



postal bulletin

Directives and Forms Division, Washington, DC 20260 PB 21111—May 5, 1977—16 Pages

13-Cent Butterfly Commemorative Stamps

Description. The 13-cent Butterfly commemorative stamps will be first placed on sale at Indianapolis, IN 46206 on June 6, 1977. The block of four designs printed on the same sheet features butterflies representative of four different geographic areas of the United States. Because of new first-day cover procedures, it is important that all offices begin selling these stamps on June 7, 1977.

Do Not Sell Before June 7, 1977.



Size: 1.44 x 0.84 inches.

Issued in sheets of 40.

Colors: Yellow, orange, purple, gray, amber, and black.

Marginal markings: Six plate numbers, Mail Early in the Day, and Mr. ZIP. Designer: Stanley Galli.

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 21, 1977, and should be addressed to: First Day Cancellations, Postmaster, Indianapolis, IN 46206. No remittance is required.

b. Postal Service Affixing Stamps. Request first-day cancellations from: Butterfly Stamps, Postmaster, Indianapolis, IN 46206 (see PSM, section 257.2). Requests must be postmarked not later than June 21, 1977. Remittance is required for the face value of each stamp.

Selected United States mint stamps will be available at the Philatelic

All Foreign Exchange Offices

Missing Mail for Guyana and French Guiana

Increasing complaints have been received concerning the missing of mail for the countries of Guyana and French Guiana. Both of these countries are located in South America.

All exchange office clerks distributing mail, both air and surface, for these two countries should note the difference in the spelling of these countries' names. In addition, riffling the mail prior to tying out will assist in the recovery of missorts.—*Mail Processing Dept., 5-5-77.*

Sales Branch, Washington, DC 20265 beginning June 7, 1977.

Supply. All post offices under the automatic distribution system will receive an initial supply of the stamps. Before requisitioning additional stamps (**item 439**), consider that the stock should be depleted prior to August 6, 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., 5-5-77.*

Fire Extinguisher Modification

Maintenance Bulletin MMO-26-77, *Fire Extinguisher Valve Modification*, has been sent to maintenance capable offices. Other offices which have *Super 460* Dry Chemical Fire Extinguishers, manufactured by R.C. Industries, should request copies of this bulletin. Furnish serial numbers of Super 460 Fire Extinguishers on hand to Maintenance Technical Support Center, Attn: Fire Extinguisher, P.O. Box 1600, Norman, OK 73070.

The Maintenance Bulletin concerns a modification to be performed during next routine recharge to eliminate a nuisance problem. There is no safety hazard involved.—*Mail Processing Dept., 5-5-77.*

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13-Cent Lafayette Commemorative Stamp

Description. The 13-cent Lafayette commemorative stamp will be first placed on sale at Charleston, SC 29401 on June 13, 1977. Because of new first-day cover procedures, it is important that all offices begin selling these stamps on June 14, 1977.

Do Not Sell Before June 14, 1977.



Size: 1.105 x 1.44 inches.

Issued in sheets of 40.

Colors: Red, blue, and black.

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

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

a. Customers Affixing Stamps. Collectors may purchase stamps at their local post offices and affix them to their envelopes. All envelopes must be addressed. Peelable address labels are recommended and a filler card of postal card thickness should be inserted in each cover. Orders must be postmarked by June 28,

1977, and should be addressed to: First Day Cancellations, Postmaster, Charleston, SC 29401. No remittance is required.

b. Postal Service Affixing Stamps. Request first-day cancellations from: Lafayette Stamp, Postmaster, Charleston, SC 29401 (see PSM, section 257.2). Requests must be postmarked not later than June 28, 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 June 14, 1977.

Supply. All post offices under the automatic distribution system will receive an initial supply of the stamps. Before requisitioning additional stamps (item 440), consider that the stock should be depleted prior to August 13, 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., 5-5-77.*

Admittance to Lookout Galleries

Sections 622.51 and .53 of the POSTAL SERVICE MANUAL outline procedures for admitting personnel to lookout galleries. The instructions state specifically that cleaning personnel are to be allowed to enter lookout galleries on the first Monday of each month, or the next business

day if Monday is a holiday; however, no other individuals are to be allowed in the lookout gallery without the prior approval of the local Inspector or the Inspector in Charge. These instructions must be adhered to without exception.—*Chief Postal Inspector, 5-5-77.*

Domestic Inaugural Service

On or after June 8, 1977, Northwest Orient Airlines will inaugurate its first service from New Orleans, LA. Official cachet and philatelic treatment are authorized as outlined in section 257.33, POSTAL SERVICE MANUAL. Cachets will be applied as indicated below and backstamping will be performed at the inaugural service destination office.

A clear space 2½ by 2½ inches on the lower portion of the envelope and to the left of the address must be allowed for the cachet. An additional clear space of 1½ inches to the left of the innermost stamp must be provided to permit a clear postmark. If the clear space is not provided, a cachet will not be applied.

Mail covers to reach the office applying the cachet no later than three days prior to the scheduled date of the flight. Enclose covers in another envelope addressed as follows:

<p><i>Cachets to be applied by:</i> New Orleans Main Post Office.</p>	<p><i>Send covers to:</i> Postmaster First Day Unit U.S.P.S. 701 Loyola Avenue New Orleans, LA 70113</p>
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Endorse the lower left corner of the envelope containing the covers with *NWA Inaugural Covers* for easy identification.

Covers already postmarked, those not properly prepared, and those posted in the usual manner will not receive cachets.—*Mail Processing Dept., 5-5-77.*

Security Container and Vault Locks

All individuals responsible for security containers or vaults should exercise caution when changing the lock combinations. **Do not** deviate from the instructions provided by the manufacturer. Specifically, **do not** insert the change key into the wheel pack while the case cover (back of lock) is removed. This practice leads to misalignments and subsequently to lockouts.

If you experience any problems changing a lock combination, call the AMO or local mechanic before you cause a lockout.—*Mail Processing Dept., 5-5-77.*

STEP 6, PHASED POSTAGE RATES EFFECTIVE JULY 6, 1977

Pursuant to the requirements of the Postal Reorganization Act (Public Law 91-375 as amended by Public Law 93-328), the phased rates below will be implemented effective at 12:01 a.m., July 6, 1977. These are the only rates affected by the phase-in. All other rates remain the same.

