



postal bulletin

Directives and Forms Division, Washington, DC 20260 PB 21094—Sept. 23, 1976—12 Pages

13-Cent Christmas Postage Stamps

Description. Two 13-cent Christmas postage stamps will be first placed on sale at Boston, MA 02109 on October 27, 1976.

Do Not Sell Before Oct. 28, 1976



Size: 1.44 x 0.84 inches.

Issued in sheets of 50.

Colors: Yellow, magenta, cyan, gray, red, and gold.

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

Designer: Bradbury Thompson.



Size: 1.44 x 0.84 inches.

Issued in sheets of 50.

Colors: Yellow, magenta, cyan and black.

Designer: Stevan Dohanos.

Collectors. Request first-day cancellations from: Christmas Stamps, Postmaster, Boston, MA 02109 (see PSM, section 257.2). Selected mint stamps will be available at the Philatelic Sales Division, Washington, DC 20265, beginning October 28, 1976.

The Christmas stamps will be sold at post offices only to person who specifically request them. At such time as it appears that as a result of this practice you may have an excess of Christmas stamps, the stamps may be placed on general sale, withholding other 13-cent denomination sheet postage stamps unless specifically requested.

National Employ the Handicapped Week

The President has established National Employ the Handicapped Week as October 3-9. During our Bicentennial year, this week offers an excellent opportunity to focus our attention on the national goal of providing, where possible, employment for handicapped persons in levels commensurate with their abilities.

During the past twelve years, the Postal Service has given employment to more than 25,000 handicapped employees, 10,000 of whom are still on the rolls. This is a record of which we can all be proud, but the greatest credit for this accomplishment belongs to the handicapped themselves who have ensured this continuing employment by contributing a wide variety of talents and abilities to our Nation's Postal Service. Postal people who have had occasion to work with these employees have found that they not only have excellent production records but make reliable, safe, and conscientious workers.

As part of this national focus on employment of the handicapped, I am asking each member of Postal Service man-

agement to effectively implement programs for the handicapped wherever and whenever possible as an on-going responsibility.

The handicapped deeply desire to be part of the regular workforce. We should make every effort to match their skills and qualifications as closely as possible with the requirements of jobs as vacancies occur.

The Postal Service will need every combination of talent, skill, dedication, and hard work it can muster in order to meet and overcome the challenges of the years ahead. Many Americans with disabilities have special resources to offer. By making available to them jobs they are clearly competent to fill, we can put their resources to work for us and at the same time demonstrate our understanding and compassion of their special problems by enabling them to take their rightful place in society.

BENJAMIN F. BAILAR

Postmaster General.

Special interest. The 13-cent Currier stamp will be printed on two different gravure presses. Except for the selvage and plate number markings, the stamps are basically the same. The Currier stamps produced on the new gravure press have selvage (borders) on only one side of the pane, and the plate numbers and marginal markings float as a result of the change in size of the cylinders used to print the stamps. The stamps from the new press may be readily identified as not having Mr. ZIP and Mail Early on the selvage. It is believed that all post offices will receive a supply of Currier stamps from each of the gravure presses.

Supply. All post offices will receive an initial supply of each stamp under the automatic distribution system. **The quantity to be automatically supplied each post office will be approximately 10 times the amount (five times for Currier, Item 514 and five times for Copley Item 515) that is being furnished in the automatic distribution of a 50-subject commemorative postage stamp.** In order to assure the availability of stock at all post offices by October 28, post offices will receive two separate, but not necessarily equal, automatic shipments of each design.

Post offices with 950 or more revenue units requiring additional bulk

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October Social Security Checks

The Treasury checks for the October Social Security benefit payments will be dated for delivery and payment on October 1, 1976, a Friday, instead of the normally requested delivery on the third day of the month. Checks for delivery to beneficiaries' addresses will be enclosed in envelopes bearing the legend:

POSTMASTER: Requested Delivery Date is the 1st Day of the Month or the First Delivery Date Thereafter.

Those addressed to financial organizations for direct deposit to beneficiaries' accounts will be enclosed in envelopes bearing no delivery instructions in the legend but these checks will also be dated October 1, 1976, for delivery on that date.—*Logistics Dept. 9-23-76.*

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quantities of Christmas stamps items 514 and 515: immediately requisition on Form 3356 from the Bureau of Engraving and Printing. Any requisition for special issue Christmas stamps received after October 27 will be filled only if stock is available. Requisitions must be for quantities of 5,000, 10,000, 15,000, 20,000, 25,000, 50,000, 75,000, 125,000, and multiples of 125,000. Do not order more than 5 million stamps on a single requisition. The filling of requisitions for additional bulk quantity Christmas stamps will be withheld until completion of the automatic distribution.

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

Panels. A limited number of 8½ by 11¼ inch commemorative series stamp panels will be released with the stamps. A separate panel will be issued for each Christmas stamp design. The panels (**Item 851—Currier**) and (**Item 852—Copley**) are printed on heavy art paper suitable for mounting and sell for \$2.50 each.

These panels will be furnished automatically to selected philatelic centers authorized to sell commemorative panels.

Postmasters are requested to post a copy of this notice in a prominent place pending arrival of USPS Bulletin Board posters. When posters are received, remove this notice.—*Customer Services Dept., 9-23-76.*

Forwarding SSI Checks

Effective October 1, 1976, the Treasury Department will be requesting address correction service for mail containing Supplemental Security Income (SSI) checks.

The SSI checks are readily distinguishable from regular green Treasury check mailings, as these checks are gold in color and envelopes bear the return address,

U.S. Treasury Department
Birmingham Regional Disbursement Center
Birmingham, AL 35293

Complete Form 3547, *Notice to Mailer of Correction in Address (Card)*, for all SSI checks being forwarded and include the addressee's Social Security number on the form in the block, *Enter Mailer's Account No. Here*. At post offices with photocopy equipment, follow established procedures for responding to address correction requests, making sure that the addressee's Social Security number, visible through the envelope window, is positioned for copying.—*Rates & Classification Dept., 9-23-76.*

Unemployment Compensation Program

Part 428 of the **POSTAL SERVICE MANUAL**, *Unemployment Compensation*, has been rescinded. New procedures and instructions in administering this program have been incorporated into Regional Instruction 937-P-191, filing No. 722, dated September 15, 1976. (Note: Associate offices did not receive this Instruction and should **not** requisition it from the supply center.)

