



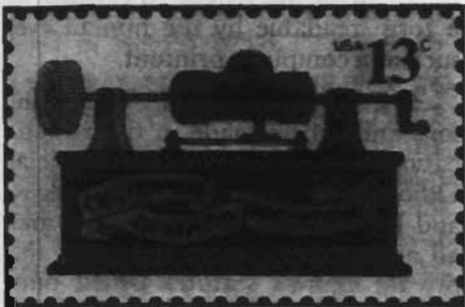
# postal bulletin

Directives and Forms Division, Washington, DC 20260 PB 21106—Feb. 24, 1977—16 Pages

## 13-Cent Centennial of Sound Recording Commemorative Stamp

**Description.** The 13-cent Centennial of Sound Recording commemorative stamp will be first placed on sale at Washington, DC 20013 on March 23, 1977. Because of new first-day cover procedures it is important that all offices begin selling these stamps on March 24, 1977.

**Do Not Sell Before March 24, 1977.**



Size: 0.84 x 1.44 inches.  
 Issued in sheets of 50.  
 Colors: Yellow, brown, and black.  
 Marginal markings: One plate number, Mail Early in the Day, and Mr. ZIP.  
 Designer: Walter Einsel.

**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 April 6, 1977, and should be addressed to: First Day Cancellations, Postmaster, Washington, DC 20013. No remittance is required.

*b. Postal Service Affixing Stamps.* Request first-day cancellations from:

Centennial of Sound Recording Stamp, Postmaster, Washington, DC 20013 (see PSM, section 257.2). Requests must be postmarked not later than April 6, 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 March 24, 1977.

**Supply.** All post offices under the automatic distribution system will receive an initial supply of the stamps. Before requisitioning additional stamps (item 436), consider that the stock should be depleted prior to May 23, 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 offices requiring additional stamps in less than bulk quantities:* requisition on separate Form 17 from designated sectional centers.

**Panels.** A limited number of 8½ by 11¼ inches commemorative series stamps panels will be available only through mail order from the Philatelic Sales Division, Washington, DC 20265. The panels (item 854) are printed on heavy art paper suitable for mounting and sell for \$2.50 each.

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., 2-24-77.*

## U.S.S.R. Prohibits Import of Bread

The postal administration of the Union of Soviet Socialist Republics has announced it is prohibited to import pasta foods, including matzoh and other bread products, into the U.S.S.R. in any kind of postal item. Mail containing such products will be seized by Soviet officials.

Pending revision of Publication 42, *International Mail*, employees should make a write-in change in Appendix B, Individual Country Information, to reflect this prohibition.—*Rates & Classification Dept., 2-24-77.*

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## International Mail—Canada

Postal employees must not collect postage due on mail from Canada unless the mail bears a T in a circle with the amount to be collected. Please see section 622.2, Publication

42, *International Mail*. If mail deposited in Canada is shortpaid, the Canadian Postal Service will endorse it to indicate postage is due.—*Rates & Classification Dept., 2-24-77.*

## FREEDOM OF INFORMATION ACT REGULATIONS

The following regulations appeared in *POSTAL BULLETIN* 21023, 2-13-75 (later extended by PB's 21061 and 21088), but as yet have not been incorporated into the *POSTAL SERVICE MANUAL*.

Of special significance are the changes to Section 265.86 and Appendix B.

**This article should be retained until it has been printed in the Postal Service Manual or some other permanent directive.**

### PART 265 RELEASE OF INFORMATION

#### 265.1 Purpose and Scope

This part contains the regulations of the Postal Service relating to the availability to the public of Postal Service records. Included in this part are the regulations which implement section 552 of title 5, United States Code, the *Freedom of Information Act*, insofar as it applies to the Postal Service. Official records of the Postal Service made available pursuant to the requirements of the Act shall be furnished to members of the public as prescribed by this part.

#### 265.2 Policy

**.21** It is the policy of the Postal Service to make its official records available to the public to the maximum extent consistent with the public interest. This policy requires a practice of full disclosure subject only to the specific exceptions required or authorized by law.

**.22** The exemptions from mandatory disclosure provided by section 552(b) of title 5, and section 410(c) of title 39, United States Code, for various types of records, reflect the fact that under some circumstances the public interest may be better served by leaving the disclosure of particular records to the discretion of the Postal Service than by requiring their disclosure. As to those records the disclosure of which is not prohibited by statute, Executive Order, or regulation, the discretion vested in the Postal Service should be exercised after giving consideration to the following: the effect of nondisclosure on the public's right to know about a particular matter; the effect of disclosure on the right of privacy of any affected individuals; the effect of

disclosure on the public interest in the economical, efficient, and orderly operation of the nation's mail system; and any other factors that may be relevant under the circumstances.

#### 265.3 Responsibility

**.31 CUSTODIAN.** Official records are in the custody of the postmaster or other head of a facility, such as a postal data center, mailbag depository, sectional center facility, district office or regional headquarters, or of a group or department of Headquarters, at which they are maintained. These custodians are responsible for responding in the first instance to requests from members of the public for Postal Service records.

**.32 RECORDS OFFICER.** The Records Officer, United States Postal Service, Washington, DC 20260, is responsible for the overall administration of this part, including the issuance of detailed instructions to custodians.

**.33 GENERAL COUNSEL.** The General Counsel decides timely appeals authorized by this part.

#### 265.4 Inquiries

Inquiries regarding the availability of Postal Service records should be directed to the head of the post office, postal data center, mailbag depository, sectional center facility, district office, regional headquarters, or other facility, or group or department of Headquarters, at which the official records are maintained. If the appropriate custodian is not known, inquiries should be directed to the Records Officer, United States Postal Service, Washington, DC 20260, telephone number (202) 245-4142.

#### 265.5 Public Reading Room

The Library of the Postal Service Headquarters, 475 L'Enfant Plaza, West, S.W., Washington, DC 20260, serves as public reading room for the materials which are listed in 265.612 and .613 as available for public inspection and copying.

#### 265.6 Availability of Records

##### .61 RECORDS AVAILABLE TO THE PUBLIC UPON REQUEST

**.611 General.** Postal Service records are available for inspection or copying at the request of any person, in accordance with the provi-

sions of this part, except as otherwise provided by law or regulations, including but not limited to, sections 265.62 through 265.66 of this part. Certain categories of records of particular interest are available on a continuing basis as provided in sections 265.612 and 265.613 of this section and are listed in a public index as provided in section 265.614. Access to other records may be requested on an individual basis in accordance with the procedures provided in section 265.7. Official records which are maintained on an electronic storage medium will normally be made available, in accordance with this part, as an exact duplicate of the requested original in a form readable by the human eye, such as a computer printout.

**.612 Opinions.** All final opinions and orders made in the adjudication of cases by the Judicial Officer, Administrative Law Judges, and Board of Contract Appeals, and all advisory opinions concerning the private express statutes issued pursuant to 310.6 of title 39, Code of Federal Regulations (CFR), all bid protest decisions, and all decisions on appeals pursuant to this part, rendered by the Law Department are on file and available for inspection and copying in the Headquarters Library, United States Postal Service, 475 L'Enfant Plaza, West, S.W., Washington, DC 20260.

**.613 Administrative Manuals and Instructions to Staff.** The manuals, instructions, and other publications of the Postal Service that affect members of the public are available through the Headquarters Library, United States Postal Service, Washington, DC 20260, and at many post offices and other postal facilities. Those which are available to the public but are not listed for sale may be inspected in the Library, or at any postal facility which maintains a copy. Copies of publications which are not listed for sale or available free of charge may be obtained by paying a fee in accordance with section 265.8.

##### .614 Public Index.

**a.** A public index is maintained in the Headquarters Library of all final opinions and orders made by the Postal Service in the adjudication of cases, Postal Service policy state-

ments which may be relied on as precedents in the disposition of cases, administrative staff manuals and instructions that affect the public, and other materials which the Postal Service elects to index and make available to the public upon request in the manner set forth in section 265.611.

b. The index mainly contains matters issued after July 4, 1967. However, the Postal Service may include prior matters.

c. Any person may arrange for the inspection of any matter in the public index in accordance with the procedures of section 265.7.

d. Copies of the public index and of matters listed in the public index may be purchased through the Headquarters Library upon payment of fees as listed in the index or as provided in section 265.8.

#### **.62 RECORDS NOT SUBJECT TO MANDATORY PUBLIC DISCLOSURE.**

Certain classes of records are exempt from mandatory disclosure under exemptions contained in the *Freedom of Information Act* and in section 410(c) of title 39, United States Code. The Postal Service will exercise its discretion, in accordance with the policy stated in section 265.2, as implemented by instructions issued by the Records Officer with the approval of the General Counsel, in determining whether the public interest is served by the inspection or copying of records that are:

a. Related solely to the internal personnel rules and practices of the Postal Service.

b. Trade secrets, or privileged or confidential commercial or financial information, obtained from any person.

c. Information of a commercial nature, including trade secrets, whether or not obtained from a person outside the Postal Service, which under good business practice would not be publicly disclosed. This class includes, but is not limited to:

(1) Information pertaining to methods of handling valuable registered mail.

