



postal bulletin

Directives and Forms Division, Washington, DC 20260 PB 21121—Aug. 11, 1977—16 Pages

13-Cent Alta California Commemorative Stamp

Description. The 13-cent Alta California commemorative stamp will be first placed on sale at San Jose, CA 95101 on September 9, 1977. Because of new first-day cover procedures, it is important that all offices begin selling these stamps on September 10, 1977.

Do Not Sell Before September 10, 1977.



Size: 1.44 x 0.84 inches.

Issued in sheets of 50.

Color: Yellow, orange, blue, red, green, and black.

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

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 September 24, 1977, and should be addressed to: First Day Cancellations, Postmaster, San Jose, CA 95101. No remittance is required.

b. *Postal Service Affixing Stamps.*

Request first-day cancellations from: Alta California Stamp, Postmaster, San Jose, CA 95101 (see PSM, section 257.2). Requests must be postmarked not later than September 24, 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 September 10, 1977.

Supply. All post offices under the automatic distribution system will receive an initial supply of the stamps. Before requisitioning additional stamps (item 444), consider that the stock should be depleted prior to November 9, 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.

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., 8-11-77.

Military Leave

All Postal Service managers are reminded that the provisions of old POSTAL MANUAL 721.7, Military Leave, Issue 1170 10-30-68 and Issue 1290 1-2-70, are still in effect until superseded and must be adhered to in dealing with employees who are members of the National Guard and Reserve. Particular attention is called to Section 721.713, which covers the four options for employees who have weekly, bi-weekly, or monthly training meetings and have conflicting work requirements.—Office of Compensation, 8-11-77.

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International Mail—Mexico

The Mexican Postal Administration has raised the limit to 1,000 pesos (\$43.50 at the current rate of 23 pesos to one U.S. dollar) for mailings which do not require an import license. Therefore, parcel post and postal union mail packages with a declared value not exceeding 1,000 pesos may be accepted for mailing to Mexico without the

sender endorsing the wrapper: *addressee possesses Mexican import license or addressee does not require Mexican import license.*

In publication 42, *International Mail*, Appendix B, Country Information for Mexico, under parcel post observations (b) change \$16.00 to 1,000 pesos.—Rates & Classification Dept., 8-11-77.

All City and Rural Delivery Post Offices

Approach to Customer Mailbox

Efficient and expeditious delivery of mail by city and rural carriers on their routes requires customer cooperation in maintaining a clear approach to mailboxes during normal mail delivery hours in the neighborhood, to avoid possible interruption of service. Pending a permanent change to the *POSTAL SERVICE MANUAL*, the following will serve as new section 151.13.

151.13 Customer Obligation in Maintaining Clear Approach to Mailbox

Customer is responsible for keeping the approach to his mailbox clear to facilitate delivery. Where the approach to the mail receptacle located at the curb is temporarily blocked by a parked vehicle during normal delivery hours for the area, or when snow or ice hampers the approach to the mailbox, the motorized city or rural carrier normally dismounts to make delivery. If the carrier continually experiences a problem in serving curblane boxes and the customer who is able to control on-street parking in front of his mailbox does not take prompt corrective action after being properly notified, the postmaster may, with the approval of the sectional center manager, withdraw delivery service.—*Delivery Services Dept.*, 8-11-77.

All Mail Processing Facilities

Delayed Delivery of Federal Payroll Checks

Numerous complaints have been received from the Washington Disbursing Center of the U.S. Treasury Department in reference to delayed delivery of Federal payroll checks. The salary checks are either individually mailed or bulk mailed in small parcel type packages on a biweekly basis to destinations nationwide.

Supervisory personnel will caution all distribution and delivery employees that these checks are first-class mail and should be handled as expeditiously as possible.—*Mail Processing Dept.*, 8-11-77.

13-Cent Articles of Confederation Commemorative Stamp

Description. The 13-cent Articles of Confederation commemorative stamp will be first placed on sale at York, PA 17405 on September 30, 1977. Because of new first-day cover procedures, it is important that all offices begin selling these stamps on September 30, 1977.

Do Not Sell Before October 1, 1977.



Size: 1.44 x 0.84 inches.

Issued in sheets of 50.

Color: Red and brown on tan paper.

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

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 October 15, 1977, and should be addressed to: First Day Cancellations, Postmaster, York, PA 17405. No remittance is required.

b. Postal Service Affixing Stamps. Request first-day cancellations from: Articles of Confederation Stamp, Postmaster, York, PA 17405 (see PSM, section 257.2). Requests must be postmarked not later than October 15, 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 October 1, 1977.

Supply. All post offices under the automatic distribution system will receive an initial supply of the stamps. Before requisitioning additional stamps (item 445), consider that the stock should be depleted prior to November 30, 1977, at all

Notice 8-A—Change of Address Kit Resupply

Notice 8-A, *Change of Address Kit*, has been out of stock in the supply centers for some time now. As a result, most large post offices are critically short of supply or entirely out. To alleviate this situation, 10 million kits have been ordered. The first 5 million will be shipped directly to post offices with 950 or more revenue units. The shipping plan for the first 5 million kits is as follows:

1. The printer will ship 1,500 kits to the largest 120 post offices and 500 kits to each of the 560 SCF's.

2. In addition, a second shipment of 1,500 kits will be sent to each post office in CAG A-D and 500 kits to each post office in CAG E-G.

