



postal bulletin

Directives and Forms Division, Washington, DC 20260 PB 21097—Nov. 4, 1976—16 Pages

7.7-Cent Regular Postage Stamp in Coil Form

Description. The 7.7-cent coil stamp will be first placed on sale at New York, NY 10001 on November 20, 1976. This issue is primarily for use by bulk mailers holding pre-cancel permits.

Do Not Sell Before Nov. 21, 1976.



Image area: 0.76 x 0.86 inches.
Issue in coils of 500 and 3,000.
Color: Brown on canary stock.
Designer: Susan Robb.

Collectors. Request first-day cancellations from: 7.7¢ Bulk Rate Stamp, Postmaster, New York, NY 10001. (See PSM, section 257.2.) Enclose 16 cents for each cover. The Postal Service will affix a pair of the 7.7-cent coil stamps to cover the first class mailing rate. Non-precanceled stamps will be available at the Philatelic Sales Division, Washington, D.C. 20265, beginning November 21, 1976.

Supply. Postmasters requiring this stamp in precanceled form should immediately submit requisitions to the Bureau of Engraving and Printing in accordance with Part 143, POSTAL SERVICE MANUAL. Use item No. 776 for coils of 500, and 777 for coils of 3,000. Enclose a memorandum with your requisitions stating the stamps are to be precanceled.

All Personnel Processing Mail For Dispatch Abroad

Foreign Order Notice 64

Keep all foreign order notices for use as reference.

A *lottery order* has been issued against:

GUATEMALA

Guatemala City

Meyer, Kurt M., I.O.
38 Av. "A" O-11 Zo. 7
P.O. Box 165 "A"

IRELAND

Dublin

Dunne, Mrs. May
15 Casimir Road
Monahan, Mrs.
19 Westbourne Road, Terenure
Norton, Mr. Kevin
8 Salamanca
Ardilea

Claregalway, Co. Galway

O'Brien, Mrs. Sarah
Slievefinn

Galway

Bowen, Mr. Francis
c/o Currans Hotel
Eyre Square
Reilly, C.
c/o O'Gorman's Printing House
Shop Street

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

If such mail bears no return address, treat it as undeliverable and dispose of it in accordance with 159.4, PSM. This notice may be posted at the *outgoing primary* and it must be posted on the *Foreign Order Board at all SCF's and designated International Exchange Offices.*—*Judicial Officer, 11-4-76.*

Non-precanceled. The stamp may be sold only at postal stores and at the Philatelic Sales Division in non-precanceled form. Sales shall be in minimum strips of ten and multiples thereof.—*Customer Services Dept., 11-4-76.*

All Post Offices in the Passport Program

Passport Program

The Passport Office has redesigned Form DSP-11, *Passport Application*. Effective January 1, 1977, the revised 1977 edition is to be used exclusively. *All previous editions must be destroyed.* Area supply centers will receive shipments of the form in mid-November. Initial supplies should be requisitioned on Form 4750, *Special Requisition for Supplies*, not later than December 6, 1976.

Use of the revised Form DSP-11 will coincide with the planned implementation of a Passport Files Miniaturization Program. Vital information has been consolidated on the front side of the form which will be the only side photographed and put on microfilm.—*Customer Services Dept., 11-4-76.*

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HEALTH BENEFITS OPEN SEASON

This article supplements the information in POSTAL BULLETINS 21092, 9-9-76, pages 3-5, and 21096, 10-21-76, pages 6-7, on the *Health Benefits Program* open season activities to be held from November 15-30, 1976.

A. Permissible Changes

During the open season, eligible employees not enrolled in a Federal health plan may enroll. Employees such as casuals and substitute rural carriers are not eligible to enroll. (See 728.32, Old Postal Manual.) Employees already enrolled may change plans, options, from self only to self and family, or any combination of these changes.

New enrollments (new hires) and changes in enrollment permitted at times other than during an open season may also be made in the usual manner between November 15 and November 30, 1976. However, make sure these new enrollments or enrollment changes are not identified as an open season change. Instead, show the event permitting the change in Part D of Standard Form 2809, *Health Benefits Registration Form*. The *Table of Permissible Changes* on the reverse side of page 2, carrier copy of Standard Form 2809, lists the events which permit enrollment changes. The classification of the event determines the effective date of the enrollment or change in enrollment.

B. Automatic Distribution to Installations

The supply centers will make an automatic distribution of the following health benefits material to all installations:

1. Pamphlet BR1 41-117, *Open Season Instructions*.
2. 1977 brochures of the two Government-wide plans.
3. 1977 brochures of employee organization plans.
4. Form BR1 41-212 (P.S.), *1977 Federal Employee Biweekly Health Benefits Rates*. Form BR1 41-212 (P.S.) shows the U.S. Postal Service's health benefits schedule.

The automatic distribution of the material listed above will be made to

all installations in sufficient time for redistribution to employees for the open season.

Do not send requisitions or make inquiries to area supply centers concerning this material. Prompt distribution will be made when the material is received.

C. Comprehensive Medical Plan Brochures

Each postal installation located in an area served by a comprehensive plan(s) is responsible for obtaining a sufficient supply of the plan's brochures directly from the appropriate plan(s). POSTAL BULLETIN 29092 contains a list of comprehensive plans with the name, address, and phone number of the person to contact for requesting brochures. A supplemental list with information relating to seven new comprehensive plans is contained in BULLETIN 21096. Retain both lists for future use in requesting comprehensive medical plan brochures.

D. Distribution of Material to Employees

1. To All Eligible Employees

Installation heads must give each eligible employee the following open season material as soon as it is received from the supply centers. (Comprehensive medical plan brochures, item c below, must be requested directly from the plan):

a. BRI 41-117, *Open Season Instructions*. This pamphlet must be issued to each eligible employee to inform him or her of the open season opportunity to enroll or change enrollment.

b. BRI 41-212 (P.S.), *1977 Federal Employee Biweekly Health Benefits Rates*.

c. 1977 brochure of the comprehensive plan, if any, serving the particular geographic area in which the employee lives.

d. BRI 41-25, 1977 brochure of the Governmentwide Service Benefit Plan (Blue Cross-Blue Shield).

e. BRI 41-24, 1977 brochure of the Governmentwide Indemnity Benefit Plan (Aetna).

2. To Employees Upon Request

a. Employee Organization Brochures. Do not make a general distri-

bution of employee organization plan brochures. *However, such a brochure must be furnished if an employee asks for it.* The Civil Service Commission, with assistance from employee organizations, is responsible for mailing employee organization plan brochures to each employee who is already a member of an employee organization that sponsors a health plan, whether or not the employee is enrolled in the particular plan.

b. Standard Forms 2809 and 2809-A.

(1) SF 2809, *Health Benefits Registration Form*, should be given to an eligible employee who asks for it to enroll or change enrollment.

(2) SF 2809-A, *The Federal Employees Health Benefits Program*, provides information about the program and should be given to employees who request it.

c. BRI 41-210, *Information to Consider in Choosing a Health Plan*, contains information to assist an employee in selecting a health plan. It should be available to employees upon request.

E. Open Season Procedures

1. Timely Registration

To be considered timely filed, an open season enrollment or change in enrollment (SF 2809, *Health Benefits Registration Form*) must be received in the employing installation no later than November 30, 1976.

Installation heads have authority to accept and process a late registration if they determine under old Postal Manual 728.43 that the employee was unable to timely enroll or change enrollment for cause beyond his or her control. Failure to receive the open season material during the open season is cause beyond control if the employee applies to change registration within a reasonable time after the material becomes available. See old Postal Manual 728.735, *Late Registration*.

