



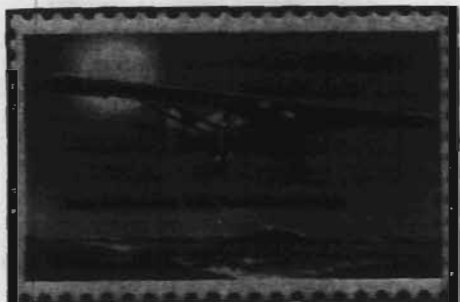
postal bulletin

Directives and Forms Division, Washington, DC 20260 PB 21109—April 7, 1977—12 Pages

13-Cent Lindbergh Flight Commemorative Stamp

Description. The 13-cent Lindbergh Flight commemorative stamp will be first placed on sale at Garden City, NY 11530 on May 20, 1977. Because of new first-day cover procedures, it is important that all offices begin selling these stamps on May 21, 1977.

Do Not Sell Before May 21, 1977.



Size: 1.44 x 0.84 inches.

Issued in sheets of 50.

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

Marginal markings: Six plate numbers, Mail Early in the Day, and Mr. ZIP. Designer: Robert E. Cunningham.

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 June 4, 1977, and should be addressed to: First Day Cancellations, Postmaster, Garden City, NY 11530. No remittance is required.

b. Postal Service Affixing Stamps. Request first-day cancellations from: Lindbergh Flight Stamps, Postmaster, Garden City, NY 11530 (see PSM, section 257.2). Requests must be postmarked not later than June 4, 1977. Remittance is required for the face value of each stamp.

Selected United States mint stamps will be available at the Philatelic Sales Branch, Washington, DC 20265 beginning May 21, 1977.

Supply. All post offices under the

MAS Procedure Change

Postal supervisors, managers, and postmasters who have completed the three-week resident phase (two) of the Management Action Series (MAS) and are presently in the final phase (three) of MAS training (on-the-job application) are reminded that the one-day followup MAS seminar has been deleted from the program.

All installation heads who are currently holding otherwise completed MAS Performance Record Cards should forward these cards to the Management Academy, PST&DI, 7900 Wisconsin Ave., Washington, DC 20014, for issuance of a MAS Certificate of Completion. Postmasters should canvass their employees who have attended MAS to determine if they are ready to have their performance records signed and submitted for certification.—*Employee Relations Dept., 4-7-77.*

automatic distribution system will receive an initial supply of the stamps. Before requisitioning additional stamps (item 437), consider that the stock should be depleted prior to July 20, 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-inch commemorative series stamp panels will be available at a later date only through mail order from the Philatelic Sales Branch, Washington, DC 20265. The panels 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., 4-7-77.*

Dating of Computerized Labels

Section 334.326 of the **POSTAL SERVICE MANUAL** requires that labels on pouches containing registered mail must be dated.

Effective April 1, 1977, this requirement will be discontinued and the **POSTAL SERVICE MANUAL** will be amended accordingly. All requirements for dated pouch or sack labels and facing slips have been eliminated.

The Computerized Label Printing Division in Topeka, Kansas, is automatically converting the remainder of the nation's *dated sequence sets* to *undated sequence sets*. Postal units receiving *undated sequence sets* should request that they be discontinued after converting to *bulk sets* of labels.—*Mail Processing Dept., 4-7-77.*

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Use of MM Letter Tray and Sleeve

The fibreboard MM letter tray and sleeve currently in use throughout the country was ordered for two specific purposes:

1. The transportation of all machinable letter mail between cities authorized by Headquarters to participate in the Letter Tray Program; and

2. The traying of machinable letter mail by mailers participating in the Presort Program for shipment direct to non-local sectional center destinations.

No other uses for the tray are authorized at this time. Destination post offices not authorized to participate in the Letter Tray Program, which receive presorted letter trays from mailers, should forward the trays and sleeves to the nearest facility authorized to participate in the program. In many cases, this will be the State Distribution Center serving that area. If possible, the trays should not be shipped empty, but should be filled with mail to be processed at the office where the trays are being sent.

The following is a list of offices currently authorized to participate in the Letter Tray Program:

AL---	Birmingham	Trenton
	Montgomery	South Jersey
AK---	Anchorage NM---	Albuquerque
AR---	Little Rock NY---	Albany
AZ---	Phoenix	Bronx
CA---	Alhambra	Brooklyn
	Inglewood	Buffalo
	Long Beach	Flushing
	Los Angeles	Hicksville
	Oakland	Jamaica
	Pasadena	JFK AMF
	Sacramento	New York
	San Diego	Rochester
	San Francisco	Syracuse
	San Jose NC---	Westchester
	Santa Ana	Charlotte
	Van Nuys ND---	Greensboro
	Whittier OH---	Fargo
CO---	Denver	Akron
CT---	Hartford	Cincinnati
	New Haven	Cleveland
DC---	Washington	Columbus
DE---	Wilmington	Dayton
FL---	Jacksonville OK---	Toledo
	Miami	Oklahoma
	Orlando	City
	Tampa OR---	Tulsa
GA---	Atlanta PA---	Portland
HI---	Honolulu	Harrisburg
ID---	Boise	Philadelphia
IL---	Chicago	Pittsburgh
	(GPO, N. Sub.) PR---	Southeastern PA
IN---	Indianapolis RI---	San Juan
IA---	Des Moines SC---	Providence
KS---	Wichita SD---	Columbia
		Sioux Falls