Post offices with second-class or controlled circulation entries will receive a shipment of the March 1977 editions of Forms 3541, *Statement of Mailing-Second-Class Publications*, and 3541-A, *Statement of Mailing-Controlled Circulation Publications*, prior to July.

POLICIES FOR HANDLING PREPRINTED ENVELOPES AND PRECANCELLED STAMPS FOR THIRD-CLASS BULK RATES

The minimum per piece rate for third-class bulk nonprofit mail increases to 2.1 cents. Mailers having the 2.0-cent embossed envelopes may continue to use them until October 15, 1977, by affixing the 0.1-cent difference by means of a meter impression or a meter strip, or affixing regular postage stamps or a meter strip for the total difference, rounded off to the next higher full cent, to Form 3602-PC, *Statement of Mailing Bulk Rates*. Weigh room personnel should verify the computations, assure that the proper additional postage is paid, and cancel the stamps

(if used) on Form 3602-PC. Postmasters at offices other than the office of origin who find these precancelled envelopes in the mail stream are to assume that the difference in postage was paid at the time of mailing. Mailers who pay in cash at the window must present their copies of Form 3544, *Post Office Receipt for Money*, together with the mail, at the mail acceptance unit. Form 3544 must be endorsed by window clerks to *Postage Due Invoices*, AIC 114.

PART 132. SECOND CLASS

132.1 Rates

.11 RATES CHARGED ON COPIES FOR DELIVERY WITHIN THE COUNTY WHERE PUBLISHED AND ENTERED AND FOR DELIVERY AT POST OFFICE WHERE PUBLISHERS' HEADQUARTERS OR GENERAL BUSINESS OFFICES ARE LOCATED.

.111 When Mailed at Office of Original Entry

- a. For delivery of publications *other than weeklies* at office of original entry by its letter carriers. Publications issued more frequently than weekly: 1.8¢ per copy.
- b. For delivery of publications *other than weeklies* by the letter carriers at a different post office than the office of original entry within the delivery limits of which the headquarters or general business office of the publisher is located (except that the pound rates from the office of mailing apply if they are higher). Publications issued less frequently than weekly:
Copies weighing 2 ounces or less: 1.8¢ per copy.
Copies weighing more than 2 ounces: 2.9¢ per copy.
- c. For delivery of *weekly* publications to addressees *residing within* the county where published from all offices within or without the county including the office of original entry. 2.1¢ (two and one-tenths cents) per pound or fraction of a pound plus 0.7¢ (seven-tenths of a cent) per piece charge.
- d. For delivery of all publications, of whatever frequency, through post office boxes or general delivery, and for delivery by rural or star route carriers, at an office of original entry which has letter carrier service.
- e. For delivery of all publications, of whatever frequency, by whatever services are provided, at an office of original entry which does not have letter carrier service.
- f. For delivery of all publications, of whatever frequency, to addressees *residing within* the county where published, from all offices within or without the county, other than the office of original entry.

.12 RATES CHARGED ON COPIES FOR DELIVERY OUTSIDE THE COUNTY WHERE PUBLISHED AND ENTERED, AND ON COPIES MAILED AT AN OFFICE OF ADDITIONAL ENTRY LOCATED OUTSIDE THE COUNTY WHERE PUBLISHED AND ENTERED.

.121 All Publications Except Those Accepted at the Special Rate (132.122), Classroom Rate (132.123), or Science of Agriculture Rate (132.124). All publications are subject to the charges in both a and b.

- a. Rates in cents per pound or fraction of a pound:

Nonadvertising portion.....	8.0
Advertising portion:	
Zones 1 and 2.....	10.7
Zone 3.....	11.5
Zone 4.....	13.0
Zone 5.....	14.9
Zone 6.....	16.9
Zone 7.....	18.7
Zone 8.....	20.9
- b. Per piece charge (cents):

(1) All publications except those provided for in (2).....	2.8
(2) Publications mailing less than 5,000 copies per issue outside the county of publication.....	0.9

.122 Special Rate Publications. All publications are subject to the charges in both a and b.

- a. Rates in cents per pound or fraction of a pound:

Nonadvertising portion.....	4.2
Advertising portion:	
Zones 1 and 2.....	6.7
Zone 3.....	7.4
Zone 4.....	8.9
Zone 5.....	10.5
Zone 6.....	11.7
Zone 7.....	12.6
Zone 8.....	13.5

- b. *Per piece charge (cents)*----- 1.1
- c. The zone rates in 132.122a are applicable to issues in which the advertising portion exceeds ten percent. Issues containing ten percent or less advertising shall be computed at the nonadvertising rate in 132.122a.

.123 Classroom Publications. (Religious, educational, or scientific publications designed specifically for use in school classrooms or in religious instruction classes.) All publications are subject to the charges in both a and b.

a. Rates in cents per pound or fraction of a pound:

Nonadvertising portion-----	3.3
Advertising portion:	
Zones 1 and 2-----	4.2
Zone 3-----	4.9
Zone 4-----	6.1
Zone 5-----	7.8
Zone 6-----	9.8
Zone 7-----	11.1
Zone 8-----	12.9
b. <i>Per piece charge (cents)</i> -----	0.8

.124 Science of Agriculture Publications. The rates in 132.121 a and b apply to publications devoted to promoting the science of agriculture. Exception: When the total number of copies furnished during any 12-month period to subscribers residing in rural areas consists of at least 70 percent of the total number of copies distributed by any means for any purpose, the rate for zones 1 and 2, for the advertising portion, is 6.7 cents per pound.

PART 133. CONTROLLED CIRCULATION PUBLICATIONS

133.1 Rates

Per pound or fraction of a pound-----	11.7 cents
Per piece charge-----	3.6 cents

The per piece charge is in addition to the pound rate.

PART 134. THIRD CLASS

134.1 Rates

.12 BULK RATES

(See 134.222 and 134.42.)

	Special rates for authorized organizations only (see 134.5)
.121 Books and catalogs having 24 or more bound pages with at least 22 printed, seeds, cuttings, bulbs, roots, scions, and plants (see 134.31 for weight limit). Minimum rate per piece: First 250,000 pieces mailed during each calendar year. Pieces in excess of 250,000 mailed during each calendar year (see 134.124).	11¢ per pound or fraction. 2.1¢. 2.1¢.
.122 All matter, except the items in 134.121, not included in the first- or second-class (see 134.31 for weight limit). Minimum rate per piece: First 250,000 pieces mailed during each calendar year. Pieces in excess of 250,000 mailed during each calendar year (see 134.124).	14¢ per pound or fraction. 2.1¢. 2.1¢.

