



# postal bulletin

Directives and Forms Division, Washington, DC 20260 PB 21108—Mar. 24, 1977—16 Pages

## Postage Meter Indicia

A change in regulations is being authorized to permit a customer's meter stamp to contain a ZIP Code in place of the city/state designation. This change is effective immediately. Section 144.46 *POSTAL SERVICE MANUAL*, will be amended to read as follows:

**144.46** Meter stamps must show the city and state designation of the licensing post office, meter number, and amount of postage for all classes of mail. Upon approval of the licensing post office, a meter indicia may contain the name and state designation of its local classified branch, which sets the meter. This authorization does not apply to classified stations or contract stations or branches. As an alternative, the ZIP Code designation may be shown in the meter postmark in lieu of the city/state designation. When this occurs, the words *Mailed from ZIP Code* shall appear in place of the city designation and the mailer's delivery address ZIP Code in place of the state. When it is necessary to print multidenomination meter stamps on more than one tape, the circle showing the post office must appear on each tape.—*Rates & Classification Dept.*, 3-24-77.

## Combination Mailings

Paragraph one of the article published in *POSTAL BULLETIN* 21107, 3-10-77, should have read as follows:

Sections 139.312 and 145.71, *POSTAL SERVICE MANUAL*, are being amended to provide for the prepayment of postage for enclosures by permit imprint as well as by precanceled stamps or meter stamp. The postage may be placed on the enclosure by using precanceled or meter stamps, or the postage may be placed on the outside envelope, wrapper, or cover by using precanceled stamps, meter stamps, or permit imprints.—*Rates & Classification Dept.*, 3-24-77.

## 1977 Savings Bonds Campaign

The 1977 Savings Bonds Campaign for the U.S. Postal Service will begin April 18, 1977, and extend to May 20, 1977. Mr. Paul N. Carlin, Assistant Postmaster General, Employee Relations Department, is the 1977 Chairman of the Campaign.

Materials for the Campaign will be sent directly to all postal installations this year. Installations with one to nine employees will receive a publication entitled *Handbook for Canvassers*. Managers of these installations are requested to circulate the handbook among all of their employees. Installations with ten or more employees will receive all of the appropriate materials that are necessary in accordance with office size. Managers should take steps to distribute materials to all employees during the Campaign. Managers should also arrange to obtain a supply of SF 1192, *U.S. Savings Bonds Authorization for Purchase and Request for Change*, from area supply centers.

If materials are not received by **April 1, 1977**, contact the nearest Savings Bond Office of the Department of Treasury for a supply. The General Manager, Employee Relations Division, of your regional office can furnish the location of the nearest Savings Bonds Office, if it becomes necessary to contact that office.—*Employee Relations Dept.*, 3-24-77.

## Bulk Third-Class Mailings

The Domestic Mail Classification Schedule, which became effective July 6, 1976, as a result of a resolution of the Governors of the United States Postal Service, did not include the requirement that all pieces in a bulk third-class mailing be identical as to number of enclosures. The requirement that such pieces be identical as to size and weight remains in effect. Sections 134.222 and 145.51, *POSTAL SERVICE MANUAL*, will be amended accordingly.—*Rates & Classification Dept.*, 3-24-77.

## Correction

### 13-Cent Pueblo Indian Pottery Stamp

#### First Day Sale Date

The 13-cent Pueblo Indian Pottery commemorative stamps will be first placed on sale on April 13, 1977, instead of April 15, 1977, as stated in *POSTAL BULLETIN* 21107, 3-10-77. All other post offices shall begin selling these stamps on April 14, 1977.—*Customer Services Dept.*, 3-24-77.

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## POST OFFICE CHANGES NO. 10

(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 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
KS	Gardner.....	Johnson.....	Industrial Airport.....	B	66031	Add.....	4- 4-77	B estab.
MI	Ann Arbor.....	Washtenaw.....	Downtown.....	Sx	48107	Delete.....	6- 1-77	}Sx name changed.
MI	do.....	do.....	Liberty.....	Sx	48107	Add.....	6- 1-77	
MI	Ypsilanti.....	Washtenaw.....	Airport.....	B	48197	Delete.....	3-15-77	B disc.
MS	Jackson.....	Hinds.....	Southwest.....	S	39212	Add.....	2-14-77	S estab.
VA	Woodbridge.....	Prince William.....	Dale City.....	Bx	22191	Delete.....	12- 1-75	}Amend PB 21100 to correct ZIP Code of Bx.
VA	do.....	do.....	do.....	Bx	22193	Add.....	12- 1-75	
WV	Charleston.....	Kanawha.....	South Hills.....	Sx	25314	Add.....	2-14-75	Sx estab.

—Customer Services Dept., 3-24-77.

## Presorted Small Parcels and Rolls

Postal regulations require that mailings at the various bulk rates be sorted to all possible five-digit, mixed-city, sectional center, and state ZIP Coded destinations; and made up into bundles and sacks. There are several situations in which the bundling of small parcels and rolls (SPR's) does not appear to provide a savings in Postal Service processing costs. There are also situations where significant savings can be achieved by commingling or combining several mailings during presorting to achieve a finer level of presort.

In order to take advantage of these potential savings, the following procedures are being implemented on a trial basis until March 1, 1978, to determine if they are viable and result in increased benefits to the Postal Service. Any processing unit experiencing problems or added costs as a result of these procedures is requested to document these problems and advise the Director, Office of Mail Classification, U.S. Postal Service, Washington, DC 20260.

## Sacks in Lieu of Bundles

SPR's ½ inch or more in thickness need not be bundled when *bundles* would be made up to the *same destination as the sacks* in which they would be placed. For example, ten or more such SPR's which are addressed to the same five-digit destination need not be bundled if placed in a five-digit sack but must be bundled if placed in a mixed city, SCF, state, or mixed state sack. Likewise, if there

were ten pieces for the same SCF, but not to the same five digit or mixed city, they need not be bundled if placed in an SCF sack but must be bundled if placed in a state or mixed state sack. Each separate bulk mailing which is commingled must meet the minimum piece or minimum weight requirements for bulk rates.

Items which are so large that ten or less pieces fill a sack need not be bundled.

## Commingled SPR's

Regional Directors of Finance may authorize the commingling of several permit mailings of SPR's in order to achieve a finer presort provided adequate means are available for ensuring proper postage is paid. This normally will require the mailings to be made under the provisions of sections 145.8 or 145.9 of the POSTAL SERVICE MANUAL.

When authorizing commingling, regions may waive the requirements for bundling to five digit, mixed city, and SCF destinations when doing so results in a finer make up of at least 50% of the mail.

Sack labels for commingled SPR's shall be identified by the words *Commingled SPR's* on the second line as illustrated in the following example.

PHILADELPHIA PA	19118
COMMINGLED SPR's	
FR JC COMPANY	BOSTON MA

—Rates &amp; Classification Dept., 3-24-77.

