc.
WI	Ingram	Rusk			54535	Delete	7-30-76	PO disc.
WI	(Mail to Hawkins)	do			54530		7-31-76	
WY	Ryan Park	Carbon			82330	Delete	7-30-76	PO disc.
WY	(Mail to Saratoga)	do			82331		7-31-76	

<sup>1</sup> CPO located in Tulare County.

<sup>2</sup> RB located in Clark County.

<sup>3</sup> Some Customers will be served from Coxs Mills, WV 26342 depending upon delivery location.

## All City Delivery Offices

## PQ 4 FY 76 UPDATE OF CITY DELIVERY STATISTICS

## I. INTRODUCTION

All city delivery offices will prepare a revised Form 4028, *Delivery Statistics*, reporting the required city delivery statistics. (See page 11 for copy of Form 4028.)

Report all data as of the end of Postal Quarter 4, FY 1976 (June 18, 1976). These instructions must be carefully followed to insure that accurate and valid data is reported.

**NOTE:** Certain city delivery route data required on previous Forms 4028 have been omitted for this update. These route statistics are now collected and reported in greater detail on Form 1442, *List of City Delivery Routes*, and have not been duplicated on Form 4028.

## II. REQUISITION OR REPRODUCTION OF FORM 4028

Submitting offices have the option of either reproducing Form 4028 or of obtaining blank forms as follows:

**A. Reproduction of Form 4028.** The required copies may be obtained by reproducing the Form 4028 (overprinted) exhibited in this BULLETIN.

**B. Requisition of Form 4028.** Copies of Form 4028 are available at the area supply centers. Management sectional centers (MSC's) will order sufficient quantities of this form for each city delivery office under their jurisdiction on Form 7380, *Requisition for Supplies*. MSC's will distribute forms only to those offices having city delivery service.

## III. PREPARATION OF FORM 4028

All city delivery offices must complete Form 4028 and forward to the MSC in accordance with instructions on the form. Show all information as of COB June 18, 1976. Since the data to be entered on the form will be computer-processed, it is essential that all reporting offices comply with the following:

- a. Enter only whole numbers (or letters) in the designated blocks. Do not show decimals.
- b. Leave the item blank only if the information item does not apply.
- c. Enter only the data required and do not make notations outside the designated blocks.

## IV. FORM ENTRIES

The statistical items to be updated this quarter are shown on Form 4028 illustrated in this BULLETIN and are defined below. To insure the validity and uniformity of the data to be reported, it is imperative that only these standard definitions be followed. For the purpose of this update, other definitions, including those which may be used locally, are not acceptable. On Form 4028, under the *Description* column, write in the category titles exactly as shown; and under the *Required Information* column, enter the required data in the specified block numbers.

**Item 1. Finance No.** In blocks 1-6, enter the 6-digit post office finance number. This item must be filled in with the correct 6 digits; otherwise, the form will be rejected during computer processing. If the proper finance number is in doubt, please verify with your district or MSC.

**Item 2. Enter Business Places Served.** In blocks 7-16, record the total number of business places served, including firm window callers and those served through post office boxes. Business places that receive more than one delivery per day shall be counted only once.

**Item 3. Enter Possible Deliveries to Curblin Receptacles.** In blocks 17-23, record the number of possible deliveries to curblin delivery receptacles. For the definition of possible deliveries see section 128.22 of *Methods Handbook M-39, Management of Delivery Services*.

**Item 4. Enter Possible Deliveries to Apartment House Receptacles.** In blocks 24-30, record the total number of possible deliveries where delivery is made to approved apartment house mail receptacles, including rear loading mailboxes, installed at the inside entrance to buildings (apartment houses, family hotels, flats, etc.) or in exterior walls of buildings.

**Item 5. Enter Possible Deliveries to Centralized Delivery Receptacles.** In blocks 31-37, record the number of possible deliveries to centralized delivery receptacles; e.g., neighborhood delivery and collection boxes (pedestal mounted), delivery centers, boxes under sheltered covering in open areas, other boxes in clusters (three or more).

**Note:** No delivery may be counted more than once in Items 3, 4 and 5.

**Item 6. Enter Special Delivery Route Assignments.** In blocks 38-42, record the total number of all regular 8-hour routes established for the delivery of special delivery matter (letters and/or parcels) which require the use of a vehicle either postal owned, privately owned, or leased.

**Item 7. Enter Residential (No Star) Collection Boxes.** In blocks 43-47, record the total number of residential boxes having no stars displayed.

**Item 8. Enter 1 Star Collection Boxes.** In blocks 48-51, record the total number of boxes displaying 1 star.

**Item 9. Enter 2 Star Collection Boxes.** In blocks 52-55, record the total number of boxes displaying 2 stars.

**Item 10. Enter Local Mail Collection Boxes.** In blocks 56-58, record the total number of collection boxes identified as local mail only.

**Item 11. Enter Cluster Boxes Installed.** In blocks 59-61, record the number of installed pedestal mounted cluster boxes (neighborhood delivery units). Count each pedestal mounted unit as one unit. This item is to count physical units only. The possible deliveries made will be counted in Item 5.

**Item 12. Enter Cluster Boxes in Storage.** In blocks 62-64, record the number of pedestal mounted cluster boxes (neighborhood delivery units) in storage. Count each pedestal mounted unit as one unit.

**Item 13. Enter Mail Chutes and Receiving Boxes.** In blocks 65-67, record the number of mail chutes and receiving boxes used for mail collection.

**Item 14. Enter Cooperative Mailing Racks.** In blocks 68-70, record the number of cooperative mailing racks used for mail collection.

**Item 15. Enter VIM Mechanical (Conveyor) Systems.** In blocks 71-72, record the number of VIM (Vertical Improved Mail) installations utilizing a conveyor.

**Item 16. Enter VIM Call Window Service Installations.** In blocks 73-74, record the number of VIM installations utilizing call windows.

**Item 17. Enter VIM Lock Box Installations.** In blocks 75-76, record



the number of VIM installations utilizing lock boxes.

**Item 18.** Enter *Is Expedited Preferential Mail Delivery System Implemented?* In block 77, if answer is yes, enter Y; if no, enter N.

**Item 21.** *Update Code.* In block 80, enter 6 for the update code.

**V. SPECIAL INSTRUCTIONS**

In exceptional instances (as in the case of a few large offices), where Form 4028 does not provide sufficient boxes for a particular item, it will be necessary to obtain special instructions by contacting Headquarters, Delivery Services Department. Phone (202) 245-5714.