PART 135. FOURTH CLASS

135.1 Rates

.13 SPECIAL FOURTH-CLASS RATE

Kind of mail (Rate restricted to items specifically named)	Rate (without regard to zone)		
	First pound or fraction of a pound	Each additional pound or fraction through 7 pounds	Each additional pound or fraction over 7 pounds
Books; 16-millimeter or narrower width films and catalogs of such films (rate applies for films and catalogs except when mailed to or from commercial theaters); printed music, printed objective test materials, sound recordings, playscripts and manuscripts for books, periodicals and music; printed educational reference charts permanently processed for preservation; looseleaf pages, and binders therefor, consisting of medical information for distribution to doctors, hospitals, medical schools, and medical students. (See 135.214). Single piece rate..... 30¢ Presort rates: Level A..... 1 27.9¢ Level B..... 2 28.4¢		11¢	8¢

¹ Mailings of 500 or more pieces properly prepared and presorted to five-digit destination ZIP Codes.

² Mailings of 2,000 or more pieces properly prepared and presorted to five-digit and three-digit destination ZIP Codes.

.14 LIBRARY RATE

Kind of mail (Rate restricted to items specifically named mailed by or to organizations mentioned in 135.215)	Rate (without regard to zone)	
	First pound or fraction of a pound	Each additional pound or fraction
Books; printed music; bound volumes of academic theses; sound recordings; periodicals; other library materials; museum and herbarium materials; 16-millimeter or narrower width films, filmstrips, transparencies, slides, microfilms; scientific or mathematical kits, instruments, or other devices; also, catalogs, guides or scripts for some of these materials. See 135.215...	11¢	4¢

Bulk Third-Class Mailings By Members of Congress

The notice in POSTAL BULLETIN 21110, 4-21-77, on the above subject is revised as follows:

Treatment

Individual pieces of franked mail sent at bulk third-class rates must be treated as third-class mail. This includes mailings of pieces prepared under the simplified address procedures but without the bulk rate marking specified above. Undeliverable pieces must be held pending disposal instructions. Post offices must notify the Office of Governmental Liaison, Government Relations Department, Room 10573, USPS Headquarters, Washington, DC 20260, of the volume of undeliverable pieces. Governmental liaison will determine from the Member of Congress involved whether he wishes the undeliverable pieces to be disposed of as waste or returned to the Member and will instruct the post office accordingly. The Postal Service will be reimbursed at the applicable postage rates for undeliverable pieces returned to the sender.

Transportation From Washington, DC

As at present, pieces must be enclosed in outer cartons or large flat-size envelopes bearing franked labels addressed to the postmaster at the destination office, including the appropriate 5-digit ZIP Code. Outer cartons or envelopes must be endorsed *Third-Class* and must be pouched in No. 2 Orange Pouches labeled to 5-digit and 3-digit destinations. The pouch labels will identify these mailings as Express Mail drop shipments of Congressional Third-Class Mail. Upon arrival at the destination post office, the pouches must be opened, and the contents must be handled as third-class mail in accordance with existing processing and delivery priorities for that class of mail.

Postal Service Reimbursement

For each mailing made at Washington by a Member of Congress, Form 3602-PC, *Statement of Mailing Bulk Rates*, will be prepared and submitted to the Washington Post Office. The forms will be forwarded to the Manager, Government Revenue and Examination Branch,

International Inaugural Service

On or after June 8, 1977, Northwest Orient Airlines will inaugurate non-stop service from Chicago, IL to Tokyo, Japan. Official cachet and philatelic treatment are authorized as outlined in section 257.33, POSTAL SERVICE MANUAL. To send covers by this service, prepare them in the usual manner addressed for delivery in Japan, the United States and Canada, affixing postage at 31 cents per half ounce. **Aerogrammes and Postal Cards will not be accepted.**

A clear space, 2½ by 2½ inches on the lower portion of the envelope and to the left of the address, must be allowed for the cachet. An additional 1½ inches to the left of the innermost stamp must be provided to permit a clear postmark. If a clear space is not provided, a cachet will not be applied.

The covers should be mailed to reach the office applying the cachet no later than three days prior to the scheduled date of the flight. Enclose covers in another envelope addressed as follows:

<i>Cachets to be applied by:</i>	<i>Send covers to:</i>
Chicago, IL City Post Office	Postmaster Chicago, IL 60607
O'Hare Airport Mail Facility.	Operations Manager Airport Mail Facility O'Hare International Airport Chicago, IL 60666

Endorse the lower left corner of the envelope containing the covers with *NWA Inaugural Covers* for easy identification. Covers already post-marked, those not properly prepared and those posted in the usual manner will not receive cachets.—*Mail Processing Dept.* 5-5-77.

Finance Department, Room 8402, USPS Headquarters, Washington, DC 20260, for reimbursement purposes. Based on the mailing data shown on Form 3602-PC, the Postal Service will be reimbursed for equivalent Express Mail postage at the post office-to-post office rate (Option 5A), in addition to bulk third-class postage. The Manager, Government Revenue and Examination Branch, Finance Department, will also be advised of undeliverable pieces returned to the sender.

No changes are made to the other paragraphs of the article.—*Rates & Classification Dept.*, 5-5-77.

Identification of Second-Class and Controlled Circulation Publications

The notice in POSTAL BULLETIN 21110, 4-21-77, on the above subject, was premature and is hereby cancelled. At the first opportunity, the Postal Service intends to publish in the Federal Register for public comment proposed changes to the POSTAL SERVICE MANUAL which will, if adopted, put into effect the procedures outlined in the above-mentioned BULLETIN notice.—*Rates & Classification Dept.*, 5-5-77.

Wanted Circulars Canceled

Destroy the wanted circulars issued for the following postal offenders:

<i>Name</i>	<i>Date of Issue</i>
Henry Lee Long	1-28-77
Heber Richard Rainey	10-20-71

—*Inspection Service*, 5-5-77.

Forms Catalog

Make the following changes to paragraph 2, *Explanation*, in Transmittal Letter 3, of Publication 22, *Forms Catalog*:

Change 2c to read:

S means form is obsolete and stock should be used until exhausted.

Change 2d to read:

S* means form is obsolete and stock should be destroyed.