## Official Time Policy for EEO Representatives

Pursuant to regulations issued by the Civil Service Commission which are applicable to the Postal Service. EEO complainants have the right "at any stage in the presentation of a complaint . . . to be accompanied, represented, and advised by a representative of his or her own choosing." The regulations further provide that the representative, if an employee, "shall have a reasonable amount of official time, if he or she is otherwise in an active duty status, to present the complaint."

The Commission has interpreted the term "present the complaint" to encompass all actions taken by a designated EEO representative in representing the complainant, including preparing for meetings, hearings, etc.

Accordingly, pursuant to Civil Service Commission regulations, installation heads shall grant to EEO complainant representatives a reasonable amount of official time for this purpose, if they are otherwise in a duty status. Employees will be in pay status for those hours actually spent preparing and presenting EEO complaints, insofar as those hours coincide with their regularly scheduled tours and workdays. There will be no compensation for time spent in a travel status, nor is any reimbursement for lodging, per diem, or travel expenses authorized.—Employee Relations Dept., 3-24-77.

**LOOSE AND UNDELIVERABLE MAIL**

The Special Management Project (BMS) Loose-in-the-Mails and Dead Parcel study has disclosed the following requirements for additional instructions or changes in procedures for handling loose and undeliverable mail:

1. Requirements for internal evidence of mailing should be clarified to permit more effective identification of mailers and a greater proportion of loose merchandise returned to the mailer.

2. Less effort should be spent in attempting to salvage printed matter which has become spoiled in handling. This will reduce costs of processing loose mail.

3. Additional postage should not be charged for forwarding or return of loose matter which was prepaid at the time of mailing.

4. Loose matter from bulk mail center operations should be held and processed at the location where found rather than further mixed by transporting it to another location.

5. Undeliverable parcels, which cannot be returned because of defective return addresses, should be opened at the earliest opportunity to attempt to identify the mailers or addressees.

6. Undeliverable articles which are now held for 60 days before being sent to dead parcel branches should be held for only 30 days. This will reduce space and manpower requirements for storage.

7. Dead parcel service areas should basically be reorganized to coincide with bulk mail service areas, with one dead parcel branch established near each bulk mail center, if the volume of dead parcels warrants it. A dead parcel branch may, where parcel volume is lower, serve more than one bulk mail center service area.

To implement these requirements, pertinent sections of Part 159 of the POSTAL SERVICE MANUAL are being revised. Part of the proposed changes were implemented on an interim basis by publication in POSTAL BULLETIN 21101, 12-16-76. At the same time, other changes, not related to this Special Management Project Study, were also implemented on an interim basis.

Effective on the date of this POSTAL BULLETIN, the interim changes published in POSTAL BULLETIN 21101, as

well as the following amendments to those changes, are made permanent:

—Change the section number shown as 159.4120 to 159.412 followed by the lower case letter o.

—159.442: After “. . . with explanation.” on the seventh line and “Charge postage . . .” on the eighth line, insert: “Handle unidentified postal money orders in accordance with 159.772b(8).”

—159.442a: Delete “in the postal service” from the fourth and fifth lines. Insert the words: “or forwarded” between “. . . returned” and “to . . .” on the sixth line.

—159.444: Change to read as follows: Loose merchandise bearing an exclusively controlled trade name may not be released for delivery or return unless there is acceptable evidence, as prescribed in 169.445, that the firm to whom the merchandise is to be delivered is the mailer or addressee. The fact that an item bears an exclusively controlled trade name does not, by itself, establish a firm's right as the mailer or addressee. The items could, for example, have been mailed by an individual after purchase.

—159.445: Change to read as follows: Postmasters and bulk mail center managers must return merchandise to the nearest retail store, mail order store, or distribution center of a firm if **all** of the following conditions exist **and** the firm does not object. Questions regarding return of merchandise under this section should be addressed to the Office of Mail Classification, U.S. Postal Service, Washington, DC 20260.

—159.721g: Change “60” to “30” in the seventh line.

The remaining proposed changes will also go into effect on the date of this BULLETIN. These include the provisions for realignment of dead parcel service areas. As soon as feasible after the date of this BULLETIN, but no later than April 30, 1977, all postmasters will commence dispatching dead parcels in accordance with these instructions. Discontinued dead parcel branches should hold a final auction to dispose of all merchandise on hand. Any residue on hand after the final sale, or any dead parcel material received after preparations for this sale have been completed must be

sent to the appropriate remaining dead parcel branches. Regions should coordinate implementation when more than one is involved in any geographical area.

Changing the holding period for undeliverable articles to 30 days, and the realignment of dead parcel service areas require that the following sections of the POSTAL SERVICE MANUAL be amended to read as follows:

**159.721b Third- and Fourth-Class Mail.** Hold third- and fourth-class parcels of obvious value for 30 days after they become dead. Then send them to the proper dead parcel branch weekly.

**159.724b Dead Letter Branches.**

(1) *Locations*

- Atlanta, GA 30304
- Boston, MA 02109
- Chicago, IL 60607
- Cincinnati, OH 45234
- Dallas, TX 75221
- Memphis, TN 38101
- Minneapolis, MN 55401
- New York, NY 10001
- Philadelphia, PA 19104
- St. Louis, MO 63155
- San Francisco, CA 94101
- San Juan, PR 00902
- Washington, DC 20013
- Wichita, KS 67202

(2) *Dead Letter Service Areas.*

States and Territories served by each dead letter branch:

State or Territory	Dead Letter Branch
Alabama	Memphis, TN 38101
Alaska	San Francisco, CA 94101
Arizona	San Francisco, CA 94101
Arkansas	St. Louis, MO 63155
California	San Francisco, CA 94101
Colorado	San Francisco, CA 94101
Connecticut	Boston, MA 02109
Delaware	Philadelphia, PA 19104
District of Columbia	Washington, DC 20013
Florida	Atlanta, GA 30304
Georgia	Atlanta, GA 30304
Guam	San Francisco, CA 94101
Hawaii	San Francisco, CA 94101
Idaho	San Francisco, CA 94101
Illinois	Chicago, IL 60607
Indiana	Cincinnati, OH 45234
Iowa	St. Louis, MO 63155
Kansas	Wichita, KS 67202
Kentucky	Cincinnati, OH 45234
Louisiana	Dallas, TX 75221
Maine	Boston, MA 02109
Maryland	Washington, DC 20013
Massachusetts	Boston, MA 02109
Michigan (Lower Peninsula)	Chicago, IL 60607
Michigan (Northern Peninsula)	Minneapolis, MN 55401
Minnesota	Minneapolis, MN 55401
Mississippi	Memphis, TN 38101
Missouri	St. Louis, MO 63155
Montana	San Francisco, CA 94101
Nebraska	Wichita, KS 67202
Nevada	San Francisco, CA 94101
New Hampshire	Boston, MA 02109
New Jersey	Philadelphia, PA 19104
New Mexico	San Francisco, CA 94101
New York	New York NY 10001
North Carolina	Atlanta, GA 30304
North Dakota	Minneapolis, MN 55401

