UNITED STATES POSTAL SERVICE

postal bulletin

Directives and Forms Division, Washington, DC 20260 PB 21114—June 2, 1977—16 Pages

13-Cent Skilled Hands for Independence Commemorative Stamps

Description. The 13-cent Skilled Hands for Independence commemorative stamps will be first placed on sale at Cincinnati, OH 45234 on July 4, 1977. The block of four bicentennial series stamps salutes the contributions of blacksmiths, wheelwrights, leatherworkers, and seamstresses to the war efforts. Because of new first-day cover procedures, it is important that all offices begin selling these stamps on July 5, 1977.

DO NOT SELL BEFORE JULY 5, 1977.

Size: 1.44 x 0.84 inches.
Issued in sheets of 50.
Colors: Yellow, magenta (tone and line), cyan, gray, black, and blue (tone and line).
Marginal markings: Six plate numbers, Mail Early in the Day, and Mr. ZIP.
Designer: Leonard Everett Fisher.

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 July 19, 1977, and should be addressed to: First Day Cancellations, Postmaster, Cincinnati, OH 45234. No remittance is required.

b. Postal Service Affixing Stamps. Request first-day cancellations from: Skilled Hands Stamps, Postmaster, Cincinnati, OH 45234 (see PSM, section 257.2). Requests must be postmarked not later than July 19, 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 July 5, 1977.

Supply. All post offices under the automatic distribution system will receive an initial supply of the stamps. Before requisitioning additional stamps **(item 441)**, consider that the stock should be depleted prior to September 5, 1977, at all post office outlets—except designated philatelic windows and postal stores.

Post offices with 950 or more revenue units requiring additional bulk

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Money Order Procedures

Change in Shipping Container Sizes

The length specification for GSA box 8115–782–3933—used for shipping money orders and money order vouchers to the Money Order Division, St. Louis Postal Data Center—will change to 14 inches from 15½ inches, effective June 1, 1977. This change is necessary to accommodate Federal Records Center storage requirements.

Also, the three GSA boxes (8115–782–3942, 8115–782–3944, and 8115–782–3945) used as sleeves to protect 8115–782–3933 during shipment will change to 14⅝ inches long from 16½ inches.

Post offices will use the shorter GSA box 8115–782–3933 for voucher submission. Also, post offices in cities having a Federal Reserve Bank (FRB) will continue to supply GSA box 8115–782–3933 and the sleeving box to the FRB for money order shipments.—*Management Information Systems Dept., 6–2–77.*

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International First Flight Cachet

On or after June 22, 1977, National Airlines will inaugurate service from Miami, Florida, to Paris, France. 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 France, 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:

Cachets to be applied by:	*Send covers to:*
Miami, FL Airport Mail Facility	Operations Manager Airport Mail Facility Miami, FL 33159
Miami, FL City Post Office	Postmaster Attn: Philatelic Mail Clerk Biscayne Facility Miami, FL 33152

Endorse the lower left corner of the outer envelope with the words, *NAL 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., 6–2–77.*

Domestic Philatelic Cachet

On June 30, 1977, the USPS will provide official philatelic treatment to covers to mark the end of the Railway Post Office era. The termination of the New York and Washington RPO on June 30 closes out 113 years of Railway Post Office service in the United States.

Covers must bear at least 13 cents in postage and will be handled in accordance with section 257.33, POSTAL SERVICE MANUAL. Cachets will be applied as indicated below.

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.

The covers must be received by the office applying the cachet no later than June 27, 1977. Enclose the self addressed covers to receive the cachet in another envelope addressed as follows:

Cachets to be applied by:	*Send covers to:*
Washington, DC City Post Office (for northbound RPO)	Postmaster Washington, DC 20013
New York City General Post Office (for southbound RPO)	Postmaster General Post Office New York, NY 10001

Endorse the lower left corner of the outer envelope containing the covers with *New York and Washington RPO-Philatelic Cover* for easy identification. Covers already postmarked, those not properly prepared and those posted in the usual manner will not receive cachets.—*Mail Processing Dept., 6–2–77.*

Manual Van Control System

The Manual Van Control System is now fully operational. All rail traffic, plant loads (both rail and highway), and inter-BMC highway extra movements are being monitored by this system through a network of Area Van Control Centers.