—*Directives & Forms Division*, 5-5-77.

Realignment of Inspection Service Divisions

The Inspection Service Denver Division has been discontinued. Effective immediately, correspondence and inquiries from offices in Colorado, Wyoming, Utah, Idaho (ZIP Codes 832-834), and Nevada (ZIP Codes 893-898) should be sent to the Postal Inspector in Charge, San Francisco, CA 94101. Part 114, PSM, will be amended accordingly.—*Inspection Service*, 5-5-77.

All Offices With City Motorized, Rural or Contract Delivery Routes

MAILBOX IMPROVEMENT WEEK

The Postal Service designates a week during May each year when customers on rural, city motorized, and contract delivery routes are encouraged to examine and improve, where necessary, the appearance of their mailboxes. The week of May 23-28 has been selected this year. The purpose of Mailbox Improvement Week is to call attention to the need for providing mail receptacles which are designed to protect the mail from the weather and are neat in appearance, conveniently located, and safe to use. Neat, attractive mailboxes will make a significant contribution to the appearance of the countryside and the streets in suburban areas.

Mailboxes that meet the above four important requirements contribute to a more efficient delivery operation, and the result is an improved service to the entire route. There are two approved styles of boxes: (1) Traditional design in three standard sizes (see exhibit A), and (2) contemporary design (see exhibit B).

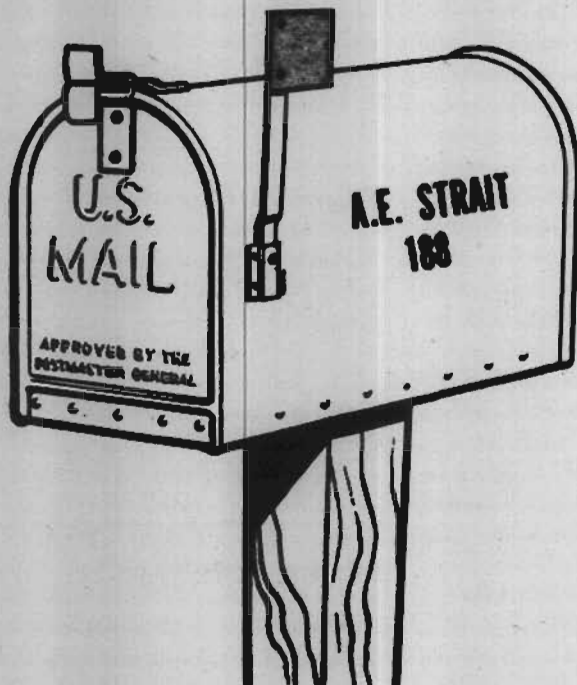


Exhibit A

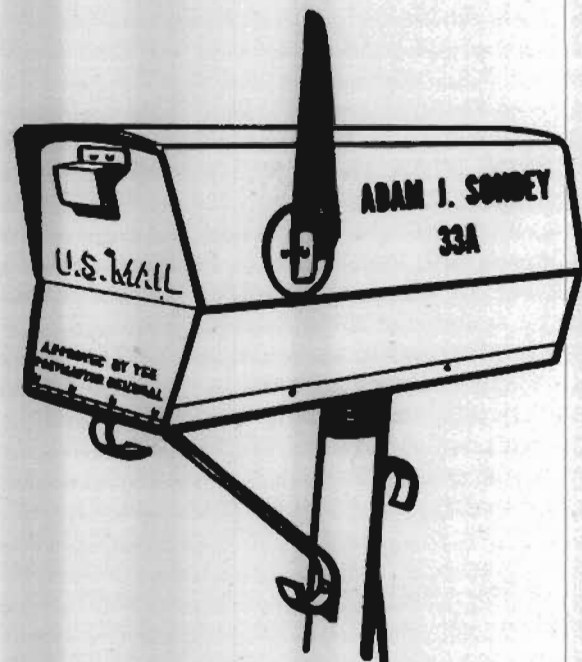


Exhibit B

Rural Routes

Mailboxes of the approved traditional or contemporary design are required whenever a mailbox is newly installed or an unsuitable receptacle is replaced. A list of approved manufacturers of traditional rural or suburban-type boxes appears in section 156.515, *POSTAL SERVICE MANUAL*.

Where box numbers are assigned, the box number must be shown on the side of the box visible to the carrier as he approaches, or on the door where boxes are grouped. Customers should be encouraged to group boxes wherever this is practicable, especially at or near crossroads, at service turnouts, or at other places where a considerable number of boxes are located (see exhibit C).

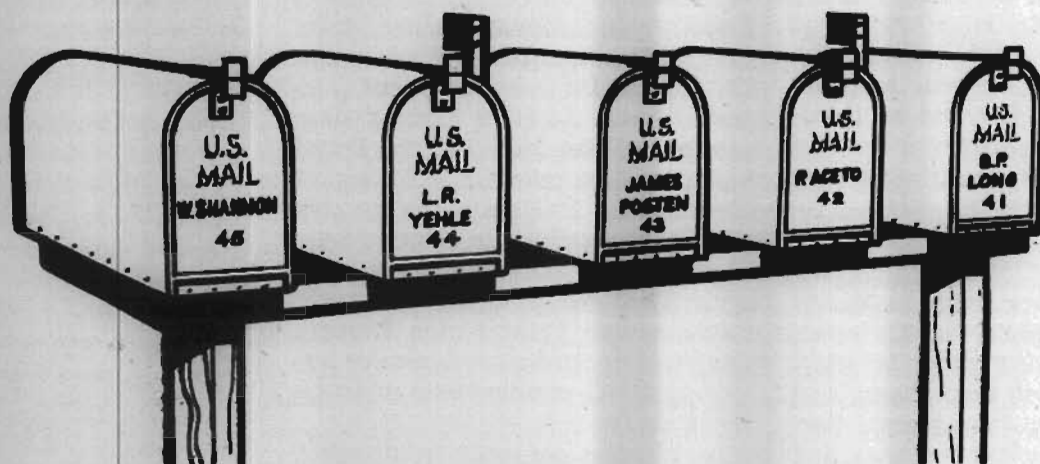


Exhibit C

In areas where snow removal is a problem, the use of a semiarch or extended arm type of support is suggested (see exhibit D). This allows snowplows to sweep near or under boxes without damage to supports and results in providing easy access to the boxes by carriers and customers.