The remaining 5 million kits will be in the supply centers on September 30, 1977.

This scheme will cancel all back orders of the Notice 8-A's in the supply centers. Offices with less than 950 revenue units must order the kits from their supply center according to normal procedures.

The demand for Notice 8-A should increase starting in September, because of the launch of an advertising and promotion campaign to promote mail source prenotification of address change by use of the Notice 8-A.—*Customer Services Dept.*, 8-11-77.

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.

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.*, 8-11-77.

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	ADP-6	Librarian
3	Domestic Postage Rates and Fees	F-7	RCA Studies and Tests at First and Second-Class Post Offices
5	Refunds of Postage and Special Service Fees	F-21	Timekeepers Instructions (Chapters 1-8, TL-23)
13	Mailing Permits	F-26	Property Accounting
17	Apartment House Mail Receptacles	F-29	General Accounting Procedures
18	Neighborhood Delivery and Collection Boxes—Regulations and Manufacturing Standards	F-33	Accounts Payable
21	How to Prepare Second and Third-Class Mailings	F-39	Personnel Service Center Coding and Procedures
28	How to Address Mail	F-44	System for Estimating RPW of Mail to Foreign Destinations
45	International Express Mail	M-17	Use and Care of Revolvers
46	We Deliver	M-37	Rural Carrier's Instruction Handbook
54	Presorting—The First Class Way	M-48	Multi-Position Letter Sorting Machines
59	Address Abbreviations	M-53	International Indemnity Claims
61	Information Guide on Presorted First-Class Mail	M-55	PSDS Manual
69	A New Look at ZIP Code	M-62	International Mail Inquiries
74	Laws Relating to Ethical Conduct and Conflict of Interest	M-66	OCR Model I Handbook
95	Repair Parts Catalog Facer-Canceler, Model Mark II	M-75	Manual Letter Mail Distribution
128	You Can Write Plain English	P-10	Women's Program Coordinators
135	Floor Wardens' Instructions, Headquarters Civil Defense Program	P-14	Health and Medical Services
136	Licensed Vendor Listing—Uniform Allowance Program	P-15	Instructor's Guide for Training Mechanics—Basic Mechanical Equipment
162	Conditions of Service for Air Transportation of Intra-Alaska Mail	P-20	Processing and Documenting Personnel Actions Using PSDMS
165	Design Control Guidelines	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 8-11-77.	

Domestic Inaugural Service

On or after September 1, 1977, Frontier Airlines will inaugurate new service between Denver, CO and Sacramento, CA. 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 3 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>
Denver, CO City Post Office	Postmaster Denver, CO 80201
Denver, CO Airport Mail Facility	Manager Airport Mail Facility Stapleton International Airport Denver, CO 80207
Sacramento, CA City Post Office	Postmaster Sacramento, CA 95813

Endorse the lower left corner of the envelope containing the covers with *FL 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., 8-11-77.*

Lebanon—Direct Sacks of Printed Matter

Direct sacks of printed matter to one addressee, prepared as described in section 224.9 of Publication 42, *International Mail*, may now be accepted for airmail transmission to Lebanon.

Airmail service for direct sacks of printed matter to one addressee is added to the airmail service available for postal union mail announced on page 3 of POSTAL BULLETIN 21115, 6-16-77.—*Rates & Classification Dept., 8-11-77.*

Obsolete and Superseded Forms

The forms listed below have been obsolete. Do not order these forms. The edition date and disposition instructions are provided for your information. Forms which have been superseded by other forms are listed separately below.

