



postal bulletin

Directives and Forms Division, Washington, DC 20260 PB 21100—Dec. 2, 1976—24 Pages

To All Employees

Acceptance of Parcels

Parcel damage must be further reduced. The interest of the Postal Service, including that of each employee, is served only if we deliver parcels in good condition to our customers. Every damaged parcel delivered to a customer is presumed by the customer to have been abused by the Postal Service. Every damaged parcel received by a customer encourages that customer to seek alternative forms of delivery in the future. Two basic causes of damaged parcels exist: either the parcel was inadequately packaged and should not have been accepted as mail in the first place, or after the parcel was accepted it was damaged while being handled or transported.

We have already taken, and are still taking, steps to improve our internal processing of parcels. Many employees involved in the distribution, transportation, and delivery of mail are contributing to this effort. We also need to devote substantial effort to improving our acceptance procedures, assuring that only packages which are properly prepared are entered into the mail-stream. This effort will primarily depend upon employees accepting mail directly from customers, whether at windows, on post office platforms, or at mailer's plants. Other employees also will assist by reporting mail discovered to be susceptible to damage when it is being presented.

Our acceptance effort must concentrate on two areas: recognition of what constitutes adequate packaging, and refusal of mail that is inadequately packaged, whenever warranted. This refusal should always be accompanied by a courteous explanation of the reasons for our actions. Where they are available, printed packaging instructions should be given the mailer whose parcel is refused. Refusal of mail may cause adverse reactions by some customers who may claim we are not willing to provide service. We must explain that our desire to provide good service requires us to refuse certain materials. Some misunderstandings may result, but we believe most customers will understand and appreciate our refusal to accept poorly packaged mail. We must assure that the only parcels which we accept in the Postal Service are those that are properly packaged, and we must take every precaution to prevent them from being damaged in normal processing and transportation. Section 123.13 of the POSTAL SERVICE MANUAL specifies that an inadequately packaged parcel is nonmailable. That regulation must be followed.

All platform and window acceptance employees and their supervisors must be familiar with Parts 121 and 124 of the PSM covering packaging and mailable requirements. Conscientious attention is required to see that the packaging on all articles accepted for mailing meets postal requirements. Employees also must be able to recognize parcels which contain restricted articles (identified by hazardous materials warning labels or labels identifying the contents) and assure that they are accepted and handled only as authorized.

Publications 211B and 211C, distributed by the Training and Development Institute in 1974, should be used by window clerks in reviewing the guidelines for accepting parcels. Questions concerning the availability of additional copies of these publications should be addressed to the appropriate postal employee development center. Unresolved questions regarding mailable should be handled as specified in section 123.3 of the POSTAL SERVICE MANUAL.

We ask all managers and employees to join in our efforts to improve parcel mail service.

WILLIAM F. BOLGER
Deputy Postmaster General

ZIP Code on 4th Class Mail

Many parcels accepted for mailing are delayed in transit and cause multiple handlings because they do not bear the ZIP Code of the addressee. Window clerks should urge customers to enter the ZIP Code on all fourth-class mail. However, if any parcel without a ZIP Code is presented, the clerk must properly endorse the ZIP Code on the parcel at the time of mailing. For this purpose a dark felt tipped pen or its equivalent must be used and the ZIP Code *underscored* to make it noticeable.

Postmasters will hold window supervisors accountable for adhering to these instructions.—Customer Services Dept., 12-2-76.

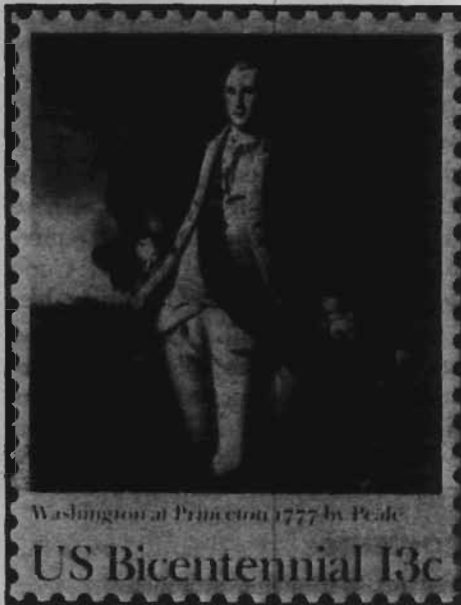
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13-Cent Washington at Princeton Commemorative Stamp

Description. The 13-cent Washington at Princeton commemorative stamp will be first placed on sale at Princeton, NJ 08540 on January 3, 1977. Because of new first-day cover procedures, it is important that all offices begin selling these stamps on January 4, 1977.

Do Not Sell Before Jan. 4, 1977.



Size: 1.105 x 1.44 inches.

Issued in sheets of 40.

Colors: Yellow, magenta, cyan, black tone, and black line.

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

Collectors. First-day cover cancellations may be obtained by one of the following methods:

a. Customers Affixing Stamps. Collectors may purchase stamps at their local post offices and affix them to their envelopes. All envelopes must be addressed. Peelable address labels are recommended and a filler card of postal card thickness should be inserted in each cover. Orders must be postmarked by January 18, 1977, and should be addressed to:

Washington at Princeton Stamp, Postmaster, Princeton, NJ 08540. No remittance is required.

b. Postal Service Affixing Stamps. Request first-day cancellations from: Washington at Princeton Stamp, Postmaster, Princeton, N.J. 08540 (see PSM, section 257.2). Requests must be postmarked not later than January 18, 1977. Remittance is required for the face value of each stamp.

Selected United States mint stamps will be available at the Philatelic Sales Division, Washington, DC 20265 beginning January 4, 1977.

Supply. All post offices under the automatic distribution system will receive an initial supply of the stamps. Before requisitioning additional stamps (item 434), consider that the stock should be depleted prior to March 4, 1977, at all post office outlets—except designated philatelic windows and postal stores.

Post offices with 950 or more revenue units requiring additional bulk quantities: immediately requisition on Form 3356 from the Bureau of Engraving and Printing.

All post office requiring additional stamps in less than bulk quantities: requisition on separate Form 17 from designated sectional centers.

Panels. A limited number of 8½ by 11¼-inch commemorative series stamp panels will be released with the stamp. The panels (item 853) 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., 12-2-76.*

Modified First Day Cover Procedures

Effective with the release of the Washington at Princeton commemorative, the Postal Service will institute a new procedure for first day covers.

This procedure, which is optional, allows a collector to purchase new stamps locally, after the first day, affix them to envelopes, and submit the envelopes within 15 days to the designated first-day city for the first-day-of-issue postmark.

There is no change in the policy governing sales of new stamps by local post offices. New stamps must not be placed on sale until the date specified in the POSTAL BULLETIN (the day after issue). However, all postmasters should ensure that the stamps are placed on sale at that time in all offices.

The new procedures for customers affixing their own stamps are:

1. All envelopes must be addressed. It is recommended that collectors use peelable return address labels.

2. The address should be placed low and to the left, and a filler of postal card thickness should be inserted in each cover.

3. Stamps must be affixed in the upper right corner of envelopes approximately ¼ inch from the top and ¼ inch from the right edge.

4. The cover(s) should be enclosed in another envelope and addressed to First Day Cancellations, Postmaster, City, State, and ZIP Code. No remittance is required.

If desired, collectors may continue to forward their first-day cover requests with appropriate remittance in check or money order (no coins) to the first-day-of-issue post office where the stamps will be affixed by the issuing office.

Postmasters are urged to post an announcement of this procedure in a conspicuous place for the benefit of stamp collectors.—*Customer Services Dept., 12-2-76.*

INTERNATIONAL REGISTERED MAIL

Employees who engage in the acceptance of mail are reminded that: (1) the sender must declare the full value of postal union mail offered for registration to enable the accepting employee to identify valuable registered mail for recording purposes, and (2) the accepting em-

ployee must add the capital letter X after the registry number of all articles with a declared value in excess of \$400.

While an X is no longer required on domestic registered mail which exceeds \$400 in value, the X is still required on international registered

mail which exceeds \$400 in value. The letter X is necessary so outbound foreign registers may be properly recorded when dispatched from the United States. See sections 445.22c and 445.3, Publication 42, *International Mail*, (TL-83).—*Rates & Classification Dept., 12-2-76.*

EMPLOYMENT AND PAYMENT PROCEDURES FOR CHRISTMAS CASUALS

A. RURAL CARRIER CHRISTMAS HELP

1. Pay procedures and instructions for processing rural carrier Christmas help were issued in SPECIAL POSTAL BULLETIN 21099, 11-24-76.

2. Form 1219, *Appointment/Separation Rural Auxiliary*, will be used for new appointments of auxiliary rural carriers during the Christmas period.

B. CHRISTMAS CASUAL EMPLOYMENT PROCEDURES

1. **Selection Procedures.** Casual employees appointed or reemployed not to exceed twenty-one days during the Christmas period are *Christmas casuals*. They are to be selected in accordance with section 261.32, Personnel Handbook P-11, *Personnel Operations* (as amended by POSTAL BULLETIN 21090, 8-12-76), which is set forth below:

261.32 Casual and Temporary Personnel

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

a. Former Postal or Federal employees with reinstatement eligibility.

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

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

d. Registers of eligibles must be canvassed.

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

f. **Employment Application File:** If the register is inadequate for projected career needs, the examination must be announced and the resulting register canvassed prior to utilization of the applicant file. However, if sufficient candidates are not obtained through the above procedures

and the register is sufficient to meet the projected career requirements, the installation head may request authorization from the regional director, employee and labor relations, to hire from the applicant file.

.322 When the employment application file is used to fill casual or temporary vacancies, the appointing official may accept applications from candidates not on the register for the casual vacancies or for temporary appointments. If the employment application file is inadequate, the appointing officer should endeavor to obtain free local publicity. If necessary to recruit for the particular position, an order will be placed with the nearest State Employment Service office. The appointing officer should also contact veterans organizations, colleges, high schools, civic, women, minority, and other organizational groups. The appointing officer should emphasize that preference will be given in accordance with the regulations and that there will be no discrimination against any individual or group.

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

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

Group 2. All other persons entitled to veteran preference.

Group 3. All other applicants.

.324 The appointing officer must consider all available qualified applicants in the priority order. The appointing officer may select any applicant in the highest priority group, but may not select from a lower group as long as there are three qualified applicants in a higher group (or in a combination of higher groups) still available. If three persons are available in group one, the appointing officer may not appoint a person from a lower group; if three veterans are available, either 10-point or 5-point, the appointing officer may not appoint a non-veteran, except as provided in 265.4 (procedure when passing over a veteran eligible). Paid advertising will

not be used, nor is it permissible to use any employment office which charges a fee for placement. Advise the next level of management if assistance in recruitment is needed.

2. **Forms Required.** Form 1280, *Payroll Particulars, Christmas Assistant*, will not be used to hire Christmas casuals. All installations will complete Form 2551, *Worksheet for Appointments*, for each casual hired and forward it to the appropriate Personnel Service Center (PSC) for processing. Reference POSTAL BULLETIN 21091, 8-26-76.)

All Christmas casuals will be processed using Form 50, *Notification of Personnel Action*, which will be issued by the PSC. Christmas casuals, hired in post office CAG's A through J, generally will be appointed at the hourly rate of PS 4, step 1, \$5.61 per hour; where applicants for employment at these installations are qualified on outgoing and/or incoming distribution schemes and can be effectively assigned to distribution duties, appointment may be made at level 5, step 1, \$5.88 per hour. Casuals are not entitled to cost of living allowance. The PSC will place a C in the *Uniform Allowance* block and a note in the remarks section that the employee is a *Christmas casual*. Use the 60 series designation codes for these employees and nature of action code 113 when affecting an appointment.

All installations will submit Form 2526, *Request for Personnel Action*, to terminate Christmas casuals.