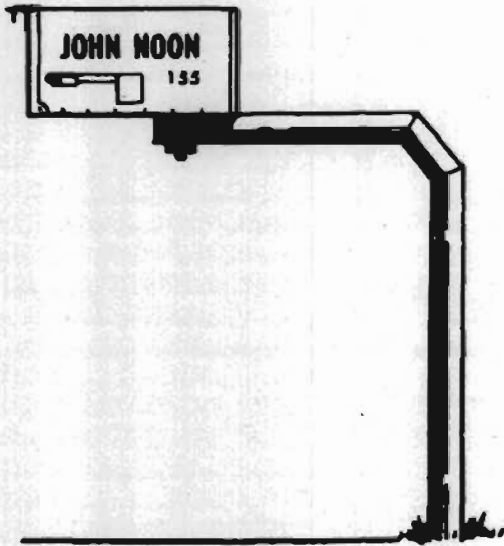


Exhibit D

Where the use of street names and house numbers has been authorized, the house number will be shown on the box. If the box is located on a street other than the one on which the customer resides, the street name and house number must be inscribed on the box. In all instances, the placing of the owner's name on the box is optional. Height of boxes depends on the type of vehicle used by the carrier, but requests to change the height or position of boxes should be kept to an absolute minimum.

City Motorized Routes

On city motorized routes with curblin delivery, it is recommended that the box be either the approved traditional rural type box or an approved suburban box of contemporary design. Boxes designed primarily for use by customers receiving door delivery are difficult to serve efficiently from a vehicle and their use is not encouraged (see exhibit E). However, any box that affords protection to the mail and allows safe, convenient delivery from the carrier's vehicle is acceptable.

Boxes should be installed with the bottom of the box between 3½ and 4 feet from the roadway. Where boxes are not located directly in front of the customer's residence, the house number must be shown on the box. Attractive protective housings may be used where the boxes are grouped (see exhibit F).

Contract Delivery Routes

Where a mailbox is newly installed or an unsuitable receptacle is replaced on contract delivery routes, an approved box of either the traditional rural type or contemporary design must be installed.

General Requirements

Mailboxes on both rural and contract routes must be located on the right-hand side of the road in the direction traveled by the carrier wherever it would be dangerous to serve the boxes on the left or where this would be a violation of State or local traffic laws or regulations. Supports for mailboxes should be of adequate strength

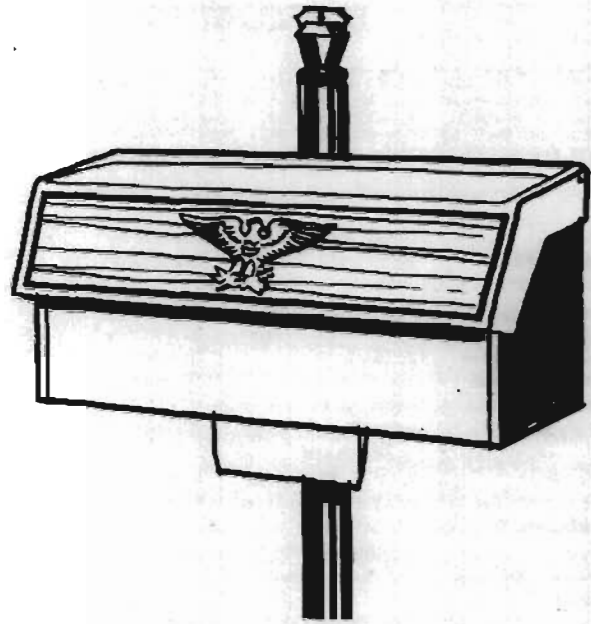


Exhibit E

and size to properly support the box. Reports have been received that some mailbox supports are so massive that they are damaging vehicles and causing serious injuries to people who accidentally strike them. The use of heavy metal posts, concrete posts, and miscellaneous items of farm equipment, such as milk cans filled with concrete, should be avoided. The ideal support is an assembly which, if struck, will bend or fall away from the striking vehicle instead of severely damaging the vehicle and injuring its occupants. Boxes and supports should be kept painted and free from rust. Review *POSTAL SERVICE MANUAL*, sections 156.531, 156.54, 157.32c, and 157.4.

Publicity

Postmasters are expected to have these guidelines and suggestions given maximum local publicity. Rural, motorized city, and contract route carriers should cooperate and later report the results to the postmaster.

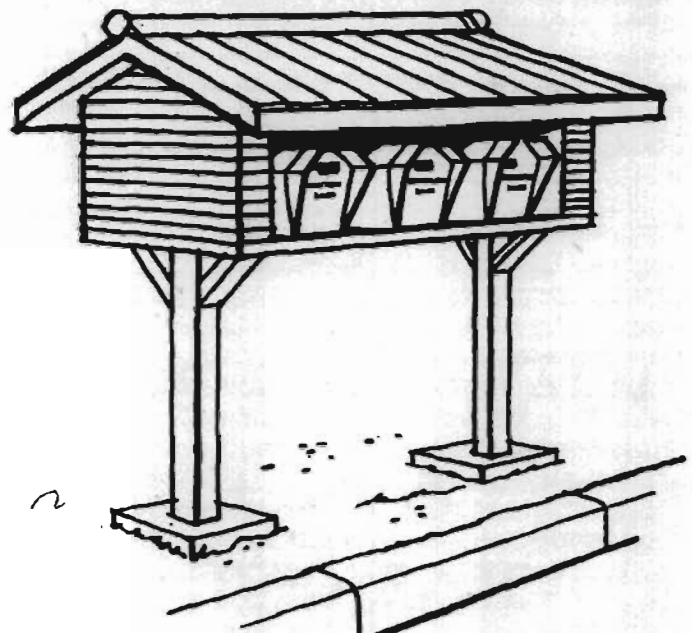


Exhibit F

—Delivery Services Department, 5-5-77.

UNIFORM PROGRAM—LICENSED VENDOR LISTING

Each of the following uniform vendors has received a vendor's license since distribution of Publication 136, *Licensed Vendor Listing*. This additional listing must be attached to Publication 136. These lists must be posted where they are readily available for employees' perusal.