2. Late Registration

Belated open season changes accepted by installation heads should be so identified under *Remarks* on SF 2809 and properly documented in a memorandum attached to the official personnel folder copy of the SF 2809

(see old Postal Manual 728.43 and 728.735).

3. Effective Date of Open Season Changes

a. A new open season enrollment (from not enrolled to enrolled) is effective January 1, 1977, if the employee was in a pay status in any part of the preceding pay period. If the employee was not in a pay status during the pay period before January 1, 1977, the enrollment becomes effective on the first day of the first pay period which follows one in which he or she was in a pay status. The enrollment of a new or newly eligible employee (such as a substitute rural carrier who is appointed as a regular rural carrier) who happens to register during the open season is effective the same as for all new employees.

b. An open season change in enrollment is effective January 1, 1977, regardless of whether or not the employee was in pay status during the preceding pay period.

c. An open season change belatedly filed and accepted is effective on the first day of the first pay period which begins after January 1, 1977, and after the SF 2809 is received in the employing postal installation. The requirement of having been in pay status during the preceding pay period also applies to belatedly filed changes from not enrolled to enrolled.

4. Separating Employees

a. If it is known that an employee will transfer, retire, or separate before the effective date of the open season change, do not process the open season SF 2809. Rather, the installation head (or designee) should write his or her initials and the date the SF 2809 was received in part F of the form to show that it was timely filed.

(1) In retirement cases, attach the unprocessed SF 2809 to other health benefits documents and process in the usual manner.

(2) In transfer cases, return the form to the employee and instruct him or her to give it to the new agency promptly when he or she enters on duty there.

(3) In both retirement and transfer cases, the losing and gaining installations must prepare transfer-out and transfer-in SF 2810's as usual, transferring the old enrollment in effect at the time of the employee's transfer or retirement.

b. If an open season change has been processed but the employee unexpectedly transfers or retires before the effective date of that change, the losing installation should—

(1) Void all open season forms and transfer the existing enrollment (if any) to the gaining office.

(2) Tell the employee that the open season change has been voided, and, if possible, have the employee complete a new SF 2809 and handle it as stated in paragraph 4a above.

(3) If it is impossible to take this action quickly, notify the gaining office that the employee's open season change which was timely filed, has been voided, and that a new open season SF 2809 must be accepted by the gaining agency.

c. If an open season change has been processed, but the employee separates (including separation because of death) before the effective date of the change:

(1) Note in "Remarks," if the change in plans and the enrollment must be terminated, on all copies of the SF 2810 terminating the enrollment "Separated (or died)—Open Season SF 2809 void." In the case of separation by death where the family enrollment must be transferred to the retirement system because of a survivor entitled to annuity, void the open season SF 2809 and transfer the old enrollment in effect at the time of the employee's death.

(2) Void the open season SF 2809 if the change involved a change in plans. If the enrollment must be terminated, prepare SF 2810 terminating the old enrollment, and note in "Remarks" on all copies of the SF 2810 terminating the enrollment "Termination supersedes 'Change in Plan' SF 2810 (give date)." If the family enrollment is transferred to the retirement system because of survivors entitled to annuity, note in "Remarks" on all copies of the SF 2810 transferring the enrollment "Transfer supersedes 'Change in Plan' SF 2810 (give date)." Also, on the carrier's copy of termination or transfer SF 2810, give the SF 2811 report number by which the "Change in Plan" SF 2810 was sent.

5. Processing Open Season Forms

Employees who wish to make an open season change should do so as soon as they have the informational

literature. Installations should quickly and accurately process open season changes on a daily basis to appropriate postal data centers so the data centers may send the changes to the insurance carriers. The carriers can then issue identification cards and verify their liability to doctors and hospitals.

Open season SFs 2809 generally should be processed the same as registrations handled at other times. However, observance of the following will eliminate many of the mistakes that usually take place during the open season.

a. Show 1 (one) as the number of the event permitting the open season change in Part D of SF 2809. Enter Nov. 1976 as the date of event which permits change.

b. If there is a change from one plan or option to another, show the old enrollment code number in the appropriate section of Part D.

c. If the employee changes options or from self only to family, but remains within the same plan, the employing office should *strike through* the carrier's control number preprinted in the upper-right corner of SF 2809 and insert, in the space below that number, the old carrier's control number. This number may be obtained from the most recent health benefits form in the employee's official personnel folder. No. SF 2810, *Notice of Change in Health Benefits Enrollment*, should be prepared in these cases.

d. If the employee changes to a different plan during the open season, he or she acquires a new carrier's control number. The preprinted number in the upper-right corner of the newly submitted SF 2809 becomes the new carrier's control number, and the old number should *not* be inserted in the space below the preprinted carrier's control number. *In such cases, SF 2810 must be prepared by the employing office to notify the losing carrier that the employee has changed to another plan.* In completing the SF 2810, the *old* carrier's control number must be used. Also, give the effective date of the action. (Part A, Item 7) as the day on which the new enrollment becomes effective, and check Part C on the SF 2810. *Do not send the original of this SF 2810 to the employee.*

Maintenance Bulletins

During the transitional period of FY 76 (June 19 through October 8, 1976), the following maintenance bulletins were published and distributed by Maintenance Technical Support Center, Office of Maintenance Management (MTSC/OMM):

Number	Subject	Distribution
MMO-31-76.....	Testing of Scales Used to Rate Single Pieces of Mail.	Regional Maintenance Managers, Area Maintenance Offices, Maintenance Capable Offices, and Management Sectional Centers.
MMO-32-76.....	Calibration and Use of Model J239 Blak Ray UV Meter in Mark II Maintenance.	Mark II Offices and Regional Maintenance Managers.
MMO-33-76.....	Disposal of Irreparable Security Containers and Security Chests.	Regional Maintenance Managers, Maintenance Capable Offices, and Area Maintenance Offices.
MMO-34-76T....	Replacement of T8560 XMP Lock with T8430 XMP Lock in the New Schwab Security Container.	Regional Maintenance Managers, Area Maintenance Offices, Maintenance Capable Offices, and District Managers.
MMO-35-76T....	Elevator Operation and Maintenance Safety Practices.	Regional Maintenance Managers, District Offices, Maintenance Capable Offices, Area Maintenance Offices, and USPS Elevator Inspectors.
MMO-36-76T....	NMICS—Shipment of Excess Stock to Western Area Supply Center.	Senior Maintenance Officials, NMICS Offices, and Regional Maintenance Managers.
MMO-37-76T....	Implementation of MWO-7-76, Modification of SI-5 Stamp Vending Machines.	Regional Maintenance Managers, Area Maintenance Offices, and Maintenance Capable Offices.
MMO-38-76T....	MPLSM Maintenance Information.	Regional Maintenance Managers, MPLSM Offices, and District Offices.
MMO-39-76T....	Low Pressure Heating Boiler Operating Log—PS Form 4846.	Regional Maintenance Managers, District Offices, Maintenance Capable Offices, Area Maintenance Offices, and Boiler Inspectors.
MMO-40-76T....	Serial Numbers of New Schwab Security Container That T8560 XMP Lock is Being Replaced With T8430 XMP Lock.	Regional Maintenance Managers, Area Maintenance Offices, Maintenance Capable Offices, and District Managers.
MMO-41-76T....	Nationwide Calibration Program for Mark II J-239 Blak Ray U-V Meter.	Regional Maintenance Managers and Mark II Offices.
MMO-42-76T....	Amendment to MMO-16-76, "Maintenance Support Plans for MMI-3200 and 3400 Vending Machines and Currency Coin Changers."	Regional Maintenance Managers, SSPC Technicians, Area Maintenance Offices, and Maintenance Capable Offices.