Permanent instructions concerning this program will be incorporated into the **POSTAL SERVICE MANUAL**.—*Employee & Labor Relations Dept., 9-23-76.*

International Mail—Gilbert Islands

Effective immediately, the parcel post weight limit for the Gilbert Islands is 44 pounds. Pending revision of Publication 42, *International Mail*, please make a write-in change in Appendix B, Gilbert Islands, Parcel Post Weight Limit.—*Rates & Classification Dept., 9-23-76.*

New Numbered Seal for Use in Registry Service

Numbered Tin Band Seal, Item 0-817C, is now available at the area supply centers. This seal measures 6 inches long and shall be used in lieu of LA locks when dispatching registered articles in #2 canvas pouches to and from offices that do not have rotary keys. These sealed pouches must be re-enclosed in a #2 canvas pouch secured with a LA lock, when hand-to-hand receipt is not to be obtained.

Pouches shall be sealed by inserting the seal, numbered side down, through the hasp and a gromet. Then bend the seal, numbered side out through the staple, and insert the lip of the seal into the lock device.

The seal number shall be recorded on the dispatch bill in the same manner as the rotary lock number is presently recorded.

This seal should be ordered on Form 7380, *Requisition for Supplies*, during your regular requisitioning cycle.—*Rates & Classification Dept., 9-23-76.*

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POLITICAL ACTIVITY RESTRICTIONS

This announcement is intended to instruct and guide Postal Service employees as to the applicability to them of the provisions of the Federal law, commonly known as the Hatch Act, which prohibits Federal employees from taking an active part in political campaigns. All postal employees should know the limitations that this Act places on their political activities, and therefore all heads of installations should make this information available to their employees.

Under an agreement with the Postal Service, the Civil Service Commission has the responsibility for investigating reported violations of the Act by employees of the Postal Service, as it does for most other Federal employees. Employees found to have violated the Act may be dismissed from Federal employment.

The following is an excerpt from an information sheet published by the Civil Service Commission in September 1975. (Please note: the pronoun *he* in the questions and answers is used in the *generic sense*, and therefore refers both to male and female employees. Similarly, the phrase, *an employee's wife*, should be understood in the broad sense of *an employee's spouse*. The political rights of postal employees and their spouses and the limitations on political activity of the former are, of course, the same regardless of sex.)

Federal law (formerly the Hatch Act) limits the political activity of Federal employees and certain employees of State and local governments. The information below is given for the guidance of such employees.

Coverage

Most employees in the following categories are covered by the political activity restrictions of Federal law:

Employees of—

I. Federal agencies in the executive branch.

II. District of Columbia government.

III. Executive agencies of a State or political subdivision of a State, or of a territory or possession, if the individual's principal employment is in connection with a federally financed activity.¹

IV. Private as well as public agencies that receive Federal assistance

under the Economic Opportunity Act.¹

General Provisions

1. *Q. What does Federal law concerning political activity provide?*

A. Generally, covered employees must not actively participate in partisan political campaigns and elections. They are also prohibited from taking an active part in partisan political management.

Specifically, an employee may not run as a candidate or actively work in a campaign if any of the candidates for the office is to be nominated or elected as a candidate of a national or State political party such as the Republican or Democratic Party. Being a campaign worker in such an election or holding an official position in a national or State political party is prohibited. Other kinds of political activity will be discussed below.

Permissible Activity

2. *Q. What political activity is not prohibited by the statute?*

A. All qualified citizens have the right to register and vote, and employees are encouraged to exercise this right of citizenship. The law also reserves to them the right to express their opinions on political questions and political candidates.

3. *Q. Are employees allowed to take a direct part in any election campaigns?*

A. They may take an active part in *nonpartisan* elections—even as candidates. (If a Federal employee wishes to serve in a State or local government position, he should check the regulations of his Federal agency regarding outside employment.)

4. *Q. To what extent is an employee permitted to express his opinions on political subjects and candidates?*

A. An employee does not violate the law by expressing his views publicly or privately about a candidate or about a political issue. However, he may not engage in active campaigning for a partisan candidate. The display of a political badge, button, or sticker is not prohibited political activity but may be restricted by agency regulations while the employee is carrying out his official duties.

¹ Note: Prohibited activities for State and local employees differ from those applicable to Federal employees.

With regard to political questions and public issues, employees are entitled to express their views as citizens. The law, however, restricts them from engaging in political activity in connection with a question that is specifically identified with a national or State political party. Questions involving the government of their own communities, for example, are not usually so identified. Employees are free to express their views and take action as individual citizens on such questions as referendum matters, changes in municipal ordinances, and constitutional amendments. Issues involving highways, schools, housing and taxes are other examples of questions on which employees are usually free to take action. They can participate in meetings where these issues are discussed and they may join other citizens in presenting their views on such questions.

5. *Is an employee entitled to make a financial contribution?*

A. An employee does not violate the law by making a political contribution to a political organization. However, he is prohibited from either soliciting or collecting political contributions.

6. *Q. May employees attend political rallies and join political clubs?*

A. Employees may attend political rallies and join political clubs, but they cannot take an active part in the conduct of the rally or the management of a partisan political club.

7. *Q. May an employee write a letter to the editor of a local newspaper, expressing his opinion on a partisan issue?*

A. Yes, but he must not engage in a concerted solicitation of votes for or against any partisan candidate or political party.