Art's Shoes	South Side Square	Clarinda	PA 51632	Koluder, Steve— Knapp Shoes	10521 Hobart Road	Kirtland	OH 44094
Brockman's Shoes	20 Lincoly Way, East	Massillon	OH 44646	Leisner's	20 Jamestown Street	Gowanda	NY 14070
Bogues Shoes	230 Maine Street	Savanna	IL 61074	Life Uniform Shops	207 Fifth Avenue	Pittsburgh	PA 15222
C & J Firearms	14 Hewlett Avenue	E. Patchogue	NY 11772	MacNeill's Bootery	27 Center Street	Bath	ME 04530
Capital Shoe Shoppe	71 Main Street	South River	NJ 08832	Minkovitz	P.O. Box 808	Statesboro	GA 30458
DeGaetano Shoes & Repair	100 Main Street	Hornell	NY 14843	Paris Cleaners, Inc.	631-37 Main Street	Brockway	PA 15824
Dorothy's Shoes	6630 Westminister Boulevard	Westminister	CA 92683	R.J.K.'s Shoes, Inc.	2776 Manzanita Avenue	Carmichael	CA 95608
Duane's Shoes	3150 N. Broadway	Fargo	ND 58102	The Recycled Cow	22 Filed Court	Milford	CT 06460
Empire Sports, Jeans & Uniforms	4330 Augusta Road	Garden City	GA 31408	Red Wing Shoe Store	1741 E. Central Road	Arlington Hgts	IL 60005
Feet First	5 Robinson Street	Wakefield	RI 02879	Red Wing Shoe Store	3304 Knickerbocker Road	San Angelo	TX 76901
Four State Uniforms & Supply	911 Main Street	Texarkana	TX 75501	Red Wing Shoe Store	2200 Cleveland	Santa Rosa	CA 95401
Gene's	3861 South Court Street	Montgomery	AL 36105	Service Shoe Shop	Oak Park Shopping Center	Minot	ND 58701
Grundman's Shoe Service	3127 F Street	Eureka	CA 95501	The Shoe Box	145 N. Liberty Street	Salem	OR 97301
H & H Police Supply, Inc.	562 A1A Highway	Satellite Beach	FL 32937	The Shoe Store	Fenton Mini Mall 1549 N. LeRoy	Fenton	MI 48430
Hanlon's Mens Shoes	Route 1, Saugus Plaza	Saugus	MA 01906	Shoetown, Inc.	3419 State Street	Santa Barbara	CA 93105
Hy-Style Uniforms	1900 McHenry #79	Modesto	CA 95350	Stein Shoe Service	103 E. Main Street	DuQuoin	IL 62832
Kings Shoe World	228 Cedar Street	Lebanon	TN 37087	Sunshine Brothers	23424 Commerce Park	Cleveland	OH 44122
Kinney Shoes	Lincoln Highway East, East Town Mail	Lancaster	PA 17602	Town Cobbler	2116 Bee Ridge Road	Sarasota	FL 33579
Kinney Shoes #3475	839 West Henderson Avenue	Porterville	CA 98257	The Work Boot	2715 W. Berry	Ft. Worth	TX 76109
				Yosts Shoes & Boots	416 Adams Street	Steubenville	OH 43952

—Labor Relations Dept., 5-5-77.

POST OFFICE CHANGES NO. 13

(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	Names of station, branch, or unit	Type S/B	ZIP Code	Change action	Effective date	Explanation of change
AR	Malvern	Hot Spring	Jones Mill	CPO	72105	Delete	4-19-77	} CPO name changed.
AR	do	do	Jones Mills	CPO	72105	Add	4-19-77	
CA	Los Angeles	Los Angeles	Vermont Avenue	Sx	90029	Delete	3-22-77	} Sx disc.
CA	Needles	San Bernardino	Havasu Lake	CPO	92363	Delete	4-1-77	
CA	do	do	Chemehuevi Valley	CPO	92363	Add	4-1-77	
CA	San Francisco	San Francisco	FPO 98617	B	98617	Delete	4-6-77	} B disc.
CO	Denver	Denver	Airmail facility	S	80207	Delete	4-15-77	} Amend PB 21109 to correct spelling and ZIP Code.
CO	do	do	Airport Mail Facility	S	80207	Add	4-15-77	
FL	Tallahassee	Leon	Lafayette	CPO	32308	Delete	4-15-77	} To correct ZIP Code listed in DOPO and NZCD.
FL	do	do	do	CPO	32301	Add	4-15-77	
MI	Taylor	Wayne	Southland Center	Sx	48180	Delete	4-8-77	} Sx disc.
NY	Schenectady	Schenectady	Bellevue	Sx	12306	Delete	10-8-76	} Sx disc.
PA	Reading	Berks	West Reading	B	19602	Delete	4-4-77	} B ZIP Code changed.
PA	do	do	do	B	19611	Add	4-4-77	
TX	Longview	Gregg	Southside Annex	Sx	75602	Add	4-4-77	} Amend PB 21100 to correct eff. date of Sx estab.
WA	Hoquiam	Grays Harbor	Ocean Shores	CPO	98551	Delete	5-31-76	} CPO disc.
TT	Kusaie	Caroline Island			96944	Delete	3-15-77	} PO name changed.
TT	Koarae	do			96944	Add	3-15-77	

—Customer Services Department, 5-5-77.

SUPPLY STATUS INFORMATION ON REQUISITIONS

Offices receiving supplies from the Eastern Area Supply Center (EASC), Somerville, NJ, are being furnished exception status information on Form 4686A, *Shipping Order*, which is prepared by a computer. This shipping order is normally sent to the ordering office with their supplies.

Various one-line messages are being printed in the *Remarks* column to indicate exception information concerning items and/or forms.

The message most frequently used is *Order Quantity Reduced*. This has generated complaints from post offi-

ces. The reason for the quantity reduction is that the amount being ordered by the office has exceeded the maximum quantity allowed to the category of the office involved.

The computer automatically screens the quantity being ordered against the maximum established for the category code of the ordering office. Reports being received by EASC from field offices would seem to indicate that some of the quantities programmed into the computer are insufficient.

Based on field reports, the quantities are being revised daily by inven-

tory management personnel at EASC. Offices are requested to advise the supply center the past usage for each item and/or form for which they feel a sufficient quantity was not allowed.

Offices should also advise the supply center of requirements of items and/or forms for any special projects which can be processed by the supply center as a special distribution.

