



# postal bulletin

Directives and Forms Division, Washington, DC 20260 PB 21090—August 12, 1976—24 Pages

## 13-Cent Adolph S. Ochs Commemorative Stamp

**Description.** The 13-cent Adolph S. Ochs commemorative stamp will be first placed on sale at New York, NY 10001 on September 18, 1976.

**Do Not Sell Before Sept. 19, 1976**

**Adolph S. Ochs**  
**PUBLISHER**



**13c USA**

Size: 1.05 x 1.80 inches.

Issued in sheets of 32.

Colors: Gray and black.

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

Designer: Bradbury Thompson.

**Collectors.** Request first-day cancellations from: Adolph S. Ochs Stamp, Postmaster, New York, NY 10001 (see PSM, section 257.2). Requests must be postmarked no later than September 18, 1976. Selected mint stamps will be available at the Philatelic Sales Division, Washington, DC 20265, beginning September 20, 1976.

**Supply.** All post offices under the automatic distribution system will receive an initial supply of the stamps. Before requisitioning additional stamps (item 433), consider that the stock should be depleted prior to November 18, 1976, at all post office outlets—except designated philatelic windows and postal stores.

## Stock Levels—Philatelic Products

Effective October 9, 1976, all philatelic products identified by three-digit item numbers 800 through 999 and which are inventoried on Form 1079-A, *Philatelic Product Physical Inventory Record*, may be stocked by post offices with philatelic units at levels not to exceed a four-accounting period supply.

The four-accounting period maximum stock level for the philatelic items should be computed by using the basic procedures outlined in section 222.221 or 222, Fiscal Handbook F-1, depending on the source of supply (bulk shipments from suppliers or less than bulk from sectional centers).

Postage stock levels will be computed exclusive of the value of philatelic products at those offices which have authorized philatelic units.

The stock levels for postage stamps, stamped envelopes and postal cards remains unchanged. Section 222, Fiscal Handbook F-1, will be revised to reflect this change.—*Customer Service Dept., 8-12-79.*

*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 inches commemorative series stamp panels will be released with the stamps. The panels (item 989) are printed on heavy art paper suitable for mounting and sell for \$2 each.

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

**Associate offices:** requisition any required quantity from designated sectional centers. Panels are available on a first-come basis from all distributing offices.—*Customer Services Dept., 8-12-76.*

## International Mail—Storage Charges

Postmasters are asked to remind appropriate employees that:

a. Storage charges must be collected on parcels that are held at the post office. See part 724, Publication 42, International Mail, for detailed information on collecting storage charges.

b. Storage charges are assessed on undeliverable parcels that are returned to the country of origin or forwarded to another country. See section 762.4 and part 724, Publication 42, for instructions on handling these parcels.—*Rates & Classification Dept., 8-12-76.*

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## EMPLOYMENT POLICIES CHANGES

### 253 Transfer of Eligibility Between Postal Installations

Procedures for transfer of appointment eligibility between postal installations and appointment procedures applicable to casual and temporary employment are revised, effective on the date of this BULLETIN.

Sections 253.1 and 261.32 of Personnel Handbook P-11 will be revised as follows:

#### 253.1 Policy

.11 When the Regional Director for Employee and Labor Relations has determined that it is not in the best interests of the USPS to open an entrance examination at one or more installations, the transfer of eligibility between postal installations in the same or contiguous management sectional center areas may be authorized. (Transfer of eligibility is the voluntary transfer of a person's eligibility between registers established at different installations for the same entrance position(s).)

.12 In such cases, the Regional Director for Employee and Labor Relations will authorize the installation head to canvass the entrance registers of such installations and transfer the eligibility of interested eligibles. (Canvass means to contact eligibles on existing registers in order of their examination scores starting with the highest score and continuing until sufficient eligibles are obtained to satisfy the need.)

.13 Such a canvass may be authorized to facilitate the hiring of temporary, casual, or permanent employees. Eligibles must be advised of the category of employment being considered. If casual or temporary employees are sought, eligibles must be advised that any transfer of eligibility will be for all purposes, and the eligible will not remain on the original register. Eligibles who so transfer may elect to transfer their eligibility back to their original register within 180 days of the effective date of transfer. An eligible's refusal to accept transfer of eligibility shall not be a factor in any subsequent employment consideration by the Postal Service.

.14 In the absence of an authorization provided by the Regional Director for Employee and Labor Relations, eligibility may be transferred only when there is a current register and an appropriate open examination at the postal installation to which transfer is desired.

#### 261.32 Casual and Temporary Personnel

.321 Casual and temporary positions may be filled from the categories identified below. However, applicants from categories a. and b. must be given first consideration. Applicants from categories c. and d. are to be given second consideration. Category f. may be considered only after categories a. through d. have been exhausted and the provisions of category e. considered:

a. Former Postal or Federal employees with reinstatement eligibility.

b. Current or former casual employees who were appointed competitively from a register of eligibles provided they have not had a break in service exceeding 2 years.

c. Former postal assistants who have not had a break in service exceeding 2 years.

d. Registers of eligibles must be canvassed.

e. Consider the transfer of eligibles from the entrance registers of nearby installations as provided for in section 253.1.

f. Employment Application File: If the register is inadequate for projected career needs, the examination must be announced and the resulting register canvassed prior to utilization of the applicant file. However, if sufficient candidates are not obtained through the above procedures and the register is sufficient to meet the projected career requirements, the installation head may request authorization from the Regional Director, Employee and Labor Relations, to hire from the applicant file.

.322 When the employment application file is used to fill casual or temporary vacancies, the appointing official may accept applications from candidates not on the register for the casual vacancies or for temporary

appointments. If the employment application file is inadequate, the appointing officer should endeavor to obtain free local publicity. If necessary to recruit for the particular position, an order will be placed with the nearest State Employment Service office. The appointing officer should also contact veterans organizations, colleges, high schools, civic, women, minority, and other organizational groups. The appointing officer should emphasize that preference will be given in accordance with the regulations and that there will be no discrimination against any individual or group.

.323 When making appointment from outside the register, selection shall be made of a qualified person from applicants who have applied directly to the installation for employment. Such applicants must be considered by priority groups in the following order:

Group 1. Persons entitled to a 10-point preference who have a compensable service-connected disability of 10 percent or more.

Group 2. All other persons entitled to veteran preference.

Group 3. All other applicants.

.324 The appointing officer must consider all available qualified applicants in the priority order. The appointing officer may select any applicant in the highest priority group but may not select from a lower group as long as there are three qualified applicants in a higher group (or in a combination of higher groups) still available. If three persons are available in group one, the appointing officer may not appoint a person from a lower group; if three veterans are available, either 10-point or 5-point, the appointing officer may not appoint a non-veteran, except as provided in 265.4 (procedure when passing over a veteran eligible). Paid advertising will not be used, nor is it permissible to use any employment office which charges a fee for placement. Advise the next level of management if assistance in recruitment is needed.—*Employee Relations Dept., 8-12-76.*



## Address Cards

Pursuant to section 122.53, Postal Service Manual, address cards presented to post offices by mailers will be arranged in sequence of carrier route delivery. A blank card may be inserted for each existing address that is not included in the address cards (or plates or stencils) submitted. Henceforth, if several addresses are missing in a series, a single blank card may be inserted for several addresses, and marked to show the number of addresses which have been omitted.—*Rates & Classification Dept.*, 8-12-76.

## Lockbox Fronts and Locks

Recent demands for lockbox fronts and repair parts have increased significantly. The demand currently exceeds the number of lockbox fronts and frames returned to the Mail Equipment Shops for renovation and/or cannibalization for parts. To provide an adequate supply and reduce costs of replacement, all excess or obsolete lockbox fronts, excluding the new 1800 series, whether serviceable or damaged, are to be securely packaged and shipped to the Mail Equipment Shops, 2135 Fifth Street NE., Washington, DC 20260. The fronts are to be shipped intact, including frames, locks (combination locks included) and keys. (Do not remove locks and keys from fronts.) Do not ship the nestings.

To implement the above procedure, the local disposition of lockbox fronts is prohibited.

Damaged 1800 series fronts, with exception of locks and keys are to be disposed of locally. Remove locks and keys from 1800 fronts and ship to Mail Equipment Shops.

Section 656.7 of the Postal Service Manual will be amended accordingly.—*Procurement & Supply Dept.*, 8-12-76.

## Domestic Order

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

State/City	Name Covered
FL. Hollywood	Roger Laboratories, Inc. Post Office Box 6263
FL. Ojus	Roger Laboratories, Inc. Post Office Box 630457

—*Judicial Officer*, 8-12-76.

## Publication 201

Publication 201, *A Consumer's Guide to Postal Services and Products*, has been reprinted and an initial distribution made to all post offices through management sectional centers.

Copies of the pamphlet should be made readily available to customers in lobby display areas or at counters. Additional copies may be ordered on Form 1286-A, *Publication Order Blank*. Postmasters should limit their requests to actual needs. The supply centers will use discretion in filling orders to ensure fair national distribution.—*Consumer Advocate*, 8-12-76.

## Deposit of Third-Class Mail Into Mail Chutes and Receiving Boxes

Postal Service Manual section 153.612 will be revised to permit deposit of single piece rate third-class mail into mail chutes and receiving boxes, thus resolving a conflict with PSM section 144.52a.

As this revision will not be printed until December 1976, the following is to serve as an interim revision of PSM section 153.612:

**153.612** Mailing chutes and receiving boxes are intended for the deposit of first-class mail and small quantities of single piece rate third-class. Bulk rate mailings of third-class mail may not be deposited in mail chutes and receiving boxes.—*Delivery Services Dept.*, 8-12-76.

## Presorted First-Class Mail Poster

Poster 89, a four-color 17" x 22" wall poster, entitled *How To Prepare Presorted First-Class Mail* is now available in the area supply centers.

The poster is to be furnished free to those customers who are now using the new lower rate subclassification of first-class mail. Supplies of the instructional graphic are limited and offices should order only amounts necessary to fulfill local needs.

Offices may order their initial requirement of posters from their area supply center on Form 4750, *Special Requisition for Supplies*, until September 15, 1976. Thereafter, requisitions will be submitted on Form 7380, *Requisition for Supplies*, during regular requisitioning cycles.—*Customer Services Dept.*, 8-12-76.

## Address Correction Service

It has come to our attention that a large catalog mailer has sent a memorandum dated July 30, 1976, to postmasters at approximately 1,200 locations regarding handling of their undeliverable catalogs. In that memorandum, an incorrect fee of 10¢ is quoted for the Address Correction Service connected with these undeliverable pieces. All post offices are reminded that as of July 18, 1976, the address correction fee is 25¢.—*Rates and Classification Dept.*, 8-12-76.

## Belt for Window Clerks

Effective immediately, a belt has been approved as an authorized uniform item for optional wear by male window clerks. The belt will be the same as the one now certified under PODUQC No. 32 and authorized for wear by letter carriers. Vendors will therefore not have to carry an additional inventory of belts.