(2) Records of money orders, except as provided in Chapter 1 of the *POSTAL SERVICE MANUAL*.

(3) Technical information concerning postage meters and prototypes submitted for Postal Service approval prior to leasing to mailers.

(4) Reports of the market surveys conducted by or under contract in behalf of the Postal Service.

(5) Records compiled within the Postal Service which would be of potential benefit to persons or firms in economic competition with the Postal Service.

(6) Information, which if publicly disclosed, could materially increase procurement costs.

d. Interagency or internal memoranda or letters that would not be available by law to a private party in litigation with the Postal Service.

e. Reports and memoranda of consultants or independent contractors, except to the extent they would be required to be disclosed if prepared within the Postal Service.

f. Files personal in nature, including medical and personnel files, the disclosure of which would constitute a clearly unwarranted invasion of personal privacy.

g. Information prepared for use in connection with proceedings under chapter 36 of title 39, United States Code, relating to rate, classification, and service changes.

h. Information prepared for use in connection with negotiation of collective bargaining agreements under chapter 12 of title 39, United States Code, or minutes of, or notes kept during, negotiating sessions conducted under such chapter.

i. Other matter specifically exempted from disclosure by statute.

#### **.63 INVESTIGATORY RECORDS**

.631 Investigatory files compiled for law enforcement purposes, whether or not considered closed, are exempt by statute from mandatory disclosure except to the extent otherwise available by law to a party other than the Postal Service, 39 U.S.C. 410(c)(6). As a matter of policy, however, the Postal Service will normally make investigatory records available upon request unless the production of these records would:

a. interfere with enforcement proceedings,

b. deprive a person of a right to a fair trial or an impartial adjudication,

c. constitute an unwarranted invasion of personal privacy,

d. disclose the identity of a confidential source, and, in the case of a record compiled by the Postal Inspection Service in the course of a criminal investigation or of a lawful national security intelligence investi-

gation, confidential information furnished only by the confidential source,

e. disclose investigative techniques and procedures, or

f. endanger the life or physical safety of law enforcement personnel.

.632 Authority to disclose investigatory records to persons outside the Postal Service must be obtained from the Chief Postal Inspector, United States Postal Service, Washington, DC 20260, or his designee.

#### **.64 DISCLOSURE OF NAMES AND ADDRESSES OF CUSTOMERS.**

The addresses of postal customers will be made available only in accordance with the following:

a. The new address of any specific customer who has filed a change of address order will be furnished to any person upon payment of the fee prescribed in section 265.843.

b. The name and address of the holder of a bulk mail permit, permit imprint or similar permit, or postage meter permit, and the name of any person applying for a permit in behalf of a holder, will be furnished to any person upon the payment of any fees authorized by section 265.8.

c. The recorded post office box address of a customer whose mail is redirected to a post office box will be furnished to any person upon payment of the fee prescribed in section 265.843.

d. The business name and address of the holder of a post office box being used for the purpose of doing or soliciting business with the public, and any person applying for a box in behalf of a holder, will be furnished to any person without charge. The postmaster may furnish this information when he is satisfied from the entries appearing on Form 1093, *Application for Post Office Box*, or from evidence furnished by the requester, such as an advertising circular, that a box is being used for such a business purpose. When the postmaster is unable to determine whether a business use is involved, he shall refer the request to Regional Counsel for advice.

e. Except as provided in .64d above, the name or address of the boxholder will be furnished only:

(1) to a Federal, State, or local government agency upon prior written certification that the information is required for the performance of its duties,

(2) to a person empowered by law to serve legal process upon prior written certification that the information is required to effect service, or

(3) in compliance with a subpoena or other court order.

f. The mailing address of any customer sought in connection with jury service, if known, will be furnished without charge upon prior written request to a court official, such as a judge, court clerk or jury commissioner.

g. If the location of a residence or a place of business is known to a Postal Service employee, whether as a result of his official duties or otherwise, he may, but need not, disclose the location or give directions to it. No fee shall be charged for such information.

#### **.65 INFORMATION NOT AVAILABLE FOR PUBLIC DISCLOSURE**

.651 The Postal Service and its officers and employees shall not make available to the public by any means or for any purpose any mailing list or other list of names or addresses (past or present) of postal patrons or other persons.

.652 Records or other documents which are classified or otherwise specifically authorized by Executive Order to be kept secret in the interest of the national defense or foreign policy are not subject to disclosure pursuant to this part.

.653 Records consisting of trade secrets or confidential financial data, the disclosure of which is prohibited by section 1905 of title 18, United States Code, are not subject to disclosure pursuant to this Part.

.654 Other records, the disclosure of which is prohibited by statute, are not subject to disclosure pursuant to this part.

**.66 PROTECTION OF THE RIGHT OF PRIVACY.** If any record required or permitted by this part to be disclosed contains the name of, or other identifying details concerning, any person, including an employee of the Postal Service, the disclosure of which would constitute a clearly unwarranted invasion of personal privacy, the name or other identifying details shall be deleted before the record is disclosed. A notice such as: *The names of individuals and other identifying details have been deleted to prevent an unwarranted invasion of the personal privacy of the individu-*

*als involved* shall be placed on any record from which this material has been deleted.

**.67 DISCLOSURE IN PART OF OTHERWISE EXEMPT RECORD.** Any reasonably segregable portion of a record shall be provided after deleting the information which is neither subject to mandatory disclosure nor available as a matter of discretion.

#### **265.7 Procedure for Inspection and Copying of Records**

##### **.71 SUBMISSION OF REQUESTS**

**.711 Form and Content of Request.** To permit expeditious handling and timely response in accordance with the provisions of this part, a request to inspect or to obtain a copy of an identifiable Postal Service record shall be in writing and bear the caption *Freedom of Information Act Request* or otherwise be clearly and prominently identified as a request for records pursuant to the *Freedom of Information Act*. If submitted by mail or otherwise submitted in an envelope or other cover, a request shall be clearly and prominently identified as such on the envelope or other cover. Other requests for information will be considered informal requests and will be handled as expeditiously as practicable but not necessarily within the time limitations set forth in section 265.72. An informal request will be granted or denied according to the substantive rules in section 265.6, if found to be a request for a record. A *Freedom of Information Act* request shall identify the record sought as completely as possible, by name, description, or subject matter, and be sufficient to permit the custodian to locate it with a reasonable amount of effort. The request may state the maximum amount of fees for which the requester is willing to accept liability without prior notice. See section 265.852. If no amount is stated the requester will be deemed willing to accept liability for fees not to exceed \$10.00.

**.712 To Whom Submitted.** A request shall be submitted to the custodian of the requested record. If the location of the record is not known, inquiry should be directed to the Records Officer, United States Postal Service, Washington, DC 20260, telephone (202) 245-4142. If a request is submitted to a facility

other than that at which the record is maintained, it shall be promptly transmitted to the appropriate custodian with a copy of the transmittal furnished to the requester. A request which is not initially submitted to the appropriate custodian shall be deemed to have been received by the Postal Service for purposes of computing the time for response in accordance with section 265.72 at the time that it is actually received by the appropriate custodian. If a request seeks records maintained at two or more facilities, the custodian shall be deemed to be the next senior common supervisor of the heads of the facilities; e.g., sectional center manager, district manager, Regional Postmaster General.

**.713 Reasons for Request.** In view of the possibility that some or all of the records may be exempt from mandatory disclosure, the requester may state any reasons why the record should nevertheless be made available to him even if exempt.

**.714 Request for Waiver of Fees.** The requester may ask that fees, the advance payment of fees, or the advance deposit of estimated fees be waived in whole or in part, and may state any reasons in support thereof. See section 265.856.

**.715 Categorical Requests.** A request for all or substantially all of the records within a specific category will be deemed a reasonable description of those records only if it is possible, without further information, to determine which particular records are sought. See section 265.723 concerning the providing of additional information.

**.716 Request for Records Located at Numerous Facilities.** A request for records which are, or may be, located at all or a substantial number of post offices or other postal facilities will be deemed to be a reasonable description only of such of those records as are maintained at the post office or other facility to which the request is submitted, and of those records maintained at any other post offices or facilities specifically identified in the request. See 265.712 concerning the custodian of records of two or more facilities.

##### **.72 RESPONSIBILITIES OF THE CUSTODIAN**

**.721** The custodian of the requested record is the person responsi-

ble for determining whether to comply with or to deny the request. A custodian who is not an Officer as defined in Appendix A, however, should not deny a request, until he has obtained the advice of Regional Counsel. If denial of a request appears necessary, the custodian should seek advice as soon as possible after receipt of the request so as to provide adequate time for legal review.