State or Territory	Dead Letter Branch
Ohio.....	Cincinnati, OH 45234
Oklahoma.....	Wichita, KS 07202
Oregon.....	San Francisco, CA 94101
Pennsylvania.....	Philadelphia, PA 19104
Puerto Rico.....	San Juan, PR 00902
Rhode Island.....	Boston, MA 02109
Samoa.....	San Francisco, CA 94101
South Carolina.....	Atlanta, GA 30304
South Dakota.....	Minneapolis, MN 55401
Tennessee.....	Memphis, TN 38101
Texas (except zips 79830-79999).....	Dallas, TX 75221
Texas (zips 79830-79999).....	San Francisco, CA 94101
Utah.....	San Francisco, CA 94101
Vermont.....	Boston, MA 02109
Virginia.....	Washington, DC 20013
Virgin Islands.....	San Juan, PR 00902
Washington.....	San Francisco, CA 94101
West Virginia.....	Washington, DC 20013
Wisconsin.....	Minneapolis, MN 55401
Wyoming.....	San Francisco, CA 94101

**159.724c Dead Parcel Branches**

(1) *Policy.* Dead parcel branches are established at selected post offices to serve post offices and bulk mail centers (BMC's) in a designated area. There will normally be one dead parcel branch in each BMC service area, but a dead parcel branch may serve more than one BMC service area as warranted by volume. The BMC and all post offices in a BMC service area send dead parcels to their assigned dead parcel branch. If a post office is re-assigned to another BMC service area, its dead parcel branch assignment will also be changed.

(2) *Dead Parcel Service Areas*

Service Areas	
Bulk Mail Centers	Dead Parcel Branch
Atlanta.....	Atlanta, GA 30304
Chicago.....	Chicago, IL 60607
Cincinnati.....	Cincinnati, OH 45234
Dallas.....	Fort Worth, TX 76101
Denver.....	Denver, CO 80202
Des Moines.....	St. Paul, MN 55101
Detroit.....	Detroit, MI 48233
Greensboro.....	Greensboro, NC 27420
Jacksonville.....	Jacksonville, FL 32201
Kansas City.....	St. Louis, MO 63155
Los Angeles.....	Los Angeles, CA 90052
Memphis.....	Memphis, TN 38101
New York.....	New York, NY 10001
Philadelphia.....	Philadelphia, PA 19104
Pittsburgh.....	Pittsburgh, PA 15219
St. Louis.....	St. Louis, MO 63155
St. Paul.....	St. Paul, MN 55101
San Francisco.....	San Francisco, CA 94101
Seattle.....	Seattle, WA 98109
Springfield.....	Boston, MA 02109
Washington.....	Washington, DC 20013

(3) *Separate Activities.* Each post office with a dead parcel branch must provide a separate activity for process-

**Postage Meter License Files**

Section 144.37, POSTAL SERVICE MANUAL is being amended to eliminate the requirement for an *alphabetical* filing of postage meter licenses.

Section 144.37(a) PSM requires only that a file of meter licenses be maintained. The method of filing is left to the discretion of the individual postal facility.—*Rates & Classification Dept., 3-24-77.*

**April Social Security Checks**

The April Treasury checks for Social Security benefit payments will be released to the Postal Service in time for delivery on Friday, April 1, 1977. Envelopes containing checks for delivery to individuals will bear an endorsement requesting delivery on the first day of the month. Postmasters and supervisors are asked to plan to complete deliveries of these checks on that date.—*Mail Processing Dept., 3-24-77.*

ing undeliverable and loose matter found within its own operation. A physical separation must be provided between the work areas devoted to loose and undeliverable processing and to dead mail activities. Mail subject to a retention period may cross the separation into the dead parcel area only after the applicable retention period has expired. Dead matter from other facilities must be taken directly into the dead parcel unit and immediately prepared for auction or other appropriate disposal. Activities for each of these operations must be reported separately. Form 3731, *Quarterly Report of Dead Parcel Post Branch*, must not include any volume or work hour statistics for mail matter which has not been held for the prescribed retention period.

**159.722b(8)** Forward unidentified postal money orders to the Money Order Division, St. Louis Postal Data Center, St. Louis, MO 63182, with a memorandum explaining the circumstances.—*Rates & Classification Dept., 3-24-77.*

**Special Cancellations**

**Cancer**

Postmasters who have special cancer cancelling machine die hubs shall use them during the period April 1 through April 30, 1977. After that time the die hubs shall be withdrawn and retained for future authorized use.

**Law Day**

Postmasters who have special Law Day cancelling machine die hubs, *200 Years of Liberty and Law, America's Goal—Justice Through Law*, and *Law Day U.S.A., Freedom Under the Law, May 1*, shall use them during the period April 1 through May 1, 1977. After that time the die hubs shall be withdrawn and retained for future authorized use.

**CARIH**

Postmasters who have special CARIH cancelling machine die hubs shall use them during the period April 1 through May 7, 1977. After that time the die hubs shall be withdrawn and retained for future authorized use. *Rates & Classification Dept., 3-24-77.*

**Injury Compensation Health Benefits Program**

This article supplements the information in POSTAL BULLETINS 21098, 11-18-76 (page 5) and 21103, 1-13-77 (page 1).

Submit all reports in the format illustrated in Exhibit A. Note that it is no longer necessary to submit the employee's address. Do not submit negative reports. If the employee is not enrolled in the health benefits program, do not submit a report. Do not enter dates of injury compensation that occurred either before or after the reporting period dates.

The next report of employees who have received injury compensation payments from OWCP should cover the period from January 1, 1977, to March 31, 1977. Reports should be forwarded no later than April 12, 1977.—*Employee & Labor Relations Group, 3-24-77.*

SSN	Finance Number	Blank Hdqtrs. Use	HB Code	Begin MO	Begin DA	Begin YR	End MO	End DA	End YR	First Initial	Middle Initial	Last Name
012345678	101234		102	1	1	77	3	31	77	J	A	Doe

**Exhibit A**

## Postmasters With Rural Delivery Service

## PROCESSING RURAL LETTER CARRIER RETROACTIVE PAY

On January 21, 1975, the U.S. Postal Service signed a Memorandum of Understanding with the National Rural Letter Carrier Association regarding Postal Service compliance with the Fair Labor Standards Act, as amended.

The following procedures have been developed for additional payment entitlement, if any, retroactively to November 22, 1975, through November 19, 1976, for rural carriers. The results of the review of Forms 4240, *Rural Carrier Trip Report*, as outlined below, should be submitted through pay period 24-76, ending November 19, 1976, to your management sectional center (MSC).

## Post Offices With Rural Carrier Service

Postmasters with rural carrier routes will review and prepare for processing all Forms 4240, starting with week one of pay period 25-75 (11-22-75) through week two of pay period 24-76 (11-19-76).

If the review shows that a non-heavy duty route rural carrier did not actually work in excess of 40 hours during any one week, no processing of that form is necessary, and it may be returned to your local files.

If the review shows that a carrier on a heavy duty route did not actually work in excess of the hours for which the carrier was already compensated during any one week, no further processing of that form is necessary and it may be returned to your local files.