Section 422.41e, Postal Service Manual will be revised to include Accessories—Black Belt either 1 1/4" or 1 3/4" in width.—*Labor Relations Dept.*, 8-12-76.

## Publication 41

*Postal Bulletin* 21073, 3-25-76, canceled Publication 41-A, *Procurement and Supply Handbook*. Publication 41, *Postal Contracting Manual* (PCM), is the controlling document for procurement policy and regulations for the Postal Service. *Regional Instruction* 907-G-103, Filing No. 133, dated 5-12-76, establishes the centralization of procurement responsibility at the regional district level within the Procurement Services Office (PSO). (This centralization of procurement authority is subject to the limitations established within the *Regional Instruction*.) The contracts and supply management branch has conducted a review of its respective region to determine, on an individual basis, the need for maintaining copies of the PCM. Requests for additional copies by individual offices must be submitted for prior approval to the appropriate *regional manager, contracts and supply management branch*, on Form 1286, *Request for Postal Publications*. Requests shall not be submitted directly to Headquarters, Washington, D.C. All previous notices concerning distribution of the PCM are canceled.—*Procurement and Supply Dept.*, 8-12-76.

## 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.

Ace Army-Navy	272 Main St.	Danbury	CT 06810	Gall's Inc.	280 West Main St.	Lexington	KY 40507
Ace Army-Navy	306 Wall St.	Kingston	NY 12401	Gary's Men's Shop	208 Main St.	Hopewell	VA 23860
Acme Shoe Store, Inc.	181 South Broadalbin	Albany	OR 97321	Gaudio's	R.F.D. 2	Belle Vernon	PA 15012
Acrobat Shoe Store, Inc.	2170 Lawndale Dr.	Greensboro	NC 27408	Gray, Westley H.—Kanpp	132 Northwest 81st St.	Seattle	WA 98117
American Uniform Sales, Inc.	153 Gillespie St.	Fayetteville	NC 28302	Greenwood Shoes, Inc.	P.O. Drawer 3940	Lafayette	LA 70501
American Uniforms Co.	3589 North Milwaukee Ave.	Chicago	IL 60641	Grieco Shoe Hospital	134 East Court St.	Cincinnati	OH 45202
Anderson Shoe Store	510 North Adams	Carroll	IA 51401	Gus's Boots & Shoes	4881 Speedway	Tucson	AZ 85712
Atlas Uniform Co.	5943 West Lawrence Ave.	Chicago	IL 60630	Gustafson, Kenneth I.—Mason	321 South St., No. 99	Redding	CA 96001
Barkwood Shoes	Marion Plaza, S/C Hwy. 11E	Marion	VA 24354	Hart's Shoe Store	253 Northwest 2d	Canby	OR 97013
Beeson, Edward H.—Knapp	9220 Pacific Ave., Apt. 19	Tacoma	WA 98444	Hecker's Shoes	304 East Silver Spring	Whitefish Bay	WI 53217
Berey Bros.	7123 Indianapolis Blvd.	Hammond	IN 46324	Hick's Shoe Shop		Taylor	TX 76574
Blue Ribbon Shoe Store	1012 Oak St.	Conway	AR 72032	Higley's Shoes	3994 Sierra Way	San Bernardino	CA 92405
Boucher's Shoes	142 West Main	Turlock	CA 95380	Hochhaus, C. M.—Mason	208 West Lider	Port Orchard	WA 98366
Brab's Uniforms	1919 Washington Ave.	Houston	TX 77007	Howard, Elvin—Mason	231 Fenwick Dr.	New Carlisle	OH 45344
Brandt, Steven N.—Mason	1204 Hennepin Ave.	Minneapolis	MN 55403	Hutton's	P.O. Box 119	Kellogg	ID 83837
Brown & Trask Shoes, Inc.	104 Main Street	Oneonta	NY 13820	India's Plaza Men's Wear	340 West 47th St.	Kansas City	MO 64112
Burke Uniforms, Inc.	3582 East T. C. Jester	Houston	TX 77018	Jay's Shoes	140 Mill St.	Grass Valley	CA 95945
Cadillac Uniform & Linen	P.O. Box 1893	Bayamon	PR 00519	Jensen's Career Apparel	3803 South Yakima Ave.	Tacoma	WA 98408
California Uniforms, Inc.	3755 Park Blvd.	San Diego	CA 92104	Jewell Shoe Salon	10 Congress Sq.	Portland	ME 04101
Catherine's Century Uniform Inc.	100 Pratt St.	Hartford	CT 06103	Jim's Shoe Repair Service	916½ Patterson Ave.	Akron	OH 44310
Cherry's Inc.	467 Maple St.	Danvers	MA 01937	Joseph's Shoe Store	12 West Market St.	Indianapolis	IN 46204
Chester Uniforms, Inc.	26 West Dover St.	Easton	MD 21601	K. & H. Boot Shop	3307 Pleasant Valley Blvd.	Altoona	PA 16602
Clothes Rack Store, Inc.	770 East Jericho Turnpike	Baltimore	MD 21204	Klein Uniform Co.	1721 Central Ave.	Albany	NY 12205
Comm. Ind. Unif. Inc.	3318 North Milwaukee Ave.	Huntington Sta.	NY 11746	Knapp Shoes Factory Retail	28 North St.	Danbury	CT 06810
Community Fire & Police Eq.	383 Main St.	Chicago	IL 60641	Kohn's Men's Wear	21 Looekerman St.	Dover	DE 19901
David's Bootery	6610 Castor Ave.	Webster	MA 01570	Kyle's Custom Shoe	200 West 51st St.	New York	NY 10019
David's Shoes	3427 Belaire Rd.	Philadelphia	PA 19149	Lamm, Maurice M. Uniform	841 West Jackson	Chicago	IL 60607
Dee's Cft. Shoe Shop	57 East Pennington	Baltimore	MD 21213	Little White House, The	15 Pennsylvania Ave.	Matamoras	PA 18336
Dial Safety Shoes Corp.	3540 Pan American Freeway	Tucson	AZ 85701	McAn, Thom	18300 Northwest 2d Ave.	Miami	FL 33169
Dial Safety Shoe Corp.	3 South Cincinnati	Albuquerque	NM 87107	McAn, Thom Shoe Store	230 Washington St.	Hobokin	NJ 07030
Duti-Tog's	14 Dalton Ave.	Webster	MA 01570	McCain Uniform Co., Inc.	707 Holcombe Ave.	Mobile	AL 36606
Earth Shoe	303-C Ridge Rd.	Philadelphia	PA 19149	McDonald, J. M. Co.	706 Main St.	Miles City	MT 59301
Economy Uniform Rentals	293 Hampshire St.	Baltimore	MD 21213	McKinney Shoes	1738 Eastgate S/C	Shreveport	LA 71105
Emerson Shoe Store	16 Emerson St.	Tucson	AZ 85701	Maine Surplus Sales Corp.	28 Monument Sq.	Portland	ME 04111
Felix Department Store	208 Town & Country	Albuquerque	NM 87107	Mastro, J. Shoes	20 Mine Brook Rd.	Bernardsville	NJ 07924
Felix Shoes	Box 630	Albuquerque	NM 87107	Melchert Shop	114 South Macoupin St.	Gillespie	IL 62693
Fergen's Men's Wear	526 South Water St.	Brookings	SD 57006	Michael's Shoes	12419 South Hawthorne Blvd.	Hawthorne	CA 90250
Filbek Uniform Co.	338 First St.	Holyoke	MA 01040	Michalski, Edward J., DPM	Lorain Ave. and Rocky River	Cleveland	OH 44111
Fink's	230 South Burdick	Jersey City	NJ 07302	Miliken's Career Apparel	7905 Marty	Overland Park	KS 66204
Flair Uniform Shops	2501 East Commercial Blvd.	Kalamazoo	MI 49006	Miner Dave's Shoes, Inc.	56 Western Plaza S/C	Fenton	MO 63026
Florida Pol. Equip., Inc.	140 East Fordham Rd.	Fort Lauderdale	FL 33308	Mr. Wes Men's Wear	30 Central Park Plaza	Jacksonville	IL 62650
Florsheim Shoes	P.O. Box 350	Brookings	SD 57006	Modern Shoe Store	137 West Main	Waynesboro	VA 22980
Fly By Knight Uniforms	137 South High St.	Holyoke	MA 01040	Moderne Clothes	1199 Springfield Ave.	Irvington	NJ 07111
Foster's, Inc.	212 North Union St.	Jersey City	NJ 07302	Montgomery Ward	393 Fashion Ave.	New York	NY 10001
Franklin's Discount Store		Kalamazoo	MI 49006	Morton's Family Shootree	136½ East Main Ave.	Kent	OH 44240
		Fort Lauderdale	FL 33308	Moseley Shoe Service, Inc.	48-52 College St.	Asheville	NC 28801
		Bronx	NY 10468	Nagler's Shoes	600 Main St.	Lewiston	ID 83501
		Ceres	CA 95307	Natural Shoe Store	6332 Far Hills Ave.	Dayton	OH 45459
		Hillsboro	OH 45133	Nelson Shoe Store	129 South Cedar St.	Manistique	MI 49854
		Danville	VA 24541	Noel's Shoe Store	23 Pleasant St.	Worcester	MA 01609