To assist supply personnel at offices receiving supplies under the new computerized system, the following is a list of messages being used on Form 4686A, *Shipping Order*, with expanded definitions:

<i>Message</i>	<i>Definition</i>	<i>Message</i>	<i>Definition</i>
Order Quantity Reduced	Quantity being ordered by your office exceeds maximum allowed to your category of office.	In Place of _____	Item and/or form being furnished in lieu of ordered item.
Back Ordered Due 77183	Quantity shown in quantity column has been backordered for your office and stock is expected by julian date indicated.	For Medical Units Only	Requested item furnished to medical units only.
Not Available Order Next Cycle	This message used for forms and/or publications which are out of stock and stock replenishment information has not been provided by Headquarters.	Order on 1286 or 1286A	Publication being requested should be requisitioned on Form 1286, <i>Request for Postal Publications</i> , or 1286A, <i>Publication Order Blank</i> , as appropriate.
POIN Unknown Check Pub 22/24	Item and/or form being ordered cannot be identified by supply center—check Publication 22, <i>Forms Catalog</i> , or 24 <i>Supply Catalog</i> , for correct item or form number.	Order from SCF	Item is furnished to MSC's only. Smaller office should request item from MSC.
Item Not for Your Office	Item being ordered is not allowed to your category of office per Headquarters instructions.	Apply at PDC	Item is obtainable from PDC's only. Not stocked at supply centers.
Item Discontinued	Item has been discontinued per instructions from Headquarters proponent office.	For Inspection Service Only	Item is furnished to Inspection Service only.
Duplicate Backorder Cancel	Item being ordered is already on back order for your office. Quantity on the requisition cancelled.	For Regional Offices Only	Item is furnished only to regional offices.
		Temp Frozen	Item is frozen for issue on instructions from proponent office at Headquarters.
		For VMF's Only	Item is furnished to vehicle maintenance facilities only.
		Not Stocked At This Warehouse	Item not stocked at this area supply center.
		Used PDC St. Louis Only	Item is for use at St. Louis PDC only.
		Order on Form 410	Self explanatory.

The above messages will be published in Publication 24, *Supply Catalog*, at the next revision.—*Procurement & Supply Dept.*, 5-5-77.

Resumption of Air Letter Service to East Timor

Effective immediately, unregistered air letters and letter packages—weighing up to 4 pounds—may be accepted for two destinations, Dili and Pante-Makassar (Oe-Kusi), in East Timor (formerly Portuguese Timor). The air LC dispatches for East Timor must be routed through the Jakarta, Indonesia, exchange office.—*Rates & Classification Dept.*, 5-5-77.

**U.S. SAVINGS BONDS EARN
INTEREST AT A
GUARANTEED RATE**

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 21110 article.
- B. Old Style. See listing in this Bulletin.
- C. Counterfeit. The listing from PB 21108 is still valid.

1636676082 to 1636676999	2038516800 to 2038516899	2141218800 to 2141218899
1657057000 to 1657057999	2039774500 to 2039774775	2141293584 to 2141293598
1698585200 to 1698585599	2041088000 to 2041089999	2141582955 to 2141582999
1784298576 to 1784298599	2043875944 to 2043875999	2141594800 to 2141594999
1813957442 to 1813957999	2045459800 to 2045460099	2143694808 to 2143694899
1818290300 to 1818290699	2050722591 to 2050722599	2143694920 to 2143694999
1843429002 to 1843429099	2052888200 to 2052888299	2147970000 to 2147970199
1882610034 to 1882610099	2055619034 to 2055619099	2148789300 to 2148789399
1895135524 to 1895135599	2058070042 to 2058070199	2148839300 to 2148839499
1903536500 to 1903536599	2058071000 to 2058071099	2149387653 to 2149387699
1913077598 to 1913077999	2063490600 to 2063490699	2150437926 to 2150438199
1914787700 to 1914787999	2064110687 to 2064110699	2151361978 to 2151361999
1920282400 to 1920282497	2064797131 to 2064797199	2152225157 to 2152225199
1928283500 to 1928283599	2064865293 to 2064865399	2155325100 to 2155325399
1932738600 to 1932738999	2064920627 to 2064920699	2155380200 to 2155380499
1938921759 to 1938921999	2064934600 to 2064934799	2160339107 to 2160339499
1942535329 to 1942535399	2067343432 to 2067343441	2161864279 to 2161864399
1942580000 to 1942580299	2067935600 to 2067936499	2165684600 to 2165684699
1944408645 to 1944408699	2070415820 to 2070415832	2166786072 to 2166786999
1945120446 to 1945120499	2070708800 to 2070708899	2169293359 to 2169293399
1945243540 to 1945243599	2071505324 to 2071505399	2169363900 to 2169363999
1952637000 to 1952638999	2071598565 to 2071598599	2169893174 to 2169893199
1953225400 to 1953225699	2071636784 to 2071636799	2172107100 to 2172107299
1955912600 to 1955912799	2073371600 to 2073372099	2172415400 to 2172415799
1956726600 to 1956726799	2079763066 to 2079763099	2172869517 to 2172869599
1957938108 to 1957938199	2081811623 to 2081811699	2173716964 to 2173716999
1959615000 to 1959615399	2082801500 to 2082801699	2175100002 to 2175100099
1960798060 to 1960798099	2082878700 to 2082878899	2176673400 to 2176673599
1963340631 to 1963340670	2083855000 to 2083856999	2176724200 to 2176724599
1963340674 to 1963340699	2085962942 to 2085962999	2179024181 to 2179024299
1966365500 to 1966365599	2090619332 to 2090619399	2185997272 to 2185997299
1973940231 to 1973940299	2090982736 to 2090982799	2187242970 to 2187242999
1974270113 to 1974270149	2093535946 to 2093535999	2188800511 to 2188800599
1975461931 to 1975461999	2096132430 to 2096132451	2188801700 to 2188801899
1981716500 to 1981716699	2097278200 to 2097278299	2189762200 to 2189762399
1982839495 to 1982840499	2097282600 to 2097283099	2195763572 to 2195763581
1990507805 to 1990507899	2099936003 to 2099936199	2199735900 to 2199736199
1990507905 to 1990507999	2100163166 to 2100163199	2202566712 to 2202566799
1990687689 to 1990687699	2101768200 to 2101768599	2203500000 to 2203500999
1993108600 to 1993108699	2106951701 to 2106951799	2207322100 to 2207322199
1995671359 to 1995671999	2107740713 to 2107740799	2212553990 to 2212553999
1999837384 to 1999837499	2108553150 to 2108553499	2213714600 to 2213714999
2008467100 to 2008467199	2108619400 to 2108619599	2216615318 to 2216615499
2013805500 to 2013805699	2108684500 to 2108684699	2222244200 to 2222244999
2018938400 to 2018938499	2112380459 to 2112380999	2222479305 to 2222479399
2020057900 to 2020058199	2115139783 to 2115139799	2224159200 to 2224159399
2020617306 to 2020617399	2115272600 to 2115273099	2225100300 to 2225100499
2022309769 to 2022309799	2116823100 to 2116823599	2225362000 to 2225362299
2023458092 to 2023458299	2117366276 to 2117366299	2228528193 to 2228528199
2025217286 to 2025217699	2117834238 to 2117834299	2237314200 to 2237314599
2025609787 to 2025609999	2122159972 to 2122159984	2252279900 to 2252279999
2026068306 to 2026068399	2122681108 to 2122681499	2255345100 to 2255345599
2026636200 to 2026636599	2124202319 to 2124202399	2257672000 to 2257672299
2028624211 to 2028624299	2125692381 to 2125692399	8005023000 to 8005023999
2028917000 to 2028917999	2131239827 to 2131239999	8006421254 to 8006421299
2032976000 to 2032977499	2131513600 to 2131513899	8006580878 to 8006580899
2033489900 to 2033489999	2131659000 to 2131659199	8007230601 to 8007230617
2034879111 to 2034879199	2135784229 to 2135784399	8009417900 to 8009417999
2036193700 to 2036193999	2138225800 to 2138226299	8012783600 to 8012783999
2036194350 to 2036194599	2139131670 to 2139131699	