**.722** The custodian shall make this determination within ten working days, i.e., exclusive of Saturdays, Sundays, and holidays, of receiving the request, and more rapidly if feasible. The custodian and the requester may, by mutual agreement, preferably in writing establish a different response period from those provided in this section 265.72.

**.723** If a requested record cannot be located from the information supplied, the requester should be given an opportunity to supply additional information and, if feasible, to confer with the custodian or his representative, in an attempt to provide a reasonable description of the records sought. If additional information is furnished, the request will be deemed to have been received by the custodian when sufficient additional information to identify and locate the record with a reasonable amount of effort has been received.

**.724** The ten working day response period allowed above may be extended by the custodian, after consultation with Regional Counsel, or with the General Counsel if the custodian is at Headquarters, *for a period not to exceed an additional ten working days* when, and to the extent, reasonably necessary to permit the proper processing of a particular request, under one or more of the following unusual circumstances:

**a.** The request requires a search for and collection of records from a facility other than that processing the request;

**b.** The request requires the search for, and collection and appropriate examination of, a voluminous amount of separate and distinct records; or

**c.** The request requires consultation (1) with another agency having a substantial interest in the determination of whether to comply with the request, or (2) among two or more components of the Postal Service having substantial subject matter interest in the determination of whether to comply with the request.

**.725** When the custodian finds that the additional time is required, he shall acknowledge the request in writing within the initial ten day response period, state the reason for the delay, and indicate the date on which a decision as to the disclosure is expected.

**.726** If the custodian has been unable to comply with the applicable time limit provisions of this section, in spite of the exercise of due diligence, he shall nonetheless make a determination as promptly as possible. He shall notify the requester of the exceptional circumstances preventing timely compliance and of the date by which it is expected that the determination will be made. A copy of this notification shall be sent to the General Counsel, U.S. Postal Service, Washington, DC 20260.

**.727** If a requested record is known to have been destroyed, disposed of, or otherwise not to exist, the requester shall be so notified.

### **.73 COMPLIANCE WITH REQUEST UPON AFFIRMATIVE DETERMINATION BY CUSTODIAN**

**.731** When a requested record has been identified and is to be disclosed in whole or in part, the custodian shall ensure that the record is made available promptly and shall immediately notify the requester where and when and upon what reasonable conditions, if any, including the payment of fees, the record will be available for inspection or copies will be available. Postal Service records will normally be available for inspection and copying during regular business hours at the postal facilities at which they are maintained. The custodian may, however, designate other reasonable locations and times for inspection and copying of some or all of the records within his custody.

**.732** Any fees, authorized or required by section 265.8 shall be paid by the requester before the record is made available or a copy is furnished unless payment is waived or deferred pursuant to section 265.85. See also section 265.852, concerning advance notice of fees.

**.733** A custodian complying with a request may designate a representative to monitor any inspection or copying.

### **.74 DENIAL OF REQUEST**

**.741** A reply denying a request in whole or in part shall be in writing, signed by the custodian or his designee, and shall include:

**a.** A statement of the reason for, or justification of, the denial, e.g., the nonexistence of the record, including, if applicable, a reference to the provision or provisions of section 265.6 authorizing the withholding of the record and a brief explanation of how each provision applies to the records requested;

**b.** The name and title or position of the person responsible for the denial of the request (see § 265.742); and

**c.** A statement of the right to appeal and of the appeal procedure within the Postal Service (described in section 265.75).

**.742** The custodian is ordinarily the person responsible for the denial of the request. If the denial of a particular request has been directed by higher authority, however, the name and title or position of the person directing the denial shall be given in the reply to the requester in place of the custodian as the person responsible for the denial, and a copy of the denial shall be sent to that person.

### **.75 APPEAL PROCEDURE**

**.751** If a request to inspect or to copy a record is denied, in whole or in part, if no determination is made within the period prescribed by this section, or if a request for waiver of fees is not granted, the requester may appeal to the General Counsel, U.S. Postal Service, Washington, DC 20260.

**.752** The requester shall submit his appeal in writing within 30 days of the date of the denial or of the other action complained of, or within a reasonable time if the appeal is from a failure of the custodian to act. The General Counsel may, in his discretion, consider late appeals.

**.753** In the event of the denial of a request or of other action or failure to act on the part of a custodian from which no appeal is taken, the General Counsel may, if he considers that there is doubt as to the correctness of the custodian's action or failure to act, review the action or failure to act as though an appeal pursuant to this section had been taken.

**.754** A letter of appeal should include, as applicable:

a. A copy of the request, of any notification of denial or other action, and of any other related correspondence;

b. A statement of the action, or failure to act, from which the appeal is taken;

c. A statement of the reasons why the requester believes the action or failure to act is erroneous; and

d. A statement of the relief sought.

## .76 ACTION ON APPEALS

**.761** The decision of the General Counsel or his designee constitutes the final decision of the Postal Service on the right of the requester to inspect or copy a record. The decision will normally be made within twenty working days from the time of the receipt by the General Counsel. The 20-day response period may be extended by the General Counsel or his designee for a period not to exceed an additional 10 working days when reasonably necessary to permit the proper consideration of an appeal, under one or more of the unusual circumstances set forth in section 265.724. The aggregate number of additional working days utilized pursuant to this section 265.761 and section 265.724, however, may not exceed 10.

**.762** The decision on the appeal shall be in writing. If the decision sustains a denial of a record, in whole or in part, it shall state the justification therefor and shall specify any exemption or exemptions relied on and the manner in which they apply to the record withheld, and shall inform the requester of his right to judicial review. An indexed file of decisions on appeals shall be maintained by the General Counsel and be made available to the public.

**.763** If not prohibited by or under law, the General Counsel or his designee may direct the disclosure of a record even though its disclosure is not required by law or regulation.

## 265.8 Schedule of Fees

**.81 POLICY.** The purpose of this section is to establish fair and equitable fees to permit the furnishing of records to members of the public while covering the direct costs incurred by the Postal Service.

## .82 RECORD RETRIEVAL

**.821** The fee for each quarter hour spent by clerical personnel in

searching for records other than by computer is \$2.00. If no more than one quarter hour of clerical search time is required in connection with a request or a series of related requests, no charge for search time shall be made.

**.822** When a search cannot be performed by clerical personnel and must be performed by professional or managerial personnel, the fee for each quarter hour in searching for records other than by computer is \$2.75 for each quarter hour.

**.823** The fee for retrieving data by computer is the actual cost of the retrieval as calculated in accordance with the Information Services Price List in effect at the time that the retrieval services are performed. The list is established by the Management Information Systems Department, U.S. Postal Service, and is subject to periodic revision. (See Appendix B for the list in effect on January 1, 1977.)

**.824** Sections .821, .822, and .83 also apply to information stored within micrographic systems.

## .83 REPRODUCTION

**.831** The fee for reproducing any record or publication, other than a change of address order, is \$.10 per page. The reproduction fee is in addition to any fee authorized by section .82 for the retrieval of the same record.

**.832** The Postal Service may at its discretion make coin-operated copy machines available at any location or otherwise give the requester the opportunity to make copies of Postal Service records at his own expense. Unless authorized by the Records Officer, however, no offsite copying shall be permitted of records which, if lost, could not be replaced without inconvenience to the Postal Service.

**.833** The Postal Service will normally furnish only one copy of any record. If duplicate copies are furnished at the request of the requester, the per-page fee shall be charged for each copy of each page. At his discretion, when it is reasonably necessary because of a lack of adequate copying facilities or other circumstances, the custodian may make the requested record available to the requester for inspection under reasonable conditions and need not furnish a copy thereof.

## .84 OTHER COSTS

**.841 Publications.** Publications and other printed materials may, to the extent that they are available in sufficient quantity, be made available at the established price, if any, or at cost to the Postal Service.

**.842 Other Charges.** When a response to a request requires services or materials other than the common ones listed in sections .82 and .83 of this section, the direct cost of such services or materials to the Postal Service may be charged, but only if the requester has been notified of the nature and estimated amount of such cost before it is incurred.

**.843 Change of Address Orders.** Although change of address information is not required by the *Freedom of Information Act* to be made available to the public, the fee for obtaining this information in accordance with 265.64a is included in this section as a matter of convenience to the public. The fee for searching for and reproducing change of address orders is \$1.00 per change of address. The fee is not refundable.

## .85 PAYMENT AND WAIVER OF FEES

**.851 Liability and Payment.** The requester is responsible, subject to limitations on liability provided by this section, for the payment of all fees for services resulting from his request, whether or not any of the requested records are made available to him. Payment shall be made before any record is made available or any copy is furnished unless payment is waived or deferred pursuant to this section. Checks in payment of fees shall be made payable to United States Postal Service.