**VI. CORRECTIONS**

If it is necessary to amend or correct Form 4028 after it has been submitted, transmit corrected Form 4028 in accordance with the general instructions on the form as before; *except* that the following items *only* should be entered:

- a. The correct 6-digit finance number.
- b. *Only* the item(s) to be amended or corrected. (*Leave all unchanged items blank*).
- c. Item 21, *Update Code*, in block 80: enter the letter C. *This is essential.*

**VII. MSC RESPONSIBILITY FOR REVIEW AND TRANSMITTAL**

In the review and verification process, the sectional center manager or his/her designee must:

- a. Review the forms for accuracy and completeness, correcting all errors and/or omissions. Pay particular attention to Item 1, *Finance Number*, and correct as required.
- b. Whenever any errors are detected, a *new* Form 4028 must be completed showing the corrected figures. Forms containing crossed-out numbers preclude efficient key punching and will *not* be accepted.
- c. Prepare and maintain a *checklist* to insure that all city delivery offices assigned to the MSC have actually submitted Form 4028 as required.
- d. Accumulate all original forms on hand and forward in one package for receipt at Headquarters by **July 9, 1976**. However, if unusual circumstances preclude the submission of a complete report, include a list of offices for which the forms are missing

**National ZIP Code Directory**

It has come to our attention that the 1974 edition of the *National ZIP Code Directory* (Publication 65) is being used for reference in post office lobbies. The 1975-76 edition has been available since November 1975 and there is an adequate quantity available from supply centers. With the number of changes each year, a Directory that is one year old is too far out of date to benefit either our customers or the Postal Service. Copies of obsolete directories should be replaced with the current edition.

To order additional copies of the 1975-76 edition of Pub. 65 from your area supply center, use Form 1286-A, *Publication Order Blank*, or Form 1286, *Request for Postal Publications*. Although Form 1286-A is pre-addressed to the Eastern Area Supply Center, offices in the western area of the United States are to use this form to order Pub. 65 from the Western Area Supply Center.

The 1977 National ZIP Code Directory will not be available until January 1977.—*Customer Services Dept., 6-17-76.*

**Cash Fixed Credits**

Postmasters may assign cash fixed credits of not more than \$500 to each designated custodian, provided that the total authorized cash reserve of the office is not exceeded. This is outlined in section 242.1 of Fiscal Handbook F-1, *Financial and Cost Controls*.

Sections 381 and 382 of F-1 will be amended to reflect this correction.—*Finance Dept., 6-17-76.*

**Form 1556**

Postmasters must submit Forms 1556, *Suspense Items Support Information*, with their Statements of Account for accounting period 14 (ends June 30, 1976) to support their entries to AIC 814, *Suspense*.—*Finance Dept., 6-17-76.*

and advise when remaining forms will be submitted.

- e. Address the package of forms to:  
 Delivery Services Department  
 USPS Headquarters, Attn.: Form 4028  
 Washington, DC 20260  
 —*Delivery Services Dept., 6-17-76.*

**GSA Telephone Rate Change**

The General Services Administration has advised of a forthcoming change in its policy concerning common distributable costs for telephone service. Expenses incurred by GSA in providing local telephone service for the Federal Government are paid from the Federal Telecommunications (FT) Fund. To reimburse the Fund, GSA charges each subscriber agency the tariff costs it incurs for all equipment and services that can be directly identified to the subscriber. In addition, GSA charges a common distributable (CD) rate per instrument to recover all cost that cannot be directly identified to the subscriber (common user costs and overhead).

Beginning July 1, 1976, all common user and overhead costs incurred in providing service within a local area will be charged to the subscribers in that local area. Previously, all local common user and overhead costs were combined for all areas and charged in the form of a nationwide rate per instrument.

Some of the new rates will greatly increase local telephone costs for some facilities. Post offices experiencing large increases in monthly telephone bills should advise the Manager of each regional administration branch so that a less expensive telephone system may be developed.—*Procurement & Supply Dept., 6-17-76.*

**ZIP Code Change**

Effective December 26, 1975, the Western Area Supply Center was assigned a unique ZIP code. A notice was published in POSTAL BULLETIN 21071, 2-26-76. Approximately 40% of the mail received at WASC continues to be addressed to the old ZIP code. All mail directed to the supply center, including the Computerized Label Printing Division, Repair Parts Center, and the Data Automation Division, should be addressed as follows:

Western Area Supply Center  
 [Appropriate Division]  
 U.S. Postal Service  
 Topeka, KS 66624

It is imperative that all mailings to WASC carry the correct address to prevent unnecessary handling and delay.—*Procurement & Supply Dept., 6-17-76.*

### Forwardable and Undeliverable Mail

Parts 158 and 159, **POSTAL SERVICE MANUAL**, are being revised with clarifying language regarding the treatment of forwardable and undeliverable mail. The substance of the revisions follows:

#### 158.112 Forwardable Mail

Mail received at the old address will be handled as follows:

a. First-class, airmail, and priority mail will be forwarded.

b. Official mail described in Part 137 that is sent as first-class, airmail, or priority mail will be forwarded.

c. Second-, third-, and fourth-class mail will be forwarded when specifically requested by the order.

d. Mail addressed to *Occupant* or *Postal Customer* will not be forwarded.

e. All third- and fourth-class mail for which the sender has guaranteed

#### 158.7 SUMMARY OF PROCEDURES FOR HANDLING UNDELIVERABLE MAIL (EFFECTIVE DECEMBER 28, 1975)

FORWARDING					APPLICABLE RATES: a. Priority Zone Rate between forwarding and destination PO. b. Transient Rate. c. 3rd or 4th Rate, as applicable. d. 3rd single piece. e. Applicable 4th. f. Postcard Rate or Service Fee, as indicated.	RETURN						
First class up to 13 ozs. incl. Postal and postcards Airmail up to 10 ozs. incl.	Priority mail (1st over 13, air over 10 ozs.)	Second class	Controlled circulation	Third class		Fourth class	All 1st, air & priority mail	Postal and postcards	Second class	Controlled circulation	Third class up to 2 ozs. incl.	Fourth class
a	b	c	d	e		f	b	c	d	e		
A	D	FG	J	No Markings	B	N	L	G	O			
			IE	Ret. Post. Guar.			M	M				
		FH	ICE	Fwdng & Return Postage Guaranteed			H	ME				
AC	DC	FG	JC	Address Corr. Req. Fwdng & Ret Post Guar	N	N	G	N	K			
			J	Address Corr. Req. or obsolete wording Return Requested					P			

**KEY**

- A — Forward free.
- B — Return free endorsed with reason for nondelivery.
- C — Send address correction to mailer, collect address correction fee.
- D — Forward at rate "a."
- E — Sender must pay Fwdng & Return Postage if addressee refuses mail.
- F — For 3-month Period: Transfer locally free and forward out of town postage due if addressee guarantees forwarding postage. Furnish #3578 to addressee. After 3 months, or if not forwardable originally, apply G, H, below as appropriate.
- G — Send address correction together with old address, collect address Correction fee.
- H — Return complete copy with address correction attached. Collect "b" or "c" rate plus address correction fee.
- I — Transfer locally free, forward out of town at applicable rate.
- J — Transfer locally free if endorsed *Return Postage Guaranteed* or if addressee has guaranteed forwarding postage. Forward out of town only if addressee has guaranteed forwarding postage.
- K — Return at applicable rate plus fee for address correction attached.
- L — No return—treat as waste.
- M — Return at applicable rate, marked **NOT DELIVERABLE AS ADDRESSED—UNABLE TO FORWARD** only.
- N — Return endorsed with reason for nondelivery, collect address correction fee.
- O — If of obvious value, return at applicable rate—otherwise treat as waste.
- P — If of obvious value, return at applicable rate plus fee for address correction—otherwise send address correction and collect fee.