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.)

B. Old Style. Destroy the PB 21096 listing. Keep this part B listing until further notified.

121,968,244 to 121,968,299	3,999,461,159 to 3,999,461,189	5,656,522,036 to 5,656,525,999
122,851,234 to 122,851,299	456,392,367 to 456,392,499	5,659,292,000 to 5,659,293,999
125,833,650 to 125,833,799	486,419,258 to 486,419,999	5,659,763,800 to 5,659,765,299
1,914,785,752 to 1,914,785,998	4,000,490,300 to 4,000,490,324	5,666,020,000 to 5,666,021,999
1,923,904,133 to 1,923,905,999	4,002,271,799 to 4,002,271,899	5,671,762,600 to 5,671,763,999
1,934,695,700 to 1,934,696,399	4,002,991,250 to 4,002,991,649	5,674,407,000 to 5,674,410,499
1,951,442,300 to 1,951,442,949	4,003,639,949 to 4,003,639,749	5,692,340,350 to 5,692,341,849
1,961,462,068 to 1,961,462,499	4,004,131,050 to 4,004,131,249	5,694,251,950 to 5,694,253,249
1,990,815,692 to 1,990,815,899	4,005,503,050 to 4,005,503,099	5,799,478,500 to 5,799,479,999
2,034,215,108 to 2,034,215,649	4,007,000,511 to 4,007,000,566	5,806,140,822 to 5,806,140,899
2,759,101,200 to 2,759,101,499	4,007,363,202 to 4,007,363,999	73,764,000 to 73,767,999
3,850,802,900 to 3,850,803,999	4,008,050,550 to 4,008,055,799	7,560,245,643 to 7,560,245,699
3,883,236,411 to 3,883,237,249	540,304,321 to 540,304,499	7,595,577,897 to 7,595,578,549
3,903,103,381 to 3,903,103,399	599,543,500 to 599,543,999	7,595,759,250 to 7,595,760,149
3,903,318,673 to 3,903,318,699	5,550,886,753 to 5,550,886,999	7,595,853,176 to 7,595,853,211
3,909,406,197 to 3,909,406,449	5,643,597,711 to 5,643,597,749	7,598,550,400 to 7,598,550,699
3,914,884,465 to 3,914,885,999	5,646,932,000 to 5,646,933,999	7,601,425,400 to 7,601,425,999
3,917,491,137 to 3,917,491,299	5,647,270,759 to 5,647,271,999	7,607,637,250 to 7,607,637,349
3,995,593,050 to 3,995,593,099	5,655,123,300 to 5,655,123,849	8,347,462,300 to 8,347,462,499
	5,656,140,000 to 5,656,143,999	8,616,820,253 to 8,616,820,272

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 21109 article.

180,446,855 to 180,446,866	209,190,001 to 209,195,000	239,162,130 to 239,162,200
182,975,501 to 182,976,200	210,301,801 to 210,302,000	239,863,796 to 239,863,870
183,457,601 to 183,458,300	210,835,285 to 210,835,300	239,864,826 to 239,864,900
183,769,412 to 183,769,500	210,935,633 to 210,935,700	240,362,301 to 240,362,600
185,028,741 to 185,028,800	212,900,201 to 212,900,300	242,545,470 to 242,545,800
186,446,001 to 186,446,500	213,345,001 to 213,345,100	243,408,101 to 243,408,200
186,820,405 to 186,820,900	213,504,865 to 213,505,000	243,920,027 to 243,920,100
188,460,651 to 188,460,700	216,823,954 to 216,824,000	244,343,084 to 244,343,100
188,669,520 to 188,670,000	217,621,979 to 217,622,100	244,583,557 to 244,583,600
189,205,701 to 189,205,800	217,622,401 to 217,622,800	245,740,589 to 245,740,600
189,217,169 to 189,217,400	217,979,501 to 217,979,600	245,767,347 to 245,767,400
189,278,454 to 189,278,464	218,660,066 to 218,660,700	247,636,179 to 247,636,200
189,357,868 to 189,357,878	219,494,026 to 219,494,130	247,649,190 to 247,649,200
190,053,526 to 190,054,000	219,692,001 to 219,692,100	247,760,081 to 247,760,100
192,099,601 to 192,099,800	224,126,989 to 224,127,100	250,442,960 to 250,443,000
196,116,101 to 196,116,600	226,781,246 to 226,781,400	252,143,862 to 252,143,900
198,036,801 to 198,036,900	226,073,655 to 226,073,700	252,160,301 to 252,160,393
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	262,740,206 to 262,740,300
207,218,569 to 207,218,600	237,386,845 to 237,387,000	263,414,901 to 263,415,800
208,872,242 to 208,872,257	238,758,669 to 238,758,730	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