The boundary lines of the Area Van Control Centers are identical to BMC boundary lines. Postmasters are reminded that the following data for plant loaded vans, which are loaded in their jurisdiction, must be reported to the Area Van Control Center in which the postmaster is located:

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

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

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

—*Mail Processing Dept., 6–2–77.*

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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., 6–2–77.*

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.

Al's Boot & Shoe Repair	131 N. University Avenue	Provo	UT 85601
Bell, Robert H.—Stuart McGuire	910 NE. 2d Street #3	Ocala	FL 32670
Berry Manufacturing Co., Inc.	101 Main Street	Pawtucket	RI 02860
Bootery, The	521 Broadway	Greenville	OH 45331
Cadence Music Company	259 Webster Avenue	Rochester	NY 14609
Charley's Inc.	1118 Taylor Street	Columbia	SC 29221
Columbus Uniform Mfg. Co.	211 North Fifth Street	Columbus	OH 43215
Eric's	86 Olive Court	Iowa City	IA 52240
Great Plains Uniforms, Inc.	1420 North Broadway	Wichita	KS 67214
Gros, Edward A.—Mason Shoes	6207 Casper Street	Baton Rouge	LA 70805
Harbour Cobbler, The	437 Lake Avenue	Ashtabula	OH 44004
J. D. Tailor	5159 Archer Avenue	Chicago	IL 60632
Ken's Shoes, Inc.	606 W. Murdock	Oshkosh	WI 54901
Kinney Shoes—2320	19225 Ventura Blvd.	Tarzana	CA 91356
Knapp Retail Shoe Store	950 Peters Creek Parkway	Winston-Salem	NC 27103
Lester's	219 Allegheny Street	Hollidaysburg	PA 16648
Meisenheimer, L.—Mason Shoes	5806 N. Mason Avenue	Chicago	IL 60646
Milder Shoe Store	116 E. High Street	Potosi	MO 63664
McMahan Shoes	3903 Gaston Avenue	Dallas	TX 75246
Nightingale Uniform Shop	922 Main Street	Buffalo	NY 14202
Northwest Shoe Store	5411 E. Mill Plain Blvd.	Vancouver	WA 98661
Plaza Shoe	Twin City Plaza	Brewer	ME 04412
Ralph & Gaskill, Inc.	110 West Main Street	Salisbury	MD 21801
Red Wing Shoe Store	14725 NE. 20th Street	Bellevue	WA 98002
Red Wing Shoe Store	5158 Peach Street	Erie	PA 16509
Red Wing Shoe Store	7223 Old Salem Circle, West	Hanover Park	IL 60103
Red Wing Shoe Store	4452 Wabash Street	Metairie	LA 70001
Red Wing Shoe Store	2015 S. Sencer	Wichita	KS 67213
Roots	4225 McCullough	San Antonio	TX 78212
Sears, Roebuck & Company	Legion Shopping Center	Quincy	IL 62301
Service Shoe Shop	325 North Farish Street	Jackson	MS 39202
The Shoe Center	Lakehill Shopping Center	N. Little Rock	AR 72116
Shoe World #379	764 Hebron Road	Heath	OH 43055
Signet Specialties, Inc.	412 Buckhannon Pike	Clarksburg	WV 26301
Sportsman & Police Supply	111 Quebec Street	Lowell	MA 01852
Trimble's	416 Fifth Street	Eureka	CA 95501
Uniforms for You	4201 North Street	Nacogdoches	TX 75961
Vick's Shoe Store	16 West Side Square	Jacksonville	IL 62650
Vogue Boot Shop	615 Locust Street	St. Louis	MO 63101
Wolco Uniforms	707 Cookman Avenue	Ashbury Park	NJ 07712

—Labor Relations Dept., 6–2–77.

Faulty Postage Meters

Post offices have not been providing the postage meter manufacturers with the required records necessary to effect accurate evaluation of malfunctioning postage meters.