### Cancellation on Currency

Public response to the recent cancellation of stamps on \$2 bills indicated a demand for this service far in excess of expectations. Accordingly, the following policy is effective immediately.

All post offices with postmarking devices, including stations and branches, are authorized and encouraged to apply hand cancellations to items of currency provided that at least the first-class rate in postage is canceled (the normal color ink used for these devices should be used and no changes made). The stamps need not be affixed to the currency but may appear next to the currency on a common backing piece.

This service is available on a hand-back basis when customers submit their currency with first-class postage affixed. All requests for 10 or more cancellations on one day from any one customer must be approved in advance by the Stamps Division, Room 10422, United States Postal Service, Washington, DC 20260, and are subject to a nominal handling fee for which the Stamps Division will invoice the customer. Requests for this currency/postage cancellation hand-back service on days when offices are closed will not be approved.—*Customer Services Dept., 6-17-76.*

to pay the forwarding postage will be forwarded.

f. Mail bearing specific instructions of the sender *Do Not Forward* will not be forwarded.

#### 159.61 Identified As To Obvious Value

The sender of third- and fourth-class mail may identify pieces which are considered to be of obvious value and assure their return by using the *Return Postage Guaranteed* service. The sender may assure delivery or return of the pieces by using the *Forwarding and Return Postage Guaranteed* service.

#### 158.7 Summary of Procedures For Handling Undeliverable Mail

The chart in 158.7 on *Summary of Procedures For Handling Undeliverable Mail* has been revised. The revised chart (shown with this article) may be reproduced and used as a reference when needed.—*Rates & Classification Dept., 6-17-76.*

U.S. POSTAL SERVICE  
DELIVERY STATISTICS

PG 4 PFV 76

POSTMASTER: Prepare original and two copies. Send original and one copy to your SCF Postmaster and retain one copy. SCF Postmaster will review the forms for accuracy and completeness and retain one copy. Forward the original from each office in accordance with Postal Bulletin Instructions. When completing this form write the brief description for each item in the description column beside the appropriate item number. Fill in the "Required Information" column the appropriate numbers or letters insuring each number ENDS in the RIGHT HAND BLOCK. Where there are no entries, items shall be left blank.

EXAMPLE:    . . . . . 2 3

POST OFFICE, STATE AND ZIP CODE	POSTMASTER (Signature)	DATE
---------------------------------	------------------------	------

ITEM	DESCRIPTION	REQUIRED INFORMATION															
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
1	FINANCE NO.	. . . . .															
2	Business Places Served	. . . . .															
3	Possible Deliveries to Curblin Receptacles	. . . . .															
4	Possible Deliveries to Apartment House Receptacles	. . . . .															
5	Possible Deliveries to Centralized Delivery Recept.	. . . . .															
6	Special Delivery Route Assignments	. . . . .															
7	Residential (No Star) Collection Boxes	. . . . .															
8	1 Star Collection Boxes	. . . . .															
9	2 Star Collection Boxes	. . . . .															
10	Local Mail Collection Boxes	. . . . .															
11	Cluster Boxes Installed	. . . . .															
12	Cluster Boxes in Storage	. . . . .															
13	Mail Chutes & Receiving Boxes	. . . . .															
14	Cooperative Mailing Racks	. . . . .															
15	VIM Mechanical (Conveyor) Systems	. . . . .															
16	VIM Call Window Service Installations	. . . . .															
17	VIM Lock Box Installations	. . . . .															
18	Is Expedited Preferential Mail Delivery System Implemented?	. . . . .															
19		. . . . .															
20		. . . . .															
21	UPDATE CODE	. . . . .															



## All Post Offices

**ANNUAL OWNERSHIP, MANAGEMENT, AND CIRCULATION STATEMENT**

Publishers of second-class publications must file Form 3526, *Statement of Ownership, Management, and Circulation*, at post offices of original entry on or before October 1, 1976. Publishers authorized to mail under the provisions of section 132.22, *POSTAL SERVICE MANUAL*, must also publish such statements as required by section 132.6. Specific instructions are given on the reverse of Form 3526.

Publishers authorized to mail publications at the postage rates in 132.121, PSM (regular rate publications), are also required to submit an annual written request for authority to mail matter at the phased rates of postage provided pursuant to 39 United States Code 3626. Provision has been made on the April 1976 edition of Form 3526 for publishers to comply with this requirement when submitting the statement of ownership and circulation.

**Responsibility of Postmasters**

Postmasters at original entry offices must:

1. Assure that all publishers file properly completed statements on or before October 1, 1976. Only the April 1976 edition of Form 3526 is to be used. **Do not use other editions of Form 3526.**

2. Promptly report publications that have been discontinued to the Office of Mail Classification, Rates & Classification Dept., Washington, DC 20260.

3. Determine whether there have been unauthorized frequency of issue and title changes or any other changes in qualifications under

which authorization to mail at the second-class rates was originally issued. The title, frequency, and circulation information as shown on the Form 3526 must be in agreement with file copies of authorizations for second-class publications received from Headquarters. If there have been unauthorized changes, have publishers obtain appropriate authorization by following prescribed procedures for making such changes.

4. Review completed Forms 3526 for completeness and accuracy to assure that the following points are covered:

a. The known office of publication (item 4), as defined in section 132.222, PSM, must be located at the office where the publication has original entry.

b. Item 12 must be completed if the publisher wishes to mail at less than the full rates established pursuant to the provisions of the Postal Reorganization Act.

c. Complete circulation data must be shown in item 10 for all publications.

d. Make sure item 10 B2 is in substantial agreement with the copies declared on Form 3542, *Statement Showing Number of Copies of Second-Class or Controlled Circulation Publication Mailed*, if the publication has no additional entry offices. If the publication does have additional entries, compare item 10 B2 with the findings of your verification of publisher's records (section 125.66, PSM). Determine the reasons for any significant differences.

e. If the publication is required to have a legitimate list of subscribers or

if it is mailed at the special rates in 132.122 and authorized to carry general advertising, it must have a paid circulation of more than 50 percent of the total distribution. For such publications, if 10C is not greater than 50 percent of 10E, a verification of its circulation should be made in accordance with section 125.66, PSM.

f. Both columns of item 10 data are to be based upon *all mailings*. For example, if a publication is published daily including Sunday, data in item 10 shall be the average of the seven issues.