Important Note: It is imperative that these personnel actions be processed in a timely manner. Late processing will result in delayed salary checks for those employees affected.

C. CHRISTMAS CASUAL PAYMENT PROCEDURES

1. **Timekeepers Instruction, Handbook F-21.** Chapter 8 entitled *Christmas Payment Procedure* will not apply to the hiring, time recording, and payment of Christmas casuals for the current Christmas period.

2. **Time Recording.** Timecard offices will use the regular *Timecard*, Form 1230, and other related timekeeping forms to record time credits. Regular timekeeping procedures will apply.

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Offices using the PSD System will follow the procedures outlined in Item C-4.

3. Christmas Casual Payments. Salary checks for these employees will be distributed with the regular pay checks for pay periods 26-76 and 01-77.

Note: To reduce W-2 inquiries, advise employees that salary payments made in 1977 for service performed in 1976 will be reported as 1977 earnings on Form W-2.

4. PSDS Facilities.

a. Christmas Casuals. Christmas casuals hired for the Christmas period will record their time through the PSD System. These employees will be uniquely identified in the system so that MODS and payroll reporting requirements may be satisfied. Rural carriers and auxiliary assistants hired for rural routes for the Christmas period will not record their time through PSDS.

b. Establishing PSDS EMR for Christmas Casuals.

(1) Personnel section is required to transcribe data from the application for Christmas employment (for Christmas casuals) to Forms 1476, *PSDS EMR Items Transcript*. A separate Form 1476 should be prepared reflecting the new hires with common starting dates and boldly endorsed as follows: *All Christmas Casuals (NTE 21 Days)*. Enter the number 5 in the *Salary Rate Schedule Code (SCH)* column. Enter the number 9 in the *HL/SP Eligibility Code* column as the unique identifier for such employees. All 21-day Christmas casuals must be coded 9 in the *HL/SP* column. The Designation/Activity (D/A) code should indicate the anticipated assignment for each employee. The completed Form 1476 should be sent as soon as possible to the data collection site for processing.

(2) Data collection site is required to prepare badges and alpha/numeric input tapes as the Forms 1476 are received and processed in the anticipated employment data groupings. Only one A/N transaction B1 is required for establishing EMR's for Christmas casuals.

Note: Christmas employee Form 1476 EMR data must be entered into the system at least 1 day prior to the employee's scheduled reporting date. Data for employees sched-

Wanted Circulars Canceled

Destroy the wanted circulars issued for the following postal offenders:

Name	Date of Issuance
Jerry Wayne Thomas	8-18-75
Sherry Lynn Waters	8-18-75

—*Inspection Service, 12-2-76.*

uled to report for duty on or after December 6 should not be input prior to the pay period 25 cutoff time on December 4. EMR Change Listings must be carefully reviewed for accuracy against the source documents by the personnel section.

c. PSDS Reports

(1) *General.* Christmas casuals will be reported with part time employees. They must be assigned to pay locations of existing groups or to newly-established groups as the local situation requires. They will be identified from other part time and casual employees by an 89 in the *SUN Hours* column.

(2) *Summary of Hours.* Christmas casual hours will be included with part time flexible schedule employee hours in the Craft indicated by the EMR D/A Code.

(3) *Daily Work Hours Report.* Christmas casual hours will be included in the part time hours by pay location, and, in addition, will be shown at the end of the report as XMAS CAS employee hours. These total lines will include those employee hours with the unique identifier 9 in an office-wide total. These hours are accumulated by Craft as indicated by the D/A Code entered in the EMR.

(4) *Transfer To and From Payroll Accounts.* Applicable transfer of Christmas casual hours will be included with part time flexible hours in the report. Care must be exercised to assign the proper D/A codes to reflect the work assignment of the Christmas casual. It must agree with the information submitted to the PDC on Form 50.

d. Automatic Purge. All casual EMR's including Christmas casuals will be purged from the master file automatically. Do not enter delete transactions for these EMR's. All such EMR's will be purged at the end of the Pay Period 01-77.—*Employee Relations/Finance Departments, 12-2-76.*

All Postal Facilities Using Christmas Vehicle Hire

Christmas Vehicle Hire Payments

So that Christmas vehicle hire payments can be readily identified and expedited, submitting facilities are asked to use the following procedures:

1. Submit all Christmas contracts by December 15, 1976, to the St. Louis Postal Data Center in order to receive a prepunched Form 1804-B, *Postmaster's Certification of Vehicle Hire Service*.

2. Annotate all Christmas Emergency Forms 1804-B with the word *Christmas* in red.

3. Prepare an unpunched Form 1804-B annotated *Christmas* and submit for payment for all Christmas contracts not submitted to the St. Louis PDC by December 15, 1976.

4. Send all Christmas gas and oil invoices, the original and two copies, to the St. Louis PDC.—*Delivery Services Dept., 12-2-76.*

Bulk Quantity Requisitions for Stamps and Stamped Paper

The Bureau of Engraving and Printing and the Government Printing Office report that a large number of post offices are not submitting their requisitions according to their scheduled requisitioning date. Your failure to comply with the scheduled requisitioning dates as shown in POSTAL BULLETIN 21097, 11-4-76, will result in additional handling and transportation costs. You also increase the probability of your post office running out of stamp stock.

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 date shown on the schedule. The timely scheduled receipt of requisitions at the point of manufacture permits the consolidation of all requisitions from a given area and the dispatch of stamps and/or postal cards in truckload shipments to selected distribution points.—*Customer Services Dept., 12-2-76.*

1977 COMBINED FEDERAL CHARITY CAMPAIGN

The Combined Federal Campaign (CFC) is the uniform fund-raising method in areas where Federal and Military personnel are employed. This employee solicitation is the only solicitation authorized for charities. The exception to uniform adoption relates to areas where fewer than 200 Federal and Military employees are within a local campaign area. In these communities, organization of CFC is optional. See the Federal Fund Raising Manual for information regarding organizing a Combined Federal Campaign.

The Civil Service Commission advises Federal agencies each year of the CFC Campaigns approved for the fall campaign. Annually a POSTAL BULLETIN notice lists the approved campaign. Any changes to the approved list (late approvals or deletions) are published in subsequent POSTAL BULLETINS before the new charity deduction year begins.

The 1977 CFC's listed here are the campaigns tentatively approved for the 1977 charity year. Where available, the area covered is shown. Payroll withholding is authorized and encouraged in all postal installations in CFC Campaign areas.

Employee Allotment. The allotment privilege is available to Federal employees whose net pay regularly is sufficient to cover the allotment. Payroll withholding authorization forms will be completed to show: (a) Roster designation code following employee name; (b) employee social security number in block indicated for *Identification Number*; and (c) name of post office where employed under *Location* block.

After termination of drive, send all authorization forms in one package to the postal data center which services your installation.

Commencing Data. Withholding in the amount indicated on the form will be made for 26 pay periods beginning with Pay Period No. 2 (January 1, 1977).

Federal Campaign	Area Covered	Federal Campaign	Area Covered	Federal Campaign	Area Covered
Alabama		El Centro	Imperial Valley	Twentynine Palms	Twentynine Palms
Anniston	Calhoun County	Fresno	Fresno County	Vallejo	Napa and Solano Counties
Birmingham	Jefferson County	Kings County	Lenmore	Ventura	Ventura County
Decatur	Morgan County	Los Angeles	Los Angeles County, Edwards AFB, and part of Kern County	Victorville	Adelanto, Apple Valley, Bell Mountain, George AFB, Helendale, Hesperia, Lucerne Valley, Oro Grande, Phelan, Pinon Hills, Victorville, Wrightwood, and U.S. Government post offices
Fort Rucker	Coffee, Dale, and Houston Counties and Fort Rucker	Marysville	Yuba-Sutter		
Huntsville	Madison County	Merced	Merced County—except for towns of Los Banos, Dos Palos, and Gustine		
Mobile	Mobile County	Modesto	Stanislaus and Calaveras Counties		
Montgomery	Montgomery area	Monterey	Monterey County and Fort Ord		
Muscel Shoals	Colbert County and Lauderdale County	Ontario	Communities of Alta Loma, Chino, Cucamonga, Etiwanda, Guasti, Ontario, Upland, Montclair, Mt. Baldy	Colorado	
Selma	Selma AL; Craig AFB; and all of Dallas County			Colorado Springs	Colorado Springs area
Tuscaloosa	Tuscaloosa County			Denver	Counties of Adams, Arapahoe, Boulder, Denver, and Jefferson
Tuskegee	Tuskegee—includes post offices at Tuskegee (36083) and at Tuskegee Institute (36088)	Palm Springs	Palm Springs, Desert Hot Springs, Palm Springs, Palm Desert, Cathedral City, Rancho Mirage, La Quinta, Indio, Thermal, Mecca, Coachella	Durango	La Plata County
				Fort Collins	Fort Collins community
				Fort Lyon	Bent County
				Grand Junction	Mesa County
				Greeley	Weld County
				Pueblo	Greater Pueblo area
Alaska		Redding	Del Norte, Humboldt, Trinity, Shasta, Tehama, Lassen and Butte Counties, and Shasta County	Connecticut	
Anchorage	Greater Anchorage area	Riverside	Riverside area	Ansonia	Ansonia, Derby, Oxford, Seymour, and Shelton
Fairbanks	Fairbanks and Fort Wainright	Sacramento	County of Sacramento and East Yolo	Bridgeport	Bridgeport, Fairfield, Stratford, Southport, Easton, Trumbull and Monroe
Juneau	Greater Juneau area	San Bernardino	Cities of San Bernardino, Bloomington, Colton, Crestline, Fontana, Grand Terrace, Highland, Loma Linda, Montclair, Ontario, and Bialto	Bristol	Bristol, Plymouth, Terryville, and Teanabuck
Kodiak	Kodiak area			Hartford	Greater Hartford area; Bloomfield, East Hartford, Farmington, Blastonbury, Hartford, Manchester, Newington, South Windsor, West Hartford, Wetherfield, Windsor
Arizona				Milford	City of Milford
Flagstaff	Flagstaff area			New Britain	Cities of New Britain, Kensington, Berlin and East Berlin
Fort Huachuca	Fort Huachuca				
Phoenix	Phoenix metropolitan area				
Prescott	City of Prescott				
Tucson	Pima County				
Yuma	Cities of Yuma, Somerton, and San Luis, AZ; and Winterhaven, CA				
Arkansas					
Blytheville	Blytheville				
Fayetteville	Fayetteville				
Fort Smith	Fort Smith Post Office				
Hot Springs	Hot Springs and Garland County				
Jonesboro	City limits of Jonesboro				
Little Rock	Pulaski County				
Pine Bluff	Jefferson County				
California					
Bakersfield	Greater Bakersfield and all post offices west of the Tehachan's				
Barstow	Mojave Valley communities of Baker, Barstow, Daggett, Hinkley, Lenwood, Ludlow, Newberry, and Yermo				
China Lake	Indian Wells Valley (cities of China Lake, Inyokern and Ridgecrest)				
Corona	Corona and Norco metropolitan areas				