**.852 Advance Notice.** To protect members of the public from unwittingly incurring liability for unexpectedly large fees, a request that is expected to result in fees in excess of \$10.00 will be deemed not to have been received until the requester is notified of the estimated cost and agrees to bear it. The notification shall be transmitted as soon as possible after physical receipt of the request, but in any event within five working days, giving the best estimate then available. It shall include a brief explanatory statement of the nature and extent of the services upon which the estimate is based

and shall offer the requester an opportunity to confer with the custodian or his representative in an attempt to reformulate the request so as to meet his needs at lower cost. No notification is required if the request specifically states that whatever cost is involved is acceptable or is acceptable up to a specified amount that covers estimated costs or if payment of all fees in excess of \$10.00 has been waived.

**.853 Advance Deposits.** When it is estimated that the fees chargeable under this section will amount to more than \$100.00, an advance deposit of not less than 50 percent of estimated fees shall be required, unless the payment of fees in excess of \$100.00 has been waived. The deposit should be made within 5 working days of receipt by the requester of notice of the requirement. The determination of the availability of the records sought by the requester shall not be delayed to await this deposit, if such determination will involve search charges of less than \$25.00. In other cases, however, the determination of the availability of the records shall be delayed to await the deposit and the request will not be deemed to have been received until the deposit is received.

**.854 Waiver of Fees Where Records are not Disclosed.** Ordinarily, fees shall not be charged if the requested records are not found, or if all of the records located are withheld as exempt. However, search fees may be charged if the time spent in searching for the requested record warrants charges in excess of \$25.00 and the requester was notified of the estimated cost, either pursuant to section 265.852 or in a separate notification, and of the fact that it could not be determined in advance whether any records would be made available and that he might be responsible for search fees even though no records are made available, unless the requester promptly withdraws or modifies his request upon receipt of such notification.

**.855 Fees Not Charged for Certain Services.** Fees shall not be charged where they would amount, in the aggregate, for a request or series of related requests, to less than \$3.00. This general waiver shall not apply to the fee for providing change of address information.

**.856 Waiver of Fees by Custodian.** The custodian may waive, in whole or in part, a fee not in excess of \$25.00 or the requirement for the advance payment of such a fee, when he determines, in accordance with guidelines established by the Records Officer, that the furnishing of the records is primarily for the benefit of the general public, or that charging the fee otherwise required would impose an undue hardship or inconvenience on the requester. If the custodian determines that waiver is appropriate, but the amount of the fee or the deposit is in excess of his authority to waive, he shall promptly submit a recommendation for such a waiver to the Officer exercising jurisdiction over his post office or facility or to the General Counsel. Until the Officer has acted on the recommendation, the custodian shall require any advance deposit or advance payment otherwise warranted by this section to be made but shall inform the requester that waiver is under consideration and may defer any action requiring deposit or payment, if desired by the requester, until waiver has been granted or denied.

**.857 Waiver by Officer.** Any Officer of the Postal Service (see Appendix A) or his designee, may waive in whole or in part any fee required by this part or the requirement for advance payment or advance deposit of any fee.

**.858 Waiver of Fee for Changes of Address.** The fee prescribed by section 265.843 is waived in the following circumstances for providing change of address information for:

a. Telegraph companies when the sender of the telegram is the U.S. Government.

b. Federal, state, and local public health officials when the persons being sought are infected with or exposed to contagious diseases.

c. Federal, state, and local government agencies, upon certification that the change of address is required for the performance of their duties, and all other known sources for obtaining the change of address have been exhausted. This waiver does not apply to fees for services performed in accordance with section 122.5 of the POSTAL SERVICE MANUAL.

d. Postage meter manufacturers when they are attempting to locate a missing meter.

**.86 ACCOUNTING FOR FEES.** Custodians shall account for fees paid in accordance with this section as follows:

a. Deposit fees received as postal funds. Record the amounts collected by entries to Account Identifier Code (AIC) 198, Freedom of Information Fees, in the accountbook and on the statement of account. Record the manner paid, the amount received, and the number of hours used to compile lists or prepare copies of other records released on the request for this information. Attach written replies to the customer's request stating the number of hours required to prepare information and the amount to be charged in lieu of the above notation. File materials chronologically.

b. Forward fees received for information furnished by postal data centers, automatic data processing centers (ADPC), regional offices, and other non-post office installations, to the disbursing officer at the appropriate postal data center for deposit, specifying the proper account number to be used for recording the amounts collected. Postal data centers, ADPC's and Headquarters offices providing record retrieval as described in paragraph .823 of this section, plus the fees covered in paragraphs .821 and .822, and .83 and .84 of this section will enter the fees in A/C 43388, *Freedom of Information Fees*.

#### 265.9 Annual Report

A report concerning the administration of the Freedom of Information Act and this part for the preceding calendar year is to be submitted to the Congress by March 1 of each year. To permit the timely compilation and submission of this annual report, each custodian shall submit to the Records Officer a report of each *Freedom of Information Act* request received pursuant to section 265.711 immediately following the custodian's action on it. The Records Officer shall prescribe the form and content of the report and may vary the time for the submission of reports by individual custodians to avoid undue duplication or frequency of submissions.

#### APPENDIX A—OFFICERS OF THE POSTAL SERVICE

The following constitute the Officers of the Postal Service: Postmaster General, Deputy Postmaster General,

Senior Assistant Postmasters General, Regional Postmasters General, General Counsel, Assistant Postmasters General, Consumer Advocate, Chief

Inspector, Judicial Officer, Executive Assistant to the Postmaster General for Postal Affairs, Controller, and Treasurer.

## APPENDIX B—INFORMATION SERVICES PRICE LIST

Whenever an individual requests information which must be retrieved by computer, standard charges will be incurred based upon resources required to furnish this information. Estimates will be provided to the requester in advance and will be based upon the following standard price list.

Description of Services	370 Rate	360 Rate	Unit
<b>A. System Utilization Services:</b>			
Central Processor Unit (CPU).....			Hour.
370/158, Virtual.....	\$340.00		
370/158, Non-Virtual.....	250.00		
370/155.....	172.50		
360/65, Batch.....		\$140.00	
360/65, TSO.....		195.00	
Selector Channel.....	61.17	170.78	Hour.
Multiplexor Channel.....	12.61	31.69	Hour.
Tape Selector Channel.....		44.73	Hour.
Block Multiplexor.....	11.31		Hour.
<b>B. System Occupancy Charges:</b>			
Main Core.....	.35	.55	K/Core-Hour.
Virtual Core.....	.00		
Extended Core (LCS).....	.37	.25	K/Core-Hour.
Tape Occupancy.....	19.49	12.22	Hour.
2314 Disk Occupancy.....		8.64	Hour.
3330 Disk Occupancy, Batch.....	14.61	10.08	Hour.
3330 Disk Occupancy, TSO.....	1.13	10.08	Hour.
Unit Record Device Occupancy, 1288.....		84.40	Hour.
Unit Record Device Occupancy, 1404.....	82.36		Hour.
Teleprocessing Occupancy.....	3.94	7.61	Hour.
<b>C. System Spooling Charges:</b>			
Card Read, Local.....	3.38	3.22	1,000 Cards.
Card Read, Remote.....	.60	.57	1,000 Cards.
Lines Printed, Local.....	.66	.59	1,000 Lines.
Lines Printed, Remote.....	.60	.57	1,000 Lines.
Cards Punched, Local.....	5.93	5.23	1,000 Cards.
Cards Punched, Remote.....	.60	.57	1,000 Cards.
<b>D. Peripheral Charges:</b>			
Honeywell 1200 Processing.....		65.00	Hour.
Keypunching.....	8.80	3.50	100 Cards.
Keystroking.....	.7676		1,000 Strokes.
Magnetic Tape.....		11.75	Reel.
Programming Support.....	19.60	19.60	Hour.
Systems Analysis Support.....	22.50	22.50	Hour.

—Office of Management Services, 2-24-77.

## Disability Retirement Cases

### Filling of Vacancies

When an employee is awaiting a decision by the Civil Service Commission on a disability retirement claim and is no longer reporting to work, his/her position may not be filled permanently. A vacancy is not considered to exist until a disability retirement claim has been approved and a CSC Form BRI-46-48, *Notice of Approval of Disability Retirement*, has been received by the instal-

lation. Pending such approval, the duties of the disabled employee may be covered only by a detail or the assignment of a Casual or other temporary employee, as appropriate.

Follow procedures in POSTAL BULLETIN 21095, 10-7-76, page 4, *Personnel Action Code*, when the employee's sick leave exceeds or is scheduled to exceed 30 calendar days.—*Employee Relations Dept.*, 2-24-77.

## Foreign-Issued International Reply Coupons Exchanged

### 1. Post Offices

Postmasters must forward all Foreign-Issued Reply Coupons redeemed through December 31, 1976, to their servicing postal data center with the Statement of Account for A/P 06 (Postal Quarter II). See section 224.5, *Fiscal Handbook F-1, Financial and Cost Controls*.