5. After Forms 3526 are reviewed they shall be submitted to the Office of Mail Classification in accordance with the instructions on the form. If there are any deficiencies in the forms submitted by the publishers, a memorandum explaining the actions being taken to have them corrected should be attached. Envelopes containing *only* Forms 3526 without deficiencies must be endorsed: *Forms 3526 enclosed.*

**Supplies of Form 3526**

Forms may be ordered as required from supply centers using Form 4750, *Special Requisition for Supplies*. Do not order any other form or item on this requisition. These forms, which should be completed in triplicate, are only required at post offices which serve customers having publications for which original entry second-class mailing privileges have been authorized as of October 1. Please do not requisition the forms unless they are required.—*Rates & Classification Dept., 6-17-76.*

**INSURED MAIL SHOULD BEAR THE COMPLETE  
NAMES, ADDRESSES, AND ZIP CODES OF  
SENDER AND ADDRESSEE**

### Supply Items Eliminated from Stock

As a part of a continuing program to reduce the costs of carrying slow moving and obsolete forms and other stock items, the following forms and other items have been discontinued:

Form No.	Nomenclature
263	Summary Time & Production
263A	Mailbag Time & Production Analysis
269	Issue Work Room Floor
309	SF 2806 of Former Employee
311	Abstract of Transfer
790	Excess Cash Report
899	P80 Activity Summary
907	P80 Report of Savings
974	Req. Trans. of Pay Record
1332	Status of Postmaster's Account (Card)
2269	Contract Performance Record
2300	Self-Service Equip. Control Card
2330G	Letter Size Mail
2362G	Flats, Magazines, Paper
2430C	EEO Investigation Checklist
2950	Receive/Dispatch Mail Steamer
2952	Daily Account Sheet-Customer
2968A	Waybill of Sacks Dispatched
3405A	WLR8 Volume-Outgoing or Combination Letter Primary
3405E	WLR8 Volume-Outgoing or Combination Letter Primary (Preferential)
3405N	WLR8 Volume-Outgoing or Combination Letter Primary (Non-Preferential)
3406A	WLR8 Volume-Outgoing Letter Secondary (Preferential)
3406F	WLR8 Volume-Outgoing Letter Secondary (Preferential)
3407A	WLR8 Volume-Outgoing Letter Secondary (Non-Preferential)
3407E	WLR8 Volume-Outgoing Letter
3408A	WLR8 Volume-Airmail (Letter)
3408G	" " " (Flat)
3408P	" " " (Parcel)
3408K	WLR8
3409A	WLR8 Volume-Outgoing Flat Primary
3410A	WLR8 Volume-Outgoing Flat Secondary
3411E	WLR8 Volume-LSM
3412A	WLR8 Volume-Outgoing Parcel Post Summary
3413A	WLR8 Volume-Outgoing Parcel Post Secondary
3416A	WLR8 Volume-SCF Distribution
3416I	WLR8 Volume-SCF Distribution
3416K	WLR8 Volume-SCF Distribution
3416P	WLR8 Volume-SCF Distribution
3417A	WLR8 Volume-Incoming Letter Primary
3417J	WLR8 Volume-Incoming Letter Primary
3417O	WLR8 Volume-Incoming Letter Primary
3418F	WLR8 Volume-Incoming Letter Secondary
3418J	WLR8 Volume-Incoming Letter Secondary
3419A	WLR8 Volume-Box Section Distribution
3419F	WLR8 Volume-Box Section Distribution
3419K	WLR8 Volume-Box Section Distribution
4406	Employee Overtime History
4421	Update Schedule Operating Hours
4433	Assembly Part Number
4881	Sound Level Report
4884	Chiller and Air Cooled Condenser Data
4888	Duct Traverse Sheet Zone Totals
4889	Duct Traverse Readings
4891	Maintenance Sheet for Air Condenser
4942C	Work Order Summary
4995	Mailbag Repair Dep Fin Report
4995A	" " Center

Form No.	Nomenclature
4995B	Mailbag Repair Center and Depository Overhead Statement
4996A	Refrigeration Service Spec.
5007	Notification of Plant Loadings
5180	Late Train Operation (3 Part Set)
5418	Control Log
7423	Request Prop. Accept.
7428C	Condemnation Rider
7428E	Title Insurance Commitment
7428F	Clos. or Vacating St. Alley
7479	Sch. of Acct. Information
SF 361	Discrup. In Ship. Rep.
SF 1034	Ser. & Pur. Other Than Pur.
SF 1034A	Ser. & Pur. Other Than Pur.
SF 1035	Pub. Voucher for Servc.
SF 1035A	Other.
SF 1097	Cont. Pub. Voucher
SF 1143	Voucher & Sch. for Eff.
SF 1150P2	Advert. Order Obverse
C8C813	Record of Leave Data
	Verification Mil. Service

Pub. No.	Title
PUB 30	Repair Pts, International Harvester Co., 1965
PUB 31	Repair Pts, International Harvester Co., 1967
PUB 35	Veh Repair Pt. Cat.—Amer.
PUB 56	ADP Conv. Alpha Num.
PUB 100	Stamp Vending Machine SI 10
PUB 146	Edger Stacker
PUB 146TL2	Edger Stacker, TL
PUB 146TL3	Edger Stacker, TL
PUB 78	Canceled Machine K
PUB 80	Edger Stacker
PUB 90	Imperial Triner 57
PUB 90TLA	Imperial Trainer 57
PUB 99	Stamp Vending Machine SI 9
EM773MD	Postal Equip Mod Order
MBCS 273	Maintenance Bulletin
MBMM0773	"
MBMM0973	Maintenance Bulletin

Label No.	Title
LABEL 147	Zip Coded
LABEL 204A	Presorted Airmail
LABEL 2141	5 Digit Zip, First Class
LABEL 2151	3 Digit Zip, First Class
LABEL 2161	State, First Class
LABEL 2181	Local, First Class
LABEL 2191	Out of Town, First Class
LABEL 92	Disp. by Surface

Tag No.	Nomenclature
TAG 24A	Presorted Airmail Sack
TAG 25A	" " "
TAG 26A	" " "
TAG 30A	" Sequence
TAG 321	Presorted Local First-Class
TAG 331	Presorted Out of Town

Misc.	Nomenclature
NOTICE 124	Public Infor Brochure
HOS 17E	Sup. Panel & Overall Quest
PDC INST712	PDC Instructions
PDC INST713	PDC Instructions
PDC INST741	PDC Instructions
SERV AMERICA	Service America Handout
CAN 200	Guide for CA Rep.
CAN N 203	Rev/Cost Anal. Trans. 1974
CAN SIGN 11	Ca. Form Tabulated
CAN SIGN 12	Ca. Form Weighed
CAN SIGN 27	Time Card Clock
CAN SIGN 40C	Cons. Report City Del. Rates
CAN SIGN 853	Oblig. for Mail Mess.
CAN 86	Max. Sep. Used for Dist.

—Procurement & Supply Dept., 6-17-76

### Sale of International Money Orders

All personnel responsible for handling Forms 6701, *International Money Order Application*, should check the following before submission to the St. Louis Money Order Division for processing:

- That the country for which payment is intended is one with which the United States Postal Service conducts money order business. Check Publication 42, *International Mail*, and/or *POSTAL SERVICE MANUAL*, Part 171, for list of such countries. Also see *POSTAL BULLETINS* 21065, 12-18-75; 21066, 1-1-76; and 21069, 1-29-76, for temporary suspensions.
- That the green form *Authorization to Issue an International Money Order* is stapled to the upper left hand corner of Form 6701.
- That the amount on the authorization form agrees with the amount indicated on Form 6701.
- That Form 6701 is *complete* and *legible*. All information must be completed except purpose line.
- That the authorization number on Form 6701 is the same as the number on the authorization form attached.
- That if the country of payment is one of the following, a completed Form 6083, *Supplemental International Money Order Advice*, must be attached to the lower left hand corner of the Form 6701:
  - Greece
  - Japan
  - Lebanon
  - Syria
  - Yugoslavia

—That the amount of the authorization does not exceed the limitation of \$300.\*

**\*Exception:**

1. Great Britain and her intermediaries—the equivalent of 50 pounds (approximately \$90).
  2. Syria \$250.
  3. Morocco \$100.
- Form 6701 should be submitted on a daily basis to the following address:
- Money Order Division  
 Postal Data Center  
 P.O. Box 14964  
 St. Louis, MO 63182.