Federal Campaign	Area Covered	Federal Campaign	Area Covered	Federal Campaign	Area Covered
New London	New London County	Mountain Home	Mountain Home AFB	Iowa	
Norwalk	Greater Norwalk area	Pocatello	Pocatello area	Ames	Area within 5 miles of city limits of Ames, IA
Stamford	Greater Stamford area	Illinois		Burlington	City of Burlington
Waterbury	Greater Waterbury area, including towns of Waterbury, Middlebury, Oakville, Cheshire, Watertown	Alton	Carroll County	Cedar Rapids	All of Linn County
Delaware		Aurora	Aurora, North Aurora, Montgomery, and Oswego	Des Moines	Metropolitan Des Moines including most of Polk County
Florida	Entire State	Belleville	St. Clair County south of Caseyville and east of the Bluffs	Dubuque	Dubuque County, IA and East Dubuque, IL
Bay County	Bay County including Panama City, FL	Bloomington	Bloomington, IL	Fort Dodge	Webster County
Canaveral	Brevard County	Carbondale	Carbondale	Iowa City	Johnson County
Daytona Beach	Daytona Beach, Holly Hill, South Daytona, Port Orange and Ormond Beach	Carroll County	Carroll County including Savanna	Knoxville	Knoxville, IA area
Fort Lauderdale	All of Broward County	Champaign	Champaign County	Mason City	All Federal offices in ZIP 504
Fort Myers	Lee County	Chicago	Counties of Cook and Du Page and southern portions of Lake County	Ottumwa	Wapello County
Gainesville	Alachua County	Danville	Vermillion County	Sioux City	Woodbury and Plymouth County, IA; Dakota County, NE, and Union County, SD
Jacksonville	Duval County	Decatur	Macon County	Waterloo	Blackhawk County
Key West	Monroe County	East St. Louis	Greater East St. Louis area	Kansas	
Lake City	Columbia County	Elgin	Elgin	Emporia	Emporia and Lyon County
Lakeland	Cities of Kathleen, Polk City, Mulberry, Eaton, Park, Lakeland	Galesburg	Knox County	Fort Riley	Fort Riley, Junction City, and Manhattan
Leesburg	Lake County	Granite City	Tri-Cities area, including Granite City, Madison, and Venice	Hutchinson	All of Reno County
Miami	Dade County	Lake County	North Lake County, including Antioch, Fox Lake, Gurnee, Grayslake, Island Lake, Lake Villa, Libertyville, North Chicago, Round Lake, Wadsworth, Wanconda, Wankegan, Winthrop, Harbor, and Zion	Kansas City	Wyandotte County
Milton	Santa Rosa County	Jefferson	Jefferson County	Lawrence	Lawrence
Okaloosa County	Okaloosa County	Joliet	Will County	Leavenworth	Leavenworth County
Orlando	Orange, Seminole, and Osceola Counties	Kankakee	Kankakee County	Pittsburg	Pittsburg
Pensacola	Pensacola Complex	La Salle	Covers following post offices: Arlington 61312; Cedar Point 61316; Cherry 61317; Dalzell 61320; Ladd 61329; La Salle 61301; Mendota 61342; Oglesby 61348; Peru 61354; Spring Valley 61362; Tonica 61370; and Utica 61373	Salina	Salina, Saline County
Pinellas County	Pinellas County and St. Petersburg	Peoria	Peoria area	Topeka	Shawnee County
Sarasota	Sarasota County	Quincy	Adams County	Wichita	Sedgwick County
Tallahassee	Tallahassee and Leon County	Rockford	Rockford City	Kentucky	
Tampa	Hillsborough County, exclusive of Plant City area	Rock Island	Rock Island County, IL and Scott County, IA	Bowling Green	Bowling Green and Warren County
West Palm Beach	Palm Beach County	Springfield	Sanramon County	Fort Campbell	Clarksville, TN; Hopkinsville, KY; and Fort Campbell, KY
Georgia		Williamson	Williamson County (Marion, IL)	Fort Knox	Fort Knox
Albany	Dougherty County	Indiana		Frankfort	Frankfort and Franklin County
Athens	Athens and Clarke County area	Anderson	Madison County	Henderson	Davless and Henderson Counties
Atlanta	Counties of Clayton, Cobb, De Kalb, Fulton and Gwinnett	Bloomington	Bloomington, Ellettsville, Stinesville, Stanford, Unionville, Clear Creek, Smithville, Harrodsburg	Lexington	Fayette, Madison, and Clark Counties
Augusta	Alen County, SC; Burke, Columbia, McDuffie, and Richmond Counties, GA	Crane	Crane area	Louisville	Louisville and Jefferson County
Brunswick	Glynn County	Elkhart	Elkhart County	Paducah	McCracken County
Columbus	Muscogee County and Fort Benning, GA, and Russell County, AL	Evansville	Vanderburg and Warrick Counties	Somerset	Pulaski County
Dublin	Laurens County, including city of Dublin	Fort Wayne	Fort Wayne and Allen County	Louisiana	
Gainesville	Hall County	Gary	Lake County	Alexandria	Rapides Parish
Lowndes County	Lowndes County	Indianapolis	Greater Indianapolis area including five adjoining counties of Boone, Hamilton, Hancock, Hendricks and Moran	Baton Rouge	Ascension, East Baton Rouge, Iberville, Livingston, St. James, and West Baton Rouge Parishes
Macon	Counties of Bibb, Bleckley, Dodge, Houston, Jones, Laurens and Peach	Jeffersonville	Jefferson County	Fort Polk	Fort Polk area
Savannah	Chatham County	Lafayette	Delaware County	Lake Charles	Calcasieu Parish
Thomasville	Codlidge, Ochlochnee, Boston, Pavo, Melgs, Barkwick, and Thomasville	Madison	Delaware County	New Orleans	Orleans, Jefferson, St. Bernard, and St. Tammany
Hawaii		Marion	Counties of Miami, Howard, and Cass	Shreveport	Shreveport-Bossier City areas
Honolulu	Honolulu area including the Islands of Oahu, Midway, Johnston, Wake, Eniwetok, Kwajalein, and Kure	Muncie	Counties of Miami, Howard, and Cass	Maine	
Maui	Island of Maui	Peru	St. Joseph County	Augusta (Kennebec Valley CFC) Code 390	Augusta, Gardiner, Hallowell, Litchfield, Manchester, Readfield, Readfield Depot, S. China, Winsdor, Winthrop
Idaho		South Bend	Vigo, Parke, Vermillion, Clay, and Sullivan Counties	Bangor (Penobscot Valley CFC) Code 391	Bangor, Bradley, Brewer, Hampden, Hampden H' Lands, Milford, Old Town, Orono, Orrington
Boise	Boise metropolitan area	Terre Haute		Bath (CFC) Code 398	Bath
Idaho Falls	Idaho Falls and Bonneville County			Brunswick (CFC) Code 392	Brunswick, Pejepsot, Topsham
Lewiston	Nez Perce County, ID and Asotin County, WA			Lewlaton (Androscoggin County (CFC) Code 393	Auburn, Greene, Lewiston, Lisbon, Lisbon Center, Lisbon Falls, Minot, Poland, Sabbatos, Turner, Walps
				Limestone (Loring AFB CFC) Code 394	Caribou, Limestone, Presque Isle
				Portland (CFC) Code 395	Greater Portland Area

Federal Campaign	Area Covered	Federal Campaign	Area Covered	Federal Campaign	Area Covered
Waterville (CFC) Code 399	Alblon, Belgrade, China, Clinton, Fairfield, Mt. Vernon, Oakland, Smithfield, Vassalboro, Vienna, Waterville, Winslow	Leominster-Fitchburg (Montachusett CFC) Code 438	Also Atkinson, Pelham, Plaistow, and Salem, NH Ashburnham, Ashby, Fitchburg, Leominster, Lunenburg, Townsend, Westminster Northampton (Hampton CFC) Code 431	Eveleth	All of Cook County, Lake County and St. Louis County except that covered by Duluth CFC; all of Itasca County east of the fifth principal meridian; Koochiching County (only that portion covered by the Nett Lake Indian Reservation)
(Use Portsmouth, N.H. CFC) Code 571	Blldford, Saco, Sanford, Springvale, Cape Neddick, Elliot, Kittery, Old Orchard, York, York Beach, York Harbor	Northampton (Hampton CFC) Code 431	Chesterfield, Cumington, Easthampton, Goshen, Hadley, Hatfield, Haydenville, Huntington, Middlefield, Northampton, Plainfield, Southhampton, Williamsburg, and Worthington	Mankato	Mankato, N. Mankato, suburbs of LeHillier, Skyline, and Southview
Maine State-wide Code 397	Any not covered by other CFC's in Maine. Exceptions see Providence, RI	New Bedford (CFC) Code 439	Acushnet, Dartmouth, E. Free-town, Fairhaven, Marlton, Mattapoisett, New Bedford, Rochester	Rochester	Rochester and parts of Olmsted County (Greater Rochester area)
Maryland		Pittsfield (Central Berkshire CFC) Code 434	Lanesboro, Lenox, Pittsfield	St. Cloud	10-mile area around city of St. Cloud including counties of Benton, Starns and Sherburne
Bainbridge	Bainbridge and Perry Point	Springfield (Pioneer Valley CFC) Code 432	Agawam, E. Longmeadow, Hampden, Longmeadow, Ludlow, Springfield, Westfield, W. Springfield, Wilbraham	Twin Cities	Ramsey, Washington, and Dakota Counties, and Fort Snelling, Hennepin
Baltimore	City of Baltimore, Counties of Anne Arundel, Baltimore, Carroll, Harford, and Howard	Worcester Area (CFC) Code 433	Auburn, Barre, Berlin, Boylston, Grafton, Holden, Leicester, Millbury, Northborough, Oxford, Paxton, Rutland, Shrewsbury, Sterling, W. Boylston, W. Millbury, Worcester	Mississippi	
Fort Ritchie	Washington County area—including Hagerstown, MD	Michigan		Biloxi-Gulfport	Harrison County
Frederick	Frederick County	Ann Arbor	Washtenaw area including Ann Arbor and Ypsilanti; villages of Whitmore Lake, Willis, Disboro, townships of Ann Arbor, Augusta, Lodi (part), Northfield, Pittsfield, Selo (part); Superior York (part) and Ypsilanti	Columbus	Columbus area
Indian Head	Charles County	Battle Creek	Calhoun County	Greenville	Greater Greenville metropolitan area
Patuxent River	Lexington Park area	Benton Harbor	Northern part of Berrien County	Hattiesburg	Forrest and Lamar Counties
Massachusetts		Chippewa County	Chippewa County including Sault Ste. Marie	Jackson	City of Jackson, Clinton, and Western Rankin County (from Allen Thompson Airport, Whitfield westward excluding Florence)
Attleboro	Attleboro, Dighton, N. Attleboro, N. Dighton, Plainville, Raynham, Raynham Ctr., Taunton	Detroit	Greater Detroit area including Warren	Meridian	Lauderdale County
Ayer Mass. Statewide CFC Code 430	Ayer & Others Not Covered by Federal CFC's	Flint	Greater Flint area	Stoneville	Stoneville-Leland area
Barnstable Co. (CFC) Code 426	Barnstable County	Grand Rapids	Kent County	Vicksburg	Warren County—including city of Vicksburg
Beverly (Central N. Shore CFC) Code 423	Beverly, Essex, Hamilton, Ipswich, Manchester, Wenham	Gwin	Gwin	Missouri	
Boston (Mass. Bay Area CFC) Code 427	Boston Bay Area	Iron Mountain	Dickinson County	Columbia	City of Columbia
Brockton (Old Colony CFC) Code 428	Greater Brockton Area	Jackson	Jackson County	Fort Leonard Wood	U.S. Military Reservation, Fort Leonard Wood
Chicopee Area CFC Code 436	Chicopee, Wilbraham	Kalamazoo	Kalamazoo County	Jefferson City	Jefferson City and Cole County area
Fall River Area CFC Code 435	Assonet, Fall River, Somerset, Swansea, Westport	Lansing	Lansing, East Lansing, Okemos, and Haslet	Joplin	Joplin
Framingham (S. Middlesex Area CFC) Code 424	Ashland, Bellington, Framingham, Holliston, Hopkinton, Hudson, Marlborough, Medway, Southboro, Granbr. Holyke, S. Hadley	Muskegon	Muskegon County	Kansas City	Greater Kansas City area
Holyoke Area CFC Code 437		Oscoda-AuSable	Oscoda-AuSable community	Poplar Bluff	Poplar Bluff, Butler County
Lawrence (Merrimack Valley CFC) Code 425	Amesbury, Andover, Billerica, Chelmsford, Dracut, Dunstable, Georgetown, Groveland, Haverhill, Lawrence, Lowell, Merrimack, Methuen, Newbury, Newburyport, North Andover, Forge Village, Graniteville, Nahasset, North Billerica, Rowley, Sallsbury, Tewksbury, Tyngsboro, Westford, W. Newbury, N. Chelmsford, Nutting Lake, Pinehurst, and Wilmington, MA	Port Huron	St. Clair County	Rolla	City of Rolla only
		Saginaw	Saginaw County	St. Joseph	Greater St. Joseph and Buchanan County
		Traverse City	Counties of Grand Traverse, Leelanau, Kalaska, Antrim	St. Louis	St. Louis City, St. Louis, and St. Charles Counties
		Minnesota		Sedalia	Cities of Sedalia, Knob Noster, and Warrensburg
		Austin	Austin and surrounding area (5 mile radius)	Springfield	Springfield and Greene County
		Duluth	City of Duluth; Village of Proctor, St. Louis County, townships of Midway, Hermantown, Solway, Conosia, Grand Lake, Fredenberg, Guesen, Normana, Rice Lake, Lake-wood, and Duluth	Montana	
				Billings	Greater Billings area
				Butte	Butte area
				Great Falls	Cascade County
				Helena	Lewis and Clark County
				Missoula	Missoula County
				Nebraska	
				Grand Island	Hall County
				Lincoln	Lincoln area
				Omaha	Omaha-Council Bluffs
				Nevada	
				Las Vegas	Clark County
				Reno	Washoe County
				New Hampshire	
				Portsmouth CFC Code 571	Exeter, Greenland, Hampton, Hampton Falls, New Castle, Newfields, Newmarket, Northampton, Portsmouth, Rye, Rye Beach, Stratham, N.H.