**UNIFORM PROGRAM—LICENSED VENDOR LISTING—Continued**

Norton's Shoe Store	215 North Main	St. Charles	MO 63301	Shoe Corral, Inc.	Watson Blvd.	Warner Robins	GA 31093
Ohio Work Shoes	2711 Mahoning Ave.	Youngstown	OH 44509	Shoe Establishment, Inc.	4371 Glencoe Ave.	Marina Del Ray	CA 90291
Olivare, J. J.—Mason	19425 Haynes St.	Reseda	CA 91335	Shoe Fair, Inc., The	1423 North Federal Hwy.	Fort Lauderdale	FL 33304
Oliver's Cleaners	300 East 7th St.	Tucson	AZ 85705	Shoe Fitter, The	7340 Scottsdale Mall	Scottsdale	AZ 85251
Paul's Shoe Store	227 High St., P.O. Box 654	Chestertown	MD 21620	Shoes & Gloves, Inc.	6530 Huntley Rd.	Columbus	OH 43229
Penney, J. C.	138 North Orange Ave.	Orlando	FL 32801	Silco, Inc.	4936 Montgomery Rd.	Cincinnati	OH 45212
Penney, J. C. Co., Inc.		Marietta	OH 45750	Smith, Sidney—Knapp	132 Main St.	Milford	MA 01757
Penney, J. C.	108 West Randolph	Enid	OK 73701	Smith's Shoe Store	Washington Sq.	Bastrop	LA 71220
Pharmacy Association of Glens Falls, Inc.	243 Ridge St.	Glens Falls	NY 12801	Speciality Manufacturing Co.	6724 Prospect Ave.	Kansas City	MO 64132
Pickett's Shoes	1152 Arroyo Ave.	San Carlos	CA 94070	Stern Uniform Co., Inc.	100 V.F.W. Parkway	Revere	MA 02151
Pick-N-Choose Shoes	114 South Main	El Dorado	KS 67042	Stevens, Murray	38-42 Broadway	Hornell	NY 14848
Prestige Uniforms	P.O. Box 5294	Trenton	NJ 08638	Stilbs Shoe Store	6216 Washington Ave.	Racine	WI 53406
Progressive Shoe Store	137 West Marion St.	Pontotoc	MS 38863	Stinnette Uniform Sales	2413 Paula St.	Raleigh	NC 27608
RDL Associates, Inc.	74 Craigie St.	Portland	ME 04102	Stringer's Boot Shop	306 South Water St.	Marine City	MI 48039
Herman Survivor Shop	St. Francis S/C	Columbus	GA 31907	Taylor's	119 North Sycamore St.	Petersburg	VA 23808
Range Corp., The	207 Chestnut St.	Painesville	OH 44077	Thomas Shoes	7031 Liberty Rd.	Baltimore	MD 21207
Redman's Shoe Store	205 West Third St.	Grand Island	NE 68801	Thomas Shoes	230 South Sandusky Ave.	Bucyrus	OH 44820
Red Wing Shoe Store	2480 North Cedar	Holt	MI 48842	Tritsch's Shoe Store	715 Penn Ave.	Pittsburgh	PA 15221
Red Wing Shoe Store	5408 Antioch Rd.	Kansas City	MO 64119	Truncellito's Men's Shop	5613 Bergenline Ave.	West New York	NJ 07093
Red Wing Shoe Store	10236 Garland Rd.	Dallas	TX 75218	Uniform Village, Inc.	38 Fuller Rd.	Albany	NY 12205
Richard, Stephen Co.	3111 Banksville Rd.	Pittsburgh	PA 15216	Uniforms Hawaii Corp.	1311 Kamaile St.	Honolulu	HI 96814
Richard's Shoes	241 West Yosemite Ave.	Manteca	CA 95336	Village Cobbler Shoes, Inc.	144 West Main St.	Barrington	IL 60010
Robinson's	1016-18 Main St.	Kansas City	MO 64105	Village Shoes	70 West Lake St.	Addison	IL 60101
Roland's General Store	842 Bland St.	Bluefield	WV 27401	Walker's Shoe Store	421 Pierce St.	Sioux City	IA 51101
Royal Shop, The	116 West Wisconsin Ave.	Kaukauna	WI 54130	Western Safety Shoe Co.	P.O. Box 667	South Pasadena	CA 91030
Rutland Army & Navy	67 Wales St.	Rutland	VT 05701	White Shop, The	203 Southgate S/C	Culpepper	VA 22701
St. James Shoe Barn	455 Lake Ave.	St. James	NY 11780	Wittman, Anna A.—Knapp	810 North Willow Rd.	Evansville	IN 47711
Schumacher Shoe Store	4436 Veterans Memorial Blvd.	Metairie	LA 70002	Worth, Inc.	156 Porter St.	East Boston	MA 02128
Schumacher Shoe Store	4100 De Gaulle	New Orleans	LA 70114	Zelpha's Shoes	11801 North Saginaw St.	Mt. Morris	MI 48458
Sears, Roebuck & Co.	7171 North Davis Hwy.	Pensacola	FL 32504				
Shelton & Walters Men's Store	41 West Main St.	Christianburg	VA 24073				
Shoe Box, Th'	208 East Main St.	Arcola	IL 61910				
Shoe Center, The	67 Main St.	Warrenton	VA 22186				
Shoe City, Inc.	311 North Washington St.	Marion	IN 46952				

—Labor Relations Dept., 8-12-76.

**INTERNATIONAL MAIL—CUSTOMS DOCUMENTATION**

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

**I. POSTAL UNION MAIL**

A green customs Label C1, Form 2976, must be completed and placed by the sender on the address side of each letter or letter package containing dutiable merchandise, on each package of dutiable prints, and on each small packet.

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

**II. PARCEL POST**

All international parcel post must bear Form 2966-A, *Customs Declaration* (adhesive). In addition, some

countries require either Form 2966, *Customs Declaration* (tie-on tag), or Form 2972, *Dispatch Note*, or both. Specific requirements are contained in Appendix B of Publication 42.

Under no circumstances are parcel post forms to be used on postal union mail or are forms for postal union mail to be used on parcel post. Failure to use proper forms causes delay in dispatch and delivery of mail.—*Rates & Classification Dept., 8-12-76.*

## PANDERING ADVERTISEMENTS STATUTE

Since April 1968, the Postal Service has been administering the "pandering advertisements statute", 39 U.S.C. § 3008 (formerly § 4009), which enables a postal customer to obtain a prohibitory order against further mail from the sender of an offer to sell matter which the customer considers "erotically arousing or sexually provocative". Drawing upon extensive administrative experience with this statute, including litigation leading to several significant judicial interpretations, the Postal Service has issued new regulations, effective July 28, 1976, to implement it. The new regulations, which will appear in Postal Service Manual section 123.6, will inform both postal personnel and postal customers of the continuing availability and exact nature of this remedy, and how to employ it. We believe that these regulations will secure the most effective and responsible use of this statute, with reductions in administrative burdens and costs.

The Postal Service will issue a new Publication 125, *Guide for Postal Services Centers*. Section 123.6 of the Manual and this new Publication 125 together supersede Publication 125 (April 1968) and supplementary administrative instructions previously issued to postal services centers.

The text of the new regulations is as follows:

### 123.6 PANDERING ADVERTISEMENTS

#### .61 Application for Prohibitory Orders (39 U.S.C. § 3008)

.611 An addressee who receives by mail an advertisement, whether solicited by him or not, offering for sale matter which he determines, in his sole discretion, is "erotically arousing or sexually provocative" may obtain a prohibitory order directing the mailer of the advertisement to refrain from making further mailings to him. Form 2150 and Publication 123 are available for the purpose of requesting such orders. The use of these is not mandatory, provided the information they solicit is presented in a signed written statement.

.612 An addressee who is the parent of one or more children under nineteen years of age residing with

him may request an order on behalf of any or all of such children. Where the parent of any such child determines that matter offered for sale in an advertisement addressed to the child is "erotically arousing or sexually provocative," he may request issuance of an order prohibiting further mailings to such child.

.613 If, at the time he applies for issuance of a prohibitory order, the addressee is receiving mail at more than one address, he may request that the order apply to any or all such addresses.

.614 A person entitled to receive mail addressed to a deceased person will be regarded as the addressee of such mail for purposes of obtaining a prohibitory order in the name of the deceased.

.615 A person authorized to receive mail addressed to a job title (e.g., sales manager) of any business, government agency, or institution, will be regarded as the addressee of such mail for purposes of obtaining a prohibitory order covering such job title.

.616 Any person having apparent authority to act for a business, governmental or institutional addressee will be regarded as the addressee of such organization's mail for purposes of obtaining a prohibitory order in the name of such organization.

.617 The application for prohibitory order may be submitted at any post office and must be accompanied by the advertisement upon which the application is based, and its opened envelope or other cover or wrapper. The postal services center serving the applicant's address (see Publication 26) is responsible for granting or denying the application. Applications submitted to other than the appropriate services center are to be forwarded promptly to such services center for processing. Publication 125 provides guidance to assist the services centers in such processing.

#### .62 Denial of Applications

A prohibitory order will not be issued when the application is based upon one or more of the following:

a. The request of one who the Postal Service finds does not qualify under any of the foregoing paragraphs of this section.

b. A mail piece which the Postal Service finds does not offer matter for sale.

c. A mail piece not originating with the person against whom the order is sought (e.g., a newspaper or magazine not mailed by the advertiser therein upon whose advertisement the application is based).

d. A mail piece received by a foreign addressee who has no regular mailing address at which mail is delivered directly by the Postal Service.

e. A mail piece sent by a mailer not subject to the jurisdiction of the United States.

f. A basis in any other way insufficient under the statute.

#### .63 Issuance of Orders

The prohibitory order forbids the mailer, his agents or assigns from making any further mailings to the designated addressees, effective on the thirtieth calendar day after the mailer's receipt of the order; directs immediate deletion of such addressees from all mailing lists owned or controlled by the mailer, his agents or assigns; and, prohibits any sale, rental, exchange, or other transaction by the mailer, his agents or assigns, involving mailing lists bearing the names of the designated addressees.

#### .64 Availability of Remedies

The fact that a name and address is included on the Postal Service list of those desiring not to receive any sexually oriented advertisements through the mails (see 123.5) does not in any way limit or affect the authority of the Postal Service to issue a prohibitory order protecting such name and address. Likewise, issuance of a prohibitory order does not in any way limit or affect the authority of the Postal Service to list, in accordance with 123.5, the name and address protected by such prohibitory order.

#### .65 Violations

A person protected by a prohibitory order who receives a mail piece apparently in violation of such order should open the envelope or other outside cover of such mail piece and write thereon the identifying number



of the prohibitory order (if known) and a statement indicating his receipt by mail and the date of receipt—e.g., “I received this mail piece (date)” —followed by his signature. The mail piece should then be submitted directly, or via a post office, to the postal services center which issued the order. Such submission will constitute an application for enforcement of the order. When the Postal Service finds, after appropriate administrative proceedings as described in Publication 125 and Title 39, Code of Federal Regulations, part 916, that enforcement action is warranted, it requests the Department of Justice to seek a court order directing compliance with the prohibitory order.

#### **.66 Abandonment of Applications**

An applicant for a prohibitory order or its enforcement will be deemed to have abandoned his application if he fails to comply, within 60 days, with any request by the Postal Service to supplement, correct or complete his application. Abandoned applications need not be retained by the Postal Service.

#### **.67 Void Orders**

A prohibitory order will be considered void upon expiration of five years from the date of issuance, except that when application for enforcement of a prohibitory order has been made, it will not be considered void until expiration of five years from the last application for enforcement. Postal Service files relating to such void orders may be disposed of provided a record is maintained of the disposal of each such file and the reason therefor.

#### **.68 Modified Orders**

**.681** An addressee protected by a prohibitory order who has a permanent change of mailing address may continue the protection provided by the order by notifying the mailer of his change of address and his desire to have the order honored with respect to the new address. The notification should be in writing and should be forwarded to the mailer by registered mail, return receipt requested. The notification should state that the addressee previously obtained a prohibitory order, and should identify the order by giving the prohibitory order number. It should also state the ad-

dress covered by the order, that the addressee has had a permanent change of address, and the new address which the addressee wishes covered.

**.682** To permit enforcement with respect to any violation of the order at the new address, a copy of the notification and return mailing receipt must be submitted to the postal services center which issued the order. Such written notification shall modify the order by substituting the new address for the address designated in the original or previously modified order. An order thus modified will take effect in the same manner as the original order.