In order to assist customers, issuing personnel should be aware of the following:

- a. The processing cycle for an In-

### FY Lockbox Rental Periods

Starting this year the Government Fiscal Year will commence in October rather than in July.

This is to provide instructions for the forthcoming change in the fiscal year for reserved caller number fees and Government agencies that pay box rents or caller fees by the fiscal year.

#### Reserved Caller Number Fees

Section 169.31, POSTAL SERVICE MANUAL, specifies that reserved numbers shall be charged for at the rate of \$10 per Postal Fiscal Year or any part of such a fiscal year.

All reserved numbers paid for through the end of the current fiscal year, June 30, 1976, shall be extended to September 30, 1976, without any additional charges to conform to the new Postal Fiscal Year. Reserved caller number fee notices for the new fiscal year shall be sent to customers on September 11, 1976.

Reserved caller numbers which are assigned between July 1 and September 30, 1976, shall be charged at the rate of \$10 each and shall expire on September 30, 1976.

#### Government Agencies Lockbox and Caller Service Fees

Section 169.522b, PSM, permits payment of lockbox and caller service fees by Government agencies during the first quarter of the Government fiscal year. Since the beginning of the fiscal year is being changed from July 1 to October 1, the requirements of section 169.525, PSM, are modified accordingly.

Postmasters shall immediately provide new box rent notices to Government agencies postmarked and endorsed to show the box numbers and the amount due for one year plus one-half of the amount for a semi-annual period.

Government agencies restricted by annual appropriations may make two payments for lockboxes covering the 15-month period July 1, 1976, through September 30, 1977.

a. The first payment (25% of the annual rate) will cover the 3-month period July, August, and September 1976, the transitional quarter, and is due July 1, 1976, and payable during that period.

b. The second payment (100% of the annual rate) will cover the period October 1, 1976, through September 30, 1977, and is due October 1, 1976, and payable during the first quarter of Fiscal Year 1977.

Those agencies not restricted by appropriation limitations should make a single payment covering the 15-month period.

Beginning in Fiscal Year 1978, payment of lockbox and caller service fees for Government agencies paying by the fiscal year will be collected from October through December.

Those Government agencies that do not adjust their payment period to coincide with the new fiscal year during the period July through September 1976, must subsequently comply with section 169.525, concerning changes of payment periods.—*Rates & Classification Dept., 6-17-76.*

### International Mail

To facilitate the makeup and dispatch of mail to West Germany, mailers must show the country name—Federal Republic of Germany or West Germany—in the address. Mail for East Germany must be addressed to the German Democratic Republic or East Germany. Employees engaged in the acceptance of mail must assure that mail for these two countries is properly addressed.—*Rates & Classification Dept., 6-17-76.*

### Form 92A

The completion and submission of standard Form 92A, *Report of Accident Other than Motor Vehicle*, is required according to instructions in Handbook F-33, *Accounts Payable*. (Note: this handbook is not distributed to post offices.) The information contained on the form is required by Inspection Service in the adjudication of tort claims.

These forms are stocked at the supply centers.—*Finance Dept., 6-17-76.*

### GSA Supply Items Eliminated From Stock

As a part of a continuing program to reduce the overall costs of carrying slow moving stock, the following items will be issued from the area supply centers until exhausted.

Offices without FEDSTRIP authority are authorized to purchase their requirement from local sources upon notification from area supply centers that stock on hand is exhausted. Offices having FEDSTRIP authority will continue to requisition these items from GSA stores stock in accordance with Handbook S-21, FEDSTRIP.

Item No.	Description	U.O.I.
C1100	Toilet tissue.....	Roll
C1104A	Broom, corn, household type.....	Each
C1104B	Broom, corn, short handle.....	Each
C1106A	Brush, floor swp, 18" W, w/o handle.....	Each
C1106B	" " " 24" W " " " ".....	Each
C1106C	Handle, 60" long.....	Each
C1108	Brush, sidewalk, w/o handle.....	Each
C1109	Brush, sanitary, 14" handle.....	Each
C1110	Brush, dusting, horsehair.....	Each
C1112	Brush, floor scrub, w/o handle.....	Each
C1112A	Handle, 54" for C1112.....	Each
C1118	Duster, feather, w/28" handle sec.....	Each
C1118A	" " w/o handle.....	Each
C1118B	" " w/8" handle.....	Each
C1119	Brush, window, horsehair.....	Each
C1121D	Mophead, cellulose, w/o handle.....	Each
C1125A	Squeegee, window cleaning, 12".....	Each
C1125B	" " " 16".....	Each
C1125C	Blade, squeegee, 12".....	Each
C1125D	" " " 16".....	Each
C1125E	Handle, 54".....	Each

—Procurement & Supply Dept., 6-17-76.

Continued from p. 14

ternational Money Order from time of purchase to delivery to the payee in the foreign country takes approximately 3 weeks to complete.

b. Inquiries regarding the status of or requesting repayment of an International Money Order must be filed on Form 6684, *Inquiry Concerning International Money Order Issued in the United States.*

c. All International Money Orders purchased in the United States are processed by the St. Louis Money Order Division and *airmailed* to an exchange office in the foreign country. Upon receipt of our money orders, the foreign postal exchange offices issue their money orders which are then distributed to the payees in that country. At the time these orders are reprocessed, the United States dollars are converted into foreign currency. The conversion rate used is dictated by the exchange rate quoted on the monetary market on that day.—*Finance Dept., 6-17-76.*

## MIGRATORY WATERFOWL SURVEY

The Postal Service is again cooperating with the U.S. Fish and Wildlife Service, Department of the Interior, in a survey to measure the harvest of migratory waterfowl during the next hunting season. Certain post offices which traditionally sell Migratory Bird Stamps have been selected to participate in this conservation-oriented survey.

The selected offices (and only these offices) are being mailed parcels of Form 3-1823, *Survey Contact Cards* (hunter address cards), for distribution to purchasers of Migratory Bird Hunting and Conservation Stamps (duck stamps). Instructions for issuing the cards, and an acknowledgment form (M.S. No. 7) will accompany each parcel of *Survey Contact Cards*. The postmaster will inform employees of the survey instructions and acknowledge receipt of the cards on Form M.S. No. 7.

Information form letters (M.S. No. 5) have been sent to postmasters of some offices tentatively selected to have one or more outlets participate in the survey. The final selection of these outlets will be made following

the postmaster's return of the M.S. No. 5 letter. The postmaster will then be sent individual parcels of *Survey Contact Cards* for only those outlets finally selected to participate. Only those outlets specifically designated will distribute *Survey Contact Cards*.

