



postal bulletin

Directives and Forms Division, Washington, DC 20260 PB 21112—May 19, 1977—12 Pages

Migratory-Bird Hunting and Conservation Stamps, Series 1977-78

Postmasters at all offices with 190 or more revenue units and those offices with 189 or less revenue units, having a demand for the \$5 Migratory-Bird Hunting and Conservation Stamp shall immediately consider their requirements for the 1977-78 series stamp. These stamps may be placed on sale on July 1.

Associate Offices

Postmasters shall, by not later than June 1, 1977, submit a separate requisition on Form 17, *Stamp Requisition*, to their designated sectional center for a sufficient quantity of \$5 Migratory-Bird Hunting and Conservation Stamps to last until June 30, 1978. Postmasters shall order the new series stamp in sheets of 30, except those offices requiring a lesser quantity may order 15 stamps. Also indicate on Form 17, the number of *Waterfowler—Attention* posters needed for the local office, stations, and branches. Requisition additional stocks of bird stamps from the sectional center if the initial supply is not adequate to last until June 30, 1978.

Sectional Centers

Postmasters at sectional centers designated to distribute accountable paper requiring the \$5 Migratory-Bird Hunting and Conservation Stamp in minimum lots of 3,000 stamps shall requisition the stamps on Form 3356, *Stamp Requisition—Bulk Quantities* (using item No. 317) direct from the Bureau of Engraving and Printing. Order in quantities of 3,000, 6,000, 9,000, 12,000, 15,000, 30,000, 45,000, 60,000, 75,000, and multiples of 75,000 stamps.

Postmasters at sectional centers requiring less than 3,000 bird stamps shall immediately submit a Form 17 to their accountable paper depositories. Each sectional center designated to distribute accountable paper will be automatically furnished an initial supply of 150 posters No. 3-

Correction

13-Cent Butterfly Stamps

The 13¢ Butterfly stamps are printed in sheets of 50 stamps instead of sheets of 40 stamps as erroneously printed in *POSTAL BULLETIN* 21111, 5-5-77.—*Customer Services Dept.*, 5-19-77.

FLSA Retroactive Pay Adjustment

The fourth retroactive overtime pay adjustment payment will be made by separate check on May 20, 1977. The period covered by this payment is October 9, 1976, through December 17, 1976; pay periods 22-76 through 26-76.

This payment is for eligible employees other than rural carriers.

Each employee receiving a check will be given a copy of the May 1977 edition of Notice 144 (IV), *Pay Adjustment Detail Listing*. Employees will also receive a listing showing how the adjustments were calculated and the pay periods affected, as was done for the first retroactive payment.

For detailed information concerning the methods of computations, refer to *SPECIAL POSTAL BULLETIN* 21086, 7-7-76.—*Finance Dept.*, 5-19-77.

113, *Waterfowlers—Attention*. Additional posters, if needed, may be ordered from the area supply center, using Form 4750, *Special Requisition for Supplies*.

Hunting Regulation Pamphlets

The Interior Department will not provide hunting regulations in pamphlet form this year. The *Waterfowlers—Attention* poster directs inquiries concerning hunting regulations to the local wildlife agency or a regional office of the Fish and Wildlife Service. The regional office addresses are listed on the posters.—*Customer Services Dept.*, 5-19-77.

Francis S. Filbey

The nation's postal workers join me in expressing sorrow at the passing of Francis S. Filbey, general president of the American Postal Workers Union since it was founded in 1971.

The principal architect of the merger of the five unions to create the APWU, Mr. Filbey was a fair and wise leader and spokesman for his union, who was highly respected by postal management at all levels.

He will be missed by all those who benefited from his leadership. Our condolences to Mrs. Filbey and the family.

BENJAMIN F. BAILAR
Postmaster General.

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2.1-CENT PRECANCELED EMBOSSED STAMPED ENVELOPE

Description. The 2.1-cent precanceled embossed stamped envelope will be first placed on sale at Houston, TX on June 3, 1977. The octagon-shaped design embossed stamp will be printed in green ink for use in connection with the Step 6 Phased Postage Rates effective July 6, 1977. **Do Not Sell Before June 4, 1977.**

Collectors. Request first-day cancellations from: 2.1¢ Precanceled Embossed Stamped Envelope, Postmaster, Houston, TX 77002. Requests will be accepted through June 17, 1977. Plainly indicate your full name and address (including ZIP Code), with remittance to cover the cost of 16 cents per envelope. Both sizes of regular envelopes will be serviced—but unless size 10 is stipulated the cancellation will be on size 6¾. As first-day covers are considered first-class mail, an 11-cent stamp will be affixed to the envelope to meet the rate.

Beginning June 4, 1977, the envelope will be available from the Philatelic Sales Branch, Washington, DC 20265: (a) in sets of 2—one each size 6¾ and size 10 at 10 cents per set, or (b) in minimum box lots of 500, plus postage and handling charges. The minimum handling charge is 50 cents. The box lot prices for 500 plain embossed stamped envelopes are:

Size 6¾—\$14.05
Size 10—\$14.70

Requisitions. All classes of post offices may submit requisitions for the 2.1-cent precanceled embossed stamped envelope to the U.S. Stamped Envelope Agency, Williamsburg, PA 16693. Orders will be filled as fast as production and distribution facilities permit.

Plain Envelopes. All post offices requiring the new 2.1-cent plain stamped envelope in minimum lots of 500 may submit Form 3205, *Requisition For Plain Stamped Envelopes*, to the U.S. Stamped Envelope Agency, Williamsburg, PA 16693, in accordance with the instructions in section 222.72, Fiscal Handbook, F. 1, *Financial and Cost Controls*, using **item 653** for the size No. 6¾ and **item 153** for the size No. 10. Requisitions should be limited to a 3-accounting period supply.