In addition to the distribution noted above, copies of all maintenance bulletins were distributed to regional maintenance staffs and all districts. If your office is designated above, and you did not receive one of the specified bulletins, notify the Maintenance Technical Support Center, P.O. Box 1600, Norman, OK 73070. Postmasters and office managers should insure internal routing of maintenance bulletins to their local maintenance personnel in order to preclude unnecessary ordering of maintenance bulletins.—*Mail Processing Dept., 11-4-76.*

Continued from p. 3

F. Publicity

Installation heads are urged to give the open season wide publicity so all eligible employees will be aware of their health benefits rights during this period.

G. Advice to Employees

1. Postal installations are responsible for giving information to employees who ask for help on health benefits matters. Advice should be limited to answering questions about the health benefits program and the application of health benefits law and regulations to particular circumstances. The employee should be told to contact the local office or representative of the health plan on technical questions relative to benefits or conversion (individual) contracts.

2. If an employee submits SF 2809 to cancel an enrollment, the installation should contact the individual to make sure that he or she is sure of this decision. The opportunity to enroll again and the requirements for continuing an enrollment after retirement should be pointed out to the employees before the cancellation is processed.

3. An employee who does not want to change plans or enrollment does not have to take any action during the open season and the current enrollment will continue. If the employee is enrolled and does not change enrollment, any changes in benefits and rates made by the plan automatically apply effective January 1, 1977, for postal employees.

4. Effective January 1, 1977, The Western Clinic Plan, Code 561, 562, Tacoma, WA 98405, will no longer be a participant in the Federal Employees Health Benefits Program. Employees enrolled in this plan who desire continued health benefits coverage are urged to enroll in another plan during the open season.

H. New Health Benefits Rates

A table showing biweekly employee withholdings and U.S. Postal Service contributions for 1977, is printed in this BULLETIN.

Changes in employee's biweekly withholding for health benefits effective January 1, 1977, will be reflected in pay checks dated January 21, 1977.

U.S. POSTAL SERVICE HEALTH BENEFITS SCHEDULE

(Effective January 1, 1977)

Plan (option-type enrollment)	Code No.	1976 total premium	1977 biweekly premium rates			Plan (option-type enrollment)	Code No.	1976 total premium	1977 biweekly premium rates		
			Total premium	USPS pays	Emp. pays				Total premium	USPS pays	Emp. pays
Blue Cross-Blue Shield:					Alliance Health Benefit Plan:						
High Self	101	18.19	19.45	12.44	7.01	High Self	461	11.93	13.76	12.44	1.32
High Family	102	43.14	46.11	30.73	15.38	High Family	462	29.20	33.69	30.73	2.96
Low Self	104	4.08	4.89	4.58	0.31	Low Self	464	3.01	3.01	2.82	0.19
Low Family	105	11.81	14.18	13.29	0.89	Low Family	465	7.63	7.63	7.15	0.48
Aetna Life Insurance Co.:					American Postal Workers Union Plan						
High Self	201	16.13	16.13	12.44	3.69	AFL-CIO:					
High Family	202	38.46	36.54	30.73	5.81	High Self	471	16.35	16.86	12.44	4.42
Low Self	204	8.58	8.24	7.73	0.51	High Family	472	36.40	41.25	30.73	10.52
Low Family	205	21.25	20.39	19.12	1.27	Group Health Association, Inc.:					
American Federation of Government Employees:					Health Insurance Plan of Greater New York:						
High Self	301	14.25	15.24	12.44	2.80	High Self	511	13.45	13.74	12.44	1.30
High Family	302	32.74	34.99	30.73	4.26	High Family	512	37.48	38.38	30.73	7.65
Low Self	304	3.75	3.75	3.52	0.23	Metro Health Plan:					
Low Family	305	10.91	10.91	10.23	0.68	High Self	521	20.27	23.17	12.44	10.73
Government Employees Hospital Association:					High Family						
High Self	311	13.50	15.09	12.44	2.65	522	49.41	54.96	30.73	24.23	
High Family	312	26.61	29.75	27.89	1.86	Group Health Plan, Inc.:					
Low Self	314	7.63	9.51	8.92	0.59	High Self	531	12.62	14.85	12.44	2.41
Low Family	315	14.80	18.42	17.27	1.15	High Family	532	35.26	41.28	30.73	10.55
National Association of Letter Carriers:					Group Health Cooperative of Puget Sound:						
High Self	321	13.83	15.28	12.44	2.84	High Self	541	13.57	15.56	12.44	3.12
High Family	322	36.59	39.95	30.73	9.22	High Family	542	35.73	39.59	30.73	8.86
National League of Postmasters of the United States:					Kaiser Foundation Health Plan of Oregon:						
High Self	361	16.99	21.27	12.44	8.83	High Self	571	12.68	13.64	12.44	1.20
High Family	362	36.49	45.67	30.73	14.94	High Family	572	34.28	36.62	30.73	5.89
Low Self	364	5.42	5.42	5.08	0.34	Kaiser Foundation Health Plan, Inc. North California:					
Low Family	365	13.12	13.12	12.30	0.82	High Self	591	13.36	14.72	12.44	2.28
National Rural Letter Carriers Association:					High Family						
High Self	381	12.48	15.66	12.44	3.22	592	34.42	37.84	30.73	7.11	
High Family	382	29.83	37.45	30.73	6.72	Ross-Loos Medical Group:					
American Foreign Service Protective Association:					High Self						
High Self	401	11.35	12.07	11.32	0.75	611	17.92	18.63	12.44	6.19	
High Family	402	37.08	39.45	30.73	8.72	High Family	612	41.80	43.45	30.73	12.72
Government Employees Benefit Association, Inc.:					Kaiser Foundation Health Plan, Inc. Southern California:						
High Self	411	11.14	16.44	12.44	4.00	High Self	621	16.30	17.12	12.44	4.68
High Family	412	37.12	44.29	30.73	13.56	High Family	622	42.29	44.20	30.73	13.47
Low Self	414	3.11	3.11	2.92	0.19	Kaiser Foundation Health Plan, Inc. Hawaii:					
Low Family	415	7.89	7.89	7.40	0.49	High Self	631	11.19	12.67	11.88	0.79
Group Insurance Board:					High Family						
High Self	431	11.09	15.30	12.44	2.86	632	32.45	35.46	30.73	4.73	
High Family	432	27.54	38.00	30.73	7.27	Kaiser Community Health Foundation:					
Special Agents Mutual Benefit Association:					High Self						
High Self	441	12.88	16.83	12.44	4.39	641	13.56	16.72	12.44	4.28	
High Family	442	32.62	42.68	30.73	11.95	High Family	642	37.11	45.53	30.73	14.80
Mail Handlers Benefit Plan:					Kaiser Foundation Health Plan of Colorado:						
High Self	451	11.96	13.86	12.44	1.42	High Self	651	13.41	15.49	12.44	3.05
High Family	452	32.74	38.43	30.73	7.70	High Family	652	35.69	41.27	30.73	10.54
Low Self	454	7.80	9.33	8.75	0.58						
Low Family	455	21.59	26.26	24.62	1.64						