Mail Service to Vietnam

Expansion of mail service to Vietnam to include all postal union mail classes (letters, letter packages, post cards, matter for the blind, printed matter, and small packets) was announced in POSTAL BULLETIN 21105 on February 10, 1977. The U.S. Department of Commerce limits the items mailed to Vietnam as letter packages, printed matter, and small packets to the following:

Printed books, pamphlets, and miscellaneous publications, including bound newspapers and periodicals; children's picture and painting books; newspapers and periodicals, unbound, excluding waste; music books; sheet music; calendar blocks, paper; and advertising printed matter exclusively related to developed motion picture film, books, miscellaneous publications, newspapers, and periodicals.

Commercial phonograph records, recorded; and prerecorded phonograph records reproducing, in whole or in part, the content of printed books, pamphlets, and miscellaneous publications, including newspapers and periodicals.

Motion picture film and sound track, exposed and developed.

Exposed and developed microfilm reproducing, in whole or in part, the content of printed books, pamphlets, and miscellaneous publications including newspapers and periodicals; children's picture and painting books; music books; sheet music, and calendars.—*Rates & Classification Dept., 4-7-77.*

KY---	Louisville	TN---	Knoxville
LA---	New Orleans		Memphis
	Shreveport		Nashville
ME---	Portland	TX---	Austin
MD---	Baltimore		Dallas
	Prince Georges		El Paso
			Fort Worth
MA---	Boston		Houston
	Springfield		San Antonio
MI---	Detroit	UT---	Salt Lake
	Grand Rapids		City
		VT---	White River
MN---	Minneapolis		Junction
	St. Paul	VA---	Norfolk
MS---	Jackson		No. Virginia
MO---	Kansas City		Richmond
	St. Louis	WA---	Seattle
MT---	Billings		Spokane
NE---	Omaha	WV---	Charleston
NH---	Manchester	WI---	Madison
NV---	Las Vegas		Milwaukee
NJ---	Hackensack	WY---	Cheyenne
	Newark		

—*Mail Processing Dept., 4-7-77.*

Cancellation on Currency

April 13, 1977, will mark the first anniversary of the circulation of the new \$2 bill.

All post offices with postmarking devices, including stations and branches, are reminded that they should cooperate with collectors by honoring requests for hand cancellations on items of currency—provided that at least the first-class rate in postage is canceled. (The normal color ink used for these devices should be used and no changes made.) The stamps need not be affixed to the currency but may appear next to the currency on a common backing piece.

This service is available on a handback basis when customers submit their currency with first-class postage affixed. All requests for 100 or more cancellations on one day from any one customer must be approved in advance by the Stamps Division and are subject to a nominal handling fee for which the Stamps Division, United States Postal Service, Washington, DC 20260 will invoice the customer. Requests for this currency/postage cancellation handback service on days when offices are closed will not be approved.—*Customer Services Dept., 4-7-77.*

Dispatch of International Surface Parcel Post Via Air Service

A considerable amount of international surface parcels are being received at the San Francisco Airport Mail Facility which should have been routed to the Oakland Exchange Office via surface transportation.

In many instances, the surface parcels have a Label 4, *U.S. Priority Mail*, affixed. At no time should a Label 4 be applied to a surface parcel, since Label 4 is intended for use only on priority parcels.

The dispatch of international surface parcels by air results in substantial increased transportation costs to the Postal Service plus additional costs if they are inadvertently dispatched via air to the overseas destination.

Special caution should be exercised by personnel handling parcel mail to preclude the dispatch of surface parcels via air transportation.—*Mail Processing Dept., 4-7-77.*

Internal Revenue Levy as Applied to USPS Employees

The Tax Reform Act of 1976 significantly changes payroll processing of Internal Revenue levies.

Effective March 1, 1977, affected taxpayers will be allowed minimum exemptions from levies served to attach their wages. A bi-weekly exemption of \$100 is allowed for the taxpayer, plus \$30 for each additional dependent. Example: a taxpayer with two qualifying dependent exemptions (spouse and child) will receive a total exemption from levies equal to \$160. The exemption from levies will be applied to the net amount of an employee's wages after all deductions have been taken, with the exception of extra Federal or State income tax, financial allotments, and garnishments for alimony or commercial debts (where applicable). (Garnishments for court-ordered child support payments are exempt from IRS levies.) The new law also makes levies continuous until the liability is satisfied. Thus, each pay period, wages in excess of the exempt amount will be withheld until the liability is satisfied or Internal Revenue Service (IRS) discontinues the levies.