Printed Stamped Envelopes. Postmasters may accept customers' requests for the precanceled stamped envelopes with printed return addresses. Orders must be for minimum

lots of 500. Allow the usual 6 weeks for delivery. No orders will be dispatched before June 3, 1977.

Selling Prices. Selling prices for the 2.1-cent plain and printed stamped envelopes appear below as exhibits A and B.

Current Denomination. Orders for the current denomination 2-cent printed and plain stamped envelopes will not be accepted after June 1, 1977:

(a) All orders for the 2-cent *printed* stamped envelopes will be returned to post offices.

(b) All orders for the 2-cent *plain* stamped envelopes will be filled with the new 2.1-cent envelopes—instead of with the 2-cent envelopes.

Plained Stamped Envelopes

Size	Denomination	Item No.	Prices	
			500	1,000
6¾	2.1¢	653	\$14.05	\$28.10
10	2.1¢	153	14.70	29.40

Exhibit A

Printed Stamped Envelopes

Size	Denomination	Item No.	Prices		
			500	1,000	Each additional 500
6¾	2.1¢	653	\$16.30	\$32.10	\$16.05
10	2.1¢	153	16.95	33.40	16.70

Exhibit B

—Customer Services Dept., 5-19-77.

Appointments in the Inspection Service

The following appointments were effective May 7, 1977:

Carl E. Lawrence
Regional Chief Postal Inspector
Central Region
William R. Newsome
Postal Inspector in Charge
Saint Paul Division
Billy M. McClanahan
Postal Inspector in Charge
San Francisco Division
—Inspection Service, 5-19-77.

Security of Rotary Locks

It has come to the attention of the Postal Inspection Service that Rotary Registry Locks are being found loose in post offices. Consequently, effective control and proper security of these items are not being achieved.

Effective immediately, all Rotary Locks kept on hand will be stored within the registry section in a secured location, preferably within a registry cage.

The POSTAL SERVICE MANUAL will be amended accordingly.—Mail Processing Dept., 5-19-77.

Physical Fitness Inquiry for Motor Vehicle Operators

While the SF-47, *Physical Fitness Inquiry for Motor Vehicle Operators*, is obsolete, the questions formerly contained in it have been transferred to the reverse of the Form 4582-A, *Summary of Driving Record*, and must be completed by all applicants in accordance with existing instructions.

Individual copies of SF-47 are obsolete and existing stock should be destroyed.—Delivery Services Dept., 5-19-77.

Lump-Sum Payments of Unpaid Compensation

The Postal Service has experienced problems in making payments to the individuals legally entitled to receive the unpaid compensation of deceased Postal employees. Most of the difficulty arises from the fact that there are cases in which the individuals entitled to the unpaid compensation have disappeared and their whereabouts are unknown or claims are not filed by them. This notice is issued to permit the Postal Service to make payments to other persons when the persons first in legal entitlement to receive the payments have disappeared or do not file claims.

Unpaid compensation means pay and allowances due a deceased Postal employee for the performance of services. It includes, but is not limited to:

a. Amounts of checks for pay and allowances which were not delivered by the Postal Service to the employee during his or her lifetime.

b. Amounts of uncashed checks for pay and allowances returned to the Postal Service because of the employee's death.

c. Payment for accumulated annual leave and for unused annual (current) leave actually earned during the year of death. Payment for such leave shall be equal to the pay the deceased employee would have received had he or she lived and remained in the Service until the end of the period of annual leave.

d. Amounts due as refund of pay deductions for U.S. Savings Bonds.

e. Amounts due for payment of cash awards for employees' suggestions.

f. Quarters and cost of living allowances.

g. Allowances on change of official station.

h. Amounts due for the performance of official travel.

Payment of the unpaid compensation will be made in the following order of precedence, and payment bars recovery by another person of the amounts so paid:

First—To the beneficiary or beneficiaries designated by the employee in a writing received in the Postal Service before his or her death.

Second—If there is no designated beneficiary, to the widow or widower of the employee.

Injury Compensation Program

Control office personnel for the Injury Compensation Program must make sure that employees and supervisors complete, in every respect, the forms required by the Office of Workers' Compensation Programs (OWCP). Of utmost importance is the inclusion of social security numbers on all forms. The social security number is essential to verify injury compensation payments made by the Department of Labor and charged back to the Postal Service.—*Employee Relations Dept.*, 5-19-77.

Third—If none of the above, to his or her child or children, and to the decedents of deceased children by representation.

Fourth—If none of the above, to the parents in equal shares or the entire amount to the survivor of them.

Fifth—If none of the above, to the duly appointed executor or administrator of the estate.

Sixth—If none of the above, to the person(s) entitled under the laws of the state in which he or she was domiciled at the time of death.

When the person(s) otherwise entitled to payment has not submitted a claim and cannot be located within 2 years after the death of the employee, payment shall be made to the person(s) in the same class of entitlement, or, in the absence of anyone in the same class, then to the person(s) next in order of precedence as described in this paragraph.

If, within 2 years after the employee's death, a claim for unpaid compensation has not been filed by a person entitled under the order of precedence, and neither the employee's installation nor postal data center has received notice that such a claim will be filed, payment may be made to the claimant who in the judgment of the Postal Service is equitably entitled to it. Payment made pursuant to this paragraph bars recovery by another person.

These provisions continue in effect indefinitely and will be incorporated into the *POSTAL SERVICE MANUAL* at a later date.—*Employee & Labor Relations Group*, 5-19-77.