### Handling Survey Contact Cards, Form 3-1823, at Selected Survey Installations

*Note:* All duck stamp purchasers, regardless of why they buy stamps, should be given one of these cards. It is extremely important that stamp collectors and other non-hunters, as well as hunters, be included. Continue distributing the cards through June 30, 1976.

*Single Stamp Sales.* Employees at the designated survey points should, before selling a Migratory Bird Hunting and Conservation Stamp, give the customer a *Survey Contact Card* and, in a courteous manner, request that he/she read the instructions on the card, fill out and detach the address portion, and return it to the clerk for mailing. (The purchaser should keep the stub or

*hunting diary* portion of the card to record his/her daily hunting activity for transcription onto a questionnaire which will be mailed to the customer at the close of the hunting season.) The stamp should be given to the customer upon completion of the address card. The cooperation of the customer, although voluntary, is essential to the success of the survey. The completed address cards should be postmarked and mailed **Daily**.

*Multiple Sales.* Customers purchasing two or more Migratory Bird Hunting and Conservation Stamps for hunting companions, or for distribution from sporting goods stores or hunting clubs, should be given additional cards equal to the number of stamps purchased for distribution. They should be requested to give a card to each person receiving one of their stamps with instructions to fill out, detach, and mail the postage-paid address portion of the card without delay.

The cooperation of all postmasters concerned with this survey is requested.—*Customer Services Dept., 6-17-76.*

## MONEY ORDER PROCEDURES

### Voucher Submission

#### General

The schedule for *Money Order Voucher Submission by Accounting Period* (PB 21046, 7-10-75) will apply for the Postal Transition Quarter (6-19-10-8-76) and Postal Fiscal Year 1977.

All CAG F through L post offices (offices with less than 4750 revenue units), will submit vouchers to their sectional centers on the first Monday following the close of the accounting period. The sectional center will continue consolidation and check-off procedures.

All CAG A through E post offices (offices with 4750 or more revenue units) and the sectional centers will make submission to the Money Order Division according to the following schedule:

Region		
Northeast	1st Fri.	of A/P. <sup>1</sup>
Eastern	2nd Tues.	of A/P. <sup>1</sup>
Southern	2nd Thurs.	of A/P. <sup>1</sup>
Central	3rd Mon.	of A/P. <sup>1</sup>
Western	3rd Wed.	of A/P. <sup>1</sup>

<sup>1</sup> Following close of A/P.

When the voucher submission day is a holiday, make submission on the last work day before the holiday.

#### Postal Transition Quarter

The Postal Transition Quarter bridging Postal Fiscal Years 1976 and 1977 will have four submission periods. CAG A through G post offices will make a line 2 entry on the box label and 3- by 5-inch card according to the reporting periods below:

Period of Sales	Line 2 Entry
6/19-7/16/76	A/P 16
7/17-8/13/76	A/P 17
8/14-9/10/76	A/P 18
9/11-10/8/76	A/P 19

*Note:* There will not be a separate submission of vouchers for A/P 14. These will be included in the A/P 16 submission.

Beginning with A/P 16, CAG H through L post offices will not be required to prepare a 3- by 5-inch card for voucher submission. The

sectional centers will continue consolidating these submissions in GSA Box 8115-782-3933 and mailing to the Money Order Division in separate pouches from CAG A through G vouchers. Sectional centers will enter PTQ on line 2 of the box label for CAG H through L vouchers for each of the four PTQ submissions. (See CAG A through G PTQ A/P schedule above.)

#### Postal Fiscal Year 1977

The elimination of the requirement for CAG H through L post offices to prepare a 3- by 5-inch card is the only change in present voucher submission procedures for Postal Fiscal Year 1977.

If further information is desired, contact the Money Order Division, St. Louis Postal Data Center, Box 14975, St. Louis, MO 63182; Telephone (314) 425-4938 (FTS-279-4938).—*Management Info. Systems Dept., 6-17-76.*



## REVENUE REPORT

### Stamp and Commodity Vending Machines

To record the amount of revenue generated from individual non-SSPC stamp vending machines and postal commodity machines in postal locations, a new reporting system will be implemented beginning with the Postal Transition Quarter June 19 to October 8, 1976.

Post offices that have stamp and/or postal commodity vending machines that are *not* part of a full-service

SSPC will be required to submit a separate revenue report on each machine. **Do not consolidate revenue data.** The following is a list of affected vending machines by model number: Stamp vendors SI-5, -10, -15, -20, -30, -115, -120, -300, -90, -95, and -906; Model R; and MMI-3400; and commodity vendors 21 CE, NRI-17, and MMI-3200.

Starting with the Postal Transition Quarter, personnel assigned the responsibility for servicing these machines shall maintain accurate records

of the revenue generated from each machine. An initial mailing of the revenue report forms (complete with instructions) will be made soon to each location on the Headquarters inventory list. If you do not receive a revenue report by August 23, 1976, please contact the retail services and program office in your region.

This report will **not** replace Form 3232, *Self-Service Postal Unit Cost Report*, used to report self-service postal center revenue.—*Customer Services Dept., 6-17-76.*

## TRANSFER OF STAMP CREDITS

Instructions in section 155.31 of Fiscal Handbook F-1, *Financial and Cost Controls*, which outline postal policy for changing locks on stamp credit drawers, have been the subject of different interpretations in the field. This section will be rewritten as follows:

Whenever an employee relinquishes control of assigned stamp credit for **any** reason such as transfer, separation, etc., the locks on the em-

ployee's stamp and cash drawer (Items 217 and 218) must be changed.

New locks, Item O-933L, are available from the supply center at a cost of \$3.84 each. Each management sectional center should maintain a sufficient supply to meet the needs of postal facilities in its jurisdiction. Serviceable locks removed as a result of a stamp credit transfer should be tagged with the name of the office

from which it was removed and sent, with keys, to the management sectional center for issuance to other offices as needed. The tag identifying the office should be removed before sending the lock to another facility. Locks should **not** be reissued to the facility from which removed. These instructions are effective on the date of this **POSTAL BULLETIN**.—*Finance Dept., 6-17-76.*

**IF THE ADDRESS ON YOUR MAILING LABEL OF POSTAL LIFE OR POSTAL LEADER IS INCORRECT, COMPLETE FORM 1216, EMPLOYEE'S CURRENT MAILING ADDRESS. THIS FORM IS AVAILABLE FROM YOUR PERSONNEL OFFICE. RETURN THE COMPLETED FORM TO YOUR PERSONNEL OFFICE FOR PROCESSING. NO OTHER FORM CAN BE USED FOR THIS PURPOSE.**