In the near future, IRS will establish a system whereby a copy of the levy and a three-part IRS Form 668-P, *Statement of Personal Exemptions*, will be served on the taxpayer/employee at his/her home address. This exemption form should be promptly completed in accordance with instructions on the reverse side of the employee's copy.

Parts 1 and 2 of the form will be submitted to the employing office for insertion of the finance number in the lower right portion of the form and transmission to the servicing postal data center.

Part 3 of the form will be retained by the employee along with the copy of the levy for his/her records. It is imperative that the *Statement of Personal Exemption* be processed expeditiously to ensure that proper credit is given in determining wages exempt from levy. Where the form is not received or is received too late for processing at the PDC with the initial levy deduction, only the \$100 taxpayer exemption will be applied. Forms received late will be processed in the next pay period following receipt. Credit for any additional ex-

Airmail Endorsements

The New York Bulk & Foreign Mail Center reports that offices throughout the country continue to send foreign destined air parcels and letter-class airmail to their office. Volumes of missent air parcels amount to 25 sacks daily, which not only must be needlessly processed at the Foreign Mail Center, but also reflect delayed receipt at AMF Kennedy, NY.

A significant portion of the air parcels lack any sort of *airmail* endorsement though the postage is paid at the correct foreign airmail rate.

In an effort to remedy this chronic problem, postmasters should satisfy themselves of the following:

1. That accepting clerks screen international air parcels for proper *airmail* endorsements.
2. That correct separation and labeling is performed at all acceptance points to keep airmail of all types separated from BMC-bound shipments of domestic mail.—*Customer Services Dept., 4-7-77.*

Discontinuance of Savings Bonds Sales

At the request of the Treasury Department, the Postal Service discontinued over-the-counter sales of Series E Savings Bonds on March 26, 1977. Cost considerations, and the availability of other issuing outlets, made it desirable to end this 42-year-old program in the 234 post offices where the service was still provided.

All post offices will continue to redeem savings stamps presented for cash payment as directed in 172.2 of the POSTAL SERVICE MANUAL. (Issuance of savings stamps was discontinued in 1970.) Any unresolved local customer questions related to discontinuance of bond sales should be answered locally, if possible. Questions of a national policy nature may be addressed directly to the Assistant Postmaster General, Customer Services Department, U.S. Postal Service, Washington, D.C. 20260.—Customer Services Dept., 4-7-77.

emptions will be given at that time. When a new form is submitted to change exemptions, the PDC will process it in the pay period following receipt. No retroactive exemption credits will be granted. Exemption forms may be obtained at the local IRS office.—*Finance Dept., 4-7-77.*

Refund of Retail Services Fees

Form 3533, *Application and Voucher for Refund of Postage and Fees*, will no longer be used to refund fees for retail services which have not been performed, or which have been collected in excess of the lawful rate. Refunds of postage paid by stamps, permit imprints or meter impressions, unused meter impressions, and unused units set in a meter, will continue to be refunded on Form 3533. Refund of box key fees will remain in accordance with *POSTAL SERVICE MANUAL 169.414.*

Refunds for retail service fees are to be documented on Form 3532, *Refund of Fees for Retail Services*, which is available at the area supply centers. Form 3532 is to be made available to customers making a claim for refund. The customer will initiate Form 3532. The refund will be approved and witnessed. Form 3532 will be returned to the customer for submission to the window service section for payment. The customer will sign the Form 3532 as a receipt for the funds.

The amount refunded will be charged to AIC 535, *Refund of Fees—Retail Services*. Form 3532 will be retained to support the office copy of the *Statement of Account*.

The most frequent use of Form 3532 will be for authorized refunds of lockbox or caller service fees. See *POSTAL SERVICE MANUAL 169.554*. Other accounts which are classified as *Retail Service* and for which refunds are sometimes made, include:

Description	AIC
Annual Bulk Mailing Fees.....	138
Stamps by Mail Fee.....	122

The *POSTAL SERVICE MANUAL* will be revised to reflect these changes.—*Finance Dept., 4-7-77.*

All Express Mail Offices

Retrieval of Express Mail Pouches From Customers

Many Programmed Express Mail customers receive Express Mail but do not dispatch by Express Mail. When delivering Programmed Express Mail shipments to such customers, the delivering employee should retrieve the empty Express Mail pouches from previous deliveries and return them to the delivery unit.—*Customer Services Dept., 4-7-77.*

OPPORTUNITIES AS MAS MASTER INSTRUCTOR

New opportunities are available for eligible supervisors, managers, postmasters, and certain technical specialists to serve as Master Instructors for the Management Action Series (MAS). Applications may be submitted at any time throughout the year to the Executive Secretary of the MAS Selection Board. The Executive Secretary will convene the MAS Selection Board normally on a quarterly basis to review all applications received prior to the end of the postal quarter. Applications received after the end of the postal quarter will be considered at the next review session.