1980 Census

The Postmaster General and the Secretary of Commerce have an understanding that their personnel will cooperatively develop procedures for taking the 1980 decennial census by mail throughout most of the United States. (See Part 259, *POSTAL SERVICE MANUAL*.)

Postal Service and census specialists have conducted various types of census research projects during the past several years in an effort to improve census-taking techniques. Additional experimental censuses are scheduled to be taken before 1980.

One important phase of these special censuses is an advance review of census address cards by carriers, to insure accuracy and complete coverage of all dwelling units. All offices may be expected to participate in at least one of these advance address check projects sometime between 1977 and 1980. Regional offices will notify postmasters of this participation and will furnish detailed instructions.

Another important phase is defining street name/house number delivery areas on maps by several thousand post offices in Standard Metropolitan Statistical Areas throughout the United States. These maps will be used by the Census Bureau to help determine the areas in which the Bureau can use commercial mailing lists in the 1980 Census. Instructions for completing the maps should reach selected post offices about June 1, 1977, and the completed maps should be returned to the Census Bureau by July 30, 1977.

1980 Mail Out-Mail Back Census

The General Manager, Delivery Division, will act as the regional coordinator for the 1980 *mail out-mail back* census of population and housing, as well as the special projects as they are undertaken.

Since this is the first in a series of instructional notices concerning the 1980 census, all postmasters shall start a special census file and keep this material available for handy reference. From time to time, additional information affecting city delivery, rural delivery, and nondelivery offices will be published and must be kept on file until further notice.—*Delivery Services Dept.*, 5-19-77.

ADDITIONAL SOURCE OF RECRUITMENT/CASUALS & TEMPORARY EMPLOYEES

I. EMPLOYMENT POLICY

The following procedures establish an additional source of recruitment for casuals and temporary employees by permitting the hiring of eligible students as part of the limited term, non-career workforce to provide employment for those who could not remain in institutions of higher learning without financial assistance. Only students as defined herein, who are at least 18 years of age, need financial assistance to continue their education, and who are enrolled or accepted for enrollment in an institution of higher learning on a full-time basis, during the regular school year will be considered for appointments. Students appointed as casuals or temporary employees under these procedures are subject to the terms and conditions of employment as outlined on page 18 of POSTAL BULLETIN 21101, 12-16-76.

As used herein, the following terms have the meanings shown:

Appointing Officer.—Postmaster, or head of a postal installation other than a post office, or any postal official in whom is vested the authority or has been delegated the authority to appoint, employ, or to recommend individuals for appointment or employment.

School.—A public or private institution of higher learning accredited by a recognized accrediting body.

Student.—A person attending on a full-time basis as defined by the institution during the regular school year.

Appropriate School Official.—The registrar, counselor, placement officer, dean of men, dean of women, dean of students, or principal of the school at which the student is enrolled and attending.

II. EMPLOYMENT RESTRICTIONS AND GUIDELINES

A. Students are eligible for appointment under this program if:

1. Enrolled or accepted for enrollment in an institution of higher learning on a full-time basis, during the regular school year.

2. They have reached their 18th birthday.

3. An appropriate school official will state in writing that the student:

a. Needs financial assistance to continue their education;

b. Is maintaining an acceptable school standing; and

c. Scholastic achievement will not be adversely affected by the casual appointment.

B. Students who drop out of school, for any reason, and who are unable to furnish satisfactory evidence of enrollment in a school for the next regularly-scheduled term, are not eligible for such appointment.

C. Qualified applicants will receive consideration for appointment without regard to race, creed, color, national origin, sex, politics, and other non-merit factors.

D. No written examination is required.

E. Form 2485, *Certificate of Medical Examination*, is required for all temporary and casual appointments.

F. Postal officials having the authority to appoint, employ, or recommend individuals for appointment or employment, shall not appoint, employ, or recommend one of their relatives to a position in their installation or in an installation over which they exercise control. (See section 312.3 of Handbook P-11, *Personnel Operations*.)

III. AUTHORITY TO HIRE AND SOURCE OF RECRUITMENT

Authority to use this additional source of recruitment must be obtained from the Regional Director, Employee and Labor Relations, prior to contacting school officials. Installation heads should submit requests through normal organizational channels. Upon approval, appointing officials are required to contact and rely upon appropriate school officials for the identification of eligible students. This may be accomplished by personal visits with school counselors and placement officers, and by sending a memorandum to schools in the surrounding area outlining the program. In making these contacts with the schools in their area, installation heads should be aware of their affirmative action responsibilities. You may use a letter similar to the following:

Sample Letter To Use in Contacting School Officials

The U.S. Postal Service plans to hire a limited number of eligible students as part of its limited-term, non-career workforce. We believe these appointments will not only assist us in meeting our operating needs, but that it will also furnish us with a unique opportunity to provide meaningful employment for students whose financial situations might otherwise prevent them from continuing in school.

To be eligible for appointment, a student must meet certain requirements as explained in the attached certification form. If you believe you have students who meet these requirements and may be interested in an appointment, I, or a member of my staff, would be most willing to discuss the program with you in more detail to cover hours and length of employment, salary, number of positions, etc. My telephone number is [fill in number].

The U.S. Postal Service is committed to an affirmative action EEO policy that assures qualified applicants will receive consideration for appointment without regard to race, creed, color, sex, national origin, politics, or any other non-merit factors. School officials are encouraged to take maximum efforts to certify minorities, females, and physically and mentally handicapped persons.

[Signature]
Postmaster

The following is a sample of an acceptable student referral:

Sample School Certification

Date _____

Postmaster
[Address]

[Name and Address] is enrolled or accepted for enrollment as a student at this school on a full-time basis, during the regular school year. He/she has reached his/her 18th birthday.