8. *Q. May an employee's wife who is not herself covered by the law engage in political activity?*

A. Yes. The law does not restrict the activities of an employee's wife or of other members of his family in any way.

Prohibited Activity

9. *Q. May an employee work as a part-time volunteer for a partisan candidate if his activity does not involve contact with the public?*

A. No. The law prohibits direct action to assist a partisan candidate or

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political party in a campaign. Thus, he is not permitted to do clerical work at campaign headquarters, write campaign speeches, or canvass voters for the purpose of promoting support for the candidate or political party.

The prohibition covers voluntary campaign work for any partisan candidate, such as "stuffing envelopes" with campaign or political literature.

10. *Q. What are some of the other activities that are prohibited?*

A. Soliciting or collecting political contributions, distributing campaign material, selling dinner tickets, or otherwise promoting such activities as political dinners are prohibited.

Registration and Elections

11. *Q. Is an employee allowed to assist actively in voter registration drives?*

A. Yes. However, he must not attempt to influence voters to register for a particular party.

12. *Q. May an employee use his auto to take voters to the polls on election day?*

A. An employee may not use his automobile as part of an organized effort on behalf of a candidate or political organization to furnish transportation for voters in a partisan election.

13. *Q. Employees are sometimes asked to serve as registrars on registration day or as election clerks or officers on election day. Are they permitted to do this?*

A. Yes. Employees may accept appointments to serve as election clerks, officers, or in similar positions as prescribed by State or local law. However, they may not work at the polls on behalf of a partisan candidate or political party by acting as a checker, challenger, watcher or in a similar partisan position.

14. *Q. Are Federal employees entitled to time off from work for voting or to register to vote?*

A. A Federal Government agency may authorize limited time off for voting chargeable to administrative leave. As a general rule, where the polls are not open at least three hours either before or after an employee's regular hours of work, he may be granted an amount of excused leave that will permit him to report for work three hours after the polls open or leave work three hours before the polls close, whichever requires the lesser amount of time off. If an employee's voting place is beyond normal commuting distance and vote by absentee ballot is not permitted, the employee may be granted sufficient time off to make the trip to the voting place, not to exceed a full day.

For Federal employees who vote in jurisdictions which require registration in person, time off to register may be granted on substantially the same basis, except that no such time is granted if registration can be accomplished on a nonwork day and the place of registration is within reasonable one-day round-trip travel distance of the employee's place of residence.

Additional Considerations for Federal Employees

15. *Q. Are any employees in an executive Federal agency exempt from the restrictions of the Federal law?*

A. Yes, the law provides that the heads and assistant heads of departments, members of the White House staff, and officials who determine national policy and who are appointed by the President subject to Senate confirmation are exempt from the prohibition against engaging in political management and political campaigns.

16. *Q. Does the law apply to either part-time employees or to temporary employees?*

A. Yes, it applies to both.

17. *Q. The Civil Service Commission enforces the law for the competi-*

tive civil service. Does this mean that employees holding excepted positions (outside the competitive civil service) are not subject to the law?

A. No. Exempted employees are subject to the law also, but in these cases the employing agency, not the Civil Service Commission, is responsible for enforcement.

18. *Q. Are there any instances when a Federal employee may be a candidate or take an active part in a partisan election?*

A. Yes. A special rule applies to local elections in certain communities of Maryland and Virginia near Washington, DC, and in a few designated municipalities in other parts of the country. In the communities designated by the Commission, Federal-employee residents may take an active part in the campaigns and may become candidates for local offices provided they run as independent candidates or the political activity is on a nonpartisan basis—that is, independent of a national or State political party.

19. *Q. What is the penalty for a violation of the civil provisions of the Federal political activity law by a Federal employee?*

A. The most severe penalty for violation is removal. The minimum penalty is suspension without pay for 30 days.

20. *Q. Where is the law found that restricts political activity of Federal and District of Columbia Government employees?*

A. Sections 7323-7327 of title 5, United States Code.

21. *Q. What should an employee do if he does not know whether a certain activity violates the law?*

A. Ignorance of the law does not excuse an employee from penalties for violation. Questions should be presented in writing to the Office of the General Counsel, United States Civil Service Commission, 1900 E Street NW., Washington, DC 20415.—*Law Department, 9-23-76.*

Wanted Circulars Canceled

Destroy the wanted circulars issued for the following postal offenders:

Name	Date of Issuance
Willie Charles Brown	10-22-75
James Thomas Nance	5-28-76
Martin Shannon	5-31-74

—*Inspection Service, 9-17-76*

Sealing of Fourth-Class Parcels

Some customers apparently believe that fourth-class parcels cannot be sealed, and some window clerks are accepting unsealed, inadequately closed parcels.

Postmasters shall remind all acceptance employees that fourth-class parcels may be sealed at the option of the mailer. Window clerks should

encourage customers to seal their packages. Under the provisions of section 135.7, POSTAL SERVICE MANUAL, even though it may be sealed, fourth-class mail remains subject to postal inspection of the contents, if necessary.—*Rates & Classification Dept., 9-23-76.*