ROLE OF THE MASTER INSTRUCTOR

The role of the Master Instructor is different from the traditional classroom trainer in that MAS is undertaken in a simulated back-home work environment. The Master Instructor, working with a small group (8-10) of newly-appointed managers, postmasters, etc., is expected to fulfill a variety of roles during the MAS training program, such as that of a boss, peer, subordinate, or advisor, depending on the work environment situation presented at a particular time.

ELIGIBILITY CRITERIA

A. Master Instructor-Supervisor.

The minimum eligibility requirement is an initial-level supervisory (or higher-level managerial) assignment for at least two years, in functional areas such as mail processing, delivery services, customer services, maintenance, finance, employee and/or labor relations, vehicle operations and maintenance, etc.

B. Master Instructor-Manager.

The minimum eligibility requirement is an assignment as a manager for at least two years, in functional areas such as mail processing, delivery services, customer services, maintenance, finance, employee and/or labor relations, vehicle services, etc.

C. Master Instructor-Postmaster.

The minimum eligibility requirement is an assignment as a city delivery postmaster for at least three years.

D. Master Instructor-Technical.

The minimum eligibility requirement is an assignment as a technical specialist or manager of a technical activity for at least three years in an

area such as vehicle accident investigation, engineering, safety, etc.

APPLICATION PROCEDURE

Eligible USPS employees may apply for this assignment by completing Form 2591, *Application for Employment*, showing the applicable program (Master Instructor-Supervisor, Master Instructor-Manager, Master Instructor-Postmaster, or Master Instructor-Technical). Employees must submit applications to their immediate supervisors. Employees who have applied as a result of previous POSTAL BULLETIN announcements, but who have not been selected as Master Instructors, must reapply if they wish to be considered.

PROCESSING OF APPLICATIONS

The applicant's immediate supervisors must complete Form 2577, *Estimate of Potential*. Both Forms 2591 and 2577 are forwarded through management channels to the Regional Postmaster General. (Applications for employees of Headquarters, and of field units reporting to Headquarters, are forwarded through management channels to the appropriate group or department head.)

Written recommendations by these various levels of management, including the applicant's immediate supervisor, should accompany the application and estimate of potential. The recommendations, either supporting or not supporting the individual's selection as a Master Instructor, should include appraisals of the employee on each of the criteria listed below in item C under *Selection Procedure*.

The complete file on each applicant is then forwarded to the Executive Secretary of the MAS Selection Board, Management Academy, PST&DI, 7900 Wisconsin Avenue, Bethesda, MD 20014. The Executive Secretary acknowledges receipt of the file.

SELECTION PROCEDURE

The selection of MAS Master Instructors is exempted from the procedures of Publication 194, *Guide to Promotion and Reassignment*. Master Instructors are selected in accordance with the following procedures:

A. Equal Opportunity. In all phases, employees must be considered without regard to race, color, re-

ligion, age, sex, national origin, political affiliation, or membership in supervisory or other managerial organizations. All individuals involved are responsible for affirmative action in the recommendation, consideration, and selection of qualified minority and women candidates.

B. Composition of the MAS Selection Board. The Board consists of the following:

- Senior Assistant Postmaster General, Operations, Chairman;
- Senior Assistant Postmaster General, E&LR, member;
- A Regional Postmaster General, or designee, member;
- Senior Assistant Postmaster General (Finance, Administration, or Manpower & Cost Control, if an individual is being considered for a Master Instructor assignment in one of these functional areas), member;
- Assistant Postmaster General, or Department Head in the functional area (if requested by the responsible SAPMG), member;
- Director, Office of Human Resources, Employee Relations Department, member;
- Director, PST&DI, Executive Secretary of the MAS Selection Board; and
- Field Director, Management Academy, ex-officio member.

C. Preliminary Screening and Selection. The MAS Selection Board screens all eligible applications to make a preliminary selection of Master Instructor candidates. Criteria include, but are not limited to, evidence of the following:

- A high level expertise in a functional area;
- Superior job performance;
- Ability to effectively communicate work requirements to subordinates;
- Ability to effectively plan, execute, and control resources to achieve organizational improvement goals;
- Managerial initiatives;
- Recent managerial self-development;
- Ability to achieve and maintain productivity and service requirements under demanding conditions;
- Effective interpersonal relationships;
- Development of subordinates;

- Ability to work effectively with other organizational units;
- Consistently increased responsibilities;
- Skills in various other functional areas;
- Ability to instruct others;
- Interest in serving as a Master Instructor.