Plan (option-type enrollment)	Code No.	1976 total premium	1977 biweekly premium rates			Plan (option-type enrollment)	Code No.	1976 total premium	1977 biweekly premium rates		
			Total premium	USPS pays	Emp. pays				Total premium	USPS pays	Emp. pays
Family Health Program, Inc.:					Rocky Mountain Health Maintenance Organization:						
High Self	661	15.03	17.17	12.44	4.73	High Self	881	14.99	15.51	12.44	3.07
High Family	662	41.40	47.34	30.73	16.61	High Family	882	35.86	40.38	30.73	9.65
Columbia Medical Plan:					Seguros De Servicio De Salud De Puerto Rico, Inc.:						
High Self	671	14.39	17.01	12.44	4.57	High Self	891	8.36	10.03	9.40	0.63
High Family	672	44.18	52.95	30.73	22.22	High Family	892	26.75	32.06	30.06	2.00
Harvard Community Health Plan:					Health Maintenance Life Insurance Co.—Guam:						
High Self	681	16.19	17.78	12.44	5.34	High Self	281	0	17.17	12.44	4.73
High Family	682	40.51	44.67	30.73	13.94	High Family	282	0	47.34	30.73	16.61
Compcare Health Plan:					Missouri Health and Medical Organization, Inc.:						
High Self	691	16.56	20.70	12.44	8.26	High Self	291	0	15.84	12.44	3.40
High Family	692	43.01	53.78	30.73	23.05	High Family	292	0	32.75	30.70	2.05
Rhode Island Group Health Association:					Share:						
High Self	701	15.54	19.48	12.44	7.04	High Self	111	11.74	14.67	12.44	2.23
High Family	702	37.73	47.42	30.73	16.69	High Family	112	32.70	41.81	30.73	11.08
Community Health Care Center Plan:					Medical Care Group of St. Louis:						
High Self	711	13.42	17.05	12.44	4.61	High Self	121	13.32	15.03	12.44	2.59
High Family	712	37.39	47.50	30.73	16.77	High Family	122	41.84	46.19	30.73	15.46
Arizona Health Plan:					Group Health Association of Northeastern Minnesota:						
High Self	721	13.47	15.15	12.44	2.71	High Self	131	14.70	17.65	12.44	5.21
High Family	722	40.08	44.80	30.73	14.07	High Family	132	36.61	41.85	30.73	11.12
Depaulo Health Plan, Inc.:					Health Maintenance Corporation (of Southwest Ohio):						
High Self	731	15.26	14.83	12.44	2.39	High Self	141	14.77	19.13	12.44	6.69
High Family	732	43.18	40.72	30.73	9.99	High Family	142	38.34	51.53	30.73	20.80
Michael Reese Health Plan, Inc.:					Community Health Program of Queens and Nassau:						
High Self	751	15.84	18.48	12.44	6.04	High Self	151	16.97	19.80	12.44	7.36
High Family	752	41.12	48.02	30.73	17.29	High Family	152	43.85	45.06	30.73	14.33
Union Health Service, Inc.:					ABC—Health Maintenance Organization:						
High Self	761	13.45	16.07	12.44	3.63	High Self	161	13.76	16.06	12.44	3.62
High Family	762	40.13	47.60	30.73	16.87	High Family	162	39.06	43.07	30.73	12.34
University Affiliated Health Plans, Inc.:					Anchor:						
High Self	771	14.40	17.96	12.44	5.52	High Self	171	13.86	15.04	12.44	2.60
High Family	772	40.50	49.75	30.73	19.02	High Family	172	38.19	45.09	30.73	14.36
New Mexico Health Care Corporation—Mastercare:					Healthcare of Louisville:						
High Self	781	14.84	17.16	12.44	4.72	High Self	181	0	15.40	12.44	2.96
High Family	782	40.86	47.05	30.73	16.32	High Family	182	0	44.01	30.73	13.28
Group Health Insurance, Inc.:					Hunter Foundation for Health Care:						
High Self	801	10.30	11.74	11.01	0.73	High Self	191	0	17.57	12.44	5.13
High Family	802	32.65	37.56	30.73	6.83	High Family	192	0	38.63	30.73	7.90
North Idaho District Medical Service Bureau:					Genesee Valley Group Health Association:						
High Self	811	14.79	15.16	12.44	2.72	High Self	211	0	16.99	12.44	4.55
High Family	812	34.07	35.25	30.73	4.52	High Family	212	0	43.87	30.73	13.14
Washington Physicians Service:					Sound Health Association:						
High Self	831	15.08	16.26	12.44	3.82	High Self	221	0	19.20	12.44	6.76
High Family	832	42.92	46.28	30.73	15.55	High Family	222	0	51.75	30.73	21.02
National Hospital Association:					Pimacare—Blue Cross of Arizona:						
High Self	841	10.11	11.12	10.43	0.69	High Self	231	0	16.15	12.44	3.71
High Family	842	26.00	28.60	26.81	1.79	High Family	232	0	42.58	30.73	11.85
Foundation for Medical Care—San Joaquin:											
High Self	861	14.01	16.88	12.44	4.44						
High Family	862	36.14	43.54	30.73	12.81						
Hawaii Medical Service Association:											
High Self	871	13.48	13.70	12.44	1.26						
High Family	872	38.13	38.76	30.73	8.03						

Note: Where no low option is shown, plan has only one option.

PAY INCREASE—NATIONAL AGREEMENT 1975

The next scheduled \$250 pay increase for eligible Bargaining Unit employees under the provisions of the National Agreement—1975 is effective November 21, 1976. Because this date is other than the first day of a pay period (PP), special payroll procedures will be necessary to produce a timely and correct payment for PP 25-76 (Nov. 20-Dec. 3).

Provisions to capture hours of service at the old and new rate within the pay period are outlined in the following paragraphs.

A. Processing Personnel Actions

Personnel Service Centers. Personnel actions effective on or after November 21 must reflect the new salary rates.

Personnel change actions affecting salaries that are effective Novem-

ber 21 thru December 3 and processed in PP 25-76 must be submitted as a *PDC Hold Out—No Tape* action. The change will be processed by the PDC as an adjustment in PP 26-76.

B. Timekeeping Procedures

1. Timecards. The postal data center will issue a special timecard, color coded and identified as PP 41-76, for all eligible Bargaining Unit employees. This special timecard will be used to adjust the salary for employees in a pay status (work or leave) on November 20. The special timecard 41-76 will be mailed for receipt at postal installations no later than November 19. All daily entries for leave, work, Sunday, night work, and overtime hours for the service day November 20 will be transcribed from the normal PP 25 timecard to

the special 41-76 timecard. The special 41-76 timecard will be appropriately totaled and submitted to the respective servicing PDC. The special 41-76 timecards *must* be submitted for receipt by November 24, 1976. Unused special timecards, PP 41-76 should not be returned to the PDC. Do not alter the regular PP 25-76 timecard; these timecards will be completed for the entire period and submitted in the usual manner.

2. Higher Level Service. Eligible Bargaining Unit employees serving higher level in a *non-Bargaining* (PES-PMS-PTAC Schedule) position may require submission of two Forms 1640, *Higher Level Certificate*. One Form 1640 will be required to reflect higher level service on November 20 only. This Form 1640 must be identified in bold print as **PP 41-76—November 20, 1976**. The Form

Exhibit A shows the front and back of a regular P/P 25-76 timecard. The front side (top half) includes columns for OVERTIME, WOP, PAID LEAVE (DL, SL, AL), NIGHT WORK, and WORK HOURS. The back side (bottom half) includes columns for NIGHT WORK, WORK HOURS, and a section for SPECIAL SERVICE. The card is filled with handwritten entries for a week, with a total of 30 hours for night work and 40 hours for work hours. A note on the front side reads: "FRONT—BEGIN ON THIS SIDE THIS IS THE BASIS OF YOUR PAY—DO NOT TRAIL SERVICE OR PARTICIPATE IN NEW YEAR AND HOLIDAY TIME CARD".