POST OFFICE CHANGES NO. 34

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

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

State	Name of post office	County/parish	Name of station, branch, or unit	Type S/B	ZIP Code	Change action	Effective date	Explanation of change
AR	Hot Springs National Park	Garland	Diamondhead	B	71901	Add	8-14-76	B estab.
AR	Pine Bluff	Jefferson	Oak Park	Sx	71603	Add	10- 1-76	Sx estab.
GA	Columbus	Muscogee	Downtown	Sx	31902	Add	3-28-75	Sx estab.
GA	Morrow	Clayton	Lake City	CPO	30252	Add	8- 2-76	CPO estab.
KS	Kansas City	Wyandotte	Bethel	Sx	66109	Delete	8- 9-76)	Sx name and ZIP Code changed
KS	do	do	Wyandotte West	Sx	66112	Add	8- 9-76)	
KS	Scott City	Scott	Shallow Water	RB	67872	Delete	10- 9-76	RB disc.
KY	Pikeville	Pike	Owsley	RB	41501	Delete	10-23-76	RB disc.
LA	Bossier City	Bossier			71010	Delete	9-30-76)	ZIP Code changed.
LA	do	do			71111	Add	9-30-76)	
MD	Aberdeen Proving Ground	Harford	Edgewood Arsenal	Bx	21010	Delete	9-11-76	Bx name changed.
MD	do	do	Gunpowder	Bx	21010	Add	9-11-76	
MA	Brockton	Plymouth	Campello	Sx	02401	Delete	1- 7-76	Sx ZIP Code changed.
MA	do	do	do	Sx	02403	Add	1- 7-76	
MA	do	do	Montello	Sx	02401	Delete	1- 7-76	Sx ZIP Code changed.
MA	do	do	do	Sx	02408	Add	1- 7-76	
OK	Lawton	Comanche	Sheridan	Sx	73501	Delete	1- 1-77	Sx ZIP Code changed.
OK	do	do	do	Sx	73505	Add	1- 1-77	
PA	Philadelphia	Philadelphia	Rockledge ¹	B	19111	Delete	8-31-76	B disc.
PA	Wilkes Barre	Luzerne	Plains	B	18705	Delete	8-31-76	B disc.
TN	Philadelphia	Loudon	Erie	CPO	33736	Delete	7-31-76	CPO disc.
TX	Elkhart	Anderson	Slocum	RB	75839	Delete	8-31-76	RB disc.
TX	Laredo	Webb	El Centro	Sx	78040	Add	8- 1-76	Sx estab.
TX	Tyler	Smith	Forest Hills	Sx	75701	Delete	9-30-76	Sx ZIP Code changed.
TX	do	do	do	Sx	75702	Add	9-30-76	
VA	Herndon	Fairfax	Reston	RB	22070	Delete	8- 9-76	RB conv. to CPO and name changed.
VA	do	do	Lake Anne	CPO	22070	Add	8- 9-76	
VA	do	do	Reston	Bx	22090	Add	8- 9-76	Bx estab.
WI	Weyerhaeuser	Rusk			54895	Delete	9-17-76	P.O. name changed.
WI	Weyerhaeuser	do			54895	Add	9-17-76	
WY	Casper	Natrona	Hilltop	S	82601	Delete	9- 1-76	S ZIP Code changed.
WY	do	do	do	S	82609	Add	9- 1-76	
WY	do	do	Sunside	S	82601	Delete	9- 1-76	S name and ZIP Code changed.
WY	do	do	Cy	S	82604	Add	9- 1-76	

¹ B located in Montgomery County.

—Customer Services Department, 9-23-76.

EEO PROGRAM FOR PROGRESS REPORT

All post offices with 950 revenue units or above, district offices, regional headquarters, groups and independent departments at USPS Headquarters, inspection service regional and division offices, and other field installations and activities reporting directly to USPS Headquarters, shall prepare Form 1789, *EEO Program for Progress Report*, for the period 4-2-76 to 10-1-76. Post offices with less than 950 revenue units shall prepare Form 1789 for the period 10-2-75 to 10-1-76.

Each post office will prepare and submit Form 1789 in accordance with instructions issued by its respective region. Each regional office shall submit to the Office of Equal Employment Opportunity, by October 31, 1976, the following:

a. All Forms 1789 prepared by post offices and mail processing installations with workforces of 500 or more employees, and the regional headquarters' office.

b. A district level compilation and a region-wide compilation of Forms 1789 for offices with 950 revenue units or more.

All Headquarters' activities and field installations and activities reporting directly to Headquarters are to prepare and submit Form 1789 in accordance with instructions issued by the appropriate headquarters group or independent department. Forms 1789 for each inspection service region (region-wide compilation), and all headquarters' field installations and activities with workforces of 200 or more employees, shall be

routed through the appropriate group or independent department head and submitted to the Office of Headquarters Personnel by October 31, 1976.

The U.S. Civil Service Commission definition of minority designations is clearly displayed on the face of Form 1789. Forms 1789 for all installations in Hawaii, Guam, Puerto Rico, and the Virgin Islands shall display data in the vertical *Totals* column only, on the extreme right side of the form.

The August 1973 edition of Form 1789 shall continue to be used until the existing supply is exhausted. Offices using the August 1973 edition shall make pen and ink changes on the face of the form so that reference to the 1973 National Agreement reads: *1975 National Agreement*.—*Employee Relations Dept.*, 9-23-76.

1.8-Cent Embossed Envelope

POSTAL BULLETIN 21087, 7-9-76, contained a notice authorizing those who mail materials at the third-class nonprofit rates to use the 1.8-cent embossed envelope until September 15, 1976. The September 15th date is *extended* until further notice. The instructions in PB 21087 for affixing the 0.2-cent difference are applicable.—*Rates & Classification Dept.*, 9-23-76.

Privacy Act Implementation

Disclosure of Address Information

The requirement for prior consultation with the Inspection Service, which is contained in section III.B.3b of the Privacy Act Implementation Instructions (Postal Bulletin 21088, 7-15-76) does not apply to requests for address information. Requests for address information from law enforcement agencies should be handled in the same manner as in the past except that an accounting of each such disclosure must be kept.—*Office of Management Services*, 9-23-76.

Christmas Pouch Label Requirements

All pouch label sets (color and white) for the period of December 1 through December 23, 1976, will automatically be doubled and shipped to users by the Computerized Label Printing Division.

Requests on Form 1578A, *Requisition for Airmail Labels*, for additional airmail pouch labels for the Christmas mailing period should be prepared and received at the Computerized Label Printing Division no later than October 8, 1976.

Any other special label requirements for the Christmas operation should be submitted on the appropriate form and received at the Computerized Label Printing Division no later than October 8, 1976.

All mailing envelopes for Christmas requirements should be annotated "*Christmas Order*" in the lower left hand corner. The requisitions for special Christmas orders should also be annotated "*Christmas Order*" at the top.—*Procurement & Supply Dept.*, 9-23-76.