## 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	183,457,601 to 183,458,300	208,872,242 to 208,872,257
160,507,331 to 160,507,400	183,769,412 to 183,769,500	209,190,001 to 209,195,000
160,606,501 to 160,606,900	185,028,741 to 185,028,800	210,301,801 to 210,302,000
160,919,925 to 160,920,000	186,446,001 to 186,446,500	210,835,285 to 210,835,300
160,921,817 to 160,921,900	186,820,405 to 186,820,900	210,935,633 to 210,935,700
161,799,901 to 161,800,000	188,460,651 to 188,460,700	212,900,201 to 212,900,300
161,981,006 to 161,981,900	188,669,520 to 188,670,000	213,256,201 to 213,256,700
162,015,701 to 162,015,800	189,205,701 to 189,205,800	213,345,001 to 213,345,100
162,314,201 to 162,314,700	189,217,169 to 189,217,400	213,504,865 to 213,505,000
162,600,001 to 162,600,200	189,278,454 to 189,278,464	216,823,954 to 216,824,000
163,420,501 to 163,420,800	189,357,868 to 189,357,878	217,621,979 to 217,622,100
163,573,201 to 163,573,900	190,053,526 to 190,054,000	217,622,401 to 217,622,800
165,349,901 to 165,350,200	192,099,601 to 192,099,800	218,660,066 to 218,660,700
165,618,226 to 165,618,300	196,116,101 to 196,116,600	219,494,026 to 219,494,130
166,278,201 to 166,278,500	198,036,801 to 198,036,900	223,944,901 to 223,945,000
166,951,587 to 166,951,700	198,520,743 to 198,520,800	224,126,989 to 224,127,100
170,477,105 to 170,477,200	199,531,501 to 199,531,600	225,318,461 to 225,318,500
171,471,801 to 171,472,100	199,662,401 to 199,662,500	225,395,301 to 225,396,000
171,815,673 to 171,816,000	199,662,562 to 199,662,600	226,781,246 to 226,781,400
173,562,701 to 173,563,700	199,843,031 to 199,843,050	226,073,655 to 226,073,700
173,890,301 to 173,890,500	200,400,512 to 200,400,600	227,129,004 to 227,129,400
174,317,402 to 174,317,500	200,467,313 to 200,467,500	227,564,701 to 227,564,800
175,434,677 to 175,434,900	201,328,601 to 201,329,300	229,000,595 to 229,000,600
176,226,349 to 176,226,700	201,963,699 to 201,963,800	229,083,686 to 229,083,700
176,413,353 to 176,413,400	201,980,250 to 201,980,299	229,428,120 to 229,428,300
176,780,901 to 176,781,200	202,545,957 to 202,546,000	230,143,701 to 230,144,000
178,155,401 to 178,155,500	203,249,018 to 203,249,061	232,017,701 to 232,017,800
178,759,158 to 178,759,197	203,416,199 to 203,416,300	239,162,130 to 239,162,200
179,838,411 to 179,838,600	207,218,569 to 207,218,600	239,863,796 to 239,863,870
180,446,855 to 180,446,866	207,886,401 to 207,886,600	239,864,826 to 239,864,900
182,975,501 to 182,976,200		

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

(To be posted and used by window clerks. As directed, destroy previous notices. Insert any interim notices in sequence.)

A. Old Style. Destroy the PB 21070 listing. Keep this part A listing until further notified.

121,968,244 to 121,968,299	3,999,461,159 to 3,999,461,189	5,656,522,036 to 5,656,525,999
122,851,234 to 122,851,299	486,419,258 to 486,419,999	5,659,292,000 to 5,659,293,999
125,833,650 to 125,833,799	4,000,490,300 to 4,000,490,324	5,659,763,800 to 5,659,765,299
1,914,785,752 to 1,914,785,998	4,002,271,799 to 4,002,271,899	5,666,020,000 to 5,666,021,999
1,923,904,133 to 1,923,905,999	4,002,991,250 to 4,002,991,649	5,671,762,600 to 5,671,763,999
1,934,695,700 to 1,934,696,399	4,003,639,949 to 4,003,639,749	5,674,407,000 to 5,674,410,499
1,951,442,300 to 1,951,442,949	4,004,131,050 to 4,004,131,249	5,692,340,350 to 5,692,341,849
1,961,462,068 to 1,961,462,499	4,005,503,050 to 4,005,503,099	5,694,251,950 to 5,694,253,249
1,990,815,692 to 1,990,815,899	4,007,000,511 to 4,007,000,566	5,799,478,500 to 5,799,479,999
2,034,215,108 to 2,034,215,649	4,007,363,202 to 4,007,363,999	5,806,140,822 to 5,806,140,899
2,759,101,200 to 2,759,101,499	4,008,050,550 to 4,008,055,799	73,764,000 to 73,767,999
3,850,802,900 to 3,850,803,999	540,304,321 to 540,304,499	7,560,245,643 to 7,560,245,699
3,883,236,411 to 3,883,237,249	599,543,500 to 599,543,999	7,595,577,897 to 7,595,578,549
3,903,103,381 to 3,903,103,399	5,550,886,753 to 5,550,886,999	7,595,759,250 to 7,595,760,149
3,903,318,673 to 3,903,318,699	5,643,597,711 to 5,643,597,749	7,595,853,176 to 7,595,853,211
3,909,406,197 to 3,909,406,449	5,646,932,000 to 5,646,933,999	7,598,550,400 to 7,598,550,699
3,914,884,465 to 3,914,885,999	5,647,270,759 to 5,647,271,999	7,601,425,400 to 7,601,425,999
3,917,491,137 to 3,917,491,299	5,655,123,300 to 5,655,123,849	7,607,637,250 to 7,607,637,349
3,995,593,050 to 3,995,593,099	5,656,140,000 to 5,656,143,999	8,347,462,300 to 8,347,462,499
		8,616,820,253 to 8,616,820,272