In my judgment, this student needs financial assistance to continue his/her education. Because his/her record of academic achievement is acceptable, it is reasonable to expect that a casual or temporary appointment will not harm his/her scholastic position.

Name _____

Title _____

School _____

Address _____

Each of these two communications should be prepared locally. The formats may be modified to meet appropriate local needs. Certification letters signed by school officials must be filed on the right side of the official personnel folder of each individual hired under this authority.

IV. APPOINTMENT PROCEDURES AND PROCESSING

A. These procedures for recruiting casuals are an exception to the established procedures in section 261.32 of

Continued on p. 5

MM Letter Tray Strapping

All offices participating in the letter tray program are instructed to immediately discontinue the practice of strapping two MM letter trays together and dispatching them as a single unit. Each tray/sleeve must be strapped and dispatched individually.

Operating experience indicates that this will increase tray/sleeve life and reduce the incidence of straps becoming separated from trays.—*Mail Processing Dept., 5-19-77.*

Continued from p. 4

Personnel Handbook P-11, *Personnel Operations*. Installation heads must check the applications and certification letters to assure that only persons who meet the requirements are selected under this authority. All applicants must be considered by priority groups in the following order:

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

Group 2.—All persons entitled to veteran preference.

Group 3.—All other applicants.

The appointing officer must consider all available qualified applicants in the priority order. The appointing officer may select any applicant in the highest priority group, but may not select from a lower group as long as there are three qualified applicants in a higher group (or in a combination of higher groups) still available. If three persons are available in group one, the appointing officer may not appoint a person from a lower group; if three veterans are available, either 10-point or 5-point, the appointing officer may not appoint a non-veteran, except as provided in section 265.4 of Handbook P-11 (procedure when passing over a veteran eligible). Paid advertising will not be used, nor is it permissible to use any employment office which charges a fee for placement.

B. The nature of action code for these appointments is 113, *Temporary Appointment Outside Register*. Appointing officials and Personnel Service Centers must insure that all such casual appointments made under this authority contain Y in the *Uniform Allowance* block.

C. These procedures for appointing casuals and temporary employees are effective May 21, 1977.—*Employee & Labor Relations Group, 5-19-77.*

Out-of-Stock Directives

The directives listed below are out-of-stock. *Do not order* these directives at this time. When copies become available, you will be informed by a POSTAL BULLETIN notice.

<i>Publications</i>	<i>Titles</i>	<i>Handbooks</i>	<i>Titles</i>
2	Packaging for Mailing	F-29	General Accounting Procedures
3	Domestic Postage Rates and Fees	F-33	Accounts Payable
5	Refunds of Postage and Special Service Fees	F-39	Personnel Service Center Coding and Procedures
13	Mailing Permits	F-44	System for Estimating RPW of Mail to Foreign Destinations
17	Apartment House Mail Receptacles	M-17	Use and Care of Revolvers
18	Neighborhood Delivery and Collection Boxes—Regulations and Manufacturing Standards	M-37	Rural Carrier's Instruction Handbook
21	How to Prepare Second and Third Class Mailings	M-53	International Indemnity Claims
28	How to Address Mail	M-55	PSDS Manual
46	We Deliver	M-62	International Mail Inquiries
54	Presorting—The First Class Way	M-66	OCR Model I Handbook
59	Address Abbreviations	M-75	Manual Letter Mail Distribution
69	A New Look at ZIP Code	P-10	Women's Program Coordinators
128	You Can Write Plain English	P-14	Health and Medical Services
135	Floor Wardens' Instructions, Headquarters Civil Defense Program	P-15	Instructor's Guide for Training Mechanics—Basic Mechanical Equipment
136	Licensed Vendor Listing—Uniform Allowance Program	P-20	Processing and Documenting Personnel Actions Using PSDMS
162	Conditions of Service for Air Transportation of Intra-Alaska Mail	P-24	Operator's Training Manual for MPLSM's
195	ODIS—What It Is—What It Does	P-25	Supervisor's Training Manual for MPLSM's
209	Parcel Post—We're Out to Deliver Something Better	P-29	Food Service Operation and Employee Social and Recreational Funds
		RS-1	Guide to Selling Postal Products
		SD-1	Pouch/Sack Sorting and Bulk Mail Conveyor Systems
		T-1	International Air Mail—Exchange Office Procedures
		—Office of Management Services, 5-19-77.	

<i>Handbooks</i>	<i>Titles</i>
ADP-6	Librarian
F-7	RCA Studies and Tests at First and Second-Class Post Offices
F-21	Timekeepers Instructions (Chapters 1-8, TL-23)
F-26	Property Accounting

THE ORANGE AND BLUE POUCHES ARE FOR EXPRESS MAIL SERVICE ONLY. KEEP THEM IN SERVICE—RETURN TO CONCENTRATION POINT.