GSA Supply Items Replaced

As part of a Federal Standardization program to eliminate non-standard items from the GSA supply system, GSA has advised that two green canvas loose-leaf ring binders used by Postal Service activities will be replaced with black-coated cloth substitute binders.

Information on the affected items is as follows:

POIN	Description	Old NSN	Replacement NSN
0390C	Binder, 11 by 8½ in, 2 in cap.	7510-00-188-6955	7510-00-530-8881
0391M	Binder, 11 by 8½ in, 1 in cap.	7510-00-188-6945	7510-00-281-6180

Area supply centers will fill requisitions for above green canvas binders until stocks are exhausted. After that the replacement binders will be furnished.

Effective immediately, offices with FEDSTRIP authority, having a need for the type of binders cited above should order the replacement binders as indicated.—*Procurement & Supply Dept.*, 9-23-76.

Approved List of Apartment House Mailbox Manufacturers

Following is a current list of manufacturers of U.S. Postal Service approved apartment house mail receptacles:

H—Horizontal Type
V—Vertical Type

- H-V Allcom-Florence Corp., 848 N. Larabee Ave., Chicago, IL 60610
- H-V American Device Mfg. Co., Steeleville, IL 62288
- H-V Auth Electric Co., Inc., 505 Acorn St., Deer Park, NY 11729
- H-V Bommer Spring Hinge Co., Inc., Landrum, SC 29356
- H-V Cutler-Federal, Inc., P.O. Box M, Eaton Park, FL 33840
- H-V Dura Steel Products Co., P.O. Box 54174, Los Angeles, CA 90054
- H-V Jensen General Corp., 1946 E. 46th St., Los Angeles, CA 90058
- V Miami Carey, 203 Garver Rd., Monroe, OH 45050
- V Perma-Bilt Industries, 19106 So. Normandie Ave., Torrance, CA 90502

Brown No. 2 and No. 3 Sacks

Brown No. 2 and No. 3 sacks are to be used only for dispatch of time value news print by mailers. All surplus empty brown mailbags are to be properly bundled in a brown sack and labeled with a gray empty equipment label, coded 003.

All surplus brown No. 2 and No. 3 sacks are to be forwarded to a designated concentration point or depository.—*Logistics Dept.*, 9-23-76.

This is a revision to the list of manufacturers and distributors shown in the July 1974 edition of Publication 17, *Apartment House Mail Receptacles, Regulations and Manufacturing Standards*, effective May 1, 1975. Publication 17 will be amended accordingly with the next printing.—*Delivery Services Dept.*, 9-23-76.

BORROW WHERE YOU WORK

Need money for a new car, vacation, home improvement, or a new appliance? See your credit union. You will find their interest rates are low and include life insurance at no extra cost, within liberal policy limitations.

These rates are lower than the prime rates some banks charge their best commercial customers. You and your fellow postal employees own the credit union: you are not customers, but **stockholders**. If you do not have a credit union where you work, write: USPS FCU, Box 23650, Washington, DC 20024.

National Hobby Month

National Stamp Collecting Week

October has been designated National Hobby Month, and the third week in November is National Stamp Collecting Week. Since stamp collecting is the nation's most popular hobby, the Postal Service will be taking an active part in the celebration of these events.

Practically every post office across the country, located in areas having public and private elementary schools, will be requested to participate in this unique program.

Postmaster/schools promotional materials will be sent to all participating post offices in late September. This material will include:

- **Postmasters' Action Guide**—This guide will define specific action postmasters will be requested to take to assure the successful implementation of this program.
- **Elementary School Principals Mailing Labels**—One for each elementary school in the area having 4th, 5th, and/or 6th grade classes.
- **Elementary Schools Principal Invitation Letter**—This letter extends an invitation for 4th, 5th, and 6th grade classes to visit the local post office.
- **School Wall Posters**—Approximately 17- by 20-inch folded wall posters announcing National Hobby Month and Stamp Collecting Week for display in elementary schools.
- **Publicity Kit**—This kit will be used with all local media.
- **Student Invitations**—Packets of 23 invitations each for delivery through elementary school principals to their 4th, 5th, and 6th grade teachers.
- **USPS Lobby Posters**—Post offices with at least 950 revenue units will each receive two 30- by 40-inch and two 17- by 22-inch posters. In addition, each classified station and branch will receive one 17- by 22-inch poster. These posters will announce National Hobby Month and National Stamp Collecting Week, plus will feature Mint Sets, Stamp Collecting Kits, and *Stamps & Stories*.

The entire National Hobby Month Program will involve three phases:

Post Office Lobby Displays—National Hobby Month posters will be prominently displayed in participat-

All Offices With Assigned Vehicles

Vehicle Maintenance Records

Forms 4620, *Vehicle Maintenance Record*, 4543, *Vehicle Maintenance Work Order*, and 4541, *Contract Work Order—Invoice for Vehicle Repair*, will be retained for one year after the sale of a vehicle. Although vehicles are sold "as is" without warranty, claims may be made against the Postal Service and these records would then be helpful.

Vehicle jackets containing the maintenance records of sold vehicles should be filed by the month so that they can be disposed of after one year.

This change is effective immediately. Section 245.55c, *POSTAL SERVICE MANUAL*, will be changed accordingly.—*Delivery Services Dept., 9-23-76.*

ing post offices from October 1 through November 20, 1976. In addition, postmasters will be requested to have special displays of the best stamp collections available from local philatelists, plus demonstration of *how the post office works*.

School Participation—Postmasters will be requested to extend an invitation to appropriate numbers of 4th, 5th, and 6th grade teachers in the area through their principals to bring classes for special demonstrations at selected post office facilities. This phase will also include the personal invitations for a post office visit delivered to students by their teachers.