Federal Campaign	Area Covered	Federal Campaign	Area Covered	Federal Campaign	Area Covered
	Also				
Granite State Code 572	Biddeford, Saco, Sanford, Springvale, Cape Neddick, Elliot, Kittery, Old Orchard Beach, York, York Beach and York Harbor, ME NH offices other than above plus VT offices in Upper Valley CFC	Utica	Utica, Barneveld, Trenton, Prospect, Bridgewater, Cassville, Chadwicks, Clayville, Deansboro, Deerfield, Holland Patent, Stittville, Marcy, New Hartford, New York Mills, Oriskany, Paris, Remsen, Sauquoit, Washington Mills, Westmoreland, Whitesboro, Yorkville, Oriskany Falls Jefferson County	Newark Toledo Warren	Licking County Greater Toledo area All of Trumbull County except the townships of Brookfield, Hubbard, and Liberty
New Jersey		Watertown Westchester County West Point	West Point and Orange County areas	Youngstown	Mahoning, Trumbull, occasionally Columbiana County (town of East Liverpool) Muskingum County
Atlantic City Burlington County Camden	Atlantic City Burlington County All of Camden County	North Carolina		Zanesville	
Cape May Dover	Cape May County Morris County	Asheville	Buncombe County	Oklahoma	Jackson County
Hackensack	Bergen County	Camp LeJeune	Onslow County (Camp LeJeune Marine Corps Base)	Altus	Washington County
Lakehurst	Ocean County	Charlotte	Marine Corps Air Station, Cherry Point only	Bartlesville	Grady County
Lyons	VA Hospital, Lyons	Cherry Point	Durham County, less Research Triangle	Chickasha	El Reno Federal Reformatory and Concho
Monmouth County	Monmouth County	Durham	Cumberland County and city of Fayetteville	El Reno	Greater Enid area Fort Sill and Lawton McAlester area City of Muskogee Oklahoma County and five contiguous counties
Newark	Northern New Jersey, Hudson and Essex Counties	Fort Bragg	Goldsboro and Seymour Johnson AFB	Enid	Greater Enid area Fort Sill and Lawton McAlester area
Somerset	Somerset and Raritan Valley and Belle Meade	Goldsboro	Greater Greensboro area (all of Guilford County, less High Point and Jamestown)	Lawton	Fort Sill and Lawton McAlester area
Trenton	Greater Trenton area : Ewing Township, Hamilton Township, Hopewell Borough, Hopewell Township, Lawrence Township, Pennington Borough, Trenton City, and Washington Township	Greensboro	Wake County	McAlester	McAlester area
		Raleigh	Rowan County	Muskogee	City of Muskogee Oklahoma County and five contiguous counties
New Mexico		Salisbury	New Hanover, Brunswick, and Pender Counties (Cape Fear area)	Oklahoma City	City of Stillwater and suburban areas Tulsa and Broken Arrow
Alamagordo	Otero County	Wilmington	Forsyth County	Stillwater	City of Stillwater and suburban areas Tulsa and Broken Arrow
Albuquerque	Bernalillo County	North Dakota		Tulsa	Tulsa and Broken Arrow
Clovis	Curry County	Bismarck, ND	Bismarck, ND	Oregon	
Farmington	San Juan County	Fargo, ND	Fargo, ND; Moorhead, ND	Albany	Linn County
Gallup	Gallup-McKinley County area	Moorhead	Greater Grand Forks area which includes Grand Forks, ND; East Grand Forks, MN; and Grand Forks AFB, ND	Astoria	Clatsop County
Los Alamos	Los Alamos County	Grand Forks	Minot area	Baker	Baker County
Roswell	Chaves County	Winston-Salem		Bend	Cities of Bend, Sisters and Crescent
Santa Fe	Santa Fe County	North Dakota		Coos County	Coos County
New York		Bismarck		Corvallis	Benton County
Albany	Albany County (except the cities of Cohoes, Green Island and Watervliet), the Southern part of Rensselaer County, and City of Rensselaer	Fargo		Crook County	Crook County
Batavia	Genesee County	Moorhead		Eugene	Lane County
Bath	Northern part of Stenben County	Grand Forks		Grants Pass	All of Josephine County
Blghampton	Bronne County area	Minot		Klamath Falls	Klamath Falls and Klamath County; portion of Lake County, OR; Shaasta and Modoc Counties, CA
Buffalo	Buffalo and Erie County	Ohio		Medford	Towns of Medford, Ashland, Central Point, and White City
Canandaigua	Canandaigua	Akron	Summit County	Ponca City	Ponca City
Elmira	Chemung County	Canton	Cincinnati, Metropolitan area including five counties of Hamilton, and Clermont, OH; and Boone, Kenton, and Campbell, KY	Portland	Counties of Clackamas, Multnomah, and Washington
Jamestown	Chautauqua County	Cincinnati		Roseburg	Central Douglas County
Nassau-Suffolk	Nassau and Suffolk Counties	Chillicothe		Salem	Salem (Marion County)
New York	Greater New York	Cleveland		The Dalles	Wasco County and city of The Dalles
Niagara Falls	Cities of Niagara Falls, Porter, Lewiston, Wheatfield, and Niagara	Columbus		Tillamook County	Tillamook County
Plattsburgh	Clinton County	Dayton		Umatilla County	Umatilla County
Poughkeepsie	Dutchess County	Lima		Pennsylvania	
Rochester	Rochester, Monroe, Ontario, and Wayne Counties	Lorain		Altoona	Most of Blair County
Rockland County		Mansfield		Beaver Falls	Entire Beaver County
Rome	Rome area			Bucks County	Bucks County
Romulus	Seneca County and the city of Geneva, NY			Butler	Butler County
Schenectady	Schenectady County			Chester	Chambersburg area Approximately one-fifth of Delaware County, including city of Chester
Syracuse	Entire Onondaga County			Coatesville	Coatesville area
Tonawanda	Cities of Tonawanda and North Tonawanda			Erie	Erie County only
Troy	Mohawk-Hudson area			Harrisburg	Dauphin, Cumberland, Perry, and York Counties

Federal Campaign	Area Covered	Federal Campaign	Area Covered	Federal Campaign	Area Covered
Tobyhanna	Lackawanna and Monroe Counties and Hazleton area of Luzerne County	Dallas	Metropolitan Dallas (Dallas County)	Roanoke	Roanoke Valley, VA; (Roanoke, Botetourt Counties) towns of Vinton Radar Station in Bedford County
Warren Washington County	Warren County Washington County Boroughs and Townships	El Paso	El Paso County	Staunton	Augusta County
Westmoreland area	Major portion of Westmoreland County including Greensburg, PA	Fort-Hood	Fort Hood	Wallops Island	Accomack and Northampton Counties, VA; and parts of Worcester, Somerset and Wicomico Counties, MD
Wilkes-Barre	Northern 80 percent, Luzerne County	Fort Worth	Tarrant County	Warrenton	Fauquier County
Puerto Rico		Galveston	Galveston	Washington	
San Juan	San Juan	Houston	Harris, Montgomery, Fort Bend, Chambers, Brazoria, and Galveston Counties, except Galveston Island	Aberdeen	Cities of Aberdeen, Hoquiam, Cosmopolis
Rhodes Island	All offices in Rhode Island	Kerrville	Kerrville and Kerr County	Bellingham	Whatcom County
Providence	ALSO North Stonington, CT, Pawcatuck, CT, Bellingham, Blackstone, Rehoboth, S. Bellingham, and Seekonk, MA	Laredo	City of Laredo and Webb County	Bremerton	Kitsap County and north section of Mason County
(SE New England CFC) Code 770		Lubbock	Lubbock and environs including Reese Air Force Base	Everett	Snohomish County
South Carolina		Marlin	Falls County	Seattle	All of Clallam County
Beaufort	Beaufort County	Midland	Midland County	Richland	Cities of Pasoc, Kennewick and Richland; Counties of Benton (except Prosser); Franklin except Connell; Burbank area in Walla Walla County
Charleston	Summerville/Charleston area	San Angelo	San Angelo area, Tom Green County	Port Angeles	King County
Columbia	Counties of Lexington and Richland	San Antonio	Bexar County	Spokane	Spokane County
Florence	Greater Florence area including Lake City, SC	Temple	Temple	Tacoma	Pierce and Thurston Counties (includes Olympia)
Greenville	Greenville County	Texarkana	Greater Texarkana area	Walla Walla	Walla Walla County
Myrtle Beach	Myrtle Beach and Myrtle Beach AFB	Val Verde	Val Verde County	Whidbey Island	Whidbey Island, Oak Harbor
Orangeburg	Orangeburg County	Waco	McLennan County	Yakima	Yakima County
Spartanburg	All of Spartanburg County	Wichita Falls	Wichita Falls area	West Virginia	
Sumter County	Sumter County including Shaw AFB	Utah		Beckley	Raleigh County
Walterboro	Colleton County	Ogden	Counties of Weber and northern section of Davis County	Charles Town	Jefferson County
South Dakota		Provo	Utah County	Charleston	Kanawha County
Aberdeen	Falls County	Salt Lake City	Salt Lake County and south portion of Davis County	Clarksburg	Harrison County
Rapid City	Rapid City area and Western South Dakota	Vermont		Huntington	Cabell and Wayne Counties
Sioux Falls	Sioux Falls	Burlington	Offices in Chittendon County	Martinsburg	Berkeley County
Sturgis	Ft. Meade VA Hospital	(Chittendon Co. CFC) Code 880		Morgantown	Monongalia County
Tennessee		Middlebury	Offices in Addison County	Parkersburg	Parkersburg and Metropolitan area
Chattanooga	Hamilton County	(Addison County CFC) C Code 884		Wheeling	Upper Ohio Valley area including parts of Marshall County; all of Ohio County; part of Brooke County, WV, Belmont County, OH
Cleveland	City of Cleveland, Bradley County	Rutland County	All offices in Rutland County	Wisconsin	
Cumberland City	Stewart County	CFC Code 881		Appleton	All of Outagamie County, plus postal service areas covered by Menasha and Neenah Post Offices
Gallatin	City of Gallatin	St. Albans	All other VT participating offices	Eau Claire	Greater Eau Claire area
Gatlinburg	Gatlinburg	(Vermont Statewide CFC) Code 883		Green Bay	Counties of Brown, Manitowoc, Door, Shawano and Marinette
Jackson	Madison County	White River Junction	White River Junction	Kenosha	Kenosha County
Johnson City	Greater Johnson City	(Upper Valley CFC) Use Code 372		Madison	Dane County
Kingston	Roane County	Virginia		Milwaukee	All of Milwaukee County; Waukesha County (includes Brookfield, Elm Groove, Hartland, Lannon, Lisbon, Menomonee Falls, Muskego, New Berlin, Pewaukee and Sussex); Washington County (includes Germantown) Ozaukee County (includes Cedarburg, Grafton, Mequon and Thiensville)
Knoxville	Knox County	Charlottesville	Albemarle County and city of Charlottesville	Oshkosh	City of Oshkosh
Memphis	Shelby County	Dahlgren	Dahlgren	Racine	Racine County except the city of Burlington
Morristown	Hamblen County	Danville	Danville City and Pittsylvania County	Sparta	Camp McCoy
Murfreesboro	Murfreesboro and Rutherford County	Harrisonburg	Harrisonburg and Rockingham County	Tomah	Tomah VA Hospital and Tomah Post Office
Nashville	Metropolitan Nashville and Davidson County	Lynchburg	Lynchburg and portions of Campbell, Amherst and Bedford Counties	Quantico	Quantico area
New Johnsonville	New Johnsonville (37134) and Denver (37054) in Humphreys County; and Camden (38320) and Big Sandy (38221) in Benton County	Newport News	Cities of Newport News and Hampton; York and James City Counties	Richmond	City of Richmond
Oak Ridge	City of Oak Ridge	Norfolk	Nansemond County and cities of Chesapeake, Norfolk, Virginia Beach, Portsmouth, Suffolk in Virginia and Elizabeth City, NC		
Rogersville	Hawkins County	Petersburg	Cities of Petersburg, Hopewell, Colonial Heights and Ettrick; part of Chesterfield County, part of Dinwiddie County and part of Prince George County		
Spring City	Rhea County				
Tullahoma	Arnold Air Force Center, Tullahoma, Mauckeater and Winchester				
Texas					
Ablene	City of Abilene				
Amarillo	Greater Amarillo, including Counties of Potter and Randall				
Austin	Austin and Travis County				
Beaumont	Beaumont and North Jefferson County				
Big Spring	Big Spring, Howard County				
Bonham	Greater Bonham area				
Brownsville	City of Brownsville				
Corpus Christi	City of Corpus Christi and Bee County				