It is of the utmost importance that the procedures set forth in section 144.351 and specifically section 144.352 of the POSTAL SERVICE MANUAL be followed to provide manufacturers with the basic information they require to analyze malfunctions. Special attention is directed to section 144.351e, which states in part:

"If the meter record book does not show the ascending and descending register readings, totals, and dates for the last three settings, enter these in the book from the the information on Form 3610, [*Record of Postage Meter Settings,*] and notify the supervisor. If Form 3602–A, [*Daily Record of Meter Register Readings,*] is not available, furnish a report to the manufacturer stating that fact, furnishing register readings, totals, and dates after each of the last three settings."

It is particularly important to follow these procedures for a meter which has malfunctioned; it will preclude additional delay while the manufacturer obtains this information. With this information, the manufacturer can normally provide a detailed statement explaining why the meter malfunctioned within two weeks of receipt.—*Rates & Classification Dept., 6–2–77.*

Wanted Circular Canceled

Destroy the wanted circular issued for the following postal offender:

Name	*Date of Issuance*
Eddie Earl Whitis, Jr.	10–20–76

—Inspection Service, 6–2–77.

Termination of Experimental Controlpak Program

Postal personnel accepting *Controlpak* shipments are advised that this experimental program will be terminated on June 30, 1977. No *Controlpak* shipments should be accepted after that date and **no exceptions** are authorized.

The following actions pertinent to the *Controlpak* Program are also effective June 30, 1977:

1. Form 3809, *Controlpak Sales Agreement,* Form 3843, *Report of Controlpak Activities,* and Form 3844, *Controlpak Verification Receipt,* are declared obsolete. Any copies on hand should be destroyed.

2. *Controlpak* bags and all *Controlpak* promotional material on hand in post offices and supply centers should be removed and destroyed.—*Customer Services Dept., 6–2–77.*

POST OFFICE CHANGES NO. 15

(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	Osborne	Sx	85013	Delete	4–27–77	Amend PB 21112 to correct spelling on Sx.
AZ	do	do	Osborn	Sx	85013	Add	4–27–77	
FL	Venice	Sarasota	North Port	CPO	33595	Delete	7– 1–77	CPO's ZIP Code changed.
FL	do	do	do	CPO	33596	Add	7– 1–77	
FL	do		Warm Mineral Springs.		33595	Delete	7– 1–77	
FL	do		do		33596	Add	7– 1–77	
FL	Tarpon Springs	Pinellas	Holiday [1]	B	33589	Delete	7– 1–77	B ZIP Code changed.
	do	do	do	B	33590	Add	7– 1–77	
IA	Ames	Story	Iowa State University	S	50010	Delete	6– 1–77	S name changed.
IA	do	do	Welch Avenue	S	50010	Add	6– 1–77	
ME	Stonington	Hancock	Lookout	CPO	04651	Delete	6–15–77	CPO's consolidated and ZIP Code changed.
ME	do	do	(Mail to Isle Au Haut)	CPO	46445	Add	6–15–77	
ME	East Boothbay	Lincoln	Ocean Point	CPO	04557	Delete	5– 5–77	CPO disc.[2]
NY	New York	New York	APO 09319	B	09319	Delete	5– 2–77	B disc.
WI	Madison	Dane	Truax Field	Sx	53707	Delete	5–20–77	Sx disc.

[1] B located in Pasco County.
[2] Summer units not opening this summer.

—*Customer Services Dept., 6–2–77.*

Mailing List Correction Time Limitation

Reminder

Effective December 31, 1976, mailing lists must be corrected and returned to the owners within 10 working days after receipt by the employee responsible for the correction. The only exception to this time limitation applies to mailing lists received between November 16 and January 1. (See POSTAL SERVICE MANUAL, 122.516.)