1. On the Form 4240, in the box to the right of the column *Boxes Vacant Over 90 Days* indicate if route is Heavy Duty and list evaluation of route minus any relief time. For Rural Carriers Service (RCS) Non-Heavy Duty route, leave this column blank. Refer to the Form 1303, *Salary Change Notice*, to determine the number of hours the heavy duty rural carrier was paid for the week. The number of hours the rural carrier was paid for the week can be found in the *Rural Data* block at the bottom right corner of the form. (Example: Heavy Duty—47 hours.)

This review must be performed for every Form 4240 submitted. NOTE:

If a change in evaluation occurs during an accounting period the evaluated hours must be recorded for each pay period. (Example: Heavy Duty: Week 1 and 2—45 hours; Week 3 and 4—47 hours.)

2. Complete the *Total Daily Time Required (Less Lunch)* column if it is not already completed. (The *Lunch Period* actual time column must not be included in this total.)

3. Total all hours and minutes actually worked by the carrier for each week (Saturday through Friday, inclusive) and record in the *Remarks* column (preferably on the *Friday* line). Exclude all leave time taken. **Take special care to include only hours actually worked by the assigned carrier.** Exclude any hours worked by substitute carrier in that service week. You should have four separate totals, one for each week, in the *Remarks* column. Circle all totals which exceed 40 hours for mileage routes or exceed hours for which already compensated on heavy duty routes.

4. For any non-heavy duty route rural carrier paid from the RCS schedule who actually worked more than 40 hours in a week, all days in which LWOP was charged in that week must be noted. For those days in which LWOP was charged write LWOP in the *Remarks* column on the line of the day in which it was charged.

5. *Non-Heavy Duty Route Rural Carriers Paid from the Rural Carrier Mileage Schedule*

A. All Forms 4240 which show no weekly totals exceeding 40 hours should be returned to your files. They should not be sent to the MSC. (Example: Week 1—38 hrs., 20 min.; Week 2—39 hrs., 15 min.; Week 3—40 hrs., no min.; Week 4—39 hrs., 56 min.)

B. All Forms 4240, on which one or more of the weekly totals exceeds 40 hours, are to be forwarded to your MSC, Attention: Employee and Labor Relations. (Example: Week 1—40 hrs., 22 min.; Week 2—40 hrs., 10 min.; Week 3—39 hrs., 6 min.; Week 4—38 hrs., 58 min.) In week 1 the carrier worked 22 minutes over 40 hours, and in week 2, 10 minutes over 40 hours. There-

fore, this record must be forwarded to your MSC as soon as all Forms 4240 have been reviewed for that particular carrier.

C. Prepare and submit to your MSC a memorandum listing any routes for which no Forms 4240 were submitted; that is, any routes where no Form 4240 contained a week with more than 40 hours of actual work.

6. *Rural Carriers Paid from the Rural Carrier Heavy Duty Schedule.* For a heavy duty route rural carrier, report all time worked by a heavy duty route rural carrier when such time is in excess of the number of hours the carrier was paid for that week.

To determine the number of hours the rural carrier was paid for the week refer to Form 1303 as in section 1 above. In other words, report all hours when such hours are in excess of those listed on Form 1303.

A. All Forms 4240, which show no weekly totals exceeding the hours for which the carrier has already been compensated, should be returned to your files. They should not be sent to the MSC. (Example: A carrier compensated for 44 hours: Week 1—42 hrs., 55 min.; Week 2—43 hrs., 38 min.; Week 3—39 hrs., 58 min.; Week 4—44 hrs., no min.)

B. All Forms 4240 on which one or more of the weekly totals exceeds the weekly hours for which the carrier has been compensated are to be forwarded to your MSC as soon as completed for a particular carrier. (Example: A carrier compensated for 44 hours: Week 1—43 hrs., 29 min.; Week 2—44 hrs., 12 min.; Week 3—42 hrs., 37 min.; Week 4—44 hrs., 52 min.)

C. Prepare and submit to your MSC a memorandum listing any routes for which no Forms 4240 were submitted; that is, any routes where no Form 4240 contained any week with weekly hours actually worked which exceeded the number of hours for which the carrier has already been compensated.

7. *Substitute Rural Carrier Serving a Vacant Route, D/A 72-0, Substitute of Record, D/A 73-0 and Emergency Substitutes, D/A 74-0 Who Actually Worked Over 40 Hours*

in a Service Week. It will be necessary to determine whether more than 40 hours were actually worked by any substitute on one or more routes in any service week. If not, no action need be taken for that substitute.

If over 40 hours were actually worked in a given service week, all time actually worked is to be posted and totaled on a newly prepared separate Form 4240 for each substitute in the same manner as outlined in section 5-A and B above. This will necessitate posting all rural delivery work time recorded on any Forms 4240 to one new Form 4240 for the substitute involved. The newly prepared Form 4240 will not contain an entry in the *Heavy Duty* box as discussed in section 1 above.

8. For the 1975 Christmas period, exclude all time a regular rural carrier, D/A 71-0, or substitute rural carrier serving a vacant route, D/A 72-0, worked as a Christmas assistant. This time was recorded on and paid from Form 1282, *Rural Carrier Christmas Help—Certificate of Service*, at the FLSA overtime rate. If an employee was paid Christmas overtime but not on a Form 1282 their time should be included.

9. For any employee who has had a change in employment status, postmaster must indicate the employee status on the latest Form 4240 being submitted to the MSC. Record the current status of each employee in the *Names of Post Offices Supplied by Locked Pouch* block only for employees who have had a change in employee status any time after the original Form 4240 was completed. Status change includes only: (1) transferred to another post office, (2) retired, (3) resigned, or (4) deceased.

### Management Sectional Centers

1. Review all Forms 4240 for completeness and accuracy.

2. Reproduce the necessary number of Forms 326-AX, March 1977, *Rural Carrier Work Hours Transcript*, and Form 326-BX, March 1977, *Substitute—Rural Carrier Work Hour Transcript*, from the sample contained in this POSTAL BULLETIN.

3. Complete a Form 326-AX for each regular rural carrier who worked over 40 hours per week (non-heavy duty) or over the hours for which already compensated per week

(heavy duty). Complete a Form 326-BX for all substitute rural carriers whose weekly work hours total more than 40 hours per week.

4. The Forms 326-AX and BX must include:

a. Current post office name, state, and ZIP Code.

b. Finance number.

c. MSC 3-digit ZIP Code.

d. Rural carrier's name and Social Security Number.

e. Designation/activity Code.

f. Hours and minutes total for the week when hours worked (by non-heavy duty) mileage carrier were in excess of 40, and number of LWOP days charged for the week (example: 43:28); or hours and minutes total for the week for the heavy duty carrier who worked in excess of hours for which already compensated. (Example: Compensated 44 hrs.: worked 46:36—report 46:36.) Post all weekly totals (hours and minutes) in the appropriate boxes. If total work hours do not exceed 40 on mileage routes or hours already compensated on heavy duty routes for the week, leave blank.

g. The employee's most recent status (if changed) in the *Change of Employee Status* block provided in the lower left corner.

h. Certifying signature and date in lower right corner.

5. Forward Forms 326-AX and 326-BX to your PDC as soon as completed. All transcript forms must be forwarded to the PDC no later than May 6, 1977. Return all Forms 4240 to respective post offices.