POST OFFICE CHANGES NO. 3

(Supplement 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
CA	San Jose.....	Santa Clara.....	Robertsville.....	Sx	95118	Add.....	10-26-76	Sx estab.
GA	Acworth.....	Cobb.....	Oak Grove.....	B	30101	Add.....	11- 1-76	B estab.
MD	Ocean City.....	Worcester.....	West Ocean City.....	B	21842	Delete.....	6-30-73	B disc. ²
MO	Farmington.....	Saint Francois.....	Village of Saint Francois.....	RB	63640	Delete.....	1-21-72	RB disc. ¹
NM	Grants.....	Valencia.....	Acomita.....	CPO	87034	Add.....	10- 9-76	CPO estab.
NY	New York.....	New York.....	APO 09202.....	B	09202	Change.....	10-26-76	To amend PB 21098, Part 126.2, PSM, MR A-B & G apply. ¹
NY	Endicott.....	Broome.....	Union Center.....	B	13760	Delete.....	12-31-73	B disc. ²
NY	Canton.....	Saint Lawrence.....	Morley.....	RB	13617	Delete.....	6-30-68	RB disc. ²
NY	New York.....	New York.....	FPO 09572.....	B	09572	Add.....	1- 1-77	B estab. Part 126.2, PSM, MR C apply.
OH	Dayton.....	Montgomery.....	Station C.....	Sx	45409	Delete.....	2- 1-77	Sx disc.
OH	do.....	do.....	Far Hills.....	Bx	45419	Delete.....	2- 1-77	Bx disc.
OH	do.....	do.....	Wright Brothers.....	Bx	45409	Add.....	2- 1-77	Bx estab.
TX	Longview.....	Gregg.....	Southside Annex.....	Sx	75602	Add.....	9-30-76	Sx estab.
VA	Woodbridge.....	Prince William.....	Dale City.....	Bx	22191	Add.....	12- 1-75	Bx estab.

¹ Add footnote G to section 126.2, PSM. Footnote G should read: "Only first-class letters and second- and third-class mail authorized." Priority parcels/fourth class parcels not authorized. The POSTAL SERVICE MANUAL will be amended.
² Announced to correct NZCD & DOPO.

—Customer Services Dept., 12-2-76.

Special Fourth-Class Presort Mail

SPECIAL POSTAL BULLETIN 21081, 6-3-76, page 11, contained Postal procedures for implementing the new classes of mail including presorted special fourth-class. These procedures indicated, in error, that it is a requirement that mailers affix Tag 24-4 and Tag 25-4 to sacks of materials mailed at the presorted special fourth-class postage rates. While it is suggested that these tags be used, it is not a requirement.—*Rates & Classification Dept., 12-2-76.*

Continued from p. 9

Federal Campaign	Area Covered
Wausau	Cities of Wausau, Mosinee and Schofield, Villages of Rothschild and Brokaw
Wyoming	Natrona County Laramie County Albany County Sheridan County
Virgin Islands	Entire U.S. Virgin Islands
Washington, DC (National Capital area)	District of Columbia, cities of Alexandria, and Falls Church; Arlington and Fairfax Counties, VA; and Montgomery and Prince Georges Counties, MD
Panama Canal Zone	Panama Canal Zone

—Finance Dept., 12-2-76.

Limited Duty Assignment Form

A new Postal Service Form 2533, *Limited Duty Assignment*, has been developed for use in conjunction with the Office of Workers' Compensation Programs Form CA-17, *Duty Status Report*.

Form 2533 will enable the Postal Service to provide the attending physician of an employee injured on duty with a brief summary of that employee's normal work duties. No space is provided on Form CA-17 for this information. In addition, a checklist of other duties has been provided on Form 2533 to permit the attending physician to indicate to the Postal Service what type of duties an injured employee may be able to perform with limitations, if not medically contraindicated.

Form 2533 shall be completed on the reverse by the supervisor prior to attaching it to Form CA-17 on each occasion that a Form CA-17 is issued for completion by the attending physician.

Form 2533 is now in stock in the area supply centers. All installations should requisition Form 2533 on the next requisitioning cycle.

Use of Form 2533 is authorized upon receipt of the forms from the supply center.—*Employee Relations Dept., 12-2-76.*

Shortpaid International Mail

Both surface and air international exchange offices continue to receive large volumes of shortpaid international mail. Postage is improperly calculated and/or incorrect special service fees are collected.

Postal employees who accept mail must assure that correct postage and fees are paid at the time of mailing to avoid mail processing delays.

Some international rates and special services fees were increased on July 18, 1976; these increases are currently reflected in Publication 42, *International Mail* (Transmittal Letter 84, November 3, 1976).—*Rates & Classification Dept., 12-2-76.*

Salary Schedules

Rural Carrier Heavy-Duty

Rural Carrier Heavy-Duty Salary Schedules shown on pages 11 to 13 are issued to reflect the \$250 per annum base salary increase effective November 21, 1976, as provided under Article IX of the National Agreement.—*Employee & Labor Relations Group, 12-2-76.*

SUB. RURAL CARRIER - 5 DAY HEAVY DUTY SCHEDULE
EFFECTIVE NOVEMBER 21, 1976

HOURS	(Steps)	1	2	3	4	5	6	7	8	9	10	11	12
40	Base Salary	47.00	47.94	48.88	49.81	50.75	51.69	52.62	53.56	54.49	55.43	56.37	57.30
	COLA	2.49	2.49	2.49	2.49	2.49	2.49	2.49	2.49	2.49	2.49	2.49	2.49
	New Salary	49.49	50.43	51.37	52.30	53.24	54.18	55.11	56.05	56.98	57.92	58.86	59.79
41	Base Salary	48.76	49.74	50.71	51.68	52.65	53.62	54.59	55.57	56.54	57.51	58.48	59.45
	COLA	2.58	2.58	2.58	2.58	2.58	2.58	2.58	2.58	2.58	2.58	2.58	2.58
	New Salary	51.34	52.32	53.29	54.26	55.23	56.20	57.17	58.15	59.12	60.09	61.06	62.03
42	Base Salary	50.53	51.53	52.54	53.55	54.55	55.56	56.57	57.57	58.58	59.59	60.59	61.60
	COLA	2.67	2.67	2.67	2.67	2.67	2.67	2.67	2.67	2.67	2.67	2.67	2.67
	New Salary	53.20	54.20	55.21	56.22	57.22	58.23	59.24	60.24	61.25	62.26	63.26	64.27
43	Base Salary	52.29	53.33	54.37	55.42	56.46	57.50	58.54	59.58	60.63	61.67	62.71	63.75
	COLA	2.76	2.76	2.76	2.76	2.76	2.76	2.76	2.76	2.76	2.76	2.76	2.76
	New Salary	55.05	56.09	57.13	58.18	59.22	60.26	61.30	62.34	63.39	64.43	65.47	66.51
44	Base Salary	54.06	55.13	56.21	57.28	58.36	59.44	60.52	61.59	62.67	63.75	64.82	65.90
	COLA	2.86	2.86	2.86	2.86	2.86	2.86	2.86	2.86	2.86	2.86	2.86	2.86
	New Salary	56.92	57.99	59.07	60.14	61.22	62.30	63.37	64.45	65.53	66.61	67.68	68.76
45	Base Salary	55.82	56.93	58.04	59.15	60.26	61.37	62.49	63.60	64.71	65.82	66.94	68.05
	COLA	2.95	2.95	2.95	2.95	2.95	2.95	2.95	2.95	2.95	2.95	2.95	2.95
	New Salary	58.77	59.88	60.99	62.10	63.21	64.32	65.44	66.55	67.66	68.77	69.89	71.00
46	Base Salary	57.58	58.73	59.87	61.02	62.17	63.31	64.46	65.61	66.76	67.90	69.05	70.20
	COLA	3.04	3.04	3.04	3.04	3.04	3.04	3.04	3.04	3.04	3.04	3.04	3.04
	New Salary	60.62	61.77	62.91	64.06	65.21	66.35	67.50	68.65	69.80	70.94	72.09	73.24
47	Base Salary	59.34	60.53	61.71	62.89	64.07	65.25	66.43	67.62	68.80	69.98	71.16	72.35
	COLA	3.14	3.14	3.14	3.14	3.14	3.14	3.14	3.14	3.14	3.14	3.14	3.14
	New Salary	62.48	63.67	64.85	66.03	67.21	68.39	69.57	70.76	71.94	73.12	74.30	75.49
48	Base Salary	61.10	62.32	63.54	64.76	65.97	67.19	68.41	69.63	70.84	72.06	73.27	74.49
	COLA	3.23	3.23	3.23	3.23	3.23	3.23	3.23	3.23	3.23	3.23	3.23	3.23
	New Salary	64.33	65.55	66.77	67.99	69.20	70.42	71.64	72.86	74.07	75.29	76.50	77.72