The Board is responsible for choosing candidates for the next phase of the selection process. Those Master Instructor candidates not selected for the next phase in the selection process are notified by the Executive Secretary.

D. Training and Final Selection. Candidates for selection as Master Instructors receive up to one week of intensive training in the Management Action Series program at the Management Academy, PST&DI, in Bethesda, MD. During the training period, each candidate is assessed and interviewed by members of the Management Academy Staff and MAS Selection Board. Final selections are based on:

- The candidate's skills as demonstrated during participation in training and evaluation sessions;
- Assessment of the candidate's probable effectiveness as a Master Instructor;
- The candidate's continued interest in serving as a Master Instructor;
- The number and kind of vacancies available.

ASSIGNMENT

A. An employee who is offered and accepts a position as a Master Instructor is appointed for two years to the rolls of the Management Academy, with duty station in Bethesda, MD. (near Washington, D.C.), New York, Philadelphia, Los Angeles, Oakbrook, IL (near Chicago), or Memphis. Where any of the preceding duty stations would be unacceptable or if a preference should exist, this should be indicated at the time of application. All Master Instructor appointments are at the individual's present grade and salary.

B. During the employee's assignment as a Master Instructor, the position held before the assignment may be filled only on a temporary basis, pending the employee's return or permanent assignment to a different position. Current promotion and reassignment procedures must be followed in making any selection for temporary appointment, since the ap-

pointment may become permanent if the position is vacated.

Any temporary postmaster vacancy created by the selection of a postmaster as a Master Instructor is filled by an officer-in-charge assignment until the postmaster returns from the Management Academy assignment or is permanently reassigned to another position. The 120-day limitation on an OIC assignment is waived for this program.

Management is encouraged to use the temporarily vacated position for developmental purposes to broaden employees' experiences and assist in their career development.

C. Master Instructors will be considered for promotional opportunities, along with other qualified candidates, as if they were encumbering the position held before assignment to the Management Academy. If the employee is selected for promotion, the Management Academy is to be notified to process the personnel action.

D. The Management Academy is responsible for processing step increases and for evaluating performance under the merit system for Master Instructors. The installation head notifies the Academy of any merit increase scheduled for the employee at the time of appointment.

E. During the two-year assignment, Master Instructors go on field assignments, the objectives of which are to insure that they maintain current familiarization with postal environment, to enhance career development and advancement opportunities, and to acquire in-depth experiences and functional skills necessary to participate in the development and updating of training programs. The overall length of this phase of the Master Instructor's assignment normally averages four weeks divided into two segments.

F. Master Instructors, during their assignment with the Management Academy, participate in various cross training and developmental programs to broaden their skills as postal managers.

DURATION OF ASSIGNMENT

A. While the Master Instructor assignment is for two years, nominal adjustments may be made to accommodate the needs of individual Master Instructors in order to minimize relocation inconveniences and facilitate a more orderly transition into the new job assignment. An employee may be

Postage Meter Tape

Several instances of the use of unauthorized tape in customer postage meters have been reported.

When meter stamps are printed on tape, only tape approved by the Postal Service may be used. Tape must meet the absorption and adhesion properties contained in Federal Specification UU-T-1331A (Tape Postage Meter).

Tapes bearing smeared impressions or dog-eared corners should be brought to the attention of the meter license holder to determine if the tape has been approved by the Postal Services.—*Rates & Classification Dept.*, 4-7-77.

considered for another assignment as a Master Instructor three years after completing the MAS assignment.

B. A memorandum of understanding, which specifies the foregoing provisions of the assignment will be signed by both the employee and the home installation head before the person is assigned to the Academy as a Master Instructor.

C. USPS Headquarters has the option at any time to return employees to their home installations with 30 days advance notice to the employee and the installation head. Employees may request return to their home installations prior to completion of the two-year assignment. If the requests are approved, the return travel and relocation expenses will be paid by the employee (unless USPS Headquarters elects to pay the expenses, as provided in Handbook M-9, *Travel*, in the best interest of the U.S. Postal Service).

PROGRAM COSTS

All costs for the MAS Master Instructor program are funded by the Management Academy, including costs for:

- Preselection interviews and training;
- Relocation to the Master Instructor's duty station;
- Salary and benefits while assigned as a Master Instructor;
- Relocation to the Master Instructor's original duty station at completion of the two-year assignment; and
- Any other expenses related to the above as authorized by Handbook M-9.—*Operations Group and Employee Relations Dept.*, 4-7-77.