6. Maintain a log control to insure that all forms have been received and submitted.

### Completing Form 326-AX for Regular Rural Carriers (Des. 71-0)

#### A. Regular Rural Carriers

1. Form 326-AX should be completed for Regular Rural Carriers only (Des. 71-0).

2. Complete each week if actual work hours total more than 40 on a non-heavy duty route, and if actual work hours total more than evaluation on Heavy Duty Route. (Example: Non-heavy duty: worked 43.30—report 43.30. Heavy Duty Routes: evaluation is 44 hours: worked 46.15—report 46.15.)

3. Totals for each week should be in hours and minutes.

#### B. Christmas Work

1. Complete this section only if employee received pay for Christmas 1975 on Form 1314, *Statement of Service Performed on Rural Route*.

2. Show only the hours the employee worked and was paid for Christmas overtime.

3. These hours should be included in the *Total Hours Worked*, if reported, in the equivalent pay period.

4. If the Regular Rural Carrier (Des. 71-0) worked as a Christmas assistant and the time was submitted and paid from Form 1282, *Rural Carrier Christmas Help*, do not complete the Christmas work or report these hours in the weeks provided. These hours have been paid correctly.

### Completing Form 326-BX for Substitute Rural Carrier (Des. 72-0, 73-0, 74-0).

Complete this form for all designations other than Des. 71-0 (Regular Rural Carrier).

A. Verify total work hours for week claiming overtime.

B. If hours total more than 40, complete:

1. Pay period.

2. Year.

3. If heavy duty, furnish H/D type (H, J, K).

4. Heavy duty hours.

5. Designation.

6. Daily entries—hours and minutes.

C. If Mileage, complete:

1. Pay period.

2. Year.

3. Code "M" under *Mileage*.

4. Designation.

5. Daily entries—hours and minutes.

D. If employee served more than one rural route in a pay period use one line for each route with type of route and daily entry.

E. If employee worked under more than one Designation (Examples: 72-77, 74-41, etc.) complete one line for each designation with daily entries, and show designation of each.

F. All hours reported should be in hours and minutes and only if total weekly work hours equal more than 40.

G. Use more than one Form 326-BX if necessary.—*Finance Dept.*, 3-24-77.

U.S. POSTAL SERVICE  
**RURAL CARRIER WORK HOURS TRANSCRIPT**

1. Complete this form for Designation 71 (*Regular Rural Carrier*) only. 40 hours on a non-heavy duty route and if actual work hours total more than evaluation on heavy duty route.
2. Complete each week if actual work hours total more than 3. Totals for each week should be in hours and minutes.

POST OFFICE, STATE AND ZIP CODE					FINANCE NUMBER					MGT SEC CTR ZIP CODE							
RURAL CARRIER NAME ( <i>Initials and Last Name</i> )					SOCIAL SECURITY NUMBER					DESIGNATION/ACTIVITY CODE <input type="checkbox"/> 71-0							
A/P	FROM	THRU	CAL YR	P/P	FIRST WEEK			SECOND WEEK			P/P	FIRST WEEK			SECOND WEEK		
					HOURS	MIN	DAYS LWOP	HOURS	MIN	DAYS LWOP		HOURS	MIN	DAYS LWOP	HOURS	MIN	DAYS LWOP
6	11-8	12-5	75							25							
7	12-6	1-2	<del>75</del> 76	26						1							
8	1-3	1-30	76	2						3							
9	1-31	2-27	76	4						5							
10	2-28	3-26	76	6						7							
11	3-27	4-23	76	8						9							
12	4-24	5-21	76	10						11							
13	5-22	6-18	76	12						13							
16	6-19	7-16	76	14						15							
17	7-17	8-13	76	16						17							
18	8-14	9-10	76	18						19							
19	9-11	10-8	76	20						21							
1	10-9	11-5	76	22						23							
2	11-6	12-3	76	24													

**CHRISTMAS WORK**

1. Complete this section only if employee received pay for Christmas "1975" on Form 1314, Statement of Service Performed on Rural Route.
2. Show only the hours the employee worked and was paid for Christmas overtime.
3. These hours should also be included in total hours worked if reported in the equivalent pay period.

A/P	FROM	THRU	CAL YR	P/P	FIRST WEEK			SECOND WEEK			P/P	FIRST WEEK			SECOND WEEK		
					HOURS	MIN	DAYS LWOP	HOURS	MIN	DAYS LWOP		HOURS	MIN	DAYS LWOP	HOURS	MIN	DAYS LWOP
6	11-8	12-5	75							25							
7	12-6	1-2	<del>75</del> 76	26						1							

CHANGE IN EMPLOYEE STATUS (*Check appropriate boxes*)

- TRANSFERRED TO ANOTHER POST OFFICE
- TERMINATED:
- Retired       Resigned       Deceased

CERTIFIED BY

PRINTED NAME	DATE
SIGNATURE	

U.S. POSTAL SERVICE  
**SUBSTITUTE - RURAL CARRIER WORK HOUR TRANSCRIPT**

COMPLETE THIS FORM FOR ALL DESIGNATIONS OTHER THAN DESIGNATION 71-0 (*Regular Rural Carrier*)

1. Verify total work hours for week claiming overtime. If actual work hours total more than 40 hours, complete pay period, year, if heavy duty, furnish H/Dtype (H, J, K), H/D hours, designation, and daily entries.
2. If mileage, complete pay period, year, code "M" under mileage, designation and daily entries.
3. If employee served more than one (1) rural route in a pay period, use one (1) line for each route with type of route and daily entries.
4. If employee worked under more than one (1) Designation (Ex. 73-77, 74-41, etc.) complete one line for each designation with daily entries and show designation of each.
5. All hours reported should be in hours and minutes, only if total weekly work hours equal more than 40.
6. Use more than one form if necessary.

POST OFFICE, STATE AND ZIP CODE	FINANCE NUMBER	MGT SEC CTR ZIP CODE
RURAL CARRIER NAME ( <i>Initials and Last Name</i> )	SOCIAL SECURITY NUMBER	DESIGNATION/ACTIVITY CODE <input type="checkbox"/> 71-0 <input type="checkbox"/> 72-0 <input type="checkbox"/> 73-0 <input type="checkbox"/> 74-0

P/P	CAL YR	H/D TYPE	H/D HRS	MILEAGE CODE M	DES	FIRST WEEK - HOURS AND MIN.					SECOND WEEK - HOURS AND MIN.					
						SAT	MON	TUES	WED	THUR	FRI	SAT	MON	TUES	WED	THUR

CHANGE IN EMPLOYEE STATUS ( <i>Check appropriate boxes</i> )  <input type="checkbox"/> TRANSFERRED TO ANOTHER POST OFFICE <input type="checkbox"/> TERMINATED:  <input type="checkbox"/> Retired <input type="checkbox"/> Resigned <input type="checkbox"/> Deceased	CERTIFIED BY	
	PRINTED NAME	DATE
	SIGNATURE	



## Tax Status of Employee Social and Recreational Committees

On January 31, 1977, the Internal Revenue Service ruled that Postal Service Social and Recreational Committees are an integral part of the Postal Service, are not subject to federal income tax, and are not required to file income tax returns. The Internal Revenue Service emphasized that this ruling applies only to those Postal Service Employee Social and Recreational Committees which are in compliance with Personnel Handbook, P-29, *Food Service Operation and Employee Social and Recreational Funds*. Accordingly, in all installations where income is derived from vending machines or other enterprises, it is imperative that the installation head ensure that an Employee Social and Recreational Committee is established and that the Committee operate in strict compliance with the regulations set forth in Chapter 9 of the P-29 Handbook.