SUB. RURAL CARRIER - 5 1/2 DAY HEAVY DUTY SCHEDULE
EFFECTIVE NOVEMBER 21, 1976

HOURS	(Steps)	1	2	3	4	5	6	7	8	9	10	11	12
44	Base Salary	48.98	49.96	50.93	51.91	52.88	53.86	54.83	55.81	56.79	57.76	58.74	59.71
	COLA	2.59	2.59	2.59	2.59	2.59	2.59	2.59	2.59	2.59	2.59	2.59	2.59
	New Salary	51.57	52.55	53.52	54.50	55.47	56.45	57.42	58.40	59.38	60.35	61.33	62.30
45	Base Salary	50.58	51.58	52.59	53.60	54.61	55.61	56.62	57.63	58.64	59.65	60.65	61.66
	COLA	2.68	2.68	2.68	2.68	2.68	2.68	2.68	2.68	2.68	2.68	2.68	2.68
	New Salary	53.26	54.26	55.27	56.28	57.29	58.29	59.30	60.31	61.32	62.33	63.33	64.34
46	Base Salary	52.18	53.21	54.25	55.29	56.33	57.37	58.41	59.45	60.49	61.53	62.57	63.61
	COLA	2.76	2.76	2.76	2.76	2.76	2.76	2.76	2.76	2.76	2.76	2.76	2.76
	New Salary	54.94	55.97	57.01	58.05	59.09	60.13	61.17	62.21	63.25	64.29	65.33	66.37
47	Base Salary	53.77	54.84	55.91	56.99	58.06	59.13	60.20	61.27	62.34	63.41	64.48	65.56
	COLA	2.84	2.84	2.84	2.84	2.84	2.84	2.84	2.84	2.84	2.84	2.84	2.84
	New Salary	56.61	57.68	58.75	59.83	60.90	61.97	63.04	64.11	65.18	66.25	67.32	68.40
48	Base Salary	55.37	56.47	57.57	58.68	59.78	60.88	61.99	63.09	64.19	65.30	66.40	67.50
	COLA	2.93	2.93	2.93	2.93	2.93	2.93	2.93	2.93	2.93	2.93	2.93	2.93
	New Salary	58.30	59.40	60.50	61.61	62.71	63.81	64.92	66.02	67.12	68.23	69.33	70.43

PRE-EMPLOYMENT PHYSICAL EXAMINATION PROGRAM

A. Purpose of Program

To operate efficiently and effectively within its budget, the USPS will use its medical services to added advantage by emphasizing its pre-employment physical examination program to the maximum extent possible. The purpose of the program is to:

1. Shift the bulk of pre-employment physical examinations from private physicians to Postal Service physicians; or to private physicians (under a working agreement with the Postal Service) who more accurately may eliminate job applicants not medically fit for postal work. This would assure that all job applicants are able to perform the duties of their positions without hazard to themselves or others.

2. Reduce workers' injury and compensation liabilities.

3. Preserve USPS human resources and conserve operating costs.

B. Current Instructions

These instructions supersede section 711.6, *old* POSTAL MANUAL, Subchapters 320, *Medical Suitability*, and 330, *Physical Standards and Procedures*, of Handbook P-11., *Personnel Operations*; and Chapter 2, *Records and Reports*, of Handbook P-14, *Health and Medical Services*, will be modified to incorporate these instructions.

C. Applicants Affected

A pre-employment physical examination is mandatory for all postal applicants for a career, temporary, or casual appointment and for all current Postal Service employees applying for transfers to jobs which require more physical exertion than their present positions.

D. Examining Physician

U.S. Postal Service physicians will perform as many pre-employment physical examinations as possible at a convenient USPS medical unit. (A convenient U.S. Postal Service medical unit is defined as one within a reasonable commuting distance from either an applicant's home or the postal installation at which an applicant is seeking employment.) Where USPS medical unit physicians or private physicians under contract to the Postal Service are unavailable, federal medical officers (e.g., U.S. Public

Health, Veterans Administration physicians), will be used in preference to private physicians to the extent that arrangements have been or can be made for this service. This service is to be at no cost to the applicant.

An examining U.S. Postal Service physician who needs additional medical data such as diagnostic X-rays and/or lab tests may secure such data if necessary.

Private Physician. An applicant may select his/her private physician to complete the pre-employment physical examination if no USPS physician or private physician working under an arrangement with the Postal Service or federal medical officer is available. In such cases, the physical examination is conducted at the applicant's expense and the official medical examination Form 2485, *Certificate of Medical Examination*, shall be used.

The results of all pre-employment physical examinations, regardless of their origin, must be reviewed by a U.S. Postal Medical Officer or designee; e.g., nurse at health or medical units, as specified in section G. If the review reveals any doubt as to the applicant's eligibility, then that application should be referred to the nearest USPS medical unit for further evaluation.

E. Timing of Examination

At times it may be necessary to employ a large number of employees on such short notice that the examination cannot be completed or reviewed by a Postal Medical Officer or designee (health unit) prior to the required hiring date. In such cases, the applicant may be appointed providing the applicant submits to the installation hiring authority evidence of capability to perform the duties of the position without danger to self or others. This evidence shall be in the form of a medical evaluation provided by the applicant's examining physician. Such evidence in turn must be reviewed at the earliest possible date by the appropriate Postal Medical Officer or designee (health unit) and, where or if necessary, the newly appointed employee will be scheduled for a physical examination by the area Postal Medical Officer. In such cases, Form 50, *Notification of Personnel Action*, must be annotated under item 30, *Remarks*, as follows:

Continued employment subject to recommendation of USPS Medical Officer or designee.

The Postal Medical Officer or designee must furnish his medical recommendations to the installation head within a reasonable time so that he may effect all appointments in conformance with these provisions.

To meet situations requiring immediate hirings where pre-employment medical examinations cannot be timely performed by USPS and/or other governmental facilities, consideration should be given to arranging for the examinations with approved and qualified private physicians. The Regional Medical Director will determine the professional qualifications of the private physicians. Any professional fees involved will be approved by the hiring authority.

F. Making Medical Appointments

USPS Medical Unit. The personnel officer or installation head will:

1. Make appointments for physical examinations at USPS Medical Units and,

2. Arrange schedules so that the applicant is given a reasonable notice time of at least 24 to 48 hours notice of the appointment time. This notice period may be waived if the applicant and the medical unit agree.

Federal Medical Facility. The personnel officer or installation head will advise applicants of the locations of the nearest federal facilities with whom arrangements have been made and will give the applicant Form 2485 for the examining physician to complete. The applicant will personally schedule this appointment within a 2 day period.

Private Physician. The applicant will select the physician and make all arrangements for the physical examination. The personnel officer or installation head will give the applicant Form 2485 for the physician to complete and return to the designated Postal Medical Officer or designee for review and recommendations (see section G).

G. Examination Reports

All examining physicians will complete Form 2485 (part C) and mail it to the nearest USPS Medical or Health Unit. (Note: the envelope provided with the form is pread-

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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
Allen Registration	Dec. 26 to Jan. 31, 1977
Cerebral Palsy	Jan. 1 to Jan. 31, 1977
March of Dimes	Jan. 1 to Jan. 31, 1977
Nat'l. Children's Dental Health	Jan. 1 to Feb. 15, 1977
Science Fair	Jan. 1 to Jan. 31, 1977

—Rates & Classification Dept.,
12-2-76.

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dressed to the nearest USPS medical or health unit.)

H. Evaluation of Reports

An area medical officer is the USPS medical officer in charge of a specific geographical area. Regional Employee and Labor Relations offices maintain and distribute lists of area medical officers and health units.

The nearest area USPS medical officer or designee (health unit) will evaluate all Forms 2485 from whatever source as a pre-employment examination based on the standards of Handbook P-11, subchapter 330. All designees, such as nurses at health or medical units, will be instructed and trained in this procedure by their responsible area medical officer. They will refer, for review by the USPS Medical Officer, only those cases which are of a doubtful or exceptional nature and cannot be evaluated locally.

The area medical officer or designee will make a recommendation concerning the medical fitness of the job applicant and forward it to the appropriate postal installation.

I. Determination of Eligibility

The personnel office or installation head of the facility considering the applicant will:

1. Review and carefully consider the recommendations of the medical facility, and
2. Make the final decision regarding employment of the applicant within the constraints of the medical findings.—Employee Relations Dept., 12-2-76.

1977 Pay Period Chart and Union Dues Deduction Dates

The following chart shows the beginning and ending dates for each pay period and the actual pay date which follows 1 week after the end of each pay period. The pay periods indicated by an asterisk (*) are those in which union dues will be deducted.

Pay Period	Begins	Through	Pay Date
1	12-18-76	12-31-76	1-7-77
*2	1-1-77	1-14-77	1-21-77
3	1-15-77	1-28-77	2-4-77
4	1-29-77	2-11-77	2-18-77
*5	2-12-77	2-25-77	3-4-77
6	2-26-77	3-11-77	3-18-77
*7	3-12-77	3-25-77	4-1-77
8	3-26-77	4-8-77	4-15-77
*9	4-9-77	4-22-77	4-29-77
10	4-23-77	5-6-77	5-13-77
*11	5-7-77	5-20-77	5-27-77
12	5-21-77	6-3-77	6-10-77
*13	6-4-77	6-17-77	6-24-77
14	6-18-77	7-1-77	7-8-77
*15	7-2-77	7-15-77	7-22-77
16	7-16-77	7-29-77	8-5-77
17	7-30-77	8-12-77	8-19-77
*18	8-13-77	8-26-77	9-2-77
19	8-27-77	9-9-77	9-16-77
*20	9-10-77	9-23-77	9-30-77
21	9-24-77	10-7-77	10-14-77
*22	10-8-77	10-21-77	10-28-77
23	10-22-77	11-4-77	11-11-77
*24	11-5-77	11-18-77	11-25-77
25	11-19-77	12-2-77	12-9-77
*26	12-3-77	12-16-77	12-23-77

Note: 1976 Leave Year Ends December 31, 1976;
1977 Leave Year Begins January 1, 1977;
1977 Leave Year Ends January 13, 1978.

—Finance Department, 12-2-76.

International Mail—Customs Documentation

International exchange offices are receiving mail that either does not bear customs declarations or that bears improper customs declarations. The volume of such mail is beyond tolerable limits. International exchange offices cannot afford to spend manhours placing customs declarations on parcels or replacing improper customs declarations particularly at this time of year. Postmasters must assure that all employees who accept mail are familiar with the following requirements for customs documentation:

I. Postal Union Mail

A green customs label, Form 2976, Customs—Douane C-1, must be completed and placed by the sender on the address side of each letter or letter package containing dutiable merchandise, on each package of dutiable prints, and on each small packet.

If the sender prefers that the de-

scription of the contents not appear on the outside or if the value of the contents exceeds \$120, then only the upper portion of the label is placed on the package. In this instance, a Form 2976-A, Customs Declaration C-2, must be completed and enclosed in the package.

II. Parcel Post

All international parcel post must bear Form 2966-A, Parcel Post Customs Declaration (adhesive). In addition, some countries require either Form 2966, Customs Declaration (tie-on tag), or Form 2972, Dispatch Note, or both. Specific requirements are contained in Appendix B, Publication 42, International Mail.

Under no circumstances are parcel post forms to be used on postal union mail or are forms for postal union mail to be used on parcel post. Failure to use proper forms causes delay in dispatch and delivery of mail.—Rates & Classification Dept., 12-2-76.

HOLIDAY LEAVE AND COMPENSATION FOR CHRISTMAS AND NEW YEAR'S HOLIDAYS

I. EMPLOYEES COVERED BY COLLECTIVE BARGAINING AGREEMENTS

As set forth below, the holiday leave and compensation instructions for the Christmas and New Year's holidays are applicable to all employees covered by collective bargaining agreements.