During the February 24, 1977, Mailers' Technical Advisory Committee (MTAC) Addressing Standards Subcommittee meeting, it was pointed out that a number of offices are not meeting the 10-day turnaround time for list correction.—*Customer Services Dept., 6–2–77.*

All Post Offices Using Postal-Owned Vehicles

New Make/Model Code

The ¼-ton RHD vehicles (1977 procurement), starting with number 7100001 are being shipped at this time. These vehicles will be shown in accounting reports under make/model code 02 ¼-ton AM General 77 RHD.—*Delivery Services Dept., 6–2–77.*

Survey Requirements for 1978 Pubs. 26 and 65

The annual supply of the 1978 edition of Publication 65, *National ZIP Code Directory* and Publication 26, *Directory of Post Offices* is scheduled for shipment direct to post offices in January 1978.

In view of the high cost and relatively short life cycle of these directories, every effort must be made at *all levels* of management to determine accurately the exact annual requirements. Postmasters should certify their total requirements in advance of Headquarters' printing requests. This will permit the direct distribution to each post office from the printer (shipper) and minimize the costly storing of a reserve supply at the area supply centers. Only a small quantity will be stored at the supply centers and requisition of additional copies will require justification.

One copy of each publication will be automatically sent to each post office unless otherwise indicated by this survey. Post offices requiring more than one copy of either publication **must report the requirements** to the management sectional center manager by memorandum no later than June 10, 1977.

Determining Requirements

1. Pub. 65 requirements should be based on:

a. *Official needs* (those required for all classified or contract stations, branches, and community post offices included with the main office) and

b. The number needed to support the *Free Exchange Program* which provides that customers with outdated copies of Pub. 65 can exchange them for current issues on a one-for-one basis. POSTAL BULLETIN 21107, 3–10–77, encouraged keeping local records to determine and fulfill requirements for free exchange without overstocking.

2. Pub. 26 is primarily an in-house publication with limited circulation. No *free exchange* for customers is provided. Therefore, only the number of directories required for post office use should be requested.

Reporting Requirements

A suggested format is on page 5 for use in making your report to the MSC manager. This will assist in transferring the data from your report to computer printout. (NOTE: Offices that need only one copy of each directory are not required to make this report.

Shipping Address

A post office requiring 128 or more copies of Pub. 65 must include in the memorandum to the MSC manager its complete street address for delivery.—*Customer Services Dept., 6–2–77.*

REPORTING 1978 DIRECTORY REQUIREMENTS		
Post Office	State	ZIP Code
Purpose	Copies Required	
	Pub. 65	Pub. 26
Main Office		
Administrative Offices		
Mail Processing Operations		
Annexes, Detached Units, Etc.		
M.O. Information Phones, Lobby & Windows		
Classified Stations & Branches		
Lobby		
SSPC's		
Information Phones & Windows		
C.P.O.'s & Contract Units		
Lobby		
Information Phones & Windows		
TOTAL IN-HOUSE REQUIREMENTS		
Free Exchange		
Single Copy		
2 or More Copies		
TOTAL FREE EXCHANGE REQUIREMENT		

POSTAL BULLETIN INDEX

Appearing below is a complete index for POSTAL BULLETINS 21103–21108, January 1–March 31, 1977. The index will appear quarterly.

This index contains POSTAL BULLETIN articles only; TWX's, memos, and other issuances are not included. Lists of stolen, lost, or counterfeit money orders are not indexed.

POSTAL BULLETIN articles are cited by issue number, date, and page. Every attempt has been made to keep the index short and to list each article by key word or major category.

Some articles are cross-referenced for convenience in locating them. For example, articles on acceptance of mail will be found under the headings *International Mail* and *Parcels*.

When it is planned that the information in a POSTAL BULLETIN article will appear in a permanent directive, the index cites both the POSTAL BULLETIN location and the intended location. For example, the listing *Lottery Law Exemption; PB 21104; 1–27–77; page 6; to be in 123.424, PSM*, indicates that this information appeared in POSTAL BULLETIN 21104 and will appear in 123.424 of the POSTAL SERVICE MANUAL.

Extra copies of this BULLETIN may be ordered on Form 1286–A, *Publication Order Blank*, from the Eastern Area Supply Center.

When the material in a POSTAL BULLETIN article has been placed in a permanent issuance, the index cites only the permanent issuance, which is the best current source for that particular information.

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When the material in a POSTAL BULLETIN article has been placed in a permanent issuance, the index cites only the permanent issuance, which is the best current source for that particular information.