POST OFFICE CHANGES NO. 14

(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
AZ	Phoenix	Maricopa	Deer Valley	Sx	85029	Add	4-27-77	} Sx's estab.
AZ	do	do	Osborne	Sx	85013	Add	4-27-77	
AZ	do	do	Washington	Sx	85021	Add	4-27-77	
CA	Fresno	Fresno	Hughes	S	93705	Delete	4-1-76	} Amend PB 21109 to estab. Sx.
CA	do	do	do	Sx	93705	Add	4-1-76	
CA	Little Norway	El Dorado	Echo Lake	CPO	95721	Add	6-1-77	
LA	Baton Rouge	East Baton Rouge	Central	B	70811	Add	4-23-77	B estab.
LA	New Orleans	Orleans	Custom House	Sx	70116	Delete	4-26-76	Sx disc.
ME	Jonesport	Washington	West Jonesport	CPO	04649	Delete	4-30-77	CPO disc.
NY	New York	New York	FPO 09532	B	09532	Delete	6-15-77	B disc.
NY	do	do	FPO 09512	B	09512	Delete	9-30-77	B disc.
NY	do	do	APO 09319	B	09319	Delete	5-2-77	B disc.
NY	do	do	APO 09881	B	09881	Change	4-18-77	Change MR from I-M-N to I-M
NY	Summit	Schoharie	do	do	10981	Delete	10-9-76	} To correct ZIP Code listed in NZCD and DOPO.
NY	do	do	do	do	12175	Add	10-9-76	
NC	High Point	Guilford	Furnitureland	Sx	27284	Add	2-14-77	Sx estab.
NC	Wilmington	New Hanover	Azalea	Sx	28401	Delete	7-1-77	} Sx ZIP Code changed.
NC	do	do	do	Sx	28403	Add	7-1-77	
TX	Lake Creek	Delta	(Charleston mail to Cooper)	CPO	75424	Delete	2-17-77	} Amend PB 21109.
TX	do	do	do	do	75432	Add	2-18-77	
TX	Lubbock	Lubbock	Ellwood	Sx	79410	Delete	7-1-77	Sx disc.
TX	do	do	Freedom	Sx	79412	Add	7-1-77	Sx estab.
TX	McCamey	Upton	Bakersfield	CPO	79717	Delete	8-31-76	CPO disc.
TX	Midland	Midland	Graves	Sx	79701	Add	4-12-72	Sx estab. to correct NZCD and DOPO.
TX	Ozona	Crockett	Juno	CPO	76938	Delete	1-15-75	CPO disc. to correct NZCD and DOPO.
WA	Puyallup	Pierce	North Hill	CPO	98371	Add	4-1-77	CPO estab.

¹ CPO located in Peecos County.
² CPO located in Val Verde County.

—Customer Services Department., 5-19-77.

ACCIDENT INVESTIGATIONS—TORT CLAIMS

The following instructions will supersede those found in section 251.2 of the POSTAL SERVICE MANUAL. The schedule for implementation of these revised instructions will be as follows:

Region	Implementation date
Eastern	May 21, 1977
Western	June 18, 1977
Southern	July 16, 1977
Central	August 13, 1977
Northeast	Sept. 10, 1977

Regional and postal data center (PDC) orientations will precede the date of implementation.

251.2 INVESTIGATION OF ACCIDENTS

.21 Accidents to be Investigated. Investigate both vehicular and nonvehicular accidents of all types involving personal injury and/or property damage to private persons where the Postal Service or one of its employees is involved.

.22 Who Makes the Investigation. Detailed instructions will be furnished to management sectional centers in a forthcoming handbook on this subject.

.221 The installation head or his designee will:

a. Conduct on-the-scene investigations of all accidents involving damage to private property or personal injury to private persons.

b. When damage to private property is estimated to be \$1,000 or less and no personal injury to private parties exists, complete the investigation in accordance with instructions in Methods Handbook M-19, *Accident Investigations—Tort Claims*. (NOTE: This handbook has not been printed as yet.) Tort claims up to \$1,000 received in such property damage cases should be forwarded to the Director, PDC, with related exhibits and required documentation. The Director, PDC, or his designee, will adjudicate property damage claims up to \$1,000 and advise the installation head of the disposition of the claim.

c. When personal injury is involved or when damage to private property is estimated to exceed \$1,000, notify the management sectional center (MSC) accident investigator immediately after returning from the accident scene (or sooner,

if professional advice or assistance is necessary). Further investigation is to be based on the advice of the MSC accident investigator.

.222 MSC Accident Investigator. The MSC manager/postmaster shall designate in writing, an MSC area accident investigator. Where vehicle operations supervisory personnel are assigned, the accident investigator will be designated from these employees. Otherwise, a responsible supervisor, preferably a delivery services supervisor should be designated. The accident investigator selected will be a person who can make independent sound judgments, and who can communicate effectively. The individual assigned will be scheduled for training as an accident investigator. As conflicts may exist with their primary responsibility, safety personnel shall not be assigned to tort claims investigations.

a. The MSC accident investigator will conduct both on-the-scene and follow-up investigations of all accidents within the MSC city area involving damage to private property or personal injury to private parties.

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b. The MSC accident investigator will serve as a consultant and advisor to associate office personnel designated in accordance with section 251.221a to investigate local tort type accidents. The MSC accident investigator is responsible for training associate office personnel and assuring their accident investigation proficiency.

c. The MSC accident investigator upon being informed of an accident involving personal injury to private persons or one involving damage to private property in excess of \$1,000 at an associate office, will have all information, exhibits, and documentation forwarded promptly to him for evaluation.

d. Ordinarily, the investigative file will be completed before a claim is filed. However, when a claim is received, determine if any necessary follow-up action is required. The completed investigative file will be forwarded promptly to the adjudicating authority. The Director, PDC, is the adjudicating authority for property damage tort claims up to \$1,000. All other tort claims are

to be forwarded, with the complete investigative file, to the Postal Inspector in Charge.

e. In those unusual cases where the assistance of the MSC accident investigator is required at the scene of an accident at an associate office, the MSC accident investigator will first determine the nature of the assistance required by the associate office investigator, and decide if his personal assistance is necessary at the scene or if guidance to the local investigator will suffice.

f. Upon learning of an accident involving serious personal injury to private persons or serious damage to private property (as described in Methods Handbook M-19, Accident Investigations—Tort Claims, Part 133.1), the MSC accident investigator will contact both the Postal Inspector in Charge and the nearest Postal Inspector promptly. Further investigation is to be based on the advice of the Inspection Service.