Since there are two types of reply coupons (those issued prior to December 31, 1974, which include the name of the country from which the coupon was issued, and those issued after December 31, 1974, which do not include the name of the country), the reporting instructions are as follows:

a. *Old Coupons*. Postmasters will use Form 2961, *Statement of Foreign-Issued Reply Coupons Exchanged*, to report the value of these coupons as specified in section 224.5, *F-1 Handbook*.

b. *New Coupons*. Since there is no need for separate identification of the issuing country for those coupons issued after December 31, 1974, a brief memorandum sent with the coupons is all that is required. The data to be shown on the memorandum is the total number and value of the coupons forwarded. In order to continue the controls which were established through Form 2961, this memorandum will require: (1) a witness to the dispatch of the coupons; and (2) signatures of both the employee who prepares and dispatches the coupons and the witness to the dispatch on the memorandum as support for the entry on the Statement of Account.

### 2. Management Sectional Centers

If there are offices within your jurisdiction which need copies of Forms 2961 to report old coupons, please take the following action:

a. Canvass your associate offices to determine if there are available copies within your sectional center.

b. If a sufficient number of copies are not located through the canvassing, locally reproduced forms can be used.—*Finance Dept.*, 2-24-77.



### Mailability of Firearms From Overseas Military Post Offices

This is to clarify the requirements under Revenue Ruling 69-309, Bureau of Alcohol, Tobacco, and Firearms, for the importation by mail of firearms by military personnel from overseas Military Post Offices. Section 126.163b, *POSTAL SERVICE MANUAL*, will be amended as follows and are effective immediately:

The following provisions govern the importation by mail of firearms by military personnel from overseas Military Post Offices in accordance with Revenue Ruling 69-309, Bureau of Alcohol, Tobacco, and Firearms:

(1) Incident to a permanent change of duty or release from active duty, any member of the armed forces who has been stationed on active duty outside the United States for the preceding 60 days may, without an import permit, present up to 3 rifles or shotguns, mailable under 124.4, to the appropriate armed forces transportation officer to be forwarded to the member's residence as unaccompanied baggage officially shipped through the U.S. mail. Firearms imported in this manner must be intended for the member's personal use.

(2) Any member of the armed forces who wishes to import more than 3 firearms, mailable under 124.4, must prepare ATF Form 6, *Application and Permit for Importation of Firearms*, and comply with DOD Regulation 5030.49-R and other appropriate military directives.

(3) The 3-firearm limitation does not apply to firearms mailable under 124.4 for which the member of the armed forces has proof of prior ownership in the United States. The member may personally mail these other firearms back into the United States, or to any of its possessions, if he can establish to the satisfaction of the U.S. Customs Service that he previously took the firearms out of the United States or any of its possessions.

(4) Any member of the armed forces importing firearms under paragraphs (1), (2), or (3) of this subsection must prepare ATF Form 6A (*Firearms*) *Release and Receipt*, under 27 CFR 178.114(b); and he

### Manual Van Control System

A Manual Van Control System has been established and will be fully implemented on March 14, 1977.

All rail, plant loaded, and Inter-BMC Highway extra traffic will be monitored through a network of Area Van Control Centers located at each of the Bulk Mail Centers.

The boundaries of the Area Van Control Centers are identical to the Bulk Mail Center boundaries. Postmasters or their designees, in cities already identified where mail is accepted for plant loading, are required to report the following van data to the Area Van Control Center in whose area they are located:

1. Original loading point;
2. Final destination of van (city and ZIP);
3. Van number and initials;
4. Date and time sealed;
5. Departure data and time;
6. General load content;
7. Type of mail on tailgate;
8. Percent of van load;
9. Transportation mode; and
10. Routing.

All information must be communicated accurately and in a timely manner. FTS telephone numbers for the various Van Control Centers are listed below:

<i>Van Control Centers</i>	<i>FTS Telephone Numbers</i>
Atlanta -----	241-3124
Chicago Bulk Control -----	886-2383
Cincinnati -----	684-6223
Dallas -----	749-4327
Denver -----	327-2941
Des Moines -----	862-4937
Detroit -----	226-4439
Greensboro -----	670-4430
Jacksonville -----	946-1452
Kansas City -----	758-1117
Los Angeles -----	793-9488
Memphis -----	222-4693
Minneapolis -----	725-3185
New York -----	342-6273
Philadelphia -----	481-7044
Pittsburgh -----	727-8245
St. Louis -----	279-7089
San Francisco -----	467-9270
Seattle -----	390-6754
Springfield -----	837-7218
Washington -----	763-6377

—Mail Processing Dept., 2-24-77.

or his authorized agent must furnish this form and associated certification to the customs officer releasing the firearms.—*Rates & Classification Dept.*, 2-24-77.

### Labeling and Weighing Outside Air Parcels

Effective immediately, the following procedures will apply for the weighing and labeling (Label 4, *U.S. Priority Mail*) of outside air parcels which are processed for air dispatch:

a. When parcels are accepted by window clerks, they must be properly rated according to the current postal rates. After they are rated, window clerks will place a circle in the lower left corner on the address side of each outside parcel. For transportation purposes only, the weight in whole pounds must be placed in the circle. When inserting this weight, window clerks shall ignore fractions of a pound of 8 ounces or less and add one pound for fractions over 8 ounces.

*Exception:* Mailers, large or small, who weigh and prepay their own parcels, should be instructed to place the weight on these parcels as prescribed above. Periodic spot checking of these weights should be made by USPS acceptance personnel to verify their accuracy.

b. Label 4 will be attached at the air dispatch point. Instead of reweighing the parcel, the weight appearing in the circle on the parcel will be entered by the air dispatch clerk in the weight block listed on the label at the air dispatch point.

*Note:* If any unusual problems arise with a mailer that cannot be resolved by our acceptance personnel, the closest Customer Services Department Representative should be contacted for resolution.—*Mail Processing Dept.*, 2-24-77.

### No. 2 Canvas Bag Dyed Brown

One million No. 2 canvas sacks are being dyed brown. These dyed sacks will augment our present inventory of No. 2 brown nylon sacks which are used exclusively to denote *Time Value newspaper treatment*.

For equipment processing purposes, it will not be necessary to separate the No. 2 brown nylon sacks from the No. 2 brown canvas sacks. Do not commingle **brown sack equipment** with the **regular sack inventory**.—*Mail Processing Dept.*, 2-24-77.

## MAINTENANCE CRAFT EMPLOYEES' TRAVEL TO TRAINING PROGRAMS

Pursuant to an agreement between the Maintenance Craft and the Postal Service, Maintenance Craft employees are to be compensated for time spent traveling to PST&DI (Technical Center) and other Postal Service training centers under the following terms and conditions:

1. Compensation is limited to travel time for the initial one-way trip to the training program.

2. Compensation is limited to time spent traveling by an employee on a non-scheduled work day. (NOTE: This instruction in no way affects an employee's present eligibility for compensation on a scheduled work day.)

3. Employees are to be compensated for those hours of travel to the extent that they *correspond* to the employee's normal scheduled hours of work at his home installation.

4. Except as otherwise provided in this notice, compensation is to be paid for actual hours spent traveling as a passenger on commercial transportation deemed most favorable to the Postal Service. Compensation will not be authorized for in transit travel delays attributable to the employee.

5. If (based upon feasibility and advantage to the Postal Service) it is determined to authorize the employee to travel via POA, or when an employee declines commercial transportation and travels by privately owned conveyance as a matter of personal convenience, time compensated for travel will be the actual driving time, not to exceed the time that would have been credited if the traveler had used the commercial conveyance most favorable to the Postal Service.

6. Compensation shall be at the straight time rate. No overtime payment will be made for work outside the employee's regular schedule. No additional credit is authorized for TCOL, night shift differential, holiday premium, or Sunday premium.

The timekeeping procedures implementing the foregoing policy are provided below. Note that the portion of this timekeeping instruction which states that compensable travel time will be entered into the pay system as overtime hours is only a temporary administrative expedient pending payroll redesign. This type

of entry in no way alters the condition set forth above that compensation shall be at the straight-time rate, but merely shifts that would (in most cases) otherwise be overtime hours at the end of the service week to the beginning of the service week for payroll purposes.

### Timekeeping Procedures

This instruction pertains to the recording of travel time for the subject employees under the terms outlined in the preceding paragraphs. This notice should be retained pending redesign of the payroll system.

### General

Travel time as applied to affected employees will be recorded as work hours. The hours should also be entered in the overtime block for crossfoot purposes. This time will not be subject to night or Sunday premium pay and at no time should it exceed 8 hours.