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When the material in a POSTAL BULLETIN article has been placed in a permanent issuance, the index cites only the permanent issuance, which is the best current source for that particular information.

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13-Cent Pueblo Indian Pottery	21107	3-10-77	1	
13-Cent Pueblo Indian Pottery (*Corrects PB 21107, 3-10-77.*)	21108	3-24-77	1	
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No. 7	21105	2-10-77	10	" " " " " " "
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—Office of Management Services, 6–2–77.

Handling COD Mail at Delivery Office

Complaints are being received from COD mailers that the retention periods specified on COD articles are not being adhered to. Employees responsible for handling these articles are reminded that the retention periods indicated on COD articles must be followed. The *maximum* time a COD article may be held is 30 days. Local management will give this matter the degree of attention necessary to assure that all employees handling COD mail are familiar with sections 159.3 and 163.5, POSTAL SERVICE MANUAL.— *Rates & Classification Dept., 6-2-77.*

All Postal Installations with Mark II Canceling Equipment

Mark II Cancellation of Metered Mail

Section 332.35a of the POSTAL SERVICE MANUAL will be revised as follows:

332.35 Matter not to be postmarked

a. Bulk mailings of metered mail, except registered mail, improperly dated metered mail, which could have reasonably been deposited after the last collection the previous day (see 144.534), or small quantities of loose metered mail (see 144.52b), which enter the cull, face, and cancel operation.

The above change is designed to achieve the following operational objectives:

1. To permit a technical modification to all Mark II canceling equipment such that metered mail can be both faced and canceled while the Mark II is in its normal operating mode,

2. To facilitate the cancellation of *bad date* metered mail by permitting such mail to be commingled and processed with the other collection mail, and

3. To enhance the capability of the ODIS tracking system to provide accurate operational data on service standard achievement for metered mail.

The POSTAL SERVICE MANUAL will be amended accordingly.—*Mail Processing Dept., 6-2-77.*

Purpose and Use of Numbered Tin-Band Seals

Widespread misunderstanding of the purpose and use of the numbered tin-band seal is a potential source of large revenue loss due to the practice of regarding loaded trucks bearing these seals as automatically being *paid loads.*

Attention is directed to sections 161.846, 356, and 583.2 of the POSTAL SERVICE MANUAL, which regulate the use of these seals. Access to, and use of, these seals is strictly limited to USPS employees. These seals are individually accountable. **In no case are they to be given to, in the possession of, or under the control of private mailers.**

These seals were designed solely as a security control device. They must always be used in conjunction with Form 5398-A, *Contract Route Vehicle Record,* when used to seal mail-bearing vans or trucks. At no time should these seals be considered as indicating revenue has been paid on any sack, container, van, or truck so sealed.—*Inspection Service, 6-2-77.*

All Central Markup Post Offices

Erroneous Forms 3579

Second-Class Publications

Several complaints have been made by publishers that many of the Forms 3579, *Undeliverable 2d, 3d, 4th, or Controlled Circulation Matter,* they receive with endorsements "Moved—Left No Address" or "Not Deliverable As Addressed—Unable to Forward" are erroneous. Subsequent inquiry of subscribers disclosed that the publications erroneously returned for the above reasons should have been delivered as addressed.

Effective immediately, all magazines segregated to A-Z separations that are received in a markup unit and cannot be matched with an active change of address record will be returned to the manager of the delivery unit from which they came for review and determination as to whether they should be delivered or disposed of as "Moved—Left No Address", "Address Unknown", or "No Such Number". It is improbable that a "No Match" condition could exist on this type of mail because of an expired change order.—*Delivery Services Dept., 6-2-77.*

An accident happened here

Handbook P-23 Revised

Chapters 1 and 2 of Personnel Handbook, Series P-23, *Orientation and Craft Skill Training*, have been revised by Transmittal Letters 10 and 11, dated May 11, 1977. Distribution was made to post offices in CAG's A through G in varying quantities depending on size of office.

Chapter 1 explains how the training system works, and describes the responsibilities of post office operating officials and Postal Employee Development Center (PEDC) managers. P-23 training has been revised to incorporate the PEDC concept. Another major change explained in this chapter is the expansion of Orientation and Craft Skill Training to all post offices.