#### **.69 Ratified Orders**

Orders issued on behalf of persons who had not attained nineteen years of age will not be enforced with respect to mailings received by such persons after they attain the age of nineteen unless they ratify the order by giving written notice to the postal services center which issued the order that they wish to have the order continue in effect as to themselves. Such notice should include the prohibitory order number.—*Law Dept., 8-12-76.*

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**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**

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### Special Fourth-Class Rate

The fourth-class book rate shown on two models of the Triner 70 pound scale do not reflect the current permanent rates contained in POSTAL BULLETIN 21084, dated June 28, 1976. The two scale charts are identified as 0-857-G and 0-857-D.

The table below should be clipped out and used by window employees to determine the correct rates since the scale charts will not be replaced at this time. Supervisory personnel should take necessary action to insure that all facilities are using the new permanent rates.

#### New Fourth Class Book Rate—Effective July 6, 1976

Book rates shown on the 70 lb. Triner and the Triner Imperial Scales are obsolete. Use the table below to determine the current rate:

Wt. not exceeding— (in pounds)	Old rate (shown on scale)	New rate (charge this rate)	Wt. not exceeding— (in pounds)	Old rate (shown on scale)	New rate (charge this rate)	Wt. not exceeding— (in pounds)	Old rate (shown on scale)	New rate (charge this rate)
2	.30	.35	25	2.19	2.29	48	4.03	4.13
3	.39	.45	26	2.27	2.37	49	4.11	4.21
4	.48	.55	27	2.35	2.45	50	4.19	4.29
5	.57	.65	28	2.43	2.53	51	4.27	4.37
6	.66	.75	29	2.51	2.61	52	4.35	4.45
7	.75	.85	30	2.59	2.69	53	4.43	4.53
8	.83	.93	31	2.67	2.77	54	4.51	4.61
9	.91	1.01	32	2.75	2.85	55	4.59	4.69
10	.99	1.09	33	2.83	2.93	56	4.67	4.77
11	1.07	1.17	34	2.91	3.01	57	4.75	4.85
12	1.15	1.25	35	2.99	3.09	58	4.83	4.93
13	1.23	1.33	36	3.07	3.17	59	4.91	5.01
14	1.31	1.41	37	3.15	3.25	60	4.99	5.09
15	1.39	1.49	38	3.23	3.33	61	5.07	5.17
16	1.47	1.57	39	3.31	3.41	62	5.15	5.25
17	1.55	1.65	40	3.39	3.49	63	5.23	5.33
18	1.63	1.73	41	3.47	3.57	64	5.31	5.41
19	1.71	1.81	42	3.55	3.65	65	5.39	5.49
20	1.79	1.89	43	3.63	3.73	66	5.47	5.57
21	1.87	1.97	44	3.71	3.81	67	5.55	5.65
22	1.95	2.05	45	3.79	3.89	68	5.63	5.73
23	2.03	2.13	46	3.87	3.97	69	5.71	5.81
24	2.11	2.21	47	3.95	4.05	70	5.79	5.89

—Customer Services Dept., 8-12-76.

**ENCOURAGE MAILERS TO ATTACH A SLIP TO  
ARTICLES ENCLOSED IN PARCELS SHOWING  
NAME AND ADDRESS OF SENDER AND  
ADDRESSEE**



POST OFFICE CHANGES NO. 32

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

Abbreviations: B=Branch. C=City Delivery. Conv.=Converted. CPO=Community Post Office. Disc.=Discontinued. DOPD=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, 6-25-76.)

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	Anniston	Calhoun	Fort McClellan	Bx	36201	Delete	3-1-76	Amend PB 21089 to Change ZIP Code of Bx.	
AL	do	do	do	Bx	36205	Add	3-1-76		
AZ	Show Low	Navajo	White Mountain Lake	RB	85901	Delete	7-10-76	RB's conv. to CPOs and new ZIP Codes assigned.	
AZ	do	do	do	CPO	85912	Add	7-10-76		
AZ	Whiteriver	Navajo	East Fork	RB	85941	Delete	7-10-76		
AZ	do	do	do	CPO	85943	Add	7-10-76		
AZ	Mayer	Yavapai	Crown King	RB	86333	Delete	7-10-76		
AZ	do	do	do	CPO	86343	Add	7-10-76		
AZ	Holbrook	Navajo	Sun Valley	RB	86025	Delete	7-10-76		
AZ	do	do	do	CPO	86029	Add	7-10-76		
AZ	Prescott	Yavapai	Aqua Fria	RB	86301	Delete	7-10-76		
AZ	do	do	do	CPO	86312	Add	7-10-76		
AR	Shirley	Van Buren	Fairfield Bay	RB	72153	Delete	7-22-76		
AR	do	do	do	CPO	72088	Add	7-22-76		
CA	Los Angeles	Los Angeles	Briggs	Sx	90048	Delete	6-28-76	Sx name changed.	
CA	do	do	Bicentennial	Sx	90048	Add	6-28-76		
CA	San Francisco	San Francisco	APO 96272	B	96272	Delete	7-8-76	B's disc.	
CA	do	do	APO 96330	B	96330	Delete	7-8-76		
CA	do	do	APO 96364	B	96364	Delete	7-8-76		
CA	do	do	APO 96322	B	96322	Delete	7-8-76		
CA	do	do	APO 96346	B	96346	Add	7-8-76		
CA	San Jose	Santa Clara	Berryessa	Sx	95132	Add	6-14-76	Part 126-PSM Add footnote N. Sx estab.	
CA	Sierraville	Sierra	Calpine	CPO	96124	Delete	7-17-76	Amend PB 21085 conv. to CPO and change in parent PO resc.	
CA	Sattley	do	do	RS	96124	Add	7-17-76		
IL	Bloomington	McLean	Downtown	S	61701	Add	12-28-74	Amend PB 21085 Change IN to IL S estab.	
IL	Saint Anne	Kankakee	Wichert	RB	60965	Delete	8-28-76	RB disc.	
MD	Ellicott City	Howard	Columbia	Bx	21043	Delete	5-30-76	Bx ZIP	
MD	do	do	do	Bx	21044	Add	5-30-76	Code changed.	
MD	do	do	Red Branch	Bx	21045	Add	5-30-76	B estab.	
MI	Farmington	Oakland			48024	Delete	7-31-76	ZIP Code location of Main PO changed. <sup>1</sup>	
MI	do	do			48018	Add	7-31-76		
MI	Southfield	do			48075	Delete	7-1-76		ZIP Code location of Main PO changed. <sup>2</sup>
MI	do	do			48034	Add	7-1-76		
NM	Shiprock	San Juan	Sanostee	RB	87420	Delete	8-21-76	RB conv. to CPO and new ZIP Code assigned.	
NM	do	do	do	CPO	87461	Add	8-21-76		
NY	New York	New York	APO 09017	B	09017	Change	7-8-76	Part 126.2 PSM, Add Footnote E <sup>1</sup>	
NY	do	do	APO 09616	B	09616	Change	7-8-76		
NY	do	do	APO 09697	B	09697	Change	7-8-76		
NY	do	do	APO 09038	B	09038	Change	7-8-76		
NY	do	do	APO 09671	B	09671	Add	7-8-76		
NY	do	do	APO 09677	B	09677	Delete	10-1-76		
NY	do	do	FPO 09513	B	09513	Delete	5-14-76		
NY	do	do	FPO 09539	B	09539	Add	8-1-76		
NY	do	do	APO 09406	B	09406	Add	7-15-76		
NY	do	do	APO 09309	B	09309	Add	7-15-76		
NY	do	do	FPO 09527	B	09527	Add	8-1-76		
OH	Dayton	Montgomery	Roosevelt	Sx	45417	Delete	8-14-76	Sx name changed.	
OH	do	do	Paul Laurence Dunbar	Sx	45417	Add	8-14-76		
PA	Bethlehem	Northampton	Moravian	Sx	18018	Delete	7-19-76	Sx disc.	
PA	do	do	Southside	Sx	18015	Add	7-20-76	Sx estab.	
PA	Warminster	Bucks	Ivyland	Bx	18974	Delete	7-24-76	Bx disc.	
PA	do	do	York Road	Sx	18974	Add	7-26-76	Sx estab.	
SC	Florence	Florence	Federal	Sx	29503	Add	9-30-75	Sx estab.	
VA	Hampton	Independent city	Bay	S	23663	Delete	7-8-76	S disc.	
WV	Williamson	Mingo	Merrimac	RB	25661	Delete	5-15-76	RB disc.	

<sup>1</sup> Farmington, MI changed to Multi-Coded PO 7-31-76.  
<sup>2</sup> Change in NZCD. 48075 is to remain as ZIP code for Northland Center, Sx.

—Customer Services Dept., 8-12-76.

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

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

Effective immediately, the rate for money orders issued for payment in Canada will be \$1.03 United States dollar equals \$1 Canadian dollar. Insert this change in section 171.22c, Postal Service Manual.

**RATE: U.S. dollar equals .9709 Canadian money—table from 1 cent to \$300.**

United States	Canadian	United States	Canadian	United States	Canadian	United States	Canadian
<i>Cents</i>	<i>Cents</i>	<i>Cents</i>	<i>Cents</i>	<i>Dollars</i>	<i>Dollars</i>	<i>Dollars</i>	<i>Dollars</i>
1	1	51	50	1.00	0.97	51.00	49.52
2	2	52	50	2.00	1.94	52.00	50.49
3	3	53	51	3.00	2.91	53.00	51.46
4	4	54	52	4.00	3.88	54.00	52.43
5	5	55	53	5.00	4.85	55.00	53.40
6	6	56	54	6.00	5.83	56.00	54.37
7	7	57	55	7.00	6.80	57.00	55.34
8	8	58	56	8.00	7.77	58.00	56.31
9	9	59	57	9.00	8.74	59.00	57.28
10	10	60	58	10.00	9.71	60.00	58.25
11	11	61	59	11.00	10.68	61.00	59.22
12	12	62	60	12.00	11.65	62.00	60.20
13	13	63	61	13.00	12.62	63.00	61.17
14	14	64	62	14.00	13.59	64.00	62.14
15	15	65	63	15.00	14.56	65.00	63.11
16	16	66	64	16.00	15.53	66.00	64.08
17	17	67	65	17.00	16.51	67.00	65.05
18	17	68	66	18.00	17.48	68.00	66.02
19	18	69	67	19.00	18.45	69.00	66.99
20	19	70	68	20.00	19.42	70.00	67.96
21	20	71	69	21.00	20.39	71.00	68.93
22	21	72	70	22.00	21.36	72.00	69.90
23	22	73	71	23.00	22.33	73.00	70.88
24	23	74	72	24.00	23.30	74.00	71.85
25	24	75	73	25.00	24.27	75.00	72.82
26	25	76	74	26.00	25.24	76.00	73.79
27	26	77	75	27.00	26.21	77.00	74.76
28	27	78	76	28.00	27.19	78.00	75.73
29	28	79	77	29.00	28.16	79.00	76.70
30	29	80	78	30.00	29.13	80.00	77.67
31	30	81	79	31.00	30.10	81.00	78.64
32	31	82	80	32.00	31.07	82.00	79.61
33	32	83	81	33.00	32.04	83.00	80.58
34	33	84	82	34.00	33.01	84.00	81.56
35	34	85	83	35.00	33.98	85.00	82.53
36	35	86	83	36.00	34.95	86.00	83.50
37	36	87	84	37.00	35.92	87.00	84.47
38	37	88	85	38.00	36.89	88.00	85.44
39	38	89	86	39.00	37.87	89.00	86.41
40	39	90	87	40.00	38.84	90.00	87.38
41	40	91	88	41.00	39.81	91.00	88.35
42	41	92	89	42.00	40.78	92.00	89.32
43	42	93	90	43.00	41.75	93.00	90.29
44	43	94	91	44.00	42.72	94.00	91.26
45	44	95	92	45.00	43.69	95.00	92.24
46	45	96	93	46.00	44.66	96.00	93.21
47	46	97	94	47.00	45.63	97.00	94.18
48	47	98	95	48.00	46.60	98.00	95.15
49	48	99	96	49.00	47.57	99.00	96.12
50	49			50.00	48.54	100.00	97.09
						200.00	194.18
						300.00	291.27