Exhibit B shows a special P/P 41076 timecard. It is a duplicate of the regular timecard but with a vertical line through the center and the word "SPECIAL" written vertically. The card is filled with handwritten entries for a week, with a total of 30 hours for night work and 40 hours for work hours. The card is identified as "Sample M. Y. 987654321 11-0 1A359876 25-76 110 431".

Exhibit B shows a special P/P 41076 timecard. It is a duplicate of the regular timecard but with a vertical line through the center and the word "SPECIAL" written vertically. The card is filled with handwritten entries for a week, with a total of 30 hours for night work and 40 hours for work hours. The card is identified as "Sample M. Y. 987654321 11-0 1A359876 41-76 SPECIAL".

Exhibit A

Exhibit B

Completion of the regular P/P 25-76 timecard (front and back). All hours applicable to the full pay period are reported as usual.

Special P/P 41076 timecard reflecting service for November 20 transcribed from the regular 25-76 timecard.

1640 will be certified and completed in the usual manner and be submitted together with the special PP 41-76 timecard for receipt in the PDC by November 24. Another Form 1640 will be used to reflect higher level service for the period November 21 through December 3. This Form 1640 will be identified as PP 25-76 ending December 3, 1976. The form will be completed, certified, and submitted in the usual manner, together with the regular PP 25-76 timecard. The PDC will compute each higher level certificate and respective timecard at the appropriate rate for payment in the December 10, 1976, pay check. It is important that the Form 1640 be identified and submitted with the respective timecard.

3. *PSDS Facilities.* The ADP centers will automatically transmit the necessary time credits required for the pay increase, for EMR's of all eligible employees with SCH Codes 4 and 5, to the PDC's at the end of the pay period. Also included will be cases of employees whose basic level SCH is 4 or 5 and the higher level (H/L) SCH is 3, 6, or 7.

Prior Pay Period Manual Pay Adjustment. Since the salary increase of November 21 is effective on day 2 of PP 25, it will be necessary to prepare separate Forms 1223, *Earnings and Deductions Statement*, when processing prior period adjustments for PP 25 in subsequent pay periods. Adjustments for day 1 should be submitted on one Form 1223 and adjustments for days 2 through 14 on another Form 1223. Boldly indorse the Form 1223 for day 1 **Prior to Pay Increase.**

4. *Rural.* A special color coded PP 41-76 certificate will be furnished by the servicing PDC to record service on November 20 by (1) a sub rural carrier, or (2) a sub rural carrier on a vacant route or on a route where carrier is on extended leave "who does not agree to terminate the guarantee" agreement.

The sub rural carrier's service on November 20 will be transcribed to the 41-76 certificate; actual hours of service on this date will be entered in hundredths hours (00.00) in the *Additional Hours (Christmas Only)* block. The sub on a vacant route described above, if not relieved on November 20, will enter actual hours of service in hundredths hours

Continued on p. 9

P/P 41-76 NOV 20, 1976

NAME OF EMPLOYEE H.L. SAMPLE		FAC	ISC	FINANCE NO.	SOCIAL SECURITY NO.	EMPLOYEE REGULAR SERVICE			
				M 35-9910 654-32-9876		DEL.	ACT.	LEVEL	STEP
		HIGHER LEVEL SERVICE				11	0	05	12
REASON (ENTER ID)		SERVED LAST DAY IN PERIOD		SERVICE		HOURS			
VACY AL SH SCHED DAY OFF		YES NO		DEL. ACT. LEVEL O.T. H.W.		PAY SUNDAY HOLIDAY			
FIRST WEEK	SAT. MON. TUE. WED. THU. FRI.								
SECOND WEEK	SAT. MON. TUE. WED. THU. FRI.								
				09015		0018			
This certifies that this employee has completed the required 30 days service in a higher level position or is immediately entitled (see 756.54, Postal Manual) and is due additional pay for the number of hours (or days) for the difference in levels shown.									
POST OFFICE NAME		CERTIFIED CORRECT		FOR PAY PERIOD		ENDING		BY <i>G.M. Signature</i> 11/23/76	
Your Town, U.S.		41-76		NOV 20					
PS Form 1640		ISC/PRIOR 47203		CERTIFICATE FOR ADDITIONAL SALARY PAYMENT					

Exhibit C

Higher Level service performed on November 20 only. Identify the Form 1640 as shown and submit with the special 41-76 timecard.

NAME OF EMPLOYEE H.L. SAMPLE		FAC	ISC	FINANCE NO.	SOCIAL SECURITY NO.	EMPLOYEE REGULAR SERVICE			
				M 35-9910 654-32-9876		DEL.	ACT.	LEVEL	STEP
		HIGHER LEVEL SERVICE				11	0	05	12
REASON (ENTER ID)		SERVED LAST DAY IN PERIOD		SERVICE		HOURS			
VACY AL SH SCHED DAY OFF		YES NO		DEL. ACT. LEVEL O.T. H.W.		PAY SUNDAY HOLIDAY			
FIRST WEEK	SAT. MON. TUE. WED. THU. FRI.								
SECOND WEEK	SAT. MON. TUE. WED. THU. FRI.								
				09015		0016			
This certifies that this employee has completed the required 30 days service in a higher level position or is immediately entitled (see 756.54, Postal Manual) and is due additional pay for the number of hours (or days) for the difference in levels shown.									
POST OFFICE NAME		CERTIFIED CORRECT		FOR PAY PERIOD		ENDING		BY <i>G.M. Signature</i> 12/3/76	
Your Town, U.S.		25-76		12/3/76					
PS Form 1640		ISC/PRIOR 47203		CERTIFICATE FOR ADDITIONAL SALARY PAYMENT					

Exhibit D

Separate Form 1640 for Higher Level service performed in the period November 21 thru December 3. Submit the Form 1640 with the regular P/P 25-76 timecard.

STATEMENT OF SERVICE PERFORMED ON RURAL ROUTE

SOCIAL SECURITY NO.	NO. OF DAYS	DATE	NAME OF CARRIER WHO RELIEVED	DATES SERVICE WAS PERFORMED	IF NO PREVIOUS SERVICE REMOVED BY SUBSTITUTE, SUBMIT W-4 WITH THIS CERTIFICATE. ADVISE IF WITHIN RETIREMENT ACT.		
123-45-9876	1		R.C. SUB	11/20			
ASSIGNED CARRIER ONLY		ADDITIONAL HOURS (CHRISTMAS ONLY)		00.25			
POST OFFICE	YEAR	DES.	SSN	NAME OF ASSIGNED CARRIER	FINANCE NO.	ROUTE NO.	LEAVE ON ORDER
8R 41	76	71	987654321	R. E. Gular	29-9949	SPECIAL	
DATES OF PARTIAL FAILURE		HOURS OMITTED		THIS IS TO CERTIFY THAT THE ABOVE CARRIER REMOVED COMPLETE SERVICE AS CONTEMPLATED BY POSTAL REGULATIONS.			
REASON FOR PARTIAL FAILURE		DATE		SIGNATURE OF POSTMASTER			

Exhibit E

This exhibit reflects entries for a Sub Rural Carrier on the special 41-76 certificate for service on November 20. Note: The actual hours of service is posted to the Christmas Only block.

POST OFFICE CHANGES NO. 1

(Supplemental to 1977 Directory of Post Offices, Publication 26—not yet published.)

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.)