A. Christmas Holiday

1. Full-time Regular Schedule Employees.

a. For those eligible employees whose basic workweek includes Saturday as a scheduled workday, Saturday, December 25, 1976, will be their Christmas holiday.

b. For those eligible employees whose basic workweek includes Saturday, December 25, as a scheduled off day, the first scheduled workday immediately preceding December 25, will be their designated Christmas holiday. Thus, employees scheduled on a Monday through Friday basic workweek will observe Friday, December 24, as their Christmas holiday. For employees whose basic workweek is other than Monday through Friday and does not include Saturday as a scheduled workday, their first scheduled workday preceding Saturday, December 25, will be their designated Christmas holiday.

c. Those employees who are required to work on their Christmas holiday shall be paid one and one-half times their basic hourly straight time rate for each hour worked up to 8 hours in addition to the holiday pay to which they are entitled, pursuant to the provisions of their collective bargaining agreement. Overtime hours will be paid at the applicable overtime rate.

2. Part-Time Regular Schedule Employees

a. Saturday, December 25, 1976, will be the Christmas holiday for all eligible part-time regular schedule employees whose regular work schedule includes Saturday as a workday.

b. If otherwise entitled under existing regulations, the first scheduled workday preceding Saturday, December 25, will be the designated Christmas holiday for an eligible part-time regular schedule employee whose regular work schedule includes Saturday as a scheduled day off.

c. Those employees who are re-

quired to work on their Christmas holiday shall be paid one and one-half times their basic hourly straight time rate for each hour worked up to 8 hours in addition to the holiday pay to which they are entitled, pursuant to the provisions of their collective bargaining agreement. Overtime hours will be paid at the applicable overtime rate.

3. *Part-Time Flexible Schedule Employees.* Part-time flexible schedule employees who are required to work on Christmas Day, December 25, 1976, shall be paid, in addition to their basic straight time hourly rate, one-half times their basic straight time hourly rate for each straight time hour worked, from 0001 through 2400 hours, up to 8 hours. Overtime hours will be paid at the applicable overtime rate. Also, the straight time hours worked on December 25 will be combined with other paid hours in the service week to determine entitlement to overtime pay for service in excess of 40 hours in a week.

4. Rural Carriers.

a. A rural carrier for whom Saturday, December 25, is a regular scheduled workday will not be required to work that day.

b. A heavy duty carrier for whom Saturday, December 25, is a relief day shall be granted the preceding work day as his designated holiday. In this event, a substitute will be required to work for the regular carrier on the day designated as the regular carrier's Christmas holiday. This provision does not apply to a substitute rural carrier (Des. 72) serving full time on a vacant route or during the extended absence of a rural carrier.

B. New Year's Holiday

The holiday leave instructions for the Christmas holiday are also applicable to the New Year's holiday, except that full-time and part-time regular schedule employees in levels 1 through 18, who are required to work on New Year's Day, January 1, or on the day designated as their New Year's holiday, shall be paid at their basic hourly straight time rate for each hour worked up to 8 hours. This pay is in addition to the holiday pay to which they are entitled pursuant to the eligibility requirements of their collective bargaining

agreement. For hours worked in excess of 8 hours, employees will receive compensation at the applicable overtime rate.

The special compensation provisions for straight time hours worked by part-time flexible employees on Christmas Day, December 25, do not apply to New Year's Day, January 1, 1977.

II. Casual Employees

Casual employees who are required to work on Christmas Day, December 25, shall be paid, in addition to their basic straight time hourly rate, one-half times their basic straight time hourly rate for each straight time hour worked, from 0001 through 2400 hours, up to 8 hours. Also, the straight time hours worked on December 25 will be combined with other paid hours in the service week to determine entitlement to overtime pay for service in excess of 40 hours in a week.

The special compensation provisions for straight time hours worked by casual employees on Christmas Day, December 25, do not apply to New Year's Day, January 1, 1977.

III. Employees Not Covered by Collective Bargaining Agreements or Classified as Casuals

Holiday pay and leave provisions for employees not covered by collective bargaining agreements or classified as casual employees will be administered pursuant to established policy.

IV. Timekeeping Instructions

A. Employees With Regular Work Schedules

Timecard entries for full-time or part-time regular schedule employees who work on Christmas Day (actual or designated) will consist of the following entries:

1. The normal entry in the daily block of the OL column will grant leave for the holiday. This entry is coded H and is also posted to or included in the total Hol. Lv. block entry at the bottom of the second week side of the timecard.

2. The entry in the daily block of the work hours column shows total elapsed work time for the day.

3. Any entry in the daily block of

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the OT column will show only the authorized hours worked in excess of 8.

4. Actual hours worked, not to exceed 8, will also be entered in the Christmas Wk block.

Higher level service will be certified on the Form 1640, *Certificate for Additional Salary Payment*, in the usual manner. However, H/L service on the actual or designated Christmas Day, up to 8 hours, will also be entered in the Christmas Work Block of the Form 1640. Higher level service on the actual or designated New Year's Day will also be entered in the Holiday block.

B. Timecard Entries for Part-Time Flexible Schedule and Casual Employees

Record timecard entries for these eligible employees who perform work on Christmas Day (December 25th only) as follows:

1. Enter time worked in the daily block of the Work Hours column of the timecard in the normal manner.

2. Hours worked on Christmas Day (not to exceed 8) are also entered in the Christmas Wk block. The hours will be paid at an additional 50%.

C. Heavy Duty Rural Carriers

The Form 1314, *Statement of Service Performed on Rural Route*, will be coded with the appropriate J or K to signify a relief day. If the relief day is a Holiday, the preceding work day will be the designated Holiday and coded accordingly. (See I-A-4.)

D. New Year's Day (Actual or Designated)

Existing timekeeping procedures as applied to Holiday Service will be used to record service on this day.

E. Timekeepers Handbook, F-21

1. *Timecard Offices*. Detailed instructions for recording service on Christmas Day and the New Year's Day Holiday are outlined in Handbook F-21, sections 224.4 and 224.5, respectively.

2. *PSDS Offices*. Detailed instructions for recording service Christmas Day and the New Year's Holiday are outlined in F-21, sections 935.3 and 935.1, respectively.—*Finance Dept.*, 12-2-76.

Computerized Postage Mailings

Thirteen companies are currently participating in an experiment in which postage for non-identical parcels is paid on the basis of records developed by the mailers' computers or on the basis of average postage calculations. Parcels mailed under the experiments carry a permit indicia which covers the total cost of postage and all fees. The accuracy of these charges is monitored at the originating office. The postage need not be checked by the delivery offices nor should any of these parcels be assessed postage due charges. Collections from the addressee on COD parcels will be the *Amount to be returned to the sender*, plus the *Money Order Fee* as shown on the COD tag.

Offices which receive drop shipments from these companies are specifically advised by the Office of Mail Classification of the appropriate procedures for accepting the drop shipments.

The following companies are now participating in the experiment:

- Figi's, Marshfield, WI
- Florida Gift Fruit Delivery (G & S Packing), Wiersdale, FL
- Greenland Studios, Opa Locka (Miami), FL. (Mailing also under the following names identifiable by blue and white labels with computer printed mailer name and return address of 4500 N.W. 135th St., Miami, FL 33059):

- | | |
|---------------------------|-------------------------------|
| 1. Madison House | 14. Sun King Collection |
| 2. New Discoveries | 15. Great American Gifts |
| 3. Palm Company | 16. Golden Emporium |
| 4. Improvement Books | 17. Executive Profile |
| 5. Ladies Home Journal | 18. Downe Merchandising Corp. |
| 6. Gift House | 19. Q-Tips |
| 7. Regimental Imports | 20. Carol Wright |
| 8. Merrill Lynch T-Shirts | 21. American Home |
| 9. Berlitz | 22. Greenland Fashions |
| 10. Health House | 23. Fruit of the Loom |
| 11. Health Simulators | 24. Int. Explorer Outfitters |
| 12. Unisax Corp. | 25. Total Woman |
| 13. Drivers Hand Book | 26. Liquid Soap Council |

- Houghton-Mifflin, Burlington, MA
- Lane Bryant, Indianapolis, IN
- J. C. Penney, Atlanta, GA; Columbus, OH; Milwaukee, WI

—Premium Corp of America, Minneapolis, MN; Louisville, KY; Dallas, TX. (Mailing also under the following names identifiable by red and white labels with computer printed mailer name and return address of 12715 State Highway 55, Minneapolis, MN 55441):

- | | |
|------------------------------|------------------------------|
| 1. ABC Stamp L & M Stamp Co. | 35. H & H Stamp |
| 2. American Express | 36. Hi-Lo Shoe Store |
| 3. Amexco | 37. Holden Red Stamp Co. |
| 4. Arco/LMC | 38. Holden TRK Trips |
| 5. Award Headquarters | 39. International Tours |
| 6. Blue Ribbon Stamp Co. | 40. JC Group |
| 7. Boise Cascade Corp. | 41. Judy's Bible Book Store |
| 8. Bonus Gifts | 42. Kargo Discounts |
| 9. Buccaneer Gift Center | 43. L & M Stamp Co. |
| 10. Buccaneer Stamp Co. | 44. La Sal Grocery |
| 11. Buckeye Prem. Stamp | 45. Linders TV |
| 12. C & R Green Stamp | 46. MM Diamonelle |
| 13. Cash Meats | 47. Mail Marketing |
| 14. Chesterfield LMC | 48. Micks Super Value |
| 15. Chucks Sporting Goods | 49. Original Green Stamp |
| 16. Clock Radio | 50. Parade of Gifts |
| 17. Delta Trading Stamp | 51. Premium Corp. of America |
| 18. Dora Fashion Shoppe | 52. PCA Afghan |
| 19. Double Coupon LMC | 53. PCA Blankets |
| 20. Econo-Coins | 54. PCA Continuity Mktg. |
| 21. Edgerton Blue | 55. PCA Disposal |
| 22. Galaxy of Gifts | 56. PCA Luggage |
| 23. Gibbs Drug | 57. PCA Ranch Coat |
| 24. Gift Gallery | 58. Private Stock |
| 25. Gift Stars | 59. RSVP |
| 26. Gift Works | 60. Red Scissor Gift Center |
| 27. Glassware | 61. Red Scissors, Inc. |
| 28. Gold Bond—Hawaii | 62. Rockport Trading Ct. |
| 29. Gold Bond Stamp Co. | 63. Shur-Value Stamp Co. |
| 30. Golden Gifts | 64. Smoke Alert |
| 31. Gold Strike Stamp | 65. Smoke Detector |
| 32. Gold Strike Stamp E | 66. Star Savings |
| 33. Grand Prize Stamp Co. | 67. Taylor Supermarket |
| 34. Group Project Serv. | 68. Three Star Stamp Co. |

- Sears, Roebuck and Co., Columbus, OH
- Spiegel, Chicago, IL
- C. H. Stuart (Sarah Coventry, Carolyn Emmons), Newark, NY
- Stuart McGuire, Salem, VA
- Warshawsky (J.C. Whitney), Chicago, IL
- Wisconsin Cheeseman, Sun Prairie, WI

Mailings of these companies on which postage is paid with postage stamps or meter strips will be processed in the normal manner.—*Rates & Classification Dept.*, 12-2-76.

**A MAILBAG IS USED 10-15 TIMES A YEAR
—YOU CAN KEEP IT IN SERVICE 15 YEARS**

1976 IRS Tax Package

Mailings of 1976 IRS tax packages will commence on November 29, 1976, from Green Bay, WI; Indianapolis, IN; Menasha, WI; Poughkeepsie, NY; and Saint Paul, MN. Mailings will be palletized to the five-digit level wherever possible and will be transported in Postal equipment. Railroad trailers are not to be used as storage facilities.