## ANNUAL COUNT OF MAIL ON RURAL ROUTES

### I. INTRODUCTION

These instructions provide standardized and uniform procedures in conducting the count of mail on rural routes. A careful reading and complete understanding of this material and the instructions on the reverse of mail count and route evaluation forms—Forms 4241, *Rural Delivery Statistic Report*, and Form 4239, *Count of Mail (Rural Route)*—by postmasters, supervisors, and rural carriers will insure the accuracy of the count data, the prompt evaluation, and correct classification of rural routes. Postmasters, supervisors, and rural carriers must insure that mail counts are properly conducted and that data reported is accurate.

### II. PURPOSE AND DEFINITION OF COUNT

A. The count of mail is physical counting and recording at specific times of the number of pieces of mail delivered, collected, or handled on rural routes. The count of mail is used to assemble data which provide the basis for the evaluation of the individual route. These route statistics will indicate:

1. Volume of mail handled.
2. Amount of office and route time used by the carrier.
3. Adequacy of service to the rural public.
4. Efficiency and performance of the carrier.

B. The evaluation of a rural route is determined by the mail volume, daily miles traveled, and the number of boxes served. (See part X, columns 14-17.)

C. These instructions will be followed throughout the year for all special mail counts.

### III. COVERAGE AND COUNT PERIOD

A. The 2-week period September 13-25 has been designated for the annual rural mail count.

B. All rural routes (heavy duty, RCS Mileage and auxiliary) will be counted during this period. At those offices where the central markup was instituted and no mutually agreed rural mail count period was possible,

the special count may coincide with the annual count. (See XII-A.)

C. Disregard the provisions in section 353.341, *POSTAL SERVICE MANUAL*, that counts on nonheavy duty (0 mileage routes) may be waived.

### IV. RESPONSIBILITY

#### A. Local Conferences

At least 15 days before the start of the count, postmasters shall schedule joint conferences of supervisors and rural carriers to discuss these procedures and instructions. Postmasters must advise the management sectional center as soon as possible, but no later than 10 days before the start of the count, of any major points of disagreement concerning these instructions so they can be resolved before the count period.

#### B. Accuracy of Count

1. Postmasters or supervisors will be held responsible for the completeness of all mail count information and accuracy of *Total* columns entered on the report forms, as well as the manner in which the count of mail is conducted. Afford the carrier adequate time to review the completed Form 4241 before signing. Signatures of the postmaster and carrier are considered verification of the validity of the count data.

2. Where the carrier disagrees with the count data, he need not sign the form. He shall, however, submit written comments explaining in detail his reasons for objecting and the exact nature of the supposed errors or omissions. The postmaster also shall include his comments in writing concerning any questions raised by the carrier. Form 4241 together with letters from the postmaster and carrier shall be forwarded to the management sectional center office.

3. A written reply to the postmaster will be furnished by management sectional center offices advising of the decision. *The carrier will be promptly informed in writing by local management of the decision and the reasons therefor.*

4. Where there is a disagreement on the actual number of pieces counted, every effort should be made to resolve the matter immediately.

### V. CONDUCTING THE COUNT

A. All classes of mail handled by each rural carrier will be counted daily during the official count period. Mail must be counted before it is cased.

1. On O routes (nonheavy duty) the carrier will count the mail 8 days and the postmaster or supervisor will count 4 days (picked at random). The carrier will observe and may also count if he desires on the days he is not responsible for making the count. Persons other than the carrier will write their initials on Form 4241 next to the days they make the count.

2. *Where in the judgment of management, the route borderlines a heavy-duty status, the supervisor or postmaster will make the full 12-day count.*

3. On presently classified heavy-duty and auxiliary routes, the postmaster or supervisor will make the count on all days during the 12-day count period. The rural carrier will observe and may also count the mail. However, mail delivered and collected must be counted by the postmaster or supervisor and entered on the daily count form, Form 4239. Carriers serving J or K routes may, if they wish, observe the mail count on their relief days.

B. Care must be exercised by supervisors in controlling mail count forms in order to assure that all entries are proper.

### VI. DEFINITION AND EXPLANATION OF HEAVY-DUTY ROUTES

#### A. Definition

A heavy-duty rural route is one on which the evaluated weekly hours of service, as determined by the official time standards, provide higher salary under the heavy-duty compensation schedule than would be provided under the mileage salary of the RCS schedule.

#### B. Explanation

There are three distinct types of heavy-duty routes:

1. H route—regular carrier works 6 days a week.
2. J route—regular carrier has a day off every other week.
3. K route—regular carrier has a day off every week.

**C. Important**

To determine whether or not a particular route is classified heavy duty, examine the current Form 1303, *Salary Change Notice*. If the route is presently heavy duty, then H, J, or K will appear before the route number under the heading PAY LOC. (*Route*). Also, the evaluated hours for the route will be shown in the *Rural Data* block under *HD Hrs.*

**VII. CASING OF MAIL BY CARRIER**

**A.** *The principle underlying the count is that the same mail flow conditions prevail during the count period that are normally in effect the rest of the year.* Postmasters and supervisors must see that all mail available up to the normal cutoff time for distribution on the day preceding the count is delivered, and that all mail available up to the normal cutoff time on the last day of the count is delivered.

**B.** *Available mail* is that mail distributed and placed on carrier case ledges, in hampers, trays, or on the floor beneath the carrier desk, and that which is in distribution cases up to the cutoff or final withdrawal time prior to departure time to serve the route. It does not include mail distributed after the scheduled cutoff or final withdrawal time, or mail received too late for distribution, as long as the requirements in section 333.243, *Postal Service Manual*, are met.

**C.** Mail will be distributed to insure a normal flow on the day preceding a normal period and the last day of the count. All simplified address mail available at delivery units shall be distributed to rural carriers during the count period; except that where a commitment has been made to a mailer to deliver on a specific date later than the count period the mailer's request must be honored.

**D.** During the count period, mail may be cased after the carrier returns to the office upon completion of the trip—provided the validity of the count can be protected.

**E.** Mail cased on the Saturday preceding the count period will not be included in the count. Mail cased after the carrier returns from serving the route on the last day of the count shall be credited on the same Form 4239 used earlier in the day and shall be included in the annual count.

**VIII. MAIL COUNT FORMS****A. Requisitions**

1. Forms 4239 and 4241 are available at supply centers, and will be ordered by management sectional center post offices only, using Form 4750, *Special Requisition for Supplies*. Form 4241 has been revised as of April 1976. Only the revised form will be used starting September 13, 1976. After this date all previous editions will be destroyed. The August 1973 edition of Form 4239 will be used for these reports.

a. Each management sectional center office will requisition quantities sufficient for the number of rural routes under their jurisdiction and for each intermediate office served by these routes.

b. Distribution will be made automatically by management sectional centers to those post offices having rural routes.

2. Additional requirements will be ordered on Form 7380, *Requisition for Supplies*, during regular requisitioning cycles.

3. *Management sectional centers are cautioned not to overorder Forms 4239 and 4241.* Submit requisitions for only the amount of forms that will be required during this annual mail count period.

**B. Use**

Forms 4239 will be completed by intermediate offices having rural delivery and forwarded to the head-out office for consolidation on Form 4241. Form 4241 will not be completed by intermediate offices. The August 1973 editions of Forms 4239 will be used for these reports.

**IX. FORM 4239, COUNT OF MAIL (RURAL ROUTE)—HOW TO USE****A. Description**

1. Form 4239 is designed to function as a combination daily worksheet and mail count record. This important daily record provides the basic source of mail volume and time data which are transferred to Form 4241 and consolidated for the 2-week operation. (A separate form is used to record each day's mail count.)

2. The official or carrier responsible for making the count will prepare two copies daily (use carbon paper). After completion daily, one copy will be retained by the post-

master; one copy will be furnished the carrier. Complete the worksheets in rough form as they are prepared each day; do not later type them from the forms used as worksheets.

3. The official or carrier who makes the daily count will sign Form 4239. The heavy duty and auxiliary rural carriers will make no entries on Form 4239. *Upon request, the Form 4239 shall be shown to the carrier, before strapping out, to allow verification of the count data.*

**B. Worksheet for Counting**

**Column A. Letter-Size Mail**—All letter size ordinary letters, cards, newsletter type mail, and circulars 5 inches or less in width which can be cased in the separations of the standard carrier case. Include detached address labels for sample merchandise and catalogs, and special delivery letter-size mail. (A fee is also paid when delivered in accordance with section 354.126, *POSTAL SERVICE MANUAL*.)

Does not include newspapers, catalogs, boxholders, flats, rolls, and magazines, even though they may be cased with letter mail.

Each direct bundle distributed and tied out at the distribution cases is counted as one parcel; enter each bundle of letter mail tied out, for delivery to one family or firm as one parcel in column C.

**Column B. Papers, Magazines, Catalogs**—Newspapers, magazines, flats, catalogs, and rolls and other small pieces which can be conveniently cased and strapped out.

**Column C. Parcels**—Enter the number of parcels of all classes, catalogs, rolls, and other pieces which because of their size and/or shape cannot be conveniently cased and would not normally be cased with other mail in the letter or flat separations (*where flat separations are used*) and strapped out.

Only specifically addressed samples too large to be cased will be included in the parcel count. Include special delivery parcels.

**Column D. Boxholders**—Simplified address mail including samples with simplified address (section 122.4, *POSTAL SERVICE MANUAL*).

When samples are received with detached address labels, enter the total number of samples. (See column A for label count.) The number of pieces of boxholder mail must not



exceed the number of families on the route for each mailing. Include in this column all boxholders whether cased or not.

**Column E. Boxholders Strapped Out**—Show here the number of boxholders (counted in column D) which were cased and strapped out. Rural carriers should handle boxholders in the normal manner during the mail count. If a particular carrier does not normally case boxholder mail the rest of the year, he should not case it during the count.