POST OFFICE CHANGES NO. 11

(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 126 PSM) apply. NP=Nonpersonnel. NZCD=National ZIP Code Directory. RB=Rural Branch. Resc.=Rescinded. RS=Rural Station. S=Station. x=Classified. (Contract stations and branches do not have the symbol "x" following the symbol for type of installation.)

State	Name of post office	County/parish	Name of station, branch, or unit	Type S/B	ZIP Code	Change action	Effective date	Explanation of change
CA	Fresno.....	Fresno.....	Hughes.....	S	93705	Add.....	3-18-77	S estab.
CO	Denver.....	Denver.....	Airmail facility.....	S	80207	Add.....	4-15-77	S estab.
FL	Orlando.....	Orange.....	Lake Buena Vista.....	B	32830	Add.....	6- 1-71	B estab. To correct NZCD & DOPO.
GA	Atlanta.....	Dekalb.....	Emory University.....	B	30322	Add.....	3-15-77	B estab.
MI	Saginaw.....	Saginaw.....	Castle.....	Sx	48606	Delete.....	3-26-77	}Sx name changed. }No change in ZIP Code.
MI	do.....	do.....	Federal.....	Sx	48606	Add.....	3-26-77	
NC	Spring Lake.....	Cumberland.....	Olde Farm.....	CPO	28390	Delete.....	9-30-76	CPO disc.
NC	Newland.....	Avery.....	Ingalls.....	CPO	28657	Delete.....	9-30-76	CPO disc.
OH	Columbus.....	Franklin.....	B.....	Sx	43202	Delete.....	4-12-77	}Sx name changed. }Sx disc. }Sx name changed.
OH	do.....	do.....	Clintonville.....	Sx	43202	Add.....	4-12-77	
OH	do.....	do.....	H.....	Sx	43215	Delete.....	5- 2-77	
OH	do.....	do.....	State Street.....	Sx	43215	Delete.....	5- 2-77	
OH	do.....	do.....	Downtown.....	Sx	43215	Add.....	5- 2-77	
TX	Lake Creek.....	Delta.....	Charleston.....	CPO	75424	Delete.....	2-17-77	CPO disc.

—Customer Services Department, 4-7-77.

*All Maintenance Capable Offices***Building Shutdown and Startup Maintenance Bulletins**

Maintenance Bulletins MMO-15-77, *Building Shutdown*, and MMO-18-77, *Building Startup After Fuel Shutoff or Curtailment*, were printed and distributed without Energy Document Control Numbers. Holders of these bulletins should make pen and ink additions as follows:

MMO-15-77 has Energy Document Control Number R-77-321.

MMO-18-77 has Energy Document Control Number R-77-322.—*Mail Processing Dept., 4-7-77.*

*Installations Served by WASC***Move of WASC Supply Operations**

The move to Building 302 of the supply operations of the Western Area Supply Center is expected to occur between May 1 and May 15, 1977.

There will be no change in requisitioning cycles; however, offices whose normal requisitioning cycle is May 1-5, and offices ordering later (such as during the May 15-20 cycle) may experience a slight delay until the workload is current. Emergency requests will be handled as in the past by calling on FTS 752-5104 or 105.—*Procurement & Supply Dept., 4-7-77.*

Annual Inspection of Rural Routes

All rural routes must be inspected once each calendar year. The previous policy concerning authority for scheduling rural route inspections is rescinded.

Effective immediately, the responsibility for scheduling the annual inspection of rural routes shall rest with the Regional Postmaster General. This authority may be delegated to districts, management sectional centers, or postmasters at associate post offices at the discretion of the Regional Postmaster General.

POSTAL SERVICE MANUAL section 353.347 shall be amended accordingly.—*Delivery Services Dept., 4-7-77.*

**ATTACH RETURN RECEIPTS NEXT TO ADDRESS
OF DESTINATION ON NUMBERED INSURED
PARCELS**

All Personnel Processing Mail For Dispatch Abroad

Foreign Order Notice 67

Keep all foreign order notices for use as reference.

A. A false representation order has been issued against:

LONDON NW 1 6EA, U.K.

World Telex Edition
The International Telex Directory
34 Ivor Place

Do not dispatch any mail to the above. Endorse it: *Return to Sender: Order Issued Against Addressee for Violation of False Representation Law.*

B. A lottery order has been issued against:

CANADA

Toronto, Ont.

RMA Services
41 Roehampton Ave.
Weather Bingo
41 Roehampton Ave.

IRELAND

Clontarf, Dublin

McHugh, Charles
89 Kincora Ave.

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

If such mail bears no return address, treat it as undeliverable and dispose of it in accordance with 159.4, PSM. This notice may be posted at the *outgoing primary* and it must be posted on the *Foreign Order Board* at all sectional centers and designated International Exchange Offices.—*Judicial Officer, 4-7-77.*

GSA Self-Service Stores Purchases

At the end of each accounting period, total the tickets received resulting from purchases made at GSA self-service stores.