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	Madison	Madison			35758	Add	1-1-77	C estab.
MI	Detroit	Wayne	Kercheval	Sx	48215	Delete	11-5-76	} Sx name changed.
MI	do	do	Fox Creek	Sx	48215	Add	11-5-76	
NY	New York	New York	APO 09892	B	09892	Delete	6-8-76	} To amend PB 21089. Change MR A-B-F-I to MR A-B-F.
NY	do	do	do	B	09892	Add	6-8-76	
NY	Syracuse	Onondaga	Teall	Sx	13217	Add	9-11-76	Sx estab.
OH	Hamilton	Butler	Millville	B	45013	Delete	6-23-76	B disc.
PA	Lock Haven	Clinton	Flemington	B	17745	Delete	8-31-76	B disc.
VA	Richmond	IC	Westover Hills	S	23225	Add	10-15-76	S estab.

—Customer Services Department, 11-4-76.

Change of Address Kits

This is to clarify the notice in POSTAL BULLETIN 21096, 10-21-76. Supplies of Notice 8A, *Change of Address Kit*, are available in the supply centers. The kits will *not* be automatically distributed to retail facilities.

You may order Notice 8A by submitting Form 7380, *Requisition for Supplies*, during normal requisitioning cycles.—*Customer Services Dept., 11-4-76.*

Continued from p. 8

(00.00) in the *Additional Hours (Christmas Only)* block of the special 41-76 certificate. The special certificate will reflect service for November 20 only; it will be completed, certified, and submitted for receipt at the PDC by November 24, 1976. Special certificates not used should not be submitted to the PDC.

The period 25-76 Forms 1314, *Rural Certificate*, will be completed and submitted in the normal manner.

If no prepunched card is received for an eligible employee that worked or was on leave on November 20, prepare an unpunched card and identify it as stated above. Submit the manually-prepared unpunched special timecards with the other special 41-76 timecards for receipt at the PDC by November 24, 1976. Exhibits A through E are included as an aid in complying with these instructions.—*Finance Dept., 11-4-76.*

Pay Adjustment Upon Temporary Detail From PTAC To Equivalent PMS Position

Effective October 9, 1976, a PTAC employee who is temporarily detailed to an *equivalent* grade position in the PMS Schedule shall be paid at the corresponding step of the PMS Schedule for such service. For example, an employee at the PTAC-15 level, step 4, who is temporarily assigned to a PMS-15 position would be paid at PMS-15, step 4 rate, for such service.

Installation heads will submit a Form 1640, *Certificate for Additional Salary Payment*, to document each period of such service. The postal data center will automatically compute any difference in step rates for the employee and will make the additional salary payment in a forthcoming check to the employee.—*Employee & Labor Relations Group, 11-4-76.*

Wanted Circulars Canceled

Destroy the wanted circulars issued for the following postal offenders:

Name	Date of Issuance
Norman McDowell, Jr.	9-28-76
Donald R. Whittington	7-30-76

—*Inspection Service, 11-4-76.*

Domestic Orders

False Representation. Enforced by postmasters at cities listed.

State/City	Name(s) Covered
PA, Jenkintown	STS Plan 416A Fox Pavilion
PA, Southampton	American Consumer 1050 Street Road
PA, Philadelphia	Long 'N Strong Caroline Road American Consumer Caroline Road
FL, Punta Gorda	Doctor's Laboratories and Doctor's Rotasage
NY, New Rochelle	Box 398 Progressive Sales and Progressive Sales Group Box 310

—*Judicial Officer, 11-4-76.*

Revised CSC Retirement Membership Certificate

The Civil Service Commission has revised Standard Form 105, *Certificate of Membership in the U.S. Civil Service Retirement System*, to include amendments to the retirement law through December 31, 1974. The revised edition dated September 1975 is now available in both supply centers.

Installation heads should requisition the revised SF 105 from appropriate area supply centers during their

regular requisitioning cycle on Form 7380, *Requisition for Supplies*. Upon receipt of the September 1975 edition of SF 105, previous editions will be obsolete and should be destroyed.

Give the revised SF 105 only to *new* employees (new hires) covered by the retirement system. It may also be given to other employees on the rolls with retirement coverage if they ask for it.—*Employee & Labor Relations Group, 11-4-76.*

All Holders of Handbook M-52

Safe Driver Award Committee

This notice makes provision for including a fourth member of the Safe Driver Award Committee.

This fourth member is an ad hoc member who will be chosen on a case by case basis. He/she must be a driver from the same craft as the employee involved in the accident being reviewed.

Section 255.1, Methods Handbook Series M-52, *Fleet Management*, will be revised accordingly.—*Employee Relations Dept., 11-4-76.*

Winter Road Conditions

Postmasters are expected to enlist the cooperation of road authorities and customers in keeping roads passable and approaches to mailboxes cleared during the winter months.

Rural and star route carriers must make every reasonable effort to serve the greatest number of customers possible during severe weather, using alternate roads or retraces when necessary. These carriers are not required, however, to provide service on foot when roads are impassable. They should not be required to attempt delivery by motor vehicle during periods of inclement weather of such severity that civil authorities (e.g., city mayors, State highway police officers, or State highway administrative authorities) consider road-travel hazardous and have informed the public (via radio, TV, or other media) not to travel public streets or highways.

Highway officials are responsible for keeping public roads passable and in good repair. In areas where service is provided over roads not maintained by road authorities, the owner of the road is responsible. Postmasters should use Form 4024, *Request to Repair Roads*, to notify customers, highway authorities, and other road owners of the needed road maintenance.

Customers are responsible for keeping approaches to boxes clear of snow and all other obstructions, which may make delivery of mail difficult or at times impossible. Use Form 4056, *Your Mailbox Needs Attention*, and Notice 38, *Snow Removal by Rural*

Safety Alert—Steel Typist Chairs

The Postal Service has been advised by GSA that some steel typist chairs identified by the following national stock numbers constitute a potential safety hazard:

7110-00-273-8791
7110-00-754-0762
7110-00-754-0763
7110-00-958-8046
7110-00-958-8047
7110-00-958-8048

The hazards occur when the spindles of the rotary mechanism of the chairs are threaded full length. Spindles elevated full length cause extreme pressure on the plastic hub at the base of the chair. This causes the plastic bushing on the chair to snap, and the chair to collapse.

All chairs of the above NSN's and further identified with the name *InterRoyal* on the chair (bottom or back) should be removed from service and the following corrective action taken:

The spindle should be removed from the base, and the handwheel spun upward to clear the bottom thread. A thread in the spindle located 2½ inches from the bottom of the spindle should be impacted with a blow from a hammer and driftpin (blunt chisel or punch). This upset thread will create the necessary adjustment range stop for the handwheel. The chair can then be returned to service.—*Employee Relations Dept., 11-4-76.*

Route Customers, to notify customers of obstructed boxes. Customers must be aware that failure to open approaches to boxes promptly after heavy snows may temporarily prevent carriers from making deliveries.

If excessive and extended detours are necessary, ask customers to temporarily relocate their boxes on the new line of travel, arrange to receive their mail through another customer's box, or make other suitable arrangements for handling their mail until travel on the blocked roads can be resumed.

Postmasters should publicize the above information in local newspapers or by other available effective means.—*Delivery Services Dept., 11-4-76.*

Form 3541

A totally new Form 3541, *Statement of Mailing—Second-Class Publications*, is being prepared which combines the present Forms 3541 and 3542. Similarly, a new Form 3541A, *Statement of Mailing—Controlled Circulation Publications*, will be issued separately.

The new forms are being printed and will be shipped directly to post offices having second-class entries.