.223 Postal Inspectors.

a. Postal Inspectors will investigate all accidents involving serious per-

sonal injury to private persons as described in Methods Handbook M-19, Accident Investigations—Tort Claims, Part 133.1. (NOTE: This handbook has not been printed as yet.)

b. Accidents involving damage to private property estimated to be in excess of \$5,000 will be reported promptly to the Postal Inspector in Charge for a determination of investigative responsibility.

c. All tort claims for property damage exceeding \$1,000 together with the completed investigative file will be forwarded by the MSC accident investigator to the Inspector in Charge.

d. All tort claims for personal injury to private persons together with the completed investigative file will be forwarded by the MSC accident investigator to the Inspector in Charge.

The remaining sections of 251.2 are unchanged. These instructions will be incorporated in the **POSTAL SERVICE MANUAL** at the earliest opportunity.—*Law Dept., 5-19-77.*

Accommodating Employees' Religious Needs

The Civil Rights Act of 1964, as amended in 1972, and various court decisions to date, place certain obligations on an employer to reasonably accommodate an employee's or prospective employee's religious belief, provided there is no undue hardship on the conduct of the employer's business.

The law is still unsettled as to precisely what an employer must do in order to fulfill its obligation to "reasonably accommodate an employee's request." In light of this and the extremely complex legal issues involved, when an employee or applicant for employment asserts his or her religious beliefs, and this precludes him or her from working at any particular time, the installation head should, through appropriate channels, immediately request the advice of the Regional Director for Employee and Labor Relations. No action should be taken on the employee's or prospective employee's request without direction from the region.—*Employee Relations Dept., 5-19-77.*

Erroneous Listings of ZIP Codes in Pubs. 26 and 65

There are incorrect listings of ZIP Codes in the 1977 editions of Publication 65, *National ZIP Code Directory*, and Publication 26, *Directory of Post Offices*.

On page 1724 of Pub. 65 and page 334 of Pub. 26, ZIP Codes ranging from 070 through 073 are incorrectly listed under SCF North Jersey. The correct listings of ZIP Codes 070 through 073 should be under SCF Newark, NJ.

The second instance of incorrect listings occurs on page 1725 of Pub. 65 and page 335 of Pub. 26. Post offices with a ZIP Code of 115 are listed under SCF Queens, NY. Although ZIP Code 115 is administratively responsible to MSC Queens, the mail is distributed at SCF Hicksville, NY. The correct listings of ZIP Code 115 should be under SCF Hicksville, NY, with a corresponding listing of post offices with ZIP Codes 113 through 114 and 116 under SCF Queens, NY.

Please advise all private mailers in respective post office areas of the above corrections.—*Mail Processing Department, 5-19-77.*

Foreign Registers

Post offices and sectional centers must not send undeliverable foreign origin registers to the Dead Letter Office at New Orleans, LA.

Undeliverable foreign origin registers, air or surface, are to be forwarded to the appropriate surface exchange office for return to sender by surface transportation. See section 653.2, Publication 42, *International Mail*.

The New Orleans Post Office no longer performs distribution of outgoing international mail.—*Mail Processing Dept., 5-19-77.*



CHANGE IN CONVERSION RATE FOR MONEY ORDERS DRAWN PAYABLE IN CANADA

Effective immediately, the rate for money orders issued for payment in Canada will be: \$1.00 U.S. dollar equals \$1.05 Canadian dollar. Insert this change in section 171.22c, POSTAL SERVICE MANUAL.

Rate: U.S. dollar equals 1.0526 Canadian money—Table from 1 cent to \$300

U.S. cents	Canadian cents	U.S. cents	Canadian cents	U.S. dollars	Canadian dollars	U.S. dollars	Canadian dollars
01	01	51	54	1.00	1.05	51.00	53.68
02	02	52	55	2.00	2.11	52.00	54.74
03	03	53	56	3.00	3.16	53.00	55.79
04	04	54	57	4.00	4.21	54.00	56.84
05	05	55	58	5.00	5.26	55.00	57.89
06	06	56	59	6.00	6.32	56.00	58.95
07	07	57	60	7.00	7.37	57.00	60.00
08	08	58	61	8.00	8.42	58.00	61.05
09	09	59	62	9.00	9.47	59.00	62.10
10	11	60	63	10.00	10.53	60.00	63.16
11	12	61	64	11.00	11.58	61.00	64.21
12	13	62	65	12.00	12.63	62.00	65.26
13	14	63	66	13.00	13.68	63.00	66.31
14	15	64	67	14.00	14.74	64.00	67.37
15	16	65	68	15.00	15.79	65.00	68.42
16	17	66	69	16.00	16.84	66.00	69.47
17	18	67	71	17.00	17.89	67.00	70.52
18	19	68	72	18.00	18.95	68.00	71.58
19	20	69	73	19.00	20.00	69.00	72.63
20	21	70	74	20.00	21.05	70.00	73.68
21	22	71	75	21.00	22.11	71.00	74.74
22	23	72	76	22.00	23.16	72.00	75.79
23	24	73	77	23.00	24.21	73.00	76.84
24	25	74	78	24.00	25.26	74.00	77.89
25	26	75	79	25.00	26.32	75.00	78.95
26	27	76	80	26.00	27.37	76.00	80.00
27	28	77	81	27.00	28.42	77.00	81.05
28	29	78	82	28.00	29.47	78.00	82.10
29	31	79	83	29.00	30.53	79.00	83.16
30	32	80	84	30.00	31.58	80.00	84.21
31	33	81	85	31.00	32.63	81.00	85.26
32	34	82	86	32.00	33.68	82.00	86.31
33	35	83	87	33.00	34.74	83.00	87.37
34	36	84	88	34.00	35.79	84.00	88.42
35	37	85	89	35.00	36.84	85.00	89.47
36	38	86	91	36.00	37.89	86.00	90.52
37	39	87	92	37.00	38.95	87.00	91.58
38	40	88	93	38.00	40.00	88.00	92.63
39	41	89	94	39.00	41.05	89.00	93.68
40	42	90	95	40.00	42.10	90.00	94.73
41	43	91	96	41.00	43.16	91.00	95.79
42	44	92	97	42.00	44.21	92.00	96.84
43	45	93	98	43.00	45.26	93.00	97.89
44	46	94	99	44.00	46.31	94.00	98.94
45	47	95	1.00	45.00	47.37	95.00	100.00
46	48	96	1.01	46.00	48.42	96.00	101.05
47	49	97	1.02	47.00	49.47	97.00	102.10
48	51	98	1.03	48.00	50.53	98.00	103.16
49	52	99	1.04	49.00	51.58	99.00	104.21
50	53			50.00	52.63	100.00	105.26
						200.00	210.52
						300.00	315.78