Pallets of IRS cartons received at a BMC addressed to a five- or three-digit office are to be *dispatched intact* to destination. Pallets addressed to BMC's are to be worked as *non-machinable outsides*. Tax packages should be delivered to post offices as addressed and kept at those points until scheduled release dates. Any office that cannot efficiently handle palletized shipments should remove the IRS cartons as though bed loaded. Empty pallets should be returned in accordance with existing instructions.

Delivery should be completed as soon as possible for the class of service requested. Under no circumstances should postmasters, supervisors, or Postal employees deliver or permit delivery of any tax package **Prior to December 26, 1976, with the exception of those packages**

which bear the bold red endorsement: POSTMASTER: DELIVER IMMEDIATELY. (This endorsement will appear above the address label and means only that this mail will be delivered as third class mail without regard to the December 26 embargo date.)

The Postal Service is committed to deliver the tax packages as early as possible. It is intended, however, that this mail be delivered as soon as possible without the use of overtime or auxiliary assistance.

If the addressee has moved and a change of address order is on file, the package should be forwarded and delivered without charge. (Note: IRS pays forwarding costs under a special agreement with the Postal Service.) If this forwarding address is to a foreign country, or is otherwise undeliverable, the package is to be retained at the local post office. Employees should endorse these copies on the address labels only. These labels should be carefully removed from copies, which are not mutilated, and destroyed. Avoid mutilating these tax packages and use them to supplement the supplies made available to the general public in post offices. Copies

Postage Due Accounts

The \$10 or more every 60 days requirement in PSM 146.32 applies only to regular Postage Due Trust Accounts, not to the Business Reply Advance Deposit Trust Account for which the \$75 accounting fee has been paid.

When a customer maintains both a business reply and a regular postage due trust account, the postmaster may waive the \$10 or more every 60 days requirement.

Postmasters should suggest that a customer close inactive and low activity postage due trust accounts.

Methods Handbook, Series M-30, *Postal Systems Examiners*, will be revised to reflect this waiver of requirement.—*Finance Dept., 12-2-76.*

too badly mutilated to suit this purpose should be disposed of as waste. Do not return undeliverable copies to IRS.

Copies of Form 3749, *Irregularities in the Preparation of Mail Matter*, should be sent to Sales Development Branch, Washington, DC 20260, to assure that any additional revenue due is collected.—*Customer Services Dept., 12-2-76.*

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

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.** (Listed below.) The actual serial numbers consist only of the first 10 Digits. Destroy the PB 21098 article.
- B. **Old Style.** The listing from PB 21096 is still valid.
- C. **Counterfeit.** The listing from PB 21096 is still valid.

1636676082 to 1636676999	1955912600 to 1955912799	2052888200 to 2052888299
1657057000 to 1657057999	1956684632 to 1956684699	2054299000 to 2054299199
1688304300 to 1688304999	1956726600 to 1956726799	2055619034 to 2055619099
1689773900 to 1689774199	1957955926 to 1957955999	2057429400 to 2057429599
1691674300 to 1691674999	1959615000 to 1959615399	2058070042 to 2058070199
1698585200 to 1698585599	1960158738 to 1960158799	2058071000 to 2058071099
1744356292 to 1744356999	1960654800 to 1960654849	2060902952 to 2060902962
1784370351 to 1784370399	1960798060 to 1960798099	2063490600 to 2063490699
1804724945 to 1804724999	1963340631 to 1963340670	2064110687 to 2064110699
1813957442 to 1813957999	1963340674 to 1963340699	2064797131 to 2064797199
1818265752 to 1818265799	1966365500 to 1966365599	2064865293 to 2064865399
1818290300 to 1818290699	1968229058 to 1968229099	2067343432 to 2067343441
1818314461 to 1818314499	1970126582 to 1970126599	2067935600 to 2067936499
1818346000 to 1818346299	1973940231 to 1973940299	2070415820 to 2070415832
1824739233 to 1824739257	1974545484 to 1974545499	2071505324 to 2071505399
1825539600 to 1825539699	1974626100 to 1974626599	2071598565 to 2071598599
1836169142 to 1836169199	1975461931 to 1975461999	2071636784 to 2071636799
1849150336 to 1849150399	1976625700 to 1976625799	2073371600 to 2073372099
1854778755 to 1854778778	1979695008 to 1979695099	2079763066 to 2079763099
1863733724 to 1863733999	1979755713 to 1979755724	2081811623 to 2081811699
1864630328 to 1864630499	1981716500 to 1981716699	2082801500 to 2082801699
1866532500 to 1866532599	1982839495 to 1982840499	2082878700 to 2082878899
1870326017 to 1870326099	1987731000 to 1987731199	2083855000 to 2083856999
1875828852 to 1875829299	1988187449 to 1988187499	2085962942 to 2085962999
1882610034 to 1882610099	1990507805 to 1990507899	2090619332 to 2090619399
1895135524 to 1895135599	1990507905 to 1990507999	2090982736 to 2090982799
1895213400 to 1895213499	1990687689 to 1990687699	2093535946 to 2093535999
1901049379 to 1901049499	1995671359 to 1995671999	2096132430 to 2096132451
1901372592 to 1901372699	1999837384 to 1999837499	2097278200 to 2097278299
1903536500 to 1903536599	2002639419 to 2002639450	2097282600 to 2097283099
1911918635 to 1911918799	2002881886 to 2002881899	2099936003 to 2099936199
1911939000 to 1911939299	2008467100 to 2008467199	2101768200 to 2101768599
1913077598 to 1913077999	2010587233 to 2010587299	2106951701 to 2106951799
1914787700 to 1914787999	2012944901 to 2012944999	2107740713 to 2107740799
1916448498 to 1916448599	2012945006 to 2012945099	2108553150 to 2108553499
1920282400 to 1920282497	2013805500 to 2013805699	2108619400 to 2108619599
1925051436 to 1925051499	2018938400 to 2018938499	2112380459 to 2112380999
1926528400 to 1926528499	2020057900 to 2020058199	2115272600 to 2115273099
1926628500 to 1926628699	2020617306 to 2020617399	2116823100 to 2116823599
1928283500 to 1928283599	2021090400 to 2021090499	2117834238 to 2117834299
1932043571 to 1932043599	2022309769 to 2022309799	2122159972 to 2122159984
1932709981 to 1932709999	2023458092 to 2023458299	2122681108 to 2122681499
1932719600 to 1932719699	2025217286 to 2025217699	2131513600 to 2131513899
1932738600 to 1932738999	2025609787 to 2025609999	2131659000 to 2131659199
1937698700 to 1937698728	2026068306 to 2026068399	2135784229 to 2135784399
1937773334 to 1937773399	2026636200 to 2026636599	2138225800 to 2138226299
1938175400 to 1938175499	2028624211 to 2028624299	2139131670 to 2139131699
1938921759 to 1938921999	2028917000 to 2028917999	2147970000 to 2147970199
1940535900 to 1940535999	2032976000 to 2032977499	2148789300 to 2148789399
1942580000 to 1942580299	2033489900 to 2033489999	2155380200 to 2155380499
1943408185 to 1943408199	2034879111 to 2034879199	2160339107 to 2160339499
1943791168 to 1943791199	2036193700 to 2036193999	2169293359 to 2169293399
1944408645 to 1944408699	2036194350 to 2036194599	2169363900 to 2169363999
1945120446 to 1945120499	2039774500 to 2039774775	2176673400 to 2176673599
1945197600 to 1945198099	2041088000 to 2041089999	2189765700 to 2189765799
1945243540 to 1945243599	2041609600 to 2041609699	8005023000 to 8005023999
1946688200 to 1946688299	2043081700 to 2043081899	8006421254 to 8006421299
1951045661 to 1951045999	2043875944 to 2043875999	8006580878 to 8006580899
1952637000 to 1952638999	2045459800 to 2045460099	8007230601 to 8007230617
1953225400 to 1953225699	2050722591 to 2050722599	8012783600 to 8012783999

Warning Notice—Unrecovered Stolen Canadian Money Order Forms

(To be posted and used by window clerks. As directed destroy previous notices. Insert any 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 21093 article.

160,193,201 to 160,193,300	186,820,405 to 186,820,900	217,979,501 to 217,979,600
160,507,331 to 160,507,400	188,460,651 to 188,460,700	218,660,066 to 218,660,700
160,606,501 to 160,606,900	188,669,520 to 188,670,000	219,494,026 to 219,494,130
160,919,925 to 160,920,000	189,205,701 to 189,205,800	219,692,001 to 219,692,100
160,921,817 to 160,921,900	189,217,169 to 189,217,400	224,126,989 to 224,127,100
161,799,901 to 161,800,000	189,278,454 to 189,278,464	225,318,461 to 225,318,500
161,981,006 to 161,981,900	189,357,868 to 189,357,878	226,781,246 to 226,781,400
162,015,701 to 162,015,800	190,053,526 to 190,054,000	226,073,655 to 226,073,700
162,314,201 to 162,314,700	192,099,601 to 192,099,800	227,129,004 to 227,129,400
162,600,001 to 162,600,200	196,116,101 to 196,116,600	227,564,701 to 227,564,800
163,420,501 to 163,420,800	198,036,801 to 198,036,900	229,000,595 to 229,000,600
163,573,201 to 163,573,900	198,520,743 to 198,520,800	229,083,686 to 229,083,700
165,349,901 to 165,350,200	199,531,501 to 199,531,600	229,428,120 to 229,428,300
165,618,226 to 165,618,300	199,662,401 to 199,662,500	230,004,990 to 230,005,200
166,278,201 to 166,278,500	199,662,562 to 199,662,600	230,143,701 to 230,144,000
166,951,587 to 166,951,700	199,843,031 to 199,843,050	231,387,001 to 231,387,500
170,477,105 to 170,477,200	200,400,512 to 200,400,600	232,017,701 to 232,017,800
171,471,801 to 171,472,100	200,467,313 to 200,467,500	234,067,232 to 234,067,300
171,815,673 to 171,816,000	201,328,601 to 201,329,300	235,833,783 to 235,833,800
173,562,701 to 173,563,700	201,963,699 to 201,963,800	237,386,845 to 237,387,000
173,890,301 to 173,890,500	201,980,250 to 201,980,299	237,853,501 to 237,853,600
174,317,402 to 174,317,500	202,545,957 to 202,546,000	238,758,669 to 238,758,730
175,434,677 to 175,434,900	207,218,569 to 207,218,600	239,162,130 to 239,162,200
176,226,349 to 176,226,700	207,886,401 to 207,886,600	239,863,796 to 239,863,870
176,413,353 to 176,413,400	208,872,242 to 208,872,257	239,864,826 to 239,864,900
176,780,901 to 176,781,200	209,190,001 to 209,195,000	240,362,301 to 240,362,600
178,155,401 to 178,155,500	210,301,801 to 210,302,000	240,843,695 to 240,844,200
178,759,158 to 178,759,197	210,835,285 to 210,835,300	242,545,470 to 242,545,800
179,838,411 to 179,838,600	210,935,633 to 210,935,700	243,408,101 to 243,408,200
180,446,855 to 180,446,866	212,900,201 to 212,900,300	243,920,027 to 243,920,100
182,975,501 to 182,976,200	213,345,001 to 213,345,100	244,583,557 to 244,583,600
183,457,601 to 183,458,300	213,504,865 to 213,505,000	247,636,179 to 247,636,200
183,769,412 to 183,769,500	216,823,954 to 216,824,000	247,649,190 to 247,649,200
185,028,741 to 185,028,800	217,621,979 to 217,622,100	247,837,401 to 247,837,900
186,446,001 to 186,446,500	217,622,401 to 217,622,800	250,442,960 to 250,443,000

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

UNITED STATES POSTAL SERVICE
WASHINGTON, DC 20260
OFFICIAL BUSINESS

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



FIRST CLASS