National and Local Publicity—There will be a national publicity campaign highlighting (a) stamp collecting as *America's Most Rewarding Hobby*, (b) the fact that Dinah Shore is the Chairwoman of National Hobby Month, and (c) local news releases. Postmasters will also be encouraged to participate on local radio and television *talk shows*. In addition, the Hobby Industry of America will support our efforts in all their public relations activities and by placement of our National Hobby Month posters at various libraries across the country. The American Stamp Dealers Association is planning a special promotion during the third week of November climaxed by the National Postage Stamp Show in Madison Square Garden in which the Postal Service will participate.—*Customer Services Dept., 9-23-76.*

Personnel Investigation Records

Filing and Handling

It is essential that any Postal Service records generated as a result of checking character references, former employers, and local police records be retained as Personnel Investigation Records and maintained *separately* in locked file cabinets, as required by Postal Service privacy regulations. (See section 311.61, *Personnel Handbook Series P-11, Personnel Operations*.)

These records are to be disposed of upon termination of employment if the employment is terminated *before* the end of the probationary period. If the employee is retained *beyond* the probationary period, the records are to be disposed of either at the end of the probationary period or upon receipt of the investigatory report from the Civil Service Commission—*whichever comes later.*

Destroy the records by shredding.

Any such records on current employees being retained in the employee's Official Personnel Folder or other general repository should be removed and handled in accordance with the above instructions.—*Office of Management Services, 9-16-76.*

FLSA Retroactive Pay Adjustment

The second retroactive overtime pay adjustment payment will be made by separate check on October 1, 1976. The period covered by this payment is December 20, 1975, through June 18, 1976, pay periods 01-76 through 13-76.

This payment is for eligible employees other than rural carriers. Additional information will be published in subsequent *POSTAL BULLETINS* regarding the second retroactive adjustments to be made for rural carriers.

Employees will also receive a listing showing how the adjustments were calculated and the pay period which were affected, as was done with the first retroactive payment.

For detailed information concerning the methods of computations, refer to *SPECIAL POSTAL BULLETIN 21086, 7-7-76.*—*Finance Dept., 9-23-76.*

Distribution and Dispatch of Foreign Mail

Canal Zone Letter Class Mail

A recent audit at the New York Bulk and Foreign Mail Center disclosed that origin offices and Regional Concentration Centers, which dispatch letter-class (LC) mail destined for the Canal Zone through the New York gateway, are continuing to distribute this mail incorrectly.

LC mail destined to the Canal Zone is entitled to the same domestic mail service as mail destined to areas within the continental United States (PSM, Part 112). This means that, in conjunction with the Service Improvement Program, LC mail for the Canal Zone should receive air transportation to its destination.

Because of its location, LC mail addressed to the Canal Zone is distributed and dispatched with international mail (destined to countries or locations outside the U.S. Domestic Mail Service). There are still two

categories of service—air and surface—provided for international mail. However, Canal Zone LC mail, which is included in the *Central and South America* geographical separation, may only be dispatched in the airmail bundle to AMF Kennedy, NY or the other designated gateways—Miami and Los Angeles. It must not be included in the surface *Central and South America* geographical separation which is dispatched to the New York Bulk and Foreign Mail Center.

Please refer to the previous instructions on this subject which appeared in POSTAL BULLETIN 21074, 4-9-76.

Dispatch of Foreign Mail

The audit also disclosed that surface international mail is incurring serious delays in transit to the New York Bulk and Foreign Mail Center for final processing. International

All MOD 1 Offices

Changes to the MOD System Handbook, M-32

Changes to the Management Operating Data System for MOD 1 offices will be effective October 9, 1976, the start of Fiscal Year 1977.

Transmittal Letter 2, Handbook M-32, *Management Operating Data System for MOD 1 Offices*, explaining the changes, will be distributed in accordance with the current M-32 distribution list. TL-2 is scheduled to be mailed October 6, 1976.—*Manpower & Cost Control Group, 9-23-76.*

mail should receive the same treatment as domestic mail. Regional Concentration Centers must distribute and dispatch all foreign mail within 24 hours of receipt.—*Logistics Dept., 9-23-76.*