### Timecard Offices

Record authorized hours of travel in the applicable daily blocks of Form 1230, *Timecard*. The clock ring portion of the timecard should reflect the starting and ending time of authorized travel. Where the employee's normal lunch period falls within the authorized travel time, the lunch period time will be excluded from compensable travel time.

### Example:

If an employee is normally scheduled to take a meal break from 12:30 p.m. to 1:00 p.m. on a scheduled work day, and while traveling, the employee is in a compensable travel status from 12:30 p.m. to 1:00 p.m. (as described under the terms and conditions of the understanding with the Maintenance Craft Union) that 30 minutes should be deducted from the total compensable travel time for the day.

In the N.W. block place a T to signify travel time. This indicative code is essential to the identification of this entry.

Travel time posted to the timecard will be included in the weekly and bi-weekly totals of work and overtime hours.

### Transfer of Hours

Authorized travel time for Maintenance. Therefore, the appropriate entries

training although recorded as work will be charged as training hours. Therefore, the appropriate entries will be made on the Form 1670, *Total Hours Transferred to and from Payroll Accounts*, to transfer work hours (travel time) to training hours. Forms 1670 will be completed and transmitted to the PDC in the normal manner.

### Effective Date

These provisions are retroactively effective to July 19, 1975 (pay period 16-75). Adjustments, where necessary, should be requested according to the usual adjustment procedure. That is, submit the required Form 2240, *Pay or Leave Adjustment Request*, with the related timecard(s) to the servicing PDC; Forms 2240 must show the salary rate for the period adjustment is requested.

### PSDS OFFICES

### Recording Travel Time for Training

To record authorized travel time for training for eligible maintenance craft employees, input clock rings using transaction code 5. (See Publication 104, *PSDS Supervisor's Handbook*, page 42, paragraph A, and page 43, paragraph B-c.) Clock rings are limited to the employee's actual tour schedule, including lunch periods, even though the travel time includes a portion of time which is outside of the employee's normal schedule.

### Operation Number 790

Operation Number 790 is assigned to be used with such clock rings. T and A programs will be modified to edit the use of this operation number. If it is used by an employee whose EMR designation code is not 16, the clock ring will be listed on the MODS error signal report with the signal *Invalid Operation Number* and the number will actually be changed to 999. This will also occur whenever Operation Number 790 is used with a normal clock ring transaction code 3. This number must be used to identify such travel time so that the computer programs can properly calculate time credits. When this number is used by eligible employees, the clock ring time will be computed to a maximum of 8 hours as work hours. For crossfooting purposes, such time will *automatically* be recorded as overtime. Do **not**

input an overtime authorization, transaction code 21. Overtime authorizations will be rejected with the signal INV OT AUTH. Night differential for hours between 6:00 p.m. and 6:00 a.m. will **not** be computed. Sunday Premium, for travel on Sunday, will **not** be computed. All of these special computations will be based on the use of Operation Number 790.

#### Non-Scheduled Days

Payment for travel time as stated in this instruction is limited to non-scheduled days. Many maintenance employees' schedules are revised to accommodate the training schedule. Rather than require an EMR change of the SDO code, T and A programs will be modified to signal cases where the service day of time computed as such travel time is not consistent with the EMR SDO code. If the employee's schedule has been revised, merely ignore the signal. If the use of Operation Number 790 was in error and such travel time was computed in error, then adjustment input will be required. The signal CK MTE SDO will appear in the error signal portion of the *Authorizations—Adjustments—Errors* report.

#### Adjustment Procedures

If an eligible employee's clock rings are input **without** the use of Operation Number 790 for recording such travel time, it will be necessary to input the following transactions using code 6 (see Publication 104, pages 44, 46-47):

If work hours previously computed are not equal to the amount the employee is entitled to, use TR 6911<sup>1</sup> XXX0 00, with the authorized time in dials 5-7 (rounded to tenths). Input TR 6811<sup>1</sup> XXX0 00 with the same amount of time for crossfooting purposes. If night differential was previously computed, input TR 6211<sup>1</sup> 0000 00 and if Sunday premium was previously computed, input TR 6311<sup>1</sup> 0000 00.

If a maintenance employee's clock rings are input using TR 5 with Operation Number 790 for recording time other than for travel (for training), it will be necessary to input the following transactions using code 6 to correct the error:

If work hours previously computed are not equal to time actually

<sup>1</sup> Use 2 in dial 4 if adjustment input is made after the pay period cutoff.

#### ALL FEDSTRIP Requisitioners

### Multiuse Standard Requisitioning/Issue System Document

Effective March 7, 1977, SF Form 344, *Multiuse Standard Requisitioning/Issue System Document*, should be coded as follows:

#### Column

52=PDC Designator Code (Fund Code)

53=Fund Code (Account Number)

54=PDC Designator Code (Distribution)

55 & 56=Last two digits of BIC

The PDC Designator Code is: St. Louis M

Columns 52 and 54 should be coded with the same code.

NOTE: FEDSTRIP functions are to be centralized at the St. Louis Postal Data Center. SF 344 may be requisitioned from GSA (General Services Administration).

#### GSA Self-Service Store

All self-service store tickets should be listed on Form 7334, *Order-Invoice-Voucher*, and sent to the St. Louis PDC effective March 7, 1977.—Finance Dept., 2-24-77.

worked, use TR 6911<sup>1</sup> XXX0 00, with the actual amount of work hours in dials 5-7 (rounded to tenths).

If overtime hours previously computed are not equal to overtime hours authorized input TR 6811<sup>1</sup> XXX0 00, with the actual amount of overtime hours in dials 5-7 (rounded to tenths). If overtime was not authorized, input TR 6811<sup>1</sup> 0000 00.

If hours were worked between 6:00 p.m. and 6:00 a.m. input TR 6211<sup>1</sup> XXX0 00, with the actual amount of night work hours (rounded to tenths), in dials 5-7. If hours were worked on a tour, any part of which occurred between 00:01 and 24:00 on Sunday, and the service day was a scheduled work day, input TR 6311<sup>1</sup> XXX0 00, with the appropriate amount of Sunday hours (rounded to tenths), in dials 5-7. Such Sunday hours

Continued on p. 12

### Ordering Procedures for Special-Print Envelopes

Make the following corrections to POSTAL BULLETIN 21104, 1-27-77:

#### Page 2.

Change the first paragraph to read: "Postmasters who need the special-print penalty envelopes covered by this notice shall forward their requirements using Form 7381 to the Procurement Services Office (PSO) servicing their installation. The PSO Contracting Officer will issue the Delivery Order (Form 7334) to the contractor supplying the specific style required."

Section A-3, second word: change the word "ordering" to "requisitioning".

Section E, 5th & 6th lines: change the dates to "November 1, 1976, through October 31, 1977".

#### Page 4.

Section I-2: cancel the second, third, and fourth paragraphs, and substitute the following two paragraphs: "Contractor shall deliver shipments with a total weight of less than 200 pounds to the Postal Service at the point of origin for shipment through the mails to the ordering offices or destinations in the usual manner. *Penalty labels to be furnished by the ordering office.*

"Where shipments weigh 200 pounds or more and envelopes are ordered FOB Point of Origin (see table 1), the envelopes shall be shipped under Government Bills of Lading furnished with the Delivery Order."—*Procurement & Supply Dept., 2-24-77.*

### Energy Conservation

#### Energy Document Control No. R-77-319

To save additional electrical energy, do not neglect to turn out workroom floor case lights that are not in use.

Supervisors are responsible for seeing to it that these lights are turned out at the end of a tour and/or when the area will not be used for a minimum of 10 minutes.—*Mail Processing Dept., 2-24-77.*

Continued from p. 11

should be equal to work hours, to a maximum of 8 hours.

**Transfer of Hours**

T and A programs will be modified to automatically transfer hours from the craft work hour account to the appropriate training account.

**Implementation Date**

T and A programs changes are tentatively scheduled for implementation on March 12, 1977, for DPP 1 processing, PP 7, A/P 6.

**Retroactive Pay Adjustments**

The effective date of this policy change is July 19, 1975, PP 16-75.

Process prior period pay adjustments (for previously authorized hours for which employee was not compensated) in the normal manner for all prior periods (PP 16-75 thru PP 6-77), using a facsimile Form 1223, *Earnings and Deductions Statement*, for each applicable pay period. The authorized time must be certified by review of previously submitted travel vouchers. Include the appropriate salary rate on each Form 1223. Forms 2243, *PSDS Hours Adjustment Record*, must also be completed in the normal manner as indicated in Handbook F-21, *Timekeepers Instructions*, Chapter 9, Part 980.