Section 926.2 of the P-29 Handbook will be amended as follows:

1. Revise introductory paragraph to read:

The following are examples of appropriate expenditures that may be made by the Employee Social and

Recreational Committee. (The examples are not all inclusive and there are many other types of expenditures that may properly be made which will be for the benefit of all the employees. Questions relating to the appropriateness of intended expenditures should be referred to the Regional Director of Employee and Labor Relations.)

2. Revise section 926.2b to read: Retirement gifts for employees. (The same criteria must be used for all employees.)

Section 960 of the P-29 Handbook will be amended as follows:

**960 Tax Status of Social and Recreational Funds.** The Internal Revenue Service has ruled that Employee Social and Recreational Committees which are established and operated in accordance with the regulations in this Handbook are not subject to federal income taxation and are not required to file federal income tax returns. *Failure to adhere to the regulations in this chapter might result in significant income tax liability for the Employee and Social Recreational Committee or for individual members of the Committee.*—*Employee Relations Dept., 3-24-77.*

## Requests by Law Enforcement Officers for Information About Customers' Mail

Section 233.21, POSTAL SERVICE MANUAL, states:

**.21 Policy.** The U.S. Postal Service maintains rigid controls and supervision with respect to the use of mail covers as investigative or law enforcement techniques.

The term *mail cover* applies to any procedure by which information appearing on the surface of mail of any class is collected and supplied to a law enforcement agency. No such information may be released unless the law enforcement agency's written request for a mail cover has been approved by the Chief Postal Inspector, a Regional Chief Postal Inspector, a Postal Inspector-in-Charge, or one of their designees.

Each request by a law enforcement officer or agent for such information should be reported to the Inspection Service, and the inquirer should be advised to direct his request to the Inspection Service. This must be

done even though an officer or agent well known to an individual postal employee approaches him informally with a general request for information regarding a particular customer's mail.

The providing of mail cover-type information to any officer or agency under arrangements not consistent with the above instructions must be discontinued at once. Any present or recent unauthorized mail covers must be reported to the Inspection Service at this time.

These instructions do not affect the providing to law enforcement agencies of names, addresses, and telephone numbers of post office box holders (PSM 261.23h) and changes of address (PSM 262.441, 262.742c). Managers must make certain that this article is read and understood by all employees.—*Inspection Service, 3-24-77.*

## Bulk Rate Third-Class Mail

### Preparation Requirements

POSTAL BULLETIN 21004, 1-27-77, stated that effective April 14, 1977, rigid enforcement of long-standing presorting, ZIP Coding, and packaging requirements will be implemented. At that time all bulk third-class mailings must be faced and bundled securely into properly presorted ZIP Coded packages to be eligible for acceptance. Otherwise single piece third-class postage rates are applicable.

However, we have learned that some mailers are experiencing problems in obtaining equipment in sufficient time to meet the April 14, 1977, deadline while others have large inventories of packaging materials which do not meet bundling requirements. Regional Directors of Finance may authorize a single extension of up to six months beyond the April 14, 1977, deadline on a case by case basis where a mailer demonstrates that he is making every reasonable effort to comply expeditiously. Copies of each authorization along with the justification for the temporary waiver must be provided to the Director, Office of Mail Classification, Headquarters, at the time of approval.

### Loose Pack to Five Digits

MSC managers may authorize *loose packing* of pieces in full number three sacks without bundling when all material in the sack is to the same five-digit ZIP Code. Material must be placed in the sack so as to maintain orientation of the pieces while in transit. Section 134.436, POSTAL SERVICE MANUAL, will be revised to reflect this change.—*Rates & Classification Dept., 3-24-77.*

### LA and Rotary Locks

Nationally we are experiencing a short supply of locks. To provide enough LA locks to meet our needs, it is essential that all postal installations make an immediate search for all LA and Rotary locks and forward their surpluses daily to concentration points who, in turn, will forward their surpluses to the closest depository.

All reporting offices on the mail equipment inventory system are to regularly report their *total locks on hand.*—*Mail Processing Dept., 3-24-77.*

## Personal Property Capitalization Policy

Many inquiries have been received asking us to clarify the minimum dollar value applicable to capital personal property acquisitions.

The capitalization policy stated in sections 122.3 and 312.1 of the F-26, *Property Accounting Handbook*, and section 653.1 of the *POSTAL SERVICE MANUAL* is to be interpreted to mean that the cost value of an item is to be \$100.00 or more. The only exception to this dollar limitation is weapons.

The acquisition of personal property equipment costing less than \$100.00 per unit is of an expendable nature and Property Code Numbers are not to be assigned to such acquisitions. This is not intended to affect those items with a property value of less than \$100.00 that have already been capitalized.—*Finance Dept.*, 3-24-77.

## MAS Master Instructor

POSTAL BULLETIN 21071, 2-26-76, established that MAS Master Instructors would be considered for promotional opportunities as if they were incumbering the position held before assignment to the Management Academy. Installation heads are to insure that MAS Master Instructors are given due consideration for all promotional opportunities for which they are eligible. Furthermore, appropriate notices of job vacancies are to be sent to the MAS Master Instructors in sufficient time to allow for their timely submission of applications. Any questions regarding the procedures to be followed in adhering to this policy requirement should be forwarded through channels to the Field Director, Management Academy, PST&DI, Bethesda, MD 20014.—*Employee Relations Dept.*, 3-24-77.

## Inspection Service Address

Mail for the Regional Chief Inspector, Southern Region, should continue to be addressed as follows:

Regional Chief Inspector  
U.S. Postal Service  
Memphis, TN 38161

The notice in *POSTAL BULLETIN* 21106, 2-24-77, regarding change of address should be disregarded.—*Inspection Service*, 3-24-77.

## Domestic Orders

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

State/City	Name Covered
CA, Santa Monica-----	Action Products P.O. Box 231
CA, North Hollywood--	Hollywood Medical Labs P.O. Box 4281

—*Judicial Officer*, 3-24-77.

## Change in WASC FTS Numbers

Beginning April 4, FTS phone numbers at the Western Area Supply Center will change as follows:

Manager, Supply Area-----	752-5123
Manager, Contract Branch--	752-5131
Manager, Supply Mgmt. Branch.	752-5125
Supply Requisitions Office--	752-5104/5105
Data Automation Division--	752-5141
Computerized Label Printing Division.	752-5117/5118
Repair Parts Support Branch.	752-5139
Repair Parts Center-----	752-5135
Capital Equipment Warehouse.	752-5102
Quality Control-----	752-5138

—*Procurement & Supply Dept.*, 3-24-77.