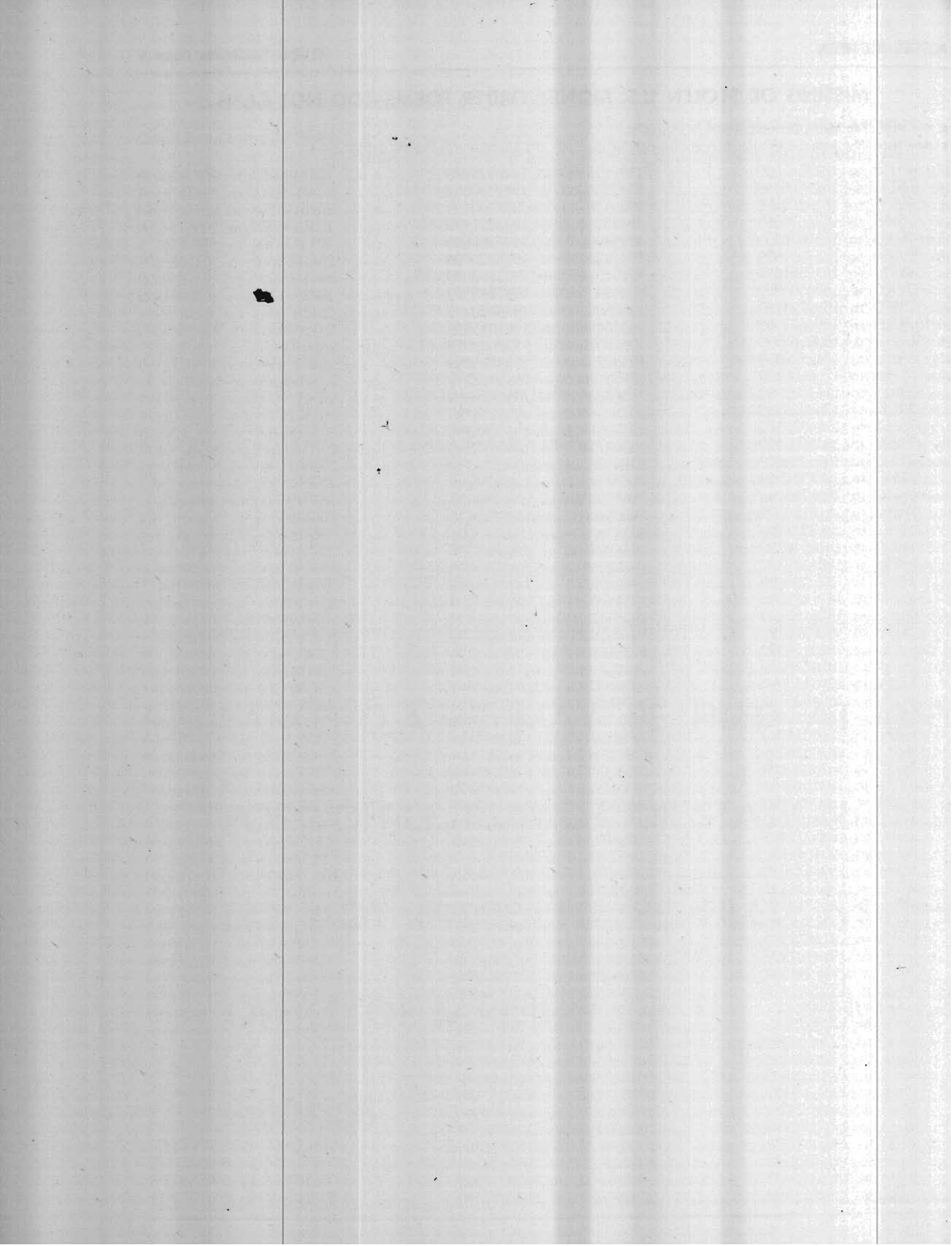
**INSURANCE CLAIMS MAY BE FILED AT ANY
POST OFFICE, BRANCH, OR STATION. THEY
DO NOT HAVE TO BE FILED AT THE
OFFICE OF MAILING OR THE OFFICE OF
ADDRESS**

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

A. Old Style. The listing from PB 21091 is still valid.

B. New Style. The actual serial numbers consist only of the first 10 Digits. Destroy the PB 21092 article.

1616545152 to 1616545999	1940535900 to 1940535999	2033489900 to 2033489999
1625466141 to 1625466199	1942580000 to 1942580299	2034879111 to 2034879199
1628292249 to 1628292299	1943408185 to 1943408199	2036193700 to 2036193999
1636675839 to 1636675899	1943791168 to 1943791199	2036194350 to 2036194599
1636676082 to 1636676999	1944408645 to 1944408699	2039774500 to 2039774775
1657057000 to 1657057999	1945120446 to 1945120499	2041088000 to 2041089999
1659361877 to 1659361899	1945197600 to 1945198099	2041609600 to 2041609699
1688304300 to 1688304999	1945243540 to 1945243599	2043081700 to 2043081899
1689773900 to 1689774199	1946688200 to 1946688299	2043875944 to 2043875999
1691674300 to 1691674999	1951045661 to 1951045999	2045459800 to 2045460099
1698585200 to 1698585599	1952637000 to 1952638999	2050598458 to 2050598599
1744356292 to 1744356999	1953225400 to 1953225699	2050722591 to 2050722599
1756102798 to 1756103399	1955912600 to 1955912799	2052888200 to 2052888299
1767029971 to 1767029999	1956684632 to 1956684699	2054299000 to 2054299199
1780920242 to 1780920299	1956726600 to 1956726799	2055619034 to 2055619099
1784370351 to 1784370399	1957955926 to 1957955999	2057429400 to 2057429599
1800923292 to 1800923399	1959615000 to 1959615399	2058070042 to 2058070199
1804724945 to 1804724999	1960158738 to 1960158799	2058071000 to 2058071099
1813957442 to 1813957999	1960654800 to 1960654849	2060902952 to 2060902962
1818265752 to 1818265799	1960798060 to 1960798099	2063490600 to 2063490699
1818290300 to 1818290699	1963340631 to 1963340670	2064797131 to 2064797199
1818314461 to 1818314499	1963340674 to 1963340699	2064865293 to 2064865399
1818346000 to 1818346299	1966365500 to 1966365599	2067343432 to 2067343441
1824739233 to 1824739257	1968229058 to 1968229099	2067935600 to 2067936499
1825539600 to 1825539699	1970126582 to 1970126599	2070415820 to 2070415832
1827838800 to 1827838999	1973940231 to 1973940299	2071505324 to 2071505399
1836169142 to 1836169199	1974545484 to 1974545499	2071598565 to 2071598599
1838226129 to 1838226799	1974626100 to 1974626599	2071636784 to 2071636799
1849150336 to 1849150399	1975461931 to 1975461999	2073371600 to 2073372099
1854778755 to 1854778778	1975871000 to 1975871099	2081811623 to 2081811699
1863733724 to 1863733999	1979695008 to 1979695099	2082801500 to 2082801699
1864630328 to 1864630499	1979755713 to 1979755724	2082878700 to 2082878899
1866532500 to 1866532599	1981716500 to 1981716699	2083855000 to 2083856999
1868034851 to 1868034899	1982839495 to 1982840499	2090619332 to 2090619399
1870326017 to 1870326099	1987731000 to 1987731199	2090982736 to 2090982799
1875828852 to 1875829299	1988187449 to 1988187499	2093535946 to 2093535999
1882610034 to 1882610099	1990507805 to 1990507899	2095140300 to 2095140499
1893327400 to 1893327499	1990507905 to 1990507999	2096132430 to 2096132451
1895135524 to 1895135599	1990687689 to 1990687699	2097278200 to 2097278299
1895213400 to 1895213499	1995671359 to 1995671999	2097282600 to 2097283099
1901049379 to 1901049499	1999837384 to 1999837499	2099936003 to 2099936199
1901372592 to 1901372699	2002639419 to 2002639450	2101768200 to 2101768599
1903536500 to 1903536599	2002881886 to 2002881899	2106951701 to 2106951799
1911918635 to 1911918799	2008467100 to 2008467199	2108553150 to 2108553499
1911939000 to 1911939299	2010587233 to 2010587299	2108619400 to 2108619599
1913077598 to 1913077999	2012944901 to 2012944999	2112380459 to 2112380999
1914787700 to 1914787999	2012945006 to 2012945099	2115272600 to 2115273099
1916448498 to 1916448599	2013805500 to 2013805699	2116823100 to 2116823599
1920282400 to 1920282497	2018938400 to 2018938499	2117834238 to 2117834299
1925051436 to 1925051499	2020057900 to 2020058199	2122681108 to 2122681499
1926528400 to 1926528499	2020617306 to 2020617399	2131513600 to 2131513899
1926628500 to 1926628699	2021090400 to 2021090499	2131659000 to 2131659199
1928283500 to 1928283599	2022309769 to 2022309799	2136007300 to 2136007499
1932043571 to 1932043599	2023458092 to 2023458299	2138225800 to 2138226299
1932709981 to 1932709999	2025217286 to 2025217699	2148789300 to 2148789399
1932719600 to 1932719699	2025609787 to 2025609999	2155380200 to 2155380499
1932738600 to 1932738999	2026068306 to 2026068399	8005023000 to 8005023999
1937698700 to 1937698728	2026636200 to 2026636599	8006421254 to 8006421299
1937773334 to 1937773399	2028624211 to 2028624299	8006580878 to 8006580899
1938175400 to 1938175499	2028917000 to 2028917999	8007230601 to 8007230617
1938921759 to 1938921999	2032976000 to 2032977499	