Chapter 2 provides for general orientation sessions for new employees. It has been revised to incorporate appropriate self-instructional mode guidelines, to update existing guidelines for the discussion-presentation mode, and to remove obsolete training material.

Chapters 1 and 2 were revised by joint teams of regional, post office, and PST&DI members. Chapter 3, *Craft Orientation and Skill Training*, is still under revision.

Because of the expansion of training to all post offices, operating officials and PEDC managers must collaborate closely to insure that all new employees receive needed training. Training also may be required when an experienced employee is assigned to a different craft, or when an experienced employee is assigned new duties within the scope of his/her current position.—*Employee Relations Dept., 6-2-77.*

Imprest Funds

Imprest funds may *not* be used to purchase United States Savings Bonds for awards since the USPS is required to deduct and withhold Federal income taxes from all award payments.—*Finance Dept., 6-2-77.*

Supply Requisitions

In accordance with existing instructions in Publication 24, *Supply Catalog*, Form 7380, *Requisition for Supplies*, is prepared in three copies (white, pink, and yellow) to the supply centers.

With the introduction of our automated system for the processing of requisitions at the Eastern Area Supply Center, it is no longer necessary to submit Form 7380 in triplicate. Submit *only* one copy (an original), regardless of color.

The above procedure applies only to those offices served by the Eastern Area Supply Center, Somerville, New Jersey. Offices served by the Western Area Supply Center will continue to forward the three copies until further notice.—*Procurement & Supply Dept., 6-2-77.*

Philatelic Merchandiser

Many businesses find this time of year particularly difficult to generate sales. The philatelic merchandiser (a three-tier, philatelic product lobby display) is a valuable sales tool which post offices can use to stimulate philatelic product sales.

To obtain maximum benefits from the merchandiser, follow these simple rules:

Place in Strategic Location—Make sure the merchandiser is placed in a prominent location, readily visible to customers. If the merchandiser is not permanently affixed, periodically change its location to increase public awareness.

Practice Good Housekeeping Rules—The merchandiser should be dusted regularly. Intermittent cleaning with clear water is recommended. In addition, display products should be kept in mint condition.

Post offices should carefully review philatelic display cards provided with merchandisers and use only those cards which feature products currently available. Actual philatelic products which more accurately represent our current product line may be used in lieu of philatelic display cards.—*Customer Services Dept., 6-2-77.*

MAKE ANNUAL EXAMINATIONS OF ALL LOCKS AND KEYS TO ASSURE THAT INDIVIDUAL CLERKS' KEYS WILL NOT OPEN LOCKED DRAWERS, SAFE COMPARTMENTS, OR STAMP CABINETS OF OTHER EMPLOYEES.