It is intended that use of the new forms will start uniformly on January 1, 1977. Until that date, continue to locally reproduce the sample, current edition of Form 3541, published in SPECIAL POSTAL BULLETIN 21087, 7-9-76. Managers will assure that only the amounts needed until the end of the year are printed.

A sample of the new Form 3541 will be published in the next POSTAL BULLETIN to give employees time to familiarize themselves with the new format.

Do not send requisitions to the supply centers for these new forms until the next regular requisitioning cycle following receipt of the direct shipment.—*Rates & Classification Dept., 11-4-76.*

Increase in Price of Ice Melt

The General Services Administration has announced new prices on calcium chloride ice melt (NSN 6810-00-082-2644). These prices are significantly higher than previous prices and are substantially higher than quotes received from local suppliers:

GSA Prices	
80-Pound Bag	
Oct. 1975	\$5.70
Apr. 1976	12.40
83-Pound Drum	
July 1976	\$24.30
Oct. 1976	17.80

Prior to placing orders with GSA for calcium chloride melt, ordering offices should check local prices. If local procurement will result in savings to the USPS, local procurement is authorized.

Care should be taken to insure that the local product is calcium chloride and not sodium chloride (rock salt) which is not an acceptable substitute.—*Procurement & Supply Dept., 11-4-76.*

REQUISITION SCHEDULE FOR BULK POSTAGE STAMPS AND POSTAL CARDS

Shown below is calendar year 1977 requisitioning schedule to be used by post offices with 950 or more revenue units when ordering bulk postage stamps from the Bureau of Engraving and Printing. It is also to be used by all Post offices when ordering postal cards from the Government Printing Office.

The requisitioning dates for some post offices have been realigned to equalize the workload at the point of

manufacture and to effect economies in shipments to post offices. *The affected offices should give consideration to adjusting their inventory of postage stamps and postal cards during the first quarter of FY 1977 in order to preclude shortages during the second quarter.*

Strict compliance with this schedule will expedite the shipment of stamps and postal cards to post offices.

Requisitions should be submitted well in advance to assure their receipt at the Bureau of Engraving and Printing and the Government Printing Office by the dates shown in the schedule. Allow three weeks after scheduled requisitioning date for receipt of shipment.

Fiscal Handbook Series F-1, *Financial and Cost Controls*, will be updated to reflect this new schedule.

Offices Located in Following States and Possessions

Dates Requisitions Are Due at the Bureau of Engraving and Printing or the Government Printing Office

Alaska, Arizona, California, Guam, Hawaii, Montana, Nevada, Oregon, Washington	Jan. 3	Feb. 28	Apr. 25	June 27	Aug. 29	Oct. 31
Colorado, Idaho, New Mexico, Utah, Wyoming	Jan. 10	Mar. 7	May 2	July 11	Sept. 12	Nov. 7
Iowa, Michigan, Minnesota, Nebraska, North Dakota, South Dakota, Wisconsin	Jan. 17	Mar. 14	May 9	July 18	Sept. 19	Nov. 14
Illinois, Indiana, Kansas, Kentucky, Missouri, Ohio, Oklahoma	Jan. 24	Mar. 21	May 16	July 25	Sept. 26	Nov. 21
Arkansas, Louisiana, Mississippi, Tennessee, Texas	Jan. 31	Mar. 28	May 23	Aug. 1	Oct. 3	Nov. 28
Alabama, District of Columbia, Florida, Georgia, Maryland, North Carolina, South Carolina, Virginia, West Virginia	Feb. 7	Apr. 4	June 6	Aug. 8	Oct. 10	Dec. 5
Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont	Feb. 14	Apr. 11	June 13	Aug. 15	Oct. 17	Dec. 12
Delaware, New Jersey, New York, Pennsylvania, Puerto Rico, Virgin Islands	Feb. 21	Apr. 18	June 20	Aug. 22	Oct. 24	Dec. 19

—Customer Services Dept., 11-4-76.

Annual Alien Address Report Program

The Immigration and Nationality Act of 1952 requires each alien residing in the United States on January 1, 1977, to report his/her current address to the Commissioner of the Immigration and Naturalization Service within the period January 1 through January 31, 1977.

All post offices throughout the United States, Guam, Puerto Rico, and the Virgin Islands will distribute Forms I-53, *Alien Address Report Cards* to the aliens. The responsibility of filling out, affixing postage to, and mailing the cards rests with the aliens.

The card for 1977 resembles the 1976 card, but with a new address for the Alien Address Report Processing Center. The Immigration and Naturalization Service will furnish a supply of cards to each postmaster during the month of November; the cards *must not*, however, be distributed to the public until the first day of January 1977. Postmasters requiring additional cards should request them from the nearest post office or from

Discontinuance of Form 3960

Effective with the receipt of this bulletin, offices which sell postage and other stamp stock to the public directly out of the Main Stock *only* will do the following:

a. Immediately begin to use Part Eight (Daily Stamp Stock Record) of Form 1551, *Accountbook*, to identify inventory transactions. Use separate pages of Part Eight to maintain a record of each type of inventory (e.g., Bird or Postage Stock).

b. Discontinue using Form 3960, *Daily Stamp Stock Record*. Destroy surplus blank copies of this form which are now obsolete.

Fiscal Handbook F-1, *Financial and Cost Controls*, will be revised as necessary.—Finance Dept., 11-4-76.

the nearest office of the Immigration and Naturalization Service.

Detailed instructions concerning the 1977 Alien Address Report Program will appear in the *POSTAL BULLETIN* of 12-16-76.—Rates & Classification Dept., 11-4-76.

All Holders of the Publication 41

Postal Contracting Manual, TL 21

Notice is given of the following omissions in Transmittal Letter 21 to Pub. 41, *Postal Contracting Manual*:

(a) The past sentence of paragraph 19-132 should read: "Extra trips ordered pursuant to 19-303.27 and 19-810.34 do not constitute service changes."

(b) The last sentence in paragraph 19-132.2(a) should read: "Adjustments in compensation due to insignificant minor service changes on highway and air taxi contracts shall be made in accordance with 19-316.11 and 19-810.71."

These omissions will be corrected in a forthcoming Transmittal Letter.—Procurement & Supply Dept., 11-4-76.

**EXPEDITE SERVICE—
SAVE MONEY—PROCESS
MAILBAGS FREQUENTLY**

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. Destroy the PB-21096 article.