## Travel

### Moving Expenses Not Subject To Tax Withholding

The following changes in travel regulations found in section 811.13 of *Methods Handbook M-9, Travel*, became effective January 1, 1977:

1. The amount of reimbursable moving expenses that is not subject to tax withholding is changed from \$1,000 to \$1,500.

2. The amount of reimbursable expenses for the sale and/or purchase of a residence, or the termination of a lease, that is not subject to tax withholding is changed from \$2,500 to \$3,000, reduced by the amount allowable for the combined round trip and temporary quarters.

3. Tax withholding should not be shown on travel vouchers. This will be computed by the postal data center and a separate Form W-2, *Withholding Tax Statement*, will be furnished.

In addition, the travel regulation found in section 813.22 of *Handbook M-9*, is changed as underlined below and is effective immediately:

Receipts are required for any taxi fare in excess of \$15.00 plus tip.

The above changes will be incorporated in *Handbook M-9*.—*Finance Dept.*, 3-24-77.

## Adhesive on Forms 3800 & 3813-P

Complaints have been received about the poor adhesive quality of Form 3800, *Receipt for Certified Mail*, and Form 3813-P, *Receipt for Insured Mail—Domestic/International*.

When such complaints were investigated in the past it was found that the adhesive on the forms being used was aged well past the guaranteed shelf life of two years. You can determine when the forms were printed by the Government Printing Office job number; i.e., \*GPO: 1975-0-591-452 tells you the worm was printed in 1975. The adhesive on forms printed prior to 1975 is over two years old and probably will not adhere to packages and/or mail without the aid of clear pressure sensitive tape.

When difficulties are experienced with fresh forms stock (less than two years old), 100 *random* samples should be submitted to the General Manager, Printing Division, Headquarters, *immediately*. The boxes from which the forms are sampled should be held aside and not used until written instructions are received from the Printing Division.—*Procurement & Supply Dept.*, 3-24-77.

## Post Offices With Rural Routes

### Rural Carrier Equipment Maintenance Allowance

Equipment maintenance allowance is currently being paid at the rate of 18 cents per mile or major fraction of a mile scheduled per day or \$7.20, whichever is greater. (Reference *Amended Article XLII-A, Section 6b, National Agreement*.)

A special equipment maintenance allowance for those rural routes having a large number of stops in relation to the number of miles is currently being paid at the daily rate shown on the *Special Equipment Maintenance Allowance Schedule—Rural Routes* on page 11 of this *BULLETIN*. This schedule replaces the old schedule on page 14 of *Amended Article XLII*. (Reference *Amended Article XLII-A, Section 6c, National Agreement*.)—*Delivery Services Dept.*, 3-24-77.



## Salary Schedule

The following salary schedule is issued to reflect the 2.5% increase in the PMS schedule effective April 9, 1977, as provided in section III-A Regional Instructions 921-P-186, dated 6-28-76. (Note: This RI was not distributed below MSC level.)

### PMS SCHEDULE EFFECTIVE APRIL 9, 1977

PMS Grade	Steps	1	2	3	4	5	6	7	8	Step Increment
1		11,229	11,594	11,959	12,324	12,689	13,054	13,419	13,784	365
2		11,255	11,622	11,989	12,356	12,723	13,090	13,457	13,824	367
3		11,307	11,676	12,045	12,414	12,783	13,152	13,521	13,890	369
4		11,387	11,760	12,133	12,506	12,879	13,252	13,625	13,998	373
5		11,492	11,870	12,248	12,626	13,004	13,382	13,760	14,138	378
6		11,628	12,013	12,398	12,783	13,168	13,553	13,938	14,323	385
7		11,796	12,190	12,584	12,978	13,372	13,766	14,160	14,554	394
8		11,995	12,399	12,803	13,207	13,611	14,015	14,419	14,823	404
9		12,229	12,646	13,063	13,480	13,897	14,314	14,731	15,148	417
10		12,501	12,935	13,369	13,803	14,237	14,671	15,105	15,539	434
11		12,815	13,266	13,717	14,168	14,619	15,070	15,521	15,972	451
12		13,228	13,690	14,152	14,614	15,076	15,538	16,000	16,462	462
13		13,665	14,149	14,633	15,117	15,601	16,085	16,569	17,053	484
14		14,202	14,709	15,216	15,723	16,230	16,737	17,244	17,751	507
15		14,787	15,324	15,861	16,398	16,935	17,472	18,009	18,546	537
16		15,437	16,009	16,581	17,153	17,725	18,297	18,869	19,441	572

—Employee Relations Dept., 3-24-77.

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

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

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 21107 article.  
 B. *Old Style.* The listing from PB 21096 is still valid.