Send the GSA tickets with a memorandum to:

Director
Attn: Contractual Services Branch
Postal Data Center
P.O. Box 14401
St. Louis, MO 63180

Include in the memo the total of these tickets, the postal installation finance number, the GSA address code, and the GSA credit card number of your office.

This POSTAL BULLETIN notice supersedes the instructions published in POSTAL BULLETIN 21106, 2-24-77.—*Finance Dept., 4-7-77.*

Post Offices With Philatelic Windows and Centers

Form 3300

The April/May issue of Form 3300, *Stamps Available and Philatelic Order List*, will not be delivered to your office until after April 15.

Advise customers that the February/March order form may be used after the March 31 expiration date, but that the following items are no longer available:

Column A—
\$12.32 Bicentennial Mint Set and Album.

Column C—
10¢ Seafaring Packet.

Column D—
13¢ Interphil 76
13¢ Telephone Centennial
13¢ Chemistry
13¢ Benjamin Franklin.

Column E—
13¢ John F. Kennedy.

Your assistance in this matter will minimize the number of refunds which must be issued for out-of-stock items.—*Customer Services Dept., 4-7-77.*

Business Reply Mail

Postmasters are authorized to weigh business reply mail (BRM) to determine the piece count of quantities of identical BRM. (See 145.573, PSM.) Since BRM is usually less than one ounce, care must be taken to select a sample large enough to give an accurate piece weight for computing the total piece count. Section 131 of the POSTAL SERVICE MANUAL will be amended to reflect this change.—*Rates & Classification Dept., 4-7-77.*

Domestic Orders

False Representation. Enforced by postmasters at cities listed.

State/City	Name Covered
NC, Pine Level	Carolina Sales Company P.O. Box 190 and P.O. Box 190
NY, Lewiston	Bargain Hunter's Review 421 Center Street and at P.O. Box 386
NY, Tupper Lake	Box 1313

—*Judicial Officer, 4-7-77.*



**Keep
aisles
clear**

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 21108 article.
- B. **Old Style.** The listing from PB 21096 is still valid.
- C. **Counterfeit.** The listing from PB 21108 is still valid.

1636676082	to	1636676999	2033489900	to	2033489999	2131659000	to	2131659199
1657057000	to	1657057999	2034879111	to	2034879199	2135784229	to	2135784399
1698585200	to	1698585599	2036193700	to	2036193999	2138225800	to	2138226299
1784298576	to	1784298599	2036194350	to	2036194599	2139131670	to	2139131699
1813957442	to	1813957999	2038516800	to	2038516899	2141218800	to	2141218899
1818290300	to	1818290699	2039774500	to	2039774775	2141293584	to	2141293598
1843429002	to	1843429099	2041088000	to	2041089999	2141582955	to	2141582999
1882610034	to	1882610099	2041609600	to	2041609699	2141594800	to	2141594999
1895135524	to	1895135599	2043875944	to	2043875999	2143694808	to	2143694899
1903536500	to	1903536599	2045459800	to	2045460099	2143694920	to	2143694999
1913077598	to	1913077999	2050722591	to	2050722599	2147970000	to	2147970199
1914787700	to	1914787999	2052888200	to	2052888299	2148789300	to	2148789399
1920282400	to	1920282497	2055619034	to	2055619099	2148839300	to	2148839499
1928283500	to	1928283599	2058070042	to	2058070199	2149387653	to	2149387699
1932738600	to	1932738999	2058071000	to	2058071099	2150437926	to	2150438199
1938921759	to	1938921999	2063490600	to	2063490699	2151361978	to	2151361999
1942535329	to	1942535399	2064110687	to	2064110699	2152225157	to	2152225199
1942580000	to	1942580299	2064797131	to	2064797199	2155325100	to	2155325399
1944408645	to	1944408699	2064865293	to	2064865399	2155380200	to	2155380499
1945120446	to	1945120499	2064920627	to	2064920699	2160339107	to	2160339499
1945243540	to	1945243599	2064934600	to	2064934799	2161864279	to	2161864399
1951045661	to	1951045999	2067343432	to	2067343441	2165684600	to	2165684699
1952637000	to	1952638999	2067935600	to	2067936499	2166786072	to	2166786999
1953225400	to	1953225699	2070415820	to	2070415832	2169293359	to	2169293399
1955912600	to	1955912799	2070708800	to	2070708899	2169363900	to	2169363999
1956726600	to	1956726799	2071505324	to	2071505399	2169893174	to	2169893199
1957938108	to	1957938199	2071598565	to	2071598599	2172107100	to	2172107299
1959615000	to	1959615399	2071636784	to	2071636799	2172415400	to	2172415799
1960798060	to	1960798099	2073371600	to	2073372099	2172869517	to	2172869599
1963340631	to	1963340670	2079763066	to	2079763099	2173716964	to	2173716999
1963340674	to	1963340699	2081811623	to	2081811699	2175100002	to	2175100099
1966365500	to	1966365599	2082801500	to	2082801699	2176673400	to	2176673599
1973940231	to	1973940299	2082878700	to	2082878899	2176724200	to	2176724599
1974270113	to	1974270149	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	2216615318	to	2216615499
2013805500	to	2013805699	2108619400	to	2108619599	2222479305	to	2222479399
2018938400	to	2018938499	2108684500	to	2108684699	2224159200	to	2224159399
2020057900	to	2020058199	2112380459	to	2112380999	2225100300	to	2225100499
2020617306	to	2020617399	2115139783	to	2115139799	2225362000	to	2225362299
2022309769	to	2022309799	2115272600	to	2115273099	2237314200	to	2237314599
2023458092	to	2023458299	2116823100	to	2116823599	2252279900	to	2252279999
2025217286	to	2025217699	2117834238	to	2117834299	8005023000	to	8005023999
2025609787	to	2025609999	2122159972	to	2122159984	8006421254	to	8006421299
2026068306	to	2026068399	2122681108	to	2122681499	8006580878	to	8006580899
2026636200	to	2026636599	2124202319	to	2124202399	8007230601	to	8007230617
2028624211	to	2028624299	2125692381	to	2125692399	8009417900	to	8009417999
2028917000	to	2028917999	2131239827	to	2131239999	8012783600	to	8012783999
2032976000	to	2032977499	2131513600	to	2131513899			