160,193,201 to 160,193,300	185,028,741 to 185,028,800	213,504,865 to 213,505,000
160,507,331 to 160,507,400	186,446,001 to 186,446,500	216,823,954 to 216,824,000
160,606,501 to 160,606,900	186,820,405 to 186,820,900	217,621,979 to 217,622,100
160,919,925 to 160,920,000	188,460,651 to 188,460,700	217,622,401 to 217,622,800
160,921,817 to 160,921,900	188,669,520 to 188,670,000	217,979,501 to 217,979,600
161,799,901 to 161,800,000	189,205,701 to 189,205,800	218,660,066 to 218,660,700
161,981,006 to 161,981,900	189,217,169 to 189,217,400	219,494,026 to 219,494,130
162,015,701 to 162,015,800	189,278,454 to 189,278,464	219,692,001 to 219,692,100
162,314,201 to 162,314,700	189,357,868 to 189,357,878	224,126,989 to 224,127,100
162,600,001 to 162,600,200	190,053,526 to 190,054,000	225,318,461 to 225,318,500
163,420,501 to 163,420,800	192,099,601 to 192,099,800	226,781,246 to 226,781,400
163,573,201 to 163,573,900	196,116,101 to 196,116,600	226,073,655 to 226,073,700
165,349,901 to 165,350,200	198,036,801 to 198,036,900	227,129,004 to 227,129,400
165,618,226 to 165,618,300	198,520,743 to 198,520,800	227,564,701 to 227,564,800
166,278,201 to 166,278,500	199,531,501 to 199,531,600	229,000,595 to 229,000,600
166,951,587 to 166,951,700	199,662,401 to 199,662,500	229,083,686 to 229,083,700
170,477,105 to 170,477,200	199,662,562 to 199,662,600	229,428,120 to 229,428,300
171,471,801 to 171,472,100	199,843,031 to 199,843,050	230,004,990 to 230,005,200
171,815,673 to 171,816,000	200,400,512 to 200,400,600	230,143,701 to 230,144,000
173,562,701 to 173,563,700	200,467,313 to 200,467,500	231,387,001 to 231,387,500
173,890,301 to 173,890,500	201,328,601 to 201,329,300	232,017,701 to 232,017,800
174,317,402 to 174,317,500	201,963,699 to 201,963,800	234,067,232 to 234,067,300
175,434,677 to 175,434,900	201,980,250 to 201,980,299	235,833,783 to 235,833,800
176,226,349 to 176,226,700	202,545,957 to 202,546,000	237,386,845 to 237,387,000
176,413,353 to 176,413,400	207,218,569 to 207,218,600	237,853,501 to 237,853,600
176,780,901 to 176,781,200	207,886,401 to 207,886,600	238,758,669 to 238,758,730
178,155,401 to 178,155,500	208,872,242 to 208,872,257	239,162,130 to 239,162,200
178,759,158 to 178,759,197	209,190,001 to 209,195,000	239,863,796 to 239,863,870
179,838,411 to 179,838,600	210,301,801 to 210,302,000	239,864,826 to 239,864,900
180,446,855 to 180,446,866	210,835,285 to 210,835,300	240,362,301 to 240,362,600
182,975,501 to 182,976,200	210,935,633 to 210,935,700	240,843,695 to 240,844,200
183,457,601 to 183,458,300	212,900,201 to 212,900,300	243,920,027 to 243,920,100
183,769,412 to 183,769,500	213,345,001 to 213,345,100	247,649,190 to 247,649,200

All Postal Facilities in the Passport Program

Passport Agent's Manual

The Passport Office has mailed two copies of the revised *Passport Agent's Manual* to each postal facility in the Passport Program. This is to advise you that a limited supply of the new manual is available at area supply centers. Please order additional copies from the centers on Form 7380, *Requisition for Supplies*, during regular requisitioning cycles.—Customer Services Dept., 11-4-76.

Special Cancellations

Postmasters having any of the special cancellation die hubs listed below are authorized to use them for the periods designated. At the end of the period, the die hubs should be withdrawn from use and stored. Postmasters who do not have these special die hubs shall not request them without application by the sponsors.

Cancellations	Period of Use
Goodwill	
Industries-----	Nov. 1 to Dec. 31, 1976.
TB and Lung-----	Nov. 8 to Dec. 31, 1976.
Retarded Children--	Nov. 1 to Nov. 30, 1976.

—Rates & Classification Dept., 11-4-76.

Mismatched Numbers on Insured and Certified Receipts

All offices are cautioned to be on the alert for mismatched numbers on Form 3800, *Receipt For Certified Mail*, and Form 3813-P, *Receipt For Insured Mail Domestic-International*. A recent example of this error was observed in the August 1975 edition of Form 3813-P when approximately 300 mismatched forms were detected in a batch of 5000.

Any faulty forms detected should be withdrawn and destroyed.—Rates & Classification Dept., 11-4-76.

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

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

- A. **New Style.** The actual serial numbers consist only of the first 10 Digits. Destroy the PB 21096 article.
- B. **Old Style.** The listing from PB 21096 is still valid.
- C. **Counterfeit.** The listing from PB 21096 is still valid.

1616545152	to	1616545999	1943408185	to	1943408199	2034879111	to	2034879199
1625466141	to	1625466199	1943791168	to	1943791199	2036193700	to	2036193999
1636675839	to	1636675899	1944408645	to	1944408699	2036194350	to	2036194599
1636676082	to	1636676999	1945120446	to	1945120499	2039774500	to	2039774775
1657057000	to	1657057999	1945197600	to	1945198099	2041088000	to	2041089999
1659361877	to	1659361899	1945243540	to	1945243599	2041609600	to	2041609699
1688304300	to	1688304999	1946688200	to	1946688299	2043081700	to	2043081899
1689773900	to	1689774199	1951045661	to	1951045999	2043875944	to	2043875999
1691674300	to	1691674999	1952637000	to	1952638999	2045459800	to	2045460099
1698585200	to	1698585599	1953225400	to	1953225699	2050722591	to	2050722599
1744356292	to	1744356999	1955912600	to	1955912799	2052888200	to	2052888299
1756102798	to	1756103399	1956684632	to	1956684699	2054299000	to	2054299199
1767029971	to	1767029999	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
1870326017	to	1870326099	1982839495	to	1982840499	2090619332	to	2090619399
1875828852	to	1875829299	1987731000	to	1987731199	2090982736	to	2090982799
1882610034	to	1882610099	1988187449	to	1988187499	2093535946	to	2093535999
1893327400	to	1893327499	1990507805	to	1990507899	2096132430	to	2096132451
1895135524	to	1895135599	1990507905	to	1990507999	2097278200	to	2097278299
1895213400	to	1895213499	1990687689	to	1990687699	2097282600	to	2097283099
1901049379	to	1901049499	1995671359	to	1995671999	2099936003	to	2099936199
1901372592	to	1901372699	1999837384	to	1999837499	2101768200	to	2101768599
1903536500	to	1903536599	2002639419	to	2002639450	2106951701	to	2106951799
1911918635	to	1911918799	2002881886	to	2002881899	2108553150	to	2108553499
1911939000	to	1911939299	2008467100	to	2008467199	2108619400	to	2108619599
1913077598	to	1913077999	2010587233	to	2010587299	2112380459	to	2112380999
1914787700	to	1914787999	2012944901	to	2012944999	2115272600	to	2115273099
1916448498	to	1916448599	2012945006	to	2012945099	2116823100	to	2116823599
1920282400	to	1920282497	2013805500	to	2013805699	2117834238	to	2117834299
1925051436	to	1925051499	2018938400	to	2018938499	2122159972	to	2122159984
1926528400	to	1926528499	2020057900	to	2020058199	2122681108	to	2122681499
1926628500	to	1926628699	2020617306	to	2020617399	2131513600	to	2131513899
1928283500	to	1928283599	2021090400	to	2021090499	2131659000	to	2131659199
1932043571	to	1932043599	2022309769	to	2022309799	2138225800	to	2138226299
1932709981	to	1932709999	2023458092	to	2023458299	2139131670	to	2139131699
1932719600	to	1932719699	2025217286	to	2025217699	2148789300	to	2148789399
1932738600	to	1932738999	2025609787	to	2025609999	2155380200	to	2155380499
1937698700	to	1937698728	2026068306	to	2026068399	8005023000	to	8005023999
1937773334	to	1937773399	2026636200	to	2026636599	8006421254	to	8006421299
1938175400	to	1938175499	2028624211	to	2028624299	8006580878	to	8006580899
1938921759	to	1938921999	2028917000	to	2028917999	8007230601	to	8007230617
1940535900	to	1940535999	2032976000	to	2032977499	8012783600	to	8012783999
1942580000	to	1942580299	2033489900	to	2033489999			

UNITED STATES POSTAL SERVICE
WASHINGTON, DC 20260
OFFICIAL BUSINESS

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



FIRST CLASS