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 21112 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
1657057000 to 1657057999
1698585200 to 1698585599
1784298576 to 1784298599
1813957442 to 1813957999
1818290300 to 1818290699
1843429002 to 1843429099
1895135524 to 1895135599
1903536500 to 1903536599
1913077598 to 1913077999
1914787700 to 1914787999
1920282400 to 1920282497
1932738600 to 1932738999
1938921759 to 1938921999
1942535329 to 1942535399
1942580000 to 1942580299
1944408645 to 1944408699
1945120446 to 1945120499
1945243540 to 1945243599
1952637000 to 1952638999
1953225400 to 1953225699
1955912600 to 1955912799
1956726600 to 1956726799
1957938108 to 1957938199
1959615000 to 1959615399
1960798060 to 1960798099
1963340631 to 1963340670
1963340674 to 1963340699
1973940231 to 1973940299
1974270113 to 1974270149
1975461931 to 1975461999
1981716500 to 1981716699
1982839495 to 1982840499
1990507805 to 1990507899
1990507905 to 1990507999
1990687689 to 1990687699
1993108600 to 1993108699
1995671359 to 1995671999
1999837384 to 1999837499
2013805500 to 2013805699
2018938400 to 2018938499
2020057900 to 2020058199
2020617306 to 2020617399
2022309769 to 2022309799
2023458092 to 2023458299
2025217286 to 2025217699
2025609787 to 2025609999
2026068306 to 2026068399
2026636200 to 2026636599
2028624211 to 2028624299
2028917000 to 2028917999
2032976000 to 2032977499
2033489900 to 2033489999
2034879111 to 2034879199
2036193700 to 2036193999
2036194350 to 2036194599
2038516800 to 2038516899
2039774500 to 2039774775
2041088000 to 2041089999
2043875944 to 2043875999
2045459800 to 2045460099
2050722591 to 2050722599
2055619034 to 2055619099
2058070042 to 2058070199
2058071000 to 2058071099
2063490600 to 2063490699
2064110687 to 2064110699
2064797131 to 2064797199
2064865293 to 2064865399
2064920627 to 2064920699
2064934600 to 2064934799
2067343432 to 2067343441
2067935600 to 2067936499
2070415820 to 2070415832
2070708800 to 2070708899
2071505324 to 2071505399
2071598565 to 2071598599
2071636784 to 2071636799
2073371600 to 2073372099
2079763066 to 2079763099
2081811623 to 2081811699
2082801500 to 2082801699
2082878700 to 2082878899
2083855000 to 2083856999
2085962942 to 2085962999
2090619332 to 2090619399
2090982736 to 2090982799
2093535946 to 2093535999
2096132430 to 2096132451
2097282600 to 2097283099
2099936003 to 2099936199
2100163166 to 2100163199
2101768200 to 2101768599
2106951701 to 2106951799
2107740713 to 2107740799
2108553150 to 2108553499
2108619400 to 2108619599
2108684500 to 2108684699
2112380459 to 2112380999
2115139783 to 2115139799
2115272600 to 2115273099
2116823100 to 2116823599
2117366276 to 2117366299
2117834238 to 2117834299
2117955979 to 2117955999
2122159972 to 2122159984
2122681108 to 2122681499
2124202319 to 2124202399
2125692381 to 2125692399
2131239827 to 2131239999
2131513600 to 2131513899
2131659000 to 2131659199
2135784229 to 2135784399
2138225800 to 2138226299
2139131670 to 2139131699
2140774465 to 2140774499
2141218800 to 2141218899
2141293584 to 2141293598
2141582955 to 2141582999
2141594800 to 2141594999
2143694808 to 2143694899
2143694920 to 2143694999
2147970000 to 2147970199
2148789300 to 2148789399
2148839300 to 2148839499
2149387653 to 2149387699
2150437926 to 2150438199
2151361978 to 2151361999
2152225157 to 2152225199
2155325100 to 2155325399
2155380200 to 2155380499
2160339107 to 2160339499
2161864279 to 2161864399
2165684600 to 2165684699
2166786072 to 2166786999
2169293359 to 2169293399
2169363900 to 2169363999
2169893174 to 2169893199
2172107100 to 2172107299
2172415400 to 2172415799
2172869517 to 2172869599
2173716964 to 2173716999
2175100002 to 2175100099
2176673400 to 2176673599
2176724200 to 2176724599
2179024181 to 2179024299
2185997272 to 2185997299
2187242970 to 2187242999
2187246087 to 2187246099
2188800511 to 2188800599
2188801700 to 2188801899
2189647844 to 2189647899
2189762200 to 2189762399
2195763572 to 2195763581
2199735900 to 2199736199
2202566712 to 2202566799
2203500000 to 2203500999
2207322100 to 2207322199
2212553990 to 2212553999
2213714600 to 2213714999
2216615318 to 2216615499
2222244200 to 2222244999
2222248100 to 2222248499
2222479305 to 2222479399
2224159200 to 2224159399
2225100300 to 2225100499
2225362000 to 2225362299
2228528193 to 2228528199
2237314200 to 2237314599
2237443156 to 2237443174
2252279900 to 2252279999
2255345100 to 2255345599
2255346300 to 2255346599
2257458700 to 2257458899
2257672000 to 2257672299
8005023000 to 8005023999
8006421254 to 8006421299
8006580878 to 8006580899
8009417900 to 8009417999
8012783600 to 8012783999

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