**Migratory Bird Stamps**

Postmasters are reminded that the amount recorded in AIC 806, *Ending Inventory, Bird Stamps on the Statement of Account*, submitted as of the close of A/P 6 (P.Q. II), Fiscal Year 1977, must accurately reflect the value of bird stamps on hand in the post office. Except for post offices having established philatelic outlets, the only bird stamps which should be on hand in post offices are the current 1976-77 series which sell for \$5. Postmasters will insure that these unsold migratory bird stamps are destroyed during the third quarter, and the destruction properly reported on the Statement of Account for the period ending June 17, 1977. See sections 223.26 and 224.3, Fiscal Handbook F-1, *Financial and Cost Controls*.

The entry in AIC 806 must be evenly divisible by \$5. Any remainder indicates an error except in those offices having philatelic outlets as referred to above. Those offices which have prior year bird stamps on hand for philatelic purposes must list the value of prior year stamps, by year of issue, which are included in AIC 806. The *Remarks* block on the reverse of the *Statement of Account*, should be used for this purpose.—*Finance Dept., 2-24-77.*

OVER-TIME	WOP	PAID	LEAVE	NIGHT	WORK	
TIME		OL	SL	AL	WORK	HOURS
1					NS	20:50
					6 8	19:50
					6 8	19:00
						16:00
2					NS	00:50
					6 8	19:50
					6 8	19:00
						16:00
3					NS	00:50
					6 8	19:50
					6 8	19:00
						16:00
4					NS	00:50
					6 8	19:50
					6 8	19:00
						16:00
5					NS	00:50
					6 8	19:50
					6 8	19:00
						16:00
6					NS	00:50
					6 8	19:50
					6 8	19:00
						16:00
7					NS	00:50
					6 8	19:50
					6 8	19:00
						16:00
8					NS	00:50
					6 8	19:50
					6 8	19:00
						16:00
9					NS	00:50
					6 8	19:50
					6 8	19:00
						16:00
10					NS	00:50
					6 8	19:50
					6 8	19:00
						16:00
11					NS	00:50
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12					NS	00:50
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13					NS	00:50
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14					NS	00:50
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18					NS	00:50
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55						

## POST OFFICE CHANGES NO. 8

(Supplemental to 1977 Directory of Post Offices, Publication 26.)

Abbreviations: B=Branch. C=City Delivery. Conv.=Converted. CPO=Community Post Office. Dis.=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 128 FSM) 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
AR	Fort Smith.....	Sebastian.....	Fort Chaffee.....	B	72905	Add.....	8- 1-77	Amend PB 21105 to estab. B.
CA	San Diego.....	San Diego.....	Miramar.....	Bx	92145	Delete.....	11-13-76	} Bx disc.
CA	do.....	do.....	Mira Mesa.....	Sx	92126	Add.....	11-13-76	
CA	do.....	do.....	North City.....	Sx	92121	Delete.....	11-13-76	} Sx disc.
CA	San Francisco.....	San Francisco.....	APO 96421.....	B	96421	Delete.....	2-23-77	B disc.
CA	do.....	do.....	APO 96360.....	B	96360	Delete.....	3-25-77	B disc.
CA	do.....	do.....	APO 96442.....	B	96442	Delete.....	2- 1-77	B disc.
CA	do.....	do.....	APO 96343.....	B	96343	Change.....	2- 1-77	Change MR from A-B-M-N to A-B-M.
CA	Thousand Oaks.....	Ventura.....	Westlake Village.....	B	91360	Delete.....	6-30-72	B disc. to correct DOPO and NZCD.
FL	Orange City.....	Volusia.....	Enterprise.....	CPO	32753	Delete.....	1- 1-77	} CPO ZIP Code changed.
FL	do.....	do.....	do.....	CPO	32725	Add.....	1- 1-77	
IN	Fort Wayne.....	Allen.....	Maplewood Plaza.....	B	46805	Delete.....	2-28-77	B disc.
MS	Poplarville.....	Pearl River.....	A.....	S	39470	Add.....	8-16-76	Amend PB 21105 to correct spelling of parent post office.
NY	New York.....	New York.....	APO 09338.....	B	09338	Add.....	1-18-77	B estab. MR A-B, F-S apply.
NY	do.....	do.....	APO 09321.....	B	09321	Add.....	12-28-76	B estab. MR B-C-D apply.
NY	do.....	do.....	APO 09678.....	B	09678	Change.....	2- 1-77	Change MR from B-I-N to B-N.
NY	do.....	do.....	APO 09891.....	B	09891	Change.....	2- 1-77	Change MR from B-M-N-I to B-M-N.
NY	do.....	do.....	FPO 09517.....	B	09517	Delete.....	1-21-77	B disc.
SC	Hilton Head Island.....	Beaufort.....	Harbour Town.....	Bx	29928	Add.....	11- 1-76	Bx estab.
TX	Lake Jackson.....	Brazoria.....	Plantation.....	S	77566	Delete.....	10-15-76	Amend PB 21105 to disc. S.
WA	Seattle.....	King.....	FPO 98778.....	B	98778	Add.....	3- 1-77	B estab. MR-A-B-M apply.
WV	Charleston.....	Kanawha.....	South Hills.....	Sx	25314	Add.....	2-14-75	Sx estab.
WY	Thayne.....	Lincoln.....	Bedford.....	CPO	83112	Delete.....	10- 9-76	} Parent P.O. changed.
WY	Action.....	do.....	do.....	CPO	83112	Add.....	10- 9-76	
WY	Thayne.....	do.....	Etna.....	CPO	83118	Delete.....	10- 9-76	} Parent P.O. changed.
WY	Afton.....	do.....	do.....	CPO	83118	Add.....	10- 9-76	

—Customer Services Dept., 2-24-77.

### Supply Requisitioning

A new computer-oriented system is to be established at Eastern and Western Area Supply Centers for Postal Service supplies ordered on Form 7380, *Requisition for Supplies*. This system will automate inventory posting, provide computer prepared shipping orders and labels, and improve control of backorders. Eastern Area Supply Center, Somerville, NJ, is in the process of testing this system, and barring complications in programing efforts, will make the system operational on or about April 1, 1977. Western Area Supply Center, Topeka, KS, will begin testing May 1, 1977, and both supply centers should be fully operational on July 1, 1977.

Offices requisitioning supplies from their area supply centers are advised that supply-status information will be provided on Form 4686A, *Computerized Shipping Order*, in lieu of the pink copy Form 7380.—*Procurement & Supply Dept., 2-24-77.*

### Postmaster/Managers

#### Consumer Protection Week/Service Card Program

Instructions in POSTAL BULLETIN 21105, 2-10-77, concerning the Consumer Service Card program, noted that the new lobby Poster 31-A, *Mail Problem?*, should be distributed to associate offices, stations, and branches in time for display during Consumer Protection Week. These posters should **not** be taken down at the conclusion of Consumer Protection Week. They are to remain on permanent display.

The new counter card holder, Poster 31-B, also entitled *Mail Problem?*, replaces the existing counter card holder and is to remain on permanent display.

The Spanish language versions of these new materials will also be permanently displayed in the selected offices receiving them.—*Public & Employee Communications Dept., 2-24-77.*

### Publications 26 and 65

#### National ZIP Code Directory

The shipping schedule for Publication 65, *National ZIP Code Directory*, has been changed because of production problems. These directories will be shipped to each post office from the printer in March instead of January as previously announced in POSTAL BULLETIN 21102, 12-30-76.

#### Directory of Post Offices

Distribution of Publication 26, *1977 Directory of Post Offices*, has been completed. However, improper wrapping by the printing contractor resulted in some damage and address labels being separated from the directory shipments.

Postmasters who do not receive their requested quantity of Publication 26 should requisition it from their appropriate area supply center on Form 1286, *Request for Postal Publications*, or Form 1286A or 1286B, *Publication Order Blank*.—*Customer Services Dept., 2-24-77.*

## Realignment of Inspection Service Divisions

Because of recent management decisions concerning realignment of regions, the El Paso, Texas, management sectional center (MSC) area will be transferred from the Inspection Service Los Angeles Division to the Fort Worth Division (Southern Region), and the Liberal, Kansas, MSC area will be transferred from the Memphis Division to the St. Louis Division (Central Region). Effective March 1, 1977, correspondence and inquiries relating to the Inspection Service in the affected areas should be addressed as follows:

El Paso MSC (ZIP Codes 798-799): Postal Inspector in Charge, Fort Worth, TX 76101.

Liberal MSC (ZIP Code 679): Postal Inspector in Charge, St. Louis, MO 63199.—*Inspection Service, 2-24-77.*

## Supplemental Security Income Checks

### Address Corrections

POSTAL BULLETIN 21094, 9-23-76, advised that the Treasury Department would be requesting address-correction service on gold-colored Supplemental Security Income (SSI) checks effective October 1, 1976.