**Column F. Registered, Certified Articles, and Numbered Insured Parcels**—Enter the number of articles received daily for delivery.

**Column G. COD's and Customs Due Received for Delivery**—Enter the number of articles received daily for delivery.

**Column H. Change of Address**—Show the number of orders to change address—Form 3575, *Change of Address Order* or Form 3546, *Notice to Change Forwarding Order*—entered in route directory or Form 4232A, *Customer's Name and Address*, and/or Form 3982, *Changes of Address*. Form 3546 initiated by the carrier is creditable as a forwarding order.

*Note:* The entry of a new or additional customer's name on Forms 1564, *Address Change Sheet*, or Form 4232A, is not to be recorded as a change of address order. There must be no accumulation of change of address orders at the start of the count period.

**Column J. Marked Up**—Enter the number of pieces of all classes of mail marked up. Markups are mail undeliverable as addressed which requires the carrier to endorse the mail with the new address or with the reason for nondelivery specified in part 159, *POSTAL SERVICE MANUAL* (including pieces of no obvious value in section 159.116 and indefinitely addressed mail referred to in section 159.543). This includes mail deliverable from the same local delivery unit or other delivery unit.

Do not include pieces for which Forms 3579, *Undeliverable 2d, 3d, 4th or Controlled Circulation Matter*, were prepared.

Mail missorted to a route shall not be recorded as a markup except when it is deliverable from another local delivery unit, if known, in which case it must be endorsed with carrier initials and route number. Missorted and missent mail is in-

cluded in the original count of mail. This also applies where routes have been adjusted, territory changed, and the mail is routed to the wrong carrier.

At post offices where the Central Markup System is in effect, markup credits will be given for the following categories of undeliverable mail:

1. Mail sorted in the A-Z separations (one markup is allowed for each bundle—usually only one bundle is required).
2. Deceased
3. No mail receptacle
4. Refused
5. Temporarily away
6. Vacant (obvious value third class mail addressed to *Occupant*—applies only to those rural routes where street and house numbers are used).
7. Indefinitely addressed mail as provided in PSM 159.543
8. Undeliverable parcel post

**Column K. Forms 3579 and 3868 Completed**—Enter the number of Forms 3579 completed and the number of Forms 3868, *Carrier's Clearance Receipt*. Forms 3579 must be kept current so there are none on hand on the first day of the count. No duplicate Forms 3579 will be completed or counted during the count period. Where the Central Markup System is implemented, enter only the number of Forms 3868 completed.

**Column L. Money Order Applications**—Enter the number of money order applications received on the route.

**Column M. Letters and Flats Collected**—Enter the number of letters and flats collected on the route. If mail is received in bundles, each bundle should be counted as one piece. Do not count each letter in the bundle.

**Column N. Ordinary and Insured Parcels Collected**—Enter the number of ordinary and insured parcels accepted on the route. Presacked parcels on which postage has been computed are to be counted as one parcel for each sack.

**Column O. Registers and Certified Collected**—Enter the number of registered and certified articles accepted on the route.

**Column P. Postage Due**—Enter the number of postage due articles taken out or for delivery.

**Column Q. Loading Vehicle**—The time actually used to transfer mail from the carrier's work area to the

vehicle, including placing in the vehicle. *Postmasters should carefully supervise this procedure to assure that efficient practices are followed.* This allowance is not to be interpreted as a minimum 15 minutes daily. However, loading time in excess of 15 minutes daily must be explained in detail.

The actual time shown for loading the vehicle must not include time for arranging parcels in delivery sequence, since there is a standard allowance for this function. (Time used to return hampers, gurneys, etc., to workroom floor is creditable under loading time.)

**Column R. Other Suitable Allowance**—A reasonable time allowance may be claimed for unusual conditions or for other services rendered on a daily or weekly basis not accounted for under the normal work functions. Items for which time is claimed under this heading must be of a recurring, daily or weekly nature.

*Where weekly recurring safety talks are conducted actual time will be recorded in Column R.*

*At those offices where the Central Markup System is installed, actual time will be allowed (Column R) for time required to place the mail in the designated receptacle.*

Where no office personnel is on duty when the carrier returns from servicing the route on Saturday, the carrier will receive actual time allowance for duties performed over and above normal functions on this day and the following work day.

Where a carrier serves an apartment building with approved apartment boxes in the lobby, the standard box time allowance is given for each box served, plus the actual time required to travel from the vehicle to the boxes and return to the vehicle.

*Note:* The *dismount time* is not the total elapsed time, only the actual travel time to and from the box location. Under *Remarks* on Form 4241, show the number of apartment buildings served by the carrier. Those carriers who serve a non-personnel rural station receive an allowance of 15 minutes daily for each station served. Any additional time claimed must be adequately justified under *Comments*. See instructions for columns 97-99 on reverse of Form 4241.

Actual time shall be granted the rural carrier for dismount time to serve an intermediate office in the same manner as defined above for

servicing an apartment house if lock pouch service is not provided.

Where a carrier is required to dismount to serve a business, school, hospital or other institution, the actual time required shall be reported under Column R, other suitable allowances.

Do not include personal time or time used for purchasing and checking stamp stock at office from which route emanates; these are automatically granted by mechanical means.

**Column S. Counting Time**—The number of minutes actually used in counting the mail. Include only time used by carrier.

**Column T. Waiting Time**—The number of minutes carrier spent waiting for mail after the official starting time.

**Column X. Intermediate Offices Served Daily—Services Performed at Intermediate Offices**—Show the number of intermediate post offices served daily. Carriers who perform functions or services at intermediate offices for which time allowances are provided shall receive appropriate time credit for these services.

All functions performed or services provided at intermediate offices shall be recorded daily by that postmaster on Form 4239 and forwarded to the postmaster at the carrier's originating office in a sealed envelope.

Where a carrier purchases and checks stamp stock at an intermediate office, the actual time required to perform this function, not to exceed 5 minutes daily, should be shown in the *Other Suitable Allowance* column and explained under *Comments*. The latter postmaster, in completing Form 4241 for the week, will include in the proper *Total* columns the items applicable to the intermediate office, and will write in above *Date* line (lower right of form) the words *includes services performed at intermediate office*. On the form under *Comments* indicate the functions or services performed.

**Column Y. Weight of Locked Pouch Service Carried Daily**—Show the weight in pounds (rounded to the nearest whole pound) of all mail to and/or from intermediate offices.

#### X. FORM 4241—RURAL DELIVERY STATISTICS REPORT—HOW TO USE

**A. At end of each day** during the count period, transfer the totals of Columns A–X on Form 4239 to the

proper lines on Form 4241. This information may be made available to the carrier. Draw a circle around the day of the week when a substitute serves the route. **Complete Form 4241 in triplicate.**

**B. At the top of the form** show the name of the post office, State, and ZIP code, the name of the carrier and social security number of the carrier; and inclusive dates of the count period. Designate triweekly routes with an *X* in the box provided. Also include name of sectional center, ZIP Code, and designate with an *X* in proper section if route is under Central Markup System. Designate tri-weekly and auxiliary route with an *X* in the box provided.

**Columns 1–6.** Read instructions on form.

**Columns 7–8.** Show the route number in two digits, i.e., route number 1 would be shown as 01. Enter a zero in the first box for all routes from 1 to 9.

**Columns 9–13.** The official length of the routes as of the last day of the count, Form 4003, *Official Rural Route Description*, must be shown to **two decimal places**. However, do not use the decimal point on the form. For example: A route 61.38 miles in length would be shown as 06138 on the form; 45.5 miles as 04550; 101.28 miles as 10128.

*Note:* All route adjustments (deletions and/or extensions) which are justified and requested shall be submitted at an appropriate date so such changes shall be effective prior to the start of the mail count. However, if approved extensions or deletions are received during the count weeks, they must be processed effective the last day of the count.

**Columns 14–17.** Show the number of mailboxes on the route as of the last day of the count; 187 boxes would be shown as 0187. Count as a box temporarily vacant dwellings and places of business with or without a box erected which has not been vacant more than 90 days. But do not include abandoned boxes, permanently vacant buildings, or buildings under construction or dwellings and business receiving delivery solely through general delivery or a post office box. In resort areas, transient trailer parks, and transient mobile home parks, only the boxes being served during the mail count period shall be counted.

**Columns 18–20.** Show number of vehicle stops necessary to serve all boxes on the route. Where a group of boxes can be served without moving the vehicle, the stop will be counted as one stop.

**Columns 21–22.** Show the present salary step of the carrier. Step 7 should be entered as 07; step 10 should have a 1 in the first block, and a 0 in the second block.

**Column 23.** Place a 1 in this block if the route is currently classified as heavy duty or a 0 if it is a mileage route (see Form 1303).

**C. Before totaling** the entries for the days of the count period on the *Total* line, verify all figures transferred from Forms 4239 for each day and for each item.

**Columns 40–96.** Enter the totals for the two weeks on the *Total* line under each column. **Do not average these items.**

**Columns 59–63. (Important.)** Be sure to include only those boxholders cased and strapped out.

**Columns 97–99.** See instructions on form. *Other Suitable Allowances* will not be approved unless fully justified under *Remarks* on the reverse of form.

**D. Carrier's Daily Time Record**—Show the exact time (not the scheduled time) the carrier reported, left, returned, ended, and the actual lunchtime, if any, in minutes for each day of the count period. The column *Total Daily Time (Less Lunch)* must be totaled in hours and minutes of the line *Total Hours and Minutes*; 38 hours, 47 minutes must be shown: 38:47.

**Columns 24–27.** Convert the hours and minutes to minutes by multiplying the hours by 60 and adding to this the minutes; 38 hours, 47 minutes would be shown as 2,327 (38 hours  $\times$  60 = 2,280, plus 47 minutes = 2,327).

**Columns 28–31.** Read instructions on form.

**Columns 32–34.** Actual time spent daily by the carrier waiting for mail and/or counting mail must be shown under the *Waiting and Counting Time* column, totaled in minutes for the week; 90 minutes would be shown as 090. Include only the time used by the carrier in counting mail.

**Columns 35–37.** Show the total weight in pounds (rounded to the nearest whole pound) of all classes including outside pieces transported to intermediate offices.



**Column 38.** Where a carrier normally and regularly withdraws his own mail from clerical distribution cases, sacks, hampers, or traps, enter the figure 1 on the *Total* line for that column. If an employee other than the carrier regularly withdraws mail and places it on the carrier's case, enter a zero on the *Total* line for that column.

**Column 39.** Where a carrier is required to deliver or collect pouch mail at intermediate offices, and does not receive a regular locked pouch allowance, enter the figure 1 on the *Total* line for this column. Otherwise, show a zero.

*Note:* If a carrier serves more than one intermediate office, show the total number of offices served daily in this column.