1636676082	to	1636676999	2032976000	to	2032977499	2131513600	to	2131513899
1657057000	to	1657057999	2033489900	to	2033489999	2131659000	to	2131659199
1698585200	to	1698585599	2034879111	to	2034879199	2135784229	to	2135784399
1784298576	to	1784298599	2036193700	to	2036193999	2138225800	to	2138226299
1813957442	to	1813957999	2036194350	to	2036194599	2139131670	to	2139131699
1818290300	to	1818290699	2038516800	to	2038516899	2141218800	to	2141218899
1843429002	to	1843429099	2039774500	to	2039774775	2141293584	to	2141293598
1882610034	to	1882610099	2041088000	to	2041089999	2141582955	to	2141582999
1895135524	to	1895135599	2041609600	to	2041609699	2141594800	to	2141594999
1903536500	to	1903536599	2043875944	to	2043875999	2143694808	to	2143694899
1913077598	to	1913077999	2045459800	to	2045460099	2143694920	to	2143694999
1914787700	to	1914787999	2050722591	to	2050722599	2147970000	to	2147970199
1920282400	to	1920282497	2052888200	to	2052888299	2148789300	to	2148789399
1928283500	to	1928283599	2055619034	to	2055619099	2148839300	to	2148839499
1932738600	to	1932738999	2058070042	to	2058070199	2149387653	to	2149387699
1938921759	to	1938921999	2058071000	to	2058071099	2150437926	to	2150438199
1942535329	to	1942535399	2063490600	to	2063490699	2151361978	to	2151361999
1942580000	to	1942580299	2064110687	to	2064110699	2152225157	to	2152225199
1944408645	to	1944408699	2064797131	to	2064797199	2155325100	to	2155325399
1945120446	to	1945120499	2064865293	to	2064865399	2155380200	to	2155380499
1945243540	to	1945243599	2064920627	to	2064920699	2160339107	to	2160339499
1951045661	to	1951045999	2064934600	to	2064934799	2161864279	to	2161864399
1952637000	to	1952638999	2067343432	to	2067343441	2165684600	to	2165684699
1953225400	to	1953225699	2067935600	to	2067936499	2166786072	to	2166786999
1955912600	to	1955912799	2070415820	to	2070415832	2169293359	to	2169293399
1956726600	to	1956726799	2070708800	to	2070708899	2169363900	to	2169363999
1957938108	to	1957938199	2071505324	to	2071505399	2169893174	to	2169893199
1959615000	to	1959615399	2071598565	to	2071598599	2172107100	to	2172107299
1960798060	to	1960798099	2071636784	to	2071636799	2172415400	to	2172415799
1963340631	to	1963340670	2073371600	to	2073372099	2172869517	to	2172869599
1963340674	to	1963340699	2079763066	to	2079763099	2173716964	to	2173716999
1966365500	to	1966365599	2081811623	to	2081811699	2175100002	to	2175100099
1973940231	to	1973940299	2082801500	to	2082801699	2176673400	to	2176673599
1974270113	to	1974270149	2082878700	to	2082878899	2176724200	to	2176724599
1974545484	to	1974545499	2083855000	to	2083856999	2179024181	to	2179024299
1974626100	to	1974626599	2085962942	to	2085962999	2185997272	to	2185997299
1975461931	to	1975461999	2090619332	to	2090619399	2188800511	to	2188800599
1979755713	to	1979755724	2090982736	to	2090982799	2188801700	to	2188801899
1981716500	to	1981716699	2093535946	to	2093535999	2189762200	to	2189762399
1982839495	to	1982840499	2096132430	to	2096132451	2195763572	to	2195763581
1988187449	to	1988187499	2097278200	to	2097278299	2199735900	to	2199736199
1990507805	to	1990507899	2097282600	to	2097283099	2202566712	to	2202566799
1990507905	to	1990507999	2099936003	to	2099936199	2203500000	to	2203500999
1990687689	to	1990687699	2100163166	to	2100163199	2207322100	to	2207322199
1993108600	to	1993108699	2101768200	to	2101768599	2208302600	to	2208302899
1995671359	to	1995671999	2106951701	to	2106951799	2212553990	to	2212553999
1999837384	to	1999837499	2107740713	to	2107740799	2213714600	to	2213714999
2008467100	to	2008467199	2108553150	to	2108553499	2222479305	to	2222479399
2013805500	to	2013805699	2108619400	to	2108619599	2224159200	to	2224159399
2018938400	to	2018938499	2108684500	to	2108684699	2225100300	to	2225100499
2020057900	to	2020058199	2112380459	to	2112380999	2225362000	to	2225362299
2020617306	to	2020617399	2115139783	to	2115139799	2237314200	to	2237314599
2022309769	to	2022309799	2115272600	to	2115273099	2252279900	to	2252279999
2023458092	to	2023458299	2116823100	to	2116823599	8005023000	to	8005023999
2025217286	to	2025217699	2117834238	to	2117834299	8006421254	to	8006421299
2025609787	to	2025609999	2122159972	to	2122159984	8006580878	to	8006580899
2026068306	to	2026068399	2122681108	to	2122681499	8007230601	to	8007230617
2026636200	to	2026636599	2124202319	to	2124202399	8009417900	to	8009417999
2028624211	to	2028624299	2125692381	to	2125692399	8012783600	to	8012783999
2028917000	to	2028917999	2131239827	to	2131239999			



## COUNTERFEIT U.S. MONEY ORDER FORMS—DO NOT CASH

C. Counterfeit. Destroy the PB 21102 listing. Keep this listing until further notified. The actual serial numbers consist of the first 10 digits.

Serial Number(s)	Issuing Office Number	Validation Plate Number
1745197000 to 1745197999	915001	109611
1841850000 to 1841854999	935232 or 941000	59052
1881345000 to 1881345999	941000	104299
1881364900 to 1881364999	941000 or 075000	104299 or 01036
1981335500 to 1981336499	075000	01036
2006000000 to 2006999999	331461	104302
2045197000 to 2045197999	075000	01036
2166515686	33430	46009
8005305161 to 8005305171	963319	109863

**CAUTION:** Use extra caution in cashing money orders with serial numbers beginning with 2005 or 2007, validation plate number 104302 and issuing office 941000. While some of these money orders are legitimate, **any bearing an issue date after 04-19-76 and validation plate number 104302 are counterfeit.**

## 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 21107 article.

180,446,855 to 180,446,866	208,872,242 to 208,872,257	235,833,783 to 235,833,800
182,975,501 to 182,976,200	209,190,001 to 209,195,000	237,386,845 to 237,387,000
183,457,601 to 183,458,300	210,301,801 to 210,302,000	238,758,669 to 238,758,730
183,769,412 to 183,769,500	210,835,285 to 210,835,300	239,162,130 to 239,162,200
185,028,741 to 185,028,800	210,935,633 to 210,935,700	239,863,796 to 239,863,870
186,446,001 to 186,446,500	212,900,201 to 212,900,300	239,864,826 to 239,864,900
186,820,405 to 186,820,900	213,345,001 to 213,345,100	240,362,301 to 240,362,600
188,460,651 to 188,460,700	213,504,865 to 213,505,000	242,545,470 to 242,545,800
188,669,520 to 188,670,000	216,823,954 to 216,824,000	243,408,101 to 243,408,200
189,205,701 to 189,205,800	217,621,979 to 217,622,100	243,920,027 to 243,920,100
189,217,169 to 189,217,400	217,622,401 to 217,622,800	244,343,084 to 244,343,100
189,278,454 to 189,278,464	217,979,501 to 217,979,600	244,583,557 to 244,583,600
189,357,868 to 189,357,878	218,660,066 to 218,660,700	245,740,589 to 245,740,600
190,053,526 to 190,054,000	219,494,026 to 219,494,130	247,636,179 to 247,636,200
192,099,601 to 192,099,800	219,692,001 to 219,692,100	247,649,190 to 247,649,200
196,116,101 to 196,116,600	224,126,989 to 224,127,100	247,760,081 to 247,760,100
198,036,801 to 198,036,900	226,781,246 to 226,781,400	250,442,960 to 250,443,000
198,520,743 to 198,520,800	226,073,655 to 226,073,700	252,143,862 to 252,143,900
199,531,501 to 199,531,600	227,129,004 to 227,129,400	252,494,635 to 252,494,700
199,662,401 to 199,662,500	227,564,701 to 227,564,800	253,094,279 to 253,094,400
199,662,562 to 199,662,600	229,000,595 to 229,000,600	253,181,800 to 253,181,900
199,843,031 to 199,843,050	229,083,686 to 229,083,700	253,532,321 to 253,532,400
200,400,512 to 200,400,600	229,428,120 to 229,428,300	253,641,268 to 253,641,300
200,467,313 to 200,467,500	230,004,990 to 230,005,200	254,680,851 to 254,680,900
201,328,601 to 201,329,300	230,143,701 to 230,144,000	259,412,918 to 259,412,954
201,963,699 to 201,963,800	231,387,001 to 231,387,500	261,707,201 to 261,707,400
201,980,250 to 201,980,299	232,017,701 to 232,017,800	263,414,901 to 263,415,800
202,545,957 to 202,546,000	234,067,232 to 234,067,300	266,472,561 to 266,472,860

UNITED STATES POSTAL SERVICE

WASHINGTON, DC 20260

OFFICIAL BUSINESS

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



**FIRST CLASS**