The Treasury Department has requested address-correction service on their *gold colored SSI checks only*. The envelopes are printed with the words **Address Correction Requested** and bear the return address:

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

Regular Treasury checks are green in color. The Treasury Department

## Inspection Service Address Change

Effective February 12, 1977, the mailing address for the Regional Chief Inspector, Southern Region, is changed to:

Regional Chief Inspector  
U.S. Postal Service  
Southern Region  
1407 Union Avenue, 10th Floor  
Memphis, TN 38161

—*Inspection Service, 2-24-77.*

has *not* requested address-correction service on their regular green-colored checks. Address corrections are not to be provided regular Treasury checks which are green in color which are not endorsed *Address Correction Requested*.—*Rates & Classification Dept., 2-24-77.*

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

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**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 21105 article.
- B. Old Style. The listing from PB 21096 is still valid.
- C. Counterfeit. The listing from PB 21102 is still valid.

1636676082 to 1636676999	2021090400 to 2021090499	2108684500 to 2108684699
1657057000 to 1657057999	2022309769 to 2022309799	2112380459 to 2112380999
1698585200 to 1698585599	2023458092 to 2023458299	2115139783 to 2115139799
1813957442 to 1813957999	2025217286 to 2025217699	2115272600 to 2115273099
1818290300 to 1818290699	2025609787 to 2025609999	2116823100 to 2116823599
1882610034 to 1882610099	2026068306 to 2026068399	2117834238 to 2117834299
1895135524 to 1895135599	2026636200 to 2026636599	2122159972 to 2122159984
1903536500 to 1903536599	2028624211 to 2028624299	2122681108 to 2122681499
1913077598 to 1913077999	2028917000 to 2028917999	2125692381 to 2125692399
1914787700 to 1914787999	2032976000 to 2032977499	2131513600 to 2131513899
1920282400 to 1920282497	2033489900 to 2033489999	2131659000 to 2131659199
1925051436 to 1925051499	2034879111 to 2034879199	2135784229 to 2135784399
1928283500 to 1928283599	2036193700 to 2036193999	2138225800 to 2138226299
1932043571 to 1932043599	2036194350 to 2036194599	2139131670 to 2139131699
1932738600 to 1932738999	2038516800 to 2038516899	2141293584 to 2141293598
1937773334 to 1937773399	2039774500 to 2039774775	2141582955 to 2141582999
1938921759 to 1938921999	2041088000 to 2041089999	2141594800 to 2141594999
1942535329 to 1942535399	2041609600 to 2041609699	2143694800 to 2143694899
1942580000 to 1942580299	2043081700 to 2043081899	2143694920 to 2143694999
1943791168 to 1943791199	2043875944 to 2043875999	2147970000 to 2147970199
1944408645 to 1944408699	2045459800 to 2045460099	2148789300 to 2148789399
1945120446 to 1945120499	2050722591 to 2050722599	2148839300 to 2148839499
1945243540 to 1945243599	2052888200 to 2052888299	2149387653 to 2149387699
1951045661 to 1951045999	2055619034 to 2055619099	2150437926 to 2150438199
1952637000 to 1952638999	2057429400 to 2057429599	2152225157 to 2152225199
1953225400 to 1953225699	2058070042 to 2058070199	2155325100 to 2155325399
1955912600 to 1955912799	2058071000 to 2058071099	2155380200 to 2155380499
1956726600 to 1956726799	2063490600 to 2063490699	2160339107 to 2160339499
1957938108 to 1957938199	2064110687 to 2064110699	2161864279 to 2161864399
1957955926 to 1957955999	2064797131 to 2064797199	2166786072 to 2166786999
1959615000 to 1959615399	2064865293 to 2064865399	2169293359 to 2169293399
1960158738 to 1960158799	2064920627 to 2064920699	2169363900 to 2169363999
1960798060 to 1960798099	2064934600 to 2064934799	2169893174 to 2169893199
1963340631 to 1963340670	2067343432 to 2067343441	2172415400 to 2172415799
1963340674 to 1963340699	2067935600 to 2067935699	2172869517 to 2172869599
1966365500 to 1966365599	2070415820 to 2070415832	2173716964 to 2173716999
1968229058 to 1968229099	2070708800 to 2070708899	2175100002 to 2175100099
1973940231 to 1973940299	2071505324 to 2071505399	2176673400 to 2176673599
1974270113 to 1974270149	2071598565 to 2071598599	2179024181 to 2179024299
1974545484 to 1974545499	2071636784 to 2071636799	2185997272 to 2185997299
1974626100 to 1974626599	2073371600 to 2073372099	2188800511 to 2188800599
1975461931 to 1975461999	2079763066 to 2079763099	2188801700 to 2188801899
1979755713 to 1979755724	2081811623 to 2081811699	2189762200 to 2189762399
1981716500 to 1981716699	2082801500 to 2082801699	2195763572 to 2195763581
1982839495 to 1982840499	2082878700 to 2082878899	2199735900 to 2199736199
1987731000 to 1987731199	2083855000 to 2083856999	2202566712 to 2202566799
1988187449 to 1988187499	2085962942 to 2085962999	2203500000 to 2203500999
1990507805 to 1990507899	2090619332 to 2090619399	2207322100 to 2207322199
1990507905 to 1990507999	2090982736 to 2090982799	2208302600 to 2208302899
1990687689 to 1990687699	2093535946 to 2093535999	2213714600 to 2213714999
1993108600 to 1993108699	2096132430 to 2096132451	2222479305 to 2222479399
1995671359 to 1995671999	2097278200 to 2097278299	2224159200 to 2224159399
1999837384 to 1999837499	2097282600 to 2097283099	2225100300 to 2225100499
2008467100 to 2008467199	2099936003 to 2099936199	8005023000 to 8005023999
2012944901 to 2012944999	2100163166 to 2100163199	8006421254 to 8006421299
2012945006 to 2012945099	2101768200 to 2101768599	8006580878 to 8006580899
2013805500 to 2013805699	2106951701 to 2106951799	8007230601 to 8007230617
2018938400 to 2018938499	2107740713 to 2107740799	8009417900 to 8009417999
2020057900 to 2020058199	2108553150 to 2108553499	8012783600 to 8012783999
2020617306 to 2020617399	2108619400 to 2108619599	



**FIRST CLASS**

**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—179,999,999. 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 21105 article.

180,446,855 to 180,446,866	202,545,957 to 202,546,000	231,387,001 to 231,387,500
182,975,501 to 182,976,200	207,218,569 to 207,218,600	232,017,701 to 232,017,800
183,457,601 to 183,458,300	208,872,242 to 208,872,257	234,067,232 to 234,067,300
183,769,412 to 183,769,500	209,190,001 to 209,195,000	235,833,783 to 235,833,800
185,028,741 to 185,028,800	210,301,801 to 210,302,000	237,386,845 to 237,387,000
186,446,001 to 186,446,500	210,835,285 to 210,835,300	238,758,669 to 238,758,730
186,820,405 to 186,820,900	210,935,633 to 210,935,700	239,162,130 to 239,162,200
188,460,651 to 188,460,700	212,900,201 to 212,900,300	239,863,796 to 239,863,870
188,669,520 to 188,670,000	213,345,001 to 213,345,100	239,864,826 to 239,864,900
189,205,701 to 189,205,800	213,504,865 to 213,505,000	240,362,301 to 240,362,600
189,217,169 to 189,217,400	216,823,954 to 216,824,000	242,545,470 to 242,545,800
189,278,454 to 189,278,464	217,621,979 to 217,622,100	243,408,101 to 243,408,200
189,357,868 to 189,357,878	217,622,401 to 217,622,800	243,920,027 to 243,920,100
190,053,526 to 190,054,000	217,979,501 to 217,979,600	244,583,557 to 244,583,600
192,099,601 to 192,099,800	218,660,066 to 218,660,700	245,740,589 to 245,740,600
196,116,101 to 196,116,600	219,494,026 to 219,494,130	247,636,179 to 247,636,200
198,036,801 to 198,036,900	219,692,001 to 219,692,100	247,649,190 to 247,649,200
198,520,743 to 198,520,800	224,126,989 to 224,127,100	247,760,081 to 247,760,100
199,531,501 to 199,531,600	226,781,246 to 226,781,400	250,442,960 to 250,443,000
199,662,401 to 199,662,500	226,073,655 to 226,073,700	252,143,862 to 252,143,900
199,662,562 to 199,662,600	227,129,004 to 227,129,400	253,094,279 to 253,094,400
199,843,031 to 199,843,050	227,564,701 to 227,564,800	253,532,321 to 253,532,400
200,400,512 to 200,400,600	229,000,595 to 229,000,600	253,641,268 to 253,641,300
200,467,313 to 200,467,500	229,083,686 to 229,083,700	254,680,851 to 254,680,900
201,328,601 to 201,329,300	229,428,120 to 229,428,300	259,412,918 to 259,412,954
201,963,699 to 201,963,800	230,004,990 to 230,005,200	261,707,201 to 261,707,400
201,980,250 to 201,980,299	230,143,701 to 230,144,000	266,472,561 to 266,472,860