**E. Important:** Each box or square at the top of the form and on the *Total* line must be filled in with a number or a zero. Be sure the last digit of each number appears in the box farthest to the right in each column. Where you have a three-digit number such as 982, and there are five blank boxes on the *Total* line or elsewhere on the form, use zeros in the boxes in front of the 982. Thus, 982 would be shown as 00982 in such a case. Be sure to:

1. Enter numbers as far to the right of each column as possible.

2. Enter only one number in each box.

3. Beside the signatures, show the date the form was completed.

*Note:* Be sure to circle the day of the week the route was served by a substitute, including J and K days on heavy duty routes.

**XI. REVIEW OF FORMS 4239 AND 4241**

**A. Errors**—Each year errors are detected on Forms 4239 and 4241 which reflect careless preparation of the forms. These errors result in improper classification of rural carriers.

**Postmasters must review and double check all data recorded on these forms before submission to management sectional centers.**

**B. Central Markup System**—At offices where Central Mark-up System is installed, be especially alert in reviewing Forms 4239 (Columns J & K) and 4241 (Columns 72-75, and 76-78) to assure that entries only reflect mark-up work actually

performed by carriers. Continue to record Forms 3868 in column K.

**C. Use Care**—Remember the importance of the data submitted.

**XII. SUBMISSION AND DISPOSITION OF FORMS 4241**

**A. Submit to Management Sectional Center Office**

1. Mail the original and first carbon copy of Forms 4241 so they are received at the *Management Sectional Center* not later than October 5, 1976. Retain the second carbon copy.

2. In all cases where a *special count* coincides with the *annual count*, endorse Forms 4241 above the front upper margin of the form in bold red letters on all copies the following: **Special count, adjust. Effective not later than 10-23-76.**

3. After review, the first copy will be returned with needed corrections clearly marked. Compare it with your copy, make necessary corrections and promptly give one copy to the rural carrier and retain the other in your files.

**B. Signature of Postmaster**

In order not to delay the scheduled submission of Forms 4241 to the sectional center office any postmaster who will be absent on leave (annual, sick, convention) will designate an employee to sign the forms for him in the event his office does not have an assistant postmaster or assistant to the postmaster authorized to act for him during his absence. See section 244.33, *Postal Service Manual*, for the format to be used when signing for the postmaster.

**C. Sectional Center Offices**

1. Review Forms 4241 and submit all forms to PDC by close of business October 8, 1976. Forward reviewed Forms 4241 daily to the PDC beginning October 1, 1976; forms should not be accumulated over several days—

2. Verify and separate Forms 4241 which represents *Special Counts* coincident with the *annual count* and forward to PDC in separate envelopes or packages clearly marked **Special count, adjust. Effective not later than 10-23-76. THE SPECIAL FORMS 4241 SHOULD REACH the PDC NOT LATER THAN OCTOBER 6, 1976.**—*Delivery Services Dept.*, 8-12-76.

**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
C-136----	Picture Hanger
C-137----	Picture Hanger
C-923A---	Dust Pan, Household Style
C-935B---	Shears
C-953A---	Putty Knife
C-953B---	Putty Knife
C-1114----	Brush, Scrub, Floor
C-1115----	Brush, Dusting
C-1117----	Brush, Dusting
C-1140A--	Brush, Paint
C-1140B--	Brush, Paint
C-1142A--	Brush, Paint
C-1142B--	Brush, Paint
C-1142C--	Brush, Paint
C-1143A--	Lacquer, Yellow, Spray
C-1143B--	Lacquer, Green, Spray
C-1143C--	Lacquer, Gray, Spray
C-1825----	Polish, Furniture
C-1867C--	Plug, Adapter
C-1856---	Stand for Hand Cleaner and Towels
0-98-----	Blotter, Paper, Hand
0-250A---	Mucilage, Quart
0-250B---	Mucilage, Pint
0-255B---	Glue, Pint
0-255C---	Glue, Quart
0-257-----	Sheet, Plastic, Trans.
0-302A---	Pencil, Blue
0-302B---	Pencil, Blue
0-302C---	Pencil, Blue
0-304-----	Pencil, Indelible
0-352-----	Brush, Typewriter
0-353-----	Brush, Typewriter
0-354-----	Oil, Lube.
0-433-----	Ink, Eradicator
0-662A---	Ink, Black
0-662B---	Ink, Blue
0-662C---	Ink, Green
0-662D---	Ink, Purple
0-662E---	Ink, Red

—*Procurement & Supply Dept.*, 8-12-76.

## Forms 3602, 3602-PC and 3605

The 1975 revisions of Form 3602, *Statement of Mailing Matter With Permit Imprints*, and Form 3602-PC, *Bulk Rate Mailing Statement-Third-Class Mail*, facilitate their use for permit mailings of presort rated first-class, airmail and special fourth-class matter.

The back of Form 3602 was also revised to provide an area for the weigher to record tare weights and calculate the net weight. Spaces on the back of Form 3602 for recording the rate chargeable and total postage were not provided for on the 1975 version, but will be restored when the form is next revised. In the interim, this information may be written in by the weigher in the blank space immediately above the weigher's certification statement.

Form 3605, *Mailing Statement-4th Class Bulk Rates*, was revised to accommodate mailings of both bound printed matter (formerly catalogs and similar printed advertising matter) and parcel post zone rated matter. Columns on the back of the form designated "PP" are provided for the purpose of writing in the appropriate zone rates for parcel post mailings.—*Rates & Classification Dept.*, 8-12-76.

## Jurisdictional Status of Postal Property

Section 233.122, Postal Service Manual, will be revised and a new section (243.419) added as follows:

**233.122** The postmaster or a designated employee should personally present reward signs to station agents, railroad detectives, police officers, sheriffs and their deputies, if practicable, and encourage their cooperation in protecting mail and Government property (see 243.419).

### 243.419 JURISDICTIONAL STATUS

State and local police agencies generally are quite willing to assist in protecting postal property. They may inquire as to the jurisdictional status of a facility to be sure it will allow them access and authority to enforce their laws. Facilities either purchased or leased since 1962 are occupied by the Postal Service under "proprietary jurisdiction," which means that State or local police enjoy the same rights there as on any private property, so long as their activities do not unduly interfere with postal operations. Any police inquiry regarding status of a facility which came into postal use prior to 1962 should be forwarded to the Postal Inspector in Charge.—*Inspection Service*, 8-12-76.

## Survey of Post Offices

### 1977 ZIP Code and Post Office Directory Requirements

The 1977 edition of the *National ZIP Code Directory*, Publication 65, and *Directory of Post Offices*, Publication 26, are scheduled for initial shipment to postal installations in January 1977.

Post offices with 35 revenue units or less (CAG-L) and community post offices attached thereto will be furnished one copy of each publication. Postmasters of all other post offices must report their requirements to their respective management sectional center manager by memorandum no later than September 1, 1976.

**Determining Requirements:** (1) The *National ZIP Code Directory* should be requested in sufficient quantities to satisfy the needs of your post office including all classified or contract stations, branches and community post offices. In determining your initial quantity, include the number of directories needed to support the "Free Exchange Program." This program provides that customers with outdated copies of the *National ZIP Code Directory* can exchange them for the current issue on a one-for-one basis. (2) The *Directory of Post Offices* is primarily an in-house publication with limited circulation. No free exchange for customers is provided. Therefore, only the number of directories required for post office use should be requested.

Avoid overstocking of directories on the initial shipment as additional quantities may be ordered from the Area Supply Center on Form 1286-A as needed.

**Reporting Requirements:** Consolidate the quantity needed for each station, branch, and community post office with the main office requirements and report the total for each directory to your management sectional center by memorandum by September 1, 1976. If the requirements for your office for the *National ZIP Code Directory* are 128 or more copies, provide your management sectional center with the complete street address of your building.—*Customer Services Dept.*, 8-12-76.

## Packaging Improvement

Section 121.6, Postal Service Manual, states "When packaging deficiencies are noted after acceptance that are not of such a serious nature as to require refusal for dispatch or removal from the mails, the receiving postal employee will complete a Form 3823, *Packaging Improvement Report*, noting the potential source of loss or damage in accordance with 331.22. When damage occurs as a result of inadequate packaging, Form 3823 will be prepared in accordance with 334.723."

To provide more effective use of this form:

1. All offices will assure that Form 3823 is being properly completed in cases where repeated instances of deficient packaging are observed from the same source.

2. The reporting office will:

a. Send the original copy to the office of mailing,

b. File the second copy pending a final report of action taken from the office of mailing.

3. The office of mailing will review and analyze the Forms 3823 on a regular basis to identify customers which demonstrate a history of packaging deficiencies.

4. The postmaster or customer services representatives of the office of mailing will contact customers with a pattern of deficient packaging to resolve those deficiencies.

5. Postmasters and customer services representatives at the office of mailing will note final action taken in the remarks block and return the form to the originating office.—*Rates & Classification Dept.*, 8-12-76.



All Participating Post Offices

## STAMP COLLECTING KIT AND MINT SET SALE

All stamp collecting center post offices will be participating in a special sale effort involving selected Stamp Collecting Kits and Mint Sets as outlined below:

### Stamp Collecting Kits:

1. Animal Kingdom (Item #909)
2. Birds & Butterflies (Item #911)
3. Masterworks (Item #912)

### Mint Sets:

1. 1972 (Item #929)
2. 1973 (Item #930)
3. 1974 (Item #931)

The sale will provide for \$1.45 off regular total price when a customer purchases an envelope containing either the three Mint Sets or the three Stamp Collecting Kits involved. The special price for the three Mint Sets is still above face value of the U.S. Mint Stamps included in the product.

Note that each item will also be available for individual sale at the regular unit price.

The new products are assigned new item numbers for accounting and identification purposes. The Stamp Collecting Kit sale product will be Item #921 and the Mint Set sale product will be Item #935. These numbers are shown on the special envelopes to aid in identification. Item #921 will sell for \$4.55, and Item #935 will sell for \$8.05.

To support activities and sales in this effort, each stamp collecting center post office will receive the following lobby materials:

1. Set of two 30"x40" posters (one for each item category).

2. Window sticker.

3. Fan-folded counter card (for stamp collecting kits only).

All materials involved, as described above, are being printed and shipped, as ready. Each MSC office should have already received the large envelopes for insertion of the kits/mint sets. Note that all stamps for the three mint sets should be preinserted in each set and the large envelopes containing these mint sets sealed. The three Stamp Collecting Kits should also be inserted in the proper large envelope and sealed. Financial information on the revaluation procedures follows:

### a. Accountability Procedures for Revaluation

The sectional center manager has the authority to determine whether the products will be packaged in the main stock of his associate offices, or if the packaging will take place using the main stock at the sectional center only. Among the factors which the sectional center manager should consider are the availability of the required philatelic products, personnel resources at associate offices, and stock distribution problems which might arise if the packaging is performed at the sectional center.