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 21111 article.
- B. **Old Style.** The listing from PB 21111 is still valid.
- C. **Counterfeit.** The listing from PB 21108 is still valid.

1636676082	to	1636676999	2038516800	to	2038516899	2139131670	to	2139131699
1657057000	to	1657057999	2039774500	to	2039774775	2141218800	to	2141218899
1698585200	to	1698585599	2041088000	to	2041089999	2141293584	to	2141293598
1784298576	to	1784298599	2043875944	to	2043875999	2141582955	to	2141582999
1813957442	to	1813957999	2045459800	to	2045460099	2141594800	to	2141594999
1818290300	to	1818290699	2050722591	to	2050722599	2143694808	to	2143694899
1843429002	to	1843429099	2052888200	to	2052888299	2143694920	to	2143694999
1882610034	to	1882610099	2055619034	to	2055619099	2147970000	to	2147970199
1895135524	to	1895135599	2058070042	to	2058070199	2148789300	to	2148789399
1903536500	to	1903536599	2058071000	to	2058071099	2148839300	to	2148839499
1913077598	to	1913077999	2063490600	to	2063490699	2149387653	to	2149387699
1914787700	to	1914787999	2064110687	to	2064110699	2150437926	to	2150438199
1920282400	to	1920282497	2064797131	to	2064797199	2151361978	to	2151361999
1928283500	to	1928283599	2064865293	to	2064865399	2152225157	to	2152225199
1932738600	to	1932738999	2064920627	to	2064920699	2155325100	to	2155325399
1938921759	to	1938921999	2064934600	to	2064934799	2155380200	to	2155380499
1942535329	to	1942535399	2067343432	to	2067343441	2160339107	to	2160339499
1942580000	to	1942580299	2067935600	to	2067936499	2161864279	to	2161864399
1944408645	to	1944408699	2070415820	to	2070415832	2165684600	to	2165684699
1945120446	to	1945120499	2070708800	to	2070708899	2166786072	to	2166786999
1945243540	to	1945243599	2071505324	to	2071505399	2169293359	to	2169293399
1952637000	to	1952638999	2071598565	to	2071598599	2169363900	to	2169363999
1953225400	to	1953225699	2071636784	to	2071636799	2169893174	to	2169893199
1955912600	to	1955912799	2073371600	to	2073372099	2172107100	to	2172107299
1956726600	to	1956726799	2079763066	to	2079763099	2172415400	to	2172415799
1957938108	to	1957938199	2081811623	to	2081811699	2172869517	to	2172869599
1959615000	to	1959615399	2082801500	to	2082801699	2173716964	to	2173716999
1960798060	to	1960798099	2082878700	to	2082878899	2175100002	to	2175100099
1963340631	to	1963340670	2083855000	to	2083856999	2176673400	to	2176673599
1963340674	to	1963340699	2085962942	to	2085962999	2176724200	to	2176724599
1966365500	to	1966365599	2090619332	to	2090619399	2179024181	to	2179024299
1973940231	to	1973940299	2090982736	to	2090982799	2185997272	to	2185997299
1974270113	to	1974270149	2093535946	to	2093535999	2187242970	to	2187242999
1975461931	to	1975461999	2096132430	to	2096132451	2188800511	to	2188800599
1981716500	to	1981716699	2097278200	to	2097278299	2188801700	to	2188801899
1982839495	to	1982840499	2097282600	to	2097283099	2189762200	to	2189762399
1990507805	to	1990507899	2099936003	to	2099936199	2195763572	to	2195763581
1990507905	to	1990507999	2100163166	to	2100163199	2199735900	to	2199736199
1990687689	to	1990687699	2101768200	to	2101768599	2202566712	to	2202566799
1993108600	to	1993108699	2106951701	to	2106951799	2203500000	to	2203500999
1995671359	to	1995671999	2107740713	to	2107740799	2207322100	to	2207322199
1999837384	to	1999837499	2108553150	to	2108553499	2212553990	to	2212553999
2008467100	to	2008467199	2108619400	to	2108619599	2213714600	to	2213714999
2013805500	to	2013805699	2108684500	to	2108684699	2216615318	to	2216615499
2018938400	to	2018938499	2112380459	to	2112380999	2222244200	to	2222244999
2020057900	to	2020058199	2115139783	to	2115139799	2222479305	to	2222479399
2020617306	to	2020617399	2115272600	to	2115273099	2224159200	to	2224159399
2022309769	to	2022309799	2116823100	to	2116823599	2225100300	to	2225100499
2023458092	to	2023458299	2117366276	to	2117366299	2225362000	to	2225362299
2025217286	to	2025217699	2117834238	to	2117834299	2228528193	to	2228528199
2025609787	to	2025609999	2117955979	to	2117955999	2237314200	to	2237314599
2026068306	to	2026068399	2122159972	to	2122159984	2252279900	to	2252279999
2026636200	to	2026636599	2122681108	to	2122681499	2255345100	to	2255345599
2028624211	to	2028624299	2124202319	to	2124202399	2257672000	to	2257672299
2028917000	to	2028917999	2125692381	to	2125692399	8005023000	to	8005023999
2032976000	to	2032977499	2131239827	to	2131239999	8006421254	to	8006421299
2033489900	to	2033489999	2131513600	to	2131513899	8006580878	to	8006580899
2034879111	to	2034879199	2131659000	to	2131659199	8007230601	to	8007230617
2036193700	to	2036193999	2135784229	to	2135784399	8009417900	to	8009417999
2036194350	to	2036194599	2138225800	to	2138226299	8012783600	to	8012783999