Warning Notice—Unrecovered Stolen Canadian Money Order Forms

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

The following money orders are void and should not be cashed: (1) All card type orders. (2) New style orders 000,000,001—159,999,999. Advise holders to send them to Canada Post Office, Ottawa, Canada, K1A 0B1.

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

160,193,201 to 160,193,300	183,769,412 to 183,769,500	210,935,633 to 210,935,700
160,507,331 to 160,507,400	185,028,741 to 185,028,800	212,900,201 to 212,900,300
160,606,501 to 160,606,900	186,446,001 to 186,446,500	213,345,001 to 213,345,100
160,919,925 to 160,920,000	186,820,405 to 186,820,900	213,504,865 to 213,505,000
160,921,817 to 160,921,900	188,460,651 to 188,460,700	216,823,954 to 216,824,000
161,799,901 to 161,800,000	188,669,520 to 188,670,000	217,621,979 to 217,622,100
161,981,006 to 161,981,900	189,205,701 to 189,205,800	217,622,401 to 217,622,800
162,015,701 to 162,015,800	189,217,169 to 189,217,400	217,979,501 to 217,979,600
162,314,201 to 162,314,700	189,278,454 to 189,278,464	218,660,066 to 218,660,700
162,600,001 to 162,600,200	189,357,868 to 189,357,878	219,494,026 to 219,494,130
163,420,501 to 163,420,800	190,053,526 to 190,054,000	219,692,001 to 219,692,100
163,573,201 to 163,573,900	192,099,601 to 192,099,800	224,126,989 to 224,127,100
165,349,901 to 165,350,200	196,116,101 to 196,116,600	225,318,461 to 225,318,500
165,618,226 to 165,618,300	198,036,801 to 198,036,900	226,781,246 to 226,781,400
166,278,201 to 166,278,500	198,520,743 to 198,520,800	226,073,655 to 226,073,700
166,951,587 to 166,951,700	199,531,501 to 199,531,600	227,129,004 to 227,129,400
170,477,105 to 170,477,200	199,662,401 to 199,662,500	227,564,701 to 227,564,800
171,471,801 to 171,472,100	199,662,562 to 199,662,600	229,000,595 to 229,000,600
171,815,673 to 171,816,000	199,843,031 to 199,843,050	229,083,686 to 229,083,700
173,562,701 to 173,563,700	200,400,512 to 200,400,600	229,428,120 to 229,428,300
173,890,301 to 173,890,500	200,467,313 to 200,467,500	230,004,990 to 230,005,200
174,317,402 to 174,317,500	201,328,601 to 201,329,300	230,143,701 to 230,144,000
175,434,677 to 175,434,900	201,963,699 to 201,963,800	231,387,001 to 231,387,500
176,226,349 to 176,226,700	201,980,250 to 201,980,299	232,017,701 to 232,017,800
176,413,353 to 176,413,400	202,545,957 to 202,546,000	234,067,232 to 234,067,300
176,780,901 to 176,781,200	207,218,569 to 207,218,600	235,833,783 to 235,833,800
178,155,401 to 178,155,500	207,886,401 to 207,886,600	237,853,501 to 237,853,600
178,759,158 to 178,759,197	208,872,242 to 208,872,257	238,758,669 to 238,758,730
179,838,411 to 179,838,600	209,190,001 to 209,195,000	239,162,130 to 239,162,200
180,446,855 to 180,446,866	210,301,801 to 210,302,000	239,863,796 to 239,863,870
182,975,501 to 182,976,200	210,835,285 to 210,835,300	239,864,826 to 239,864,900

**Be Sure
That Proper Postage
Is Paid On All Letters
And Packages**

**PARCEL POST
PACKAGES FOR
CANADA AND
MEXICO, AS WELL
AS OTHER COUN-
TRIES, MUST BEAR
CUSTOMS
DECLARATIONS**

UNITED STATES POSTAL SERVICE
WASHINGTON, DC 20260
OFFICIAL BUSINESS

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



FIRST CLASS