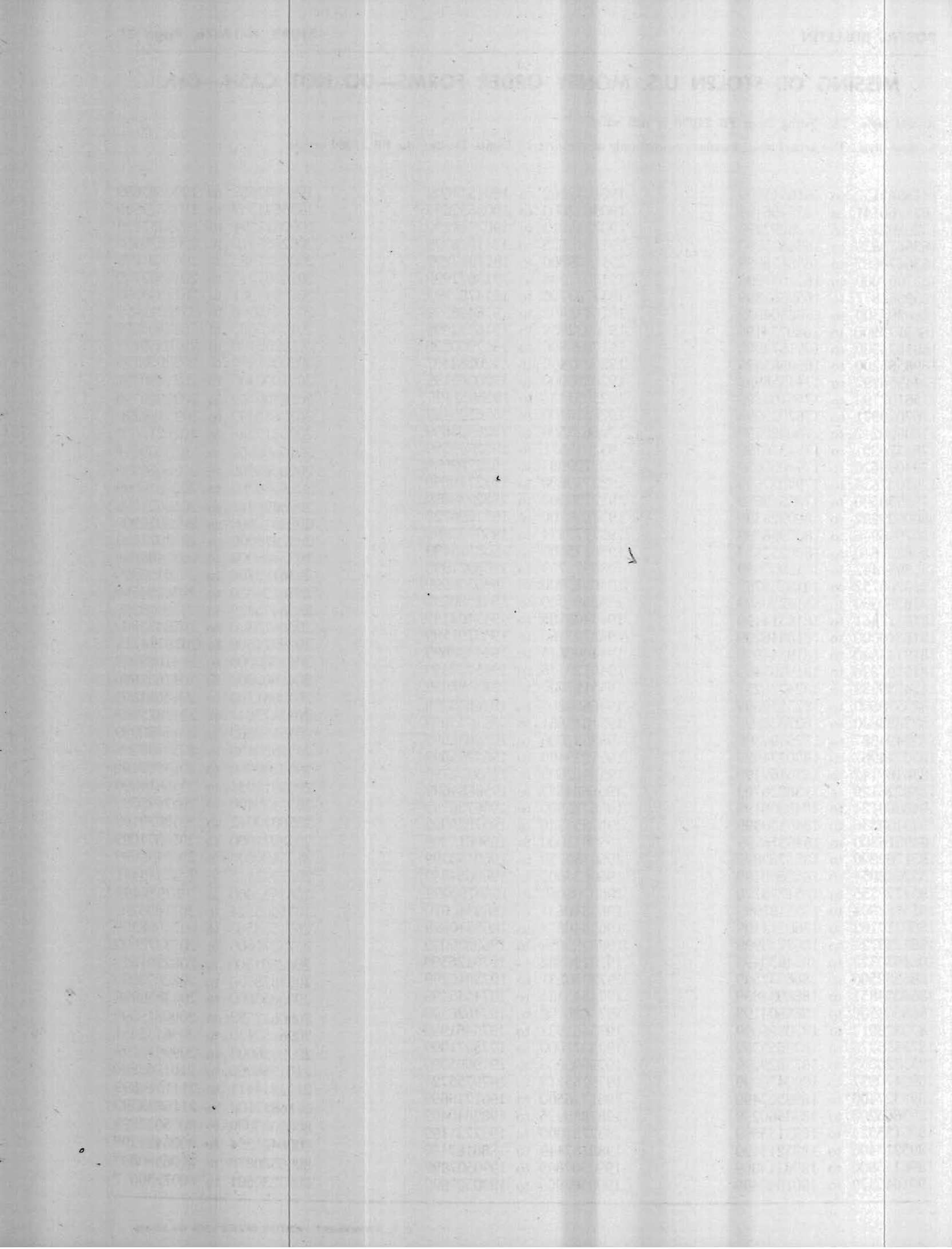


**MISSING OR STOLEN U.S. MONEY ORDER FORMS—DO NOT CASH—Con.**

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 21080 article.

1616545152	to	1616545999	1901372592	to	1901372699	1990687689	to	1990687699
1625466141	to	1625466199	1903632600	to	1903632699	1995671359	to	1995671999
1628292249	to	1628292299	1907244212	to	1907244299	1999837384	to	1999837499
1636675839	to	1636675899	1911918635	to	1911918799	2002639419	to	2002639450
1636676082	to	1636676999	1911939000	to	1911939299	2002881886	to	2002881899
1657057000	to	1657057999	1913077598	to	1913077999	2010587233	to	2010587299
1659361877	to	1659361899	1914787700	to	1914787999	2012944901	to	2012944999
1688304300	to	1688304999	1916448498	to	1916448599	2012945006	to	2012945099
1689773900	to	1689774199	1916932939	to	1916932999	2013805500	to	2013805699
1691674300	to	1691674999	1917899900	to	1917900299	2018938400	to	2018938499
1698585200	to	1698585599	1920282400	to	1920282497	2020057900	to	2020058199
1744356292	to	1744356999	1920365000	to	1920365199	2021090400	to	2021090499
1756102798	to	1756103399	1925051436	to	1925051499	2022309769	to	2022309799
1767029971	to	1767029999	1926528400	to	1926528499	2023458092	to	2023458299
1780920242	to	1780920299	1926628500	to	1926628699	2025217286	to	2025217699
1784370351	to	1784370399	1932043571	to	1932043599	2025609787	to	2025609999
1794039620	to	1794039699	1932709981	to	1932709999	2026068306	to	2026068399
1797037653	to	1797037699	1932719600	to	1932719699	2026636200	to	2026636599
1799339500	to	1799339699	1932738600	to	1932738999	2028624211	to	2028624299
1800923292	to	1800923399	1937698700	to	1937698728	2028917000	to	2028917999
1807996946	to	1807996999	1937773334	to	1937773399	2032976000	to	2032977499
1808257640	to	1808257653	1938175400	to	1938175499	2033489900	to	2033489999
1813957442	to	1813957999	1938921759	to	1938921999	2036193700	to	2036193999
1818265752	to	1818265799	1940535900	to	1940535999	2036194350	to	2036194599
1818290300	to	1818290699	1942580000	to	1942580299	2038475229	to	2038475299
1818314461	to	1818314499	1943408185	to	1943408199	2038475350	to	2038475999
1818346000	to	1818346299	1943791168	to	1943791199	2039774500	to	2039774775
1819144840	to	1819144999	1944408645	to	1944408699	2041088000	to	2041089999
1819197396	to	1819197499	1945120446	to	1945120499	2041609600	to	2041609699
1824739233	to	1824739257	1945197600	to	1945198099	2043081700	to	2043081899
1825539600	to	1825539699	1946688200	to	1946688299	2043875944	to	2043875999
1827838800	to	1827838999	1951045661	to	1951045999	2045459800	to	2045460099
1829494387	to	1829494399	1952637000	to	1952638999	2050598458	to	2050598599
1830774967	to	1830774999	1953225400	to	1953225699	2054299000	to	2054299199
1836169142	to	1836169199	1955912600	to	1955912799	2055619034	to	2055619099
1838226129	to	1838226799	1956684632	to	1956684699	2057429400	to	2057429599
1848808124	to	1848808199	1956726600	to	1956726799	2058070042	to	2058070199
1849150336	to	1849150399	1957955926	to	1957955999	2058071000	to	2058071099
1849316300	to	1849316399	1959615000	to	1959615399	2063490600	to	2063490699
1851762800	to	1851762899	1960158738	to	1960158799	2067343432	to	2067343441
1852668054	to	1852668199	1960654800	to	1960654849	2067935600	to	2067936499
1854778755	to	1854778778	1960798060	to	1960798099	2071505324	to	2071505399
1855182904	to	1855182999	1963340631	to	1963340670	2071598565	to	2071598599
1860214162	to	1860214199	1963340674	to	1963340699	2073371600	to	2073372099
1863733724	to	1863733999	1968229058	to	1968229099	2082801500	to	2082801699
1864630328	to	1864630499	1970126582	to	1970126599	2082878700	to	2082878899
1866532500	to	1866532599	1973940231	to	1973940299	2083855000	to	2083856999
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
1875828852	to	1875829299	1979695008	to	1979695099	2111514411	to	2111514899
1890470937	to	1890470899	1979755713	to	1979755724	2116833100	to	2116833599
1893327400	to	1893327499	1981716500	to	1981716699	8005023000	to	8005023999
1893660200	to	1893660299	1982839495	to	1982840499	8006421254	to	8006421299
1895135524	to	1895135599	1987731000	to	1987731199	8006580878	to	8006580899
1895213400	to	1895213499	1988187449	to	1988187499	8007230601	to	8007230617
1896113800	to	1896113899	1990507805	to	1990507899			
1901049379	to	1901049499	1990507905	to	1990507999			





UNITED STATES POSTAL SERVICE

WASHINGTON, DC 20260

OFFICIAL BUSINESS

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



**FIRST CLASS**