Obsolete Forms

Disposition				Disposition			
Obsolete Form Number	Edition Date	Use until Exhausted	Destroy	Obsolete Form Number	Edition Date	Use until Exhausted	Destroy
43-S.....	7/64		X	3460.....	1/69		X
49.....	5/73		X	3462.....	1/69		X
318.....	4/69		X	3465.....	6/70		X
651.....	10/69		X	3466.....	6/70		X
870.....	12/73		X	3467.....	5/71		X
939.....	1/75		X	3468.....	6/70		X
945-A.....	1/72		X	3469.....	5/70		X
945-B.....	5/72		X	3470.....	5/71		X
945-C.....	10/70		X	3471.....	6/70		X
1339.....	1/69		X	3472.....	4/71		X
1541-A.....	3/75		X	3473.....	5/71		X
1541-B.....	3/75		X	3474.....	5/71		X
1544.....	11/70		X	3475.....	5/71		X
1662-A.....	10/69	X		3476.....	9/72		X
1817.....	1/75		X	3477.....	3/72		X
1849.....	9/71		X	3479.....	5/71		X
1914.....	2/71		X	3480.....	3/71		X
2349.....	9/70		X	3481.....	6/70		X
2804-C.....	11/70		X	3482.....	6/71		X
3030.....	10/70		X	3483.....	5/71		X
3300-B.....	10/76		X	3484.....	6/71		X
3405-J.....	4/71		X	3485.....	3/71		X
3 11-A.....	5/71		X	3486.....	3/71		X
3414-A.....	3/71		X	3487.....	3/71		X
3415-A.....	5/71		X	3488.....	5/71		X
3416-E.....	6/70		X	3489.....	3/71		X
3417-F.....	4/71		X	3490.....	5/71		X
3418-A.....	5/71		X	3491.....	3/71		X
3418-O.....	3/71		X	3492.....	3/71		X
3420-A.....	3/71		X	3493.....	3/71		X
3421-A.....	3/71		X	3494.....	8/71		X
3422-A.....	3/71		X	3495.....	8/71		X
3423-A.....	3/71		X	3834.....	1/69		X
3424-A.....	3/71		X	4109.....	2/62		X
3450.....	1/69		X	4575-B.....	6/74		X
3451.....	1/69		X	4981.....	12/56		X
3452.....	6/73		X	7428.....	7/71		X
3454.....	1/69		X	SF-114.....	3/60		X
3455.....	1/69		X	SF-114-B ..	3/60		X
3456.....	1/69		X	SF-114-C ..	3/60		X
3457.....	1/69		X	SF-1012-A ..	10/67		X
3458.....	1/69		X	SF-1012-B ..	10/76	X	
3459.....	1/69		X	SF-1155.....	3/57	X	

Superseded Forms

DISPOSITION					
Superseded Form Number	Edition Date	Use until Exhausted	Destroy	Superseded by Form Number	Edition Date
43-S.....	7/64		X	43	7/77
4575-B.....	6/74		X	4575	2/77
SF-1012-A.....	10/67		X	PS 1012	8/76
SF-1012-B.....	10/76	X		PS 1012-A	4/77
SF-1155.....	3/57	X		SF-1153	6/72

—Office of Management Services, 8-11-77.

Supplies Received in Error

Prior to the introduction of the automated system for processing supply requisitions, area supply centers shipped requested supplies to the address shown on Form 7380, *Requisition For Supplies*.

Under the new automated system, however, supplies are shipped to the address shown on Form 4686-A, *Shipping Order*, which is produced by the computer. As a result of the introduction of improper data into the computer, or program limitations, particularly the furnishing of incorrect FEDSTRIP and finance numbers on requisitions, supplies are sometimes shipped to the wrong office. Offices that receive unordered supplies are requested not to return them to area supply centers unless they have been so instructed by the area supply center. In most cases, the misdirected supplies belong to a nearby office, and the supply center can provide instructions for transferring them to the correct installation.

When incorrect shipments are received by a post office, that office should send a memorandum with Form 4686-A attached, to the supply center involved. The supply center can then provide the office with disposition instructions and issue the proper credits and charges for the supplies. Action is now being taken by the area supply centers to change the computer program to prevent misdirected shipments in the future.—*Procurement & Supply Dept., 8-11-77.*

Wanted Circular Canceled

Destroy the wanted circular issued for the following postal offender:

Name	Date of Issuance
Jerome Kennedy	11-26-73

—*Inspection Service, 8-11-77.*

Mail Equipment Shops Phone Change

Effective August 1, 1977, the telephone number for the Mail Equipment Shops, 2135 5th Street NE., Washington, DC 20260, has changed to FTS 245-4365. Commercially, Mail Equipment Shops can be reached at area code 202-245-4365.—*Procurement & Supply Dept., 8-11-77.*

ANNUAL COUNT OF MAIL ON RURAL ROUTES

I. INTRODUCTION

These instructions provide standardized and uniform procedures in conducting the count of mail on rural routes. A careful reading and complete understanding of this material and the instructions on the reverse of mail count and route evaluation forms—Forms 4241, *Rural Delivery Statistics Report*, and Form 4239, *Count of Mail (Rural Route)*—by postmasters, supervisors, and rural carriers will ensure the accuracy of the count data, the prompt evaluation, and correct classification of rural routes. Postmasters, supervisors, and rural carriers must ensure that mail counts are properly conducted and that data reported is accurate.

II. PURPOSE AND DEFINITION OF COUNT

A. The count of mail is physical counting and recording at specific times of the number of pieces of mail delivered, collected, or handled on rural routes. The count of mail is used to assemble data which provide the basis for the evaluation of the individual route. These route statistics will indicate:

1. Volume of mail handled.
2. Amount of office and route time used by the carrier.
3. Adequacy of service to the rural public.
4. Efficiency and performance of the carrier.

B. The evaluation of a rural route is determined by the mail volume, daily miles traveled, and the number of boxes served. (See part X, columns 14-17.)

C. These instructions will be followed throughout the year for all special mail counts.

III. COVERAGE AND COUNT PERIOD

A. The 2-week period September 12-24, 1977, both dates inclusive, has been designated for the annual rural mail count.

B. All rural routes (heavy duty, RCS Mileage, special and auxiliary) will be counted during this period. At those offices where the central mark-up was instituted and no mutually agreed rural mail count period was possible, the special count may coin-

cide with the annual count. (See XII-A.)