### b. Main Stock Custodian(s)

As directed by the sectional center manager, the person who maintains the main stock should follow the steps below:

1. Determine the number of mint sets and stamp kits, by type, which will be sold at discount.

2. Based on that count, subtract the number of sets and kits from each applicable Form 3295, *Daily Record of Stamps, Stamped Paper and Non-Postal Stamps on Hand*.

3. Record the quantity and value of each new stock item assembled on separate Form 3295.

4. Multiply the total number of new stock items by the savings per item (\$1.45).

5. Identify the total dollar amount computed in Step #4 on the Main Stock Report as a *reduction* from the postmaster's accountability. The line entry on the report should be shown as "Revaluation."

6. Retain all worksheets as supporting documents until the next on-site examination of the main stock has been completed.

### c. Cashbook Entry

The person who posts the cashbook (or equivalent) should record the amount of the revaluation as a write-in entry on the *disbursements* page of the cashbook and identify the entry as Postage Stock—Revaluation (AIC 171).

Steps are now being taken to insure adequate on-hand supplies of each sale item. Post offices needing stock should requisition from the sectional center or regional accountable paper depository. The start-up for this program is scheduled during the month of August and activities will continue through October 8, 1976.—*Customer Services Dept., 8-12-76.*

**GREEN SECURITY POUCHES MUST BE RETURNED TO  
CONCENTRATION POINTS—NOT STORED IN  
HAMPER**





### 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, KIA 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	210,301,801 to 210,302,000
160,507,331 to 160,507,400	183,769,412 to 183,769,500	210,835,285 to 210,835,300
160,606,501 to 160,606,900	185,028,741 to 185,028,800	210,935,633 to 210,935,700
160,919,925 to 160,920,000	186,446,001 to 186,446,500	212,900,201 to 212,900,300
160,921,817 to 160,921,900	186,820,405 to 186,820,900	213,345,001 to 213,345,100
161,799,901 to 161,800,000	188,460,651 to 188,460,700	213,504,865 to 213,505,000
161,981,006 to 161,981,900	188,669,520 to 188,670,000	216,823,954 to 216,824,000
162,015,701 to 162,015,800	189,205,701 to 189,205,800	217,621,979 to 217,622,100
162,314,201 to 162,314,700	189,217,169 to 189,217,400	217,622,401 to 217,622,800
162,600,001 to 162,600,200	189,278,454 to 189,278,464	217,979,501 to 217,979,600
163,420,501 to 163,420,800	189,357,868 to 189,357,878	218,660,066 to 218,660,700
163,573,201 to 163,573,900	190,053,526 to 190,054,000	219,494,026 to 219,494,130
165,349,901 to 165,350,200	192,099,601 to 192,099,800	224,126,989 to 224,127,100
165,618,226 to 165,618,300	196,116,101 to 196,116,600	225,318,461 to 225,318,500
166,278,201 to 166,278,500	198,036,801 to 198,036,900	226,781,246 to 226,781,400
166,951,587 to 166,951,700	198,520,743 to 198,520,800	226,073,655 to 226,073,700
170,477,105 to 170,477,200	199,531,501 to 199,531,600	227,129,004 to 227,129,400
171,471,801 to 171,472,100	199,662,401 to 199,662,500	227,564,701 to 227,564,800
171,815,673 to 171,816,000	199,662,562 to 199,662,600	229,000,595 to 229,000,600
173,562,701 to 173,563,700	199,843,031 to 199,843,050	229,083,686 to 229,083,700
173,890,301 to 173,890,500	200,400,512 to 200,400,600	229,428,120 to 229,428,300
174,317,402 to 174,317,500	200,467,313 to 200,467,500	230,004,990 to 230,005,200
175,434,677 to 175,434,900	201,328,601 to 201,329,300	230,143,701 to 230,144,000
176,226,349 to 176,226,700	201,963,699 to 201,963,800	231,387,001 to 231,387,500
176,413,353 to 176,413,400	201,980,250 to 201,980,299	232,017,701 to 232,017,800
176,780,901 to 176,781,200	202,545,957 to 202,546,000	234,067,232 to 234,067,300
178,155,401 to 178,155,500	207,218,569 to 207,218,600	235,833,783 to 235,833,800
178,759,158 to 178,759,197	207,886,401 to 207,886,600	238,758,669 to 238,758,730
179,838,411 to 179,838,600	208,872,242 to 208,872,257	239,162,130 to 239,162,200
180,446,855 to 180,446,866	209,190,001 to 209,195,000	239,863,796 to 239,863,870
182,975,501 to 182,976,200		239,864,826 to 239,864,900

### Scale Chart Changes for the New Permanent 2nd- and 3rd-Class Rates

The following 20 ounce scales are affected by the new permanent second-class transient and/or the third-class single piece rate:

Manufacturer	Chart No.	Affected class
Triner . . . . .	0-859-A	2d and 3d.
Pitney Bowes.	0-859-B	3d.
Toledo . . . . .	0-859-C	3d.
Pennsylvania.	0-859-D	2d and 3d.

The new rates are shown in Postal Bulletin 21087 dated July 9, 1976. On or about September 1, 1976, offices with these four scales will automatically receive decals and instructions to update their scale charts.

Those offices not receiving enough decals for the 0-859 series scale charts by September 15, 1976, should request the number of decals required from the Facilities and Equipment Branch, Room 5510, U.S. Postal Service, Washington, DC 20260.—  
*Customer Services Dept., 8-12-76.*





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

A. Old Style. The listing from PB 21089 is still valid.

B. New Style. The actual serial numbers consist only of the first 10 Digits. Destroy the PB 21088 article.

1616545152	to	1616545999	1932719600	to	1932719699	2026636200	to	2026636599
1625466141	to	1625466199	1932738600	to	1932738999	2028624211	to	2028624299
1628292249	to	1628292299	1937698700	to	1937698728	2028917000	to	2028917999
1636675839	to	1636675899	1937773334	to	1937773399	2032976000	to	2032977499
1636676082	to	1636676999	1938175400	to	1938175499	2033489900	to	2033489999
1657057000	to	1657057999	1938921759	to	1938921999	2036193700	to	2036193999
1659361877	to	1659361899	1940535900	to	1940535999	2036194350	to	2036194599
1688304300	to	1688304999	1942580000	to	1942580299	2038475229	to	2038475299
1689773900	to	1689774199	1943408185	to	1943408199	2038475350	to	2038475999
1691674300	to	1691674999	1943791168	to	1943791199	2039774500	to	2039774775
1698585200	to	1698585599	1944408645	to	1944408699	2041088000	to	2041089999
1744356292	to	1744356999	1945120446	to	1945120499	2041609600	to	2041609699
1756102798	to	1756103399	1945197600	to	1945198099	2043081700	to	2043081899
1767029971	to	1767029999	1945243540	to	1945243599	2043875944	to	2043875999
1780920242	to	1780920299	1946688200	to	1946688299	2045459800	to	2045460099
1784370351	to	1784370399	1951045661	to	1951045999	2050598458	to	2050598599
1800923292	to	1800923399	1952637000	to	1952638999	2050722591	to	2050722599
1804724945	to	1804724999	1953225400	to	1953225699	2052888200	to	2052888299
1813957442	to	1813957999	1955912600	to	1955912799	2054299000	to	2054299199
1818265752	to	1818265799	1956684632	to	1956684699	2055619034	to	2055619099
1818290300	to	1818290699	1956726600	to	1956726799	2057429400	to	2057429599
1818314461	to	1818314499	1957955926	to	1957955999	2058070042	to	2058070199
1818346000	to	1818346299	1959615000	to	1959615399	2058071000	to	2058071099
1819144840	to	1819144999	1960158738	to	1960158799	2063490600	to	2063490699
1819197396	to	1819197499	1960654800	to	1960654849	2064865293	to	2064865399
1824739233	to	1824739257	1960798060	to	1960798099	2067343432	to	2067343441
1825539600	to	1825539699	1963340631	to	1963340670	2067935600	to	2067935699
1827838800	to	1827838999	1963340674	to	1963340699	2071505324	to	2071505399
1836169142	to	1836169199	1966365500	to	1966365599	2071598565	to	2071598599
1838226129	to	1838226799	1968229058	to	1968229099	2071636784	to	2071636799
1849150336	to	1849150399	1970126582	to	1970126599	2073371600	to	2073372099
1854778755	to	1854778778	1973940231	to	1973940299	2081811623	to	2081811699
1863733724	to	1863733999	1974545484	to	1974545499	2082801500	to	2082801699
1864630328	to	1864630499	1974626100	to	1974626599	2082878700	to	2082878899
1866532500	to	1866532599	1975461931	to	1975461999	2083855000	to	2083856999
1868034851	to	1868034899	1975871000	to	1975871099	2090619332	to	2090619399
1870326017	to	1870326099	1979695008	to	1979695099	2090982736	to	2090982799
1875828852	to	1875829299	1979755713	to	1979755724	2093535946	to	2093535999
1882610034	to	1882610099	1981716500	to	1981716699	2095140300	to	2095140499
1890470937	to	1890470899	1982839495	to	1982840499	2096132430	to	2096132451
1893327400	to	1893327499	1987731000	to	1987731199	2097278200	to	2097278299
1893660200	to	1893660299	1988187449	to	1988187499	2097282600	to	2097283099
1895135524	to	1895135599	1990507805	to	1990507899	2099936003	to	2099936199
1895213400	to	1895213499	1990507905	to	1990507999	2101768200	to	2101768599
1896113800	to	1896113899	1990687689	to	1990687699	2108619400	to	2108619599
1901049379	to	1901049499	1995671359	to	1995671999	2112380459	to	2112380999
1901372592	to	1901372699	1999837384	to	1999837499	2115272600	to	2115273099
1903632600	to	1903632699	2002639419	to	2002639450	2116833100	to	2116833599
1907244212	to	1907244299	2002881886	to	2002881899	2122681108	to	2122681499
1911918635	to	1911918799	2008467100	to	2008467199	2131513600	to	2131513899
1911939000	to	1911939299	2010587233	to	2010587299	2131659000	to	2131659199
1913077598	to	1913077999	2012944901	to	2012944999	2136007300	to	2136007499
1914787700	to	1914787999	2012945006	to	2012945099	2138225800	to	2138226299
1916448498	to	1916448599	2013805500	to	2013805699	2148789300	to	2148789399
1916932939	to	1916932999	2018938400	to	2018938499	2155380200	to	2155380499
1920282400	to	1920282497	2020057900	to	2020058199	8005023000	to	8005023999
1925051436	to	1925051499	2021090400	to	2021090499	8006421254	to	8006421299
1926528400	to	1926528499	2022309769	to	2022309799	8006580878	to	8006580899
1926628500	to	1926628699	2023458092	to	2023458299	8007230601	to	8007230617
1928283500	to	1928283599	2025217286	to	2025217699			
1932043571	to	1932043599	2025609787	to	2025609999			
1932709981	to	1932709999	2026068306	to	2026068399			







UNITED STATES POSTAL SERVICE  
WASHINGTON, DC 20260  
OFFICIAL BUSINESS

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



**FIRST CLASS**