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, K1A 0B1.

The new money order serial numbers consist of the first nine digits. The 10th digit is a check digit only. Destroy the PB 21108 article.

180,446,855 to 180,446,866	209,190,001 to 209,195,000	238,758,669 to 238,758,730
182,975,501 to 182,976,200	210,301,801 to 210,302,000	239,162,130 to 239,162,200
183,457,601 to 183,458,300	210,835,285 to 210,835,300	239,863,796 to 239,863,870
183,769,412 to 183,769,500	210,935,633 to 210,935,700	239,864,826 to 239,864,900
185,028,741 to 185,028,800	212,900,201 to 212,900,300	240,362,301 to 240,362,600
186,446,001 to 186,446,500	213,345,001 to 213,345,100	242,545,470 to 242,545,800
186,820,405 to 186,820,900	213,504,865 to 213,505,000	243,408,101 to 243,408,200
188,460,651 to 188,460,700	216,823,954 to 216,824,000	243,920,027 to 243,920,100
188,669,520 to 188,670,000	217,621,979 to 217,622,100	244,343,084 to 244,343,100
189,205,701 to 189,205,800	217,622,401 to 217,622,800	244,583,557 to 244,583,600
189,217,169 to 189,217,400	217,979,501 to 217,979,600	245,740,589 to 245,740,600
189,278,454 to 189,278,464	218,660,066 to 218,660,700	245,767,347 to 245,767,400
189,357,868 to 189,357,878	219,494,026 to 219,494,130	247,636,179 to 247,636,200
190,053,526 to 190,054,000	219,692,001 to 219,692,100	247,649,190 to 247,649,200
192,099,601 to 192,099,800	224,126,989 to 224,127,100	247,760,081 to 247,760,100
196,116,101 to 196,116,600	226,781,246 to 226,781,400	250,442,960 to 250,443,000
198,036,801 to 198,036,900	226,073,655 to 226,073,700	252,143,862 to 252,143,900
198,520,743 to 198,520,800	227,129,004 to 227,129,400	252,494,635 to 252,494,700
199,531,501 to 199,531,600	227,564,701 to 227,564,800	253,094,279 to 253,094,400
199,662,401 to 199,662,500	229,000,595 to 229,000,600	253,181,800 to 253,181,900
199,662,562 to 199,662,600	229,083,686 to 229,083,700	253,532,321 to 253,532,400
199,843,031 to 199,843,050	229,428,120 to 229,428,300	253,641,268 to 253,641,300
200,400,512 to 200,400,600	230,004,990 to 230,005,200	254,680,851 to 254,680,900
200,467,313 to 200,467,500	230,143,701 to 230,144,000	254,706,319 to 254,706,400
201,328,601 to 201,329,300	231,387,001 to 231,387,500	259,412,918 to 259,412,954
201,963,699 to 201,963,800	232,017,701 to 232,017,800	261,923,801 to 261,924,000
201,980,250 to 201,980,299	234,067,232 to 234,067,300	261,707,201 to 261,707,400
202,545,957 to 202,546,000	235,833,783 to 235,833,800	263,414,901 to 263,415,800
207,218,569 to 207,218,600	237,386,845 to 237,387,000	266,472,561 to 266,472,860

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