Warning Notice—Unrecovered Stolen Canadian Money Order Forms

(To be posted and used by window clerks. As directed destroy previous notices. Insert any interim notices in sequence.)

The following money orders are void and should not be cashed: (1) All card type orders. (2) New style orders 000,000,001—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 21111 article.

180,446,855 to 180,446,866	210,301,801 to 210,302,000	239,864,826 to 239,864,900
182,975,501 to 182,976,200	210,835,285 to 210,835,300	240,362,301 to 240,362,600
183,457,601 to 183,458,300	210,935,633 to 210,935,700	241,535,801 to 241,536,000
183,769,412 to 183,769,500	212,900,201 to 212,900,300	242,545,470 to 242,545,800
185,028,741 to 185,028,800	213,345,001 to 213,345,100	242,917,801 to 242,918,000
186,446,001 to 186,446,500	213,504,865 to 213,505,000	243,408,101 to 243,408,200
186,820,405 to 186,820,900	216,823,954 to 216,824,000	243,920,027 to 243,920,100
188,460,651 to 188,460,700	217,621,979 to 217,622,100	244,343,084 to 244,343,100
188,669,520 to 188,670,000	217,622,401 to 217,622,800	244,583,557 to 244,583,600
189,205,701 to 189,205,800	217,979,501 to 217,979,600	245,740,589 to 245,740,600
189,217,169 to 189,217,400	218,660,066 to 218,660,700	245,767,347 to 245,767,400
189,278,454 to 189,278,464	219,494,026 to 219,494,130	247,636,179 to 247,636,200
189,357,868 to 189,357,878	219,692,001 to 219,692,100	247,649,190 to 247,649,200
190,053,526 to 190,054,000	224,126,989 to 224,127,100	247,760,081 to 247,760,100
192,099,601 to 192,099,800	226,781,246 to 226,781,400	250,442,960 to 250,443,000
196,116,101 to 196,116,600	226,073,655 to 226,073,700	252,143,862 to 252,143,900
198,036,801 to 198,036,900	227,129,004 to 227,129,400	252,160,301 to 252,160,393
198,520,743 to 198,520,800	227,564,701 to 227,564,800	252,494,635 to 252,494,700
199,531,501 to 199,531,600	229,000,595 to 229,000,600	253,094,279 to 253,094,400
199,662,401 to 199,662,500	229,083,686 to 229,083,700	253,181,800 to 253,181,900
199,662,562 to 199,662,600	229,428,120 to 229,428,300	253,532,321 to 253,532,400
199,843,031 to 199,843,050	230,004,990 to 230,005,200	253,641,268 to 253,641,300
200,400,512 to 200,400,600	230,143,701 to 230,144,000	254,680,851 to 254,680,900
200,467,313 to 200,467,500	231,387,001 to 231,387,500	254,706,319 to 254,706,400
201,328,601 to 201,329,300	232,017,701 to 232,017,800	259,412,918 to 259,412,954
201,963,699 to 201,963,800	234,067,232 to 234,067,300	261,923,801 to 261,924,000
201,980,250 to 201,980,299	235,833,783 to 235,833,800	261,707,201 to 261,707,400
202,545,957 to 202,546,000	237,386,845 to 237,387,000	262,740,206 to 262,740,300
207,218,569 to 207,218,600	238,758,669 to 238,758,730	263,414,901 to 263,415,800
208,872,242 to 208,872,257	239,162,130 to 239,162,200	266,472,561 to 266,472,860
209,190,001 to 209,195,000	239,863,796 to 239,863,870	

Franked Mail

The franking privilege is extended to Members of the U.S. Congress and other officials listed in section 137.13, POSTAL SERVICE MANUAL, and applies to domestic mail only. The frank does not provide postage on international mail.

Do not accept mail addressed to foreign destinations (including Canada and Mexico) bearing only the frank in payment of postage. Franked mail addressed to foreign destinations that has been deposited in the mail must be handled as unpaid mail and must be returned promptly to its sender for postage.

Section 221.24 of Publication 42, *International Mail*, defines the types of mail that may be accepted for international destinations without postage affixed.—*Rates & Classification Dept., 5-19-77.*

UNITED STATES POSTAL SERVICE
WASHINGTON, DC 20260
OFFICIAL BUSINESS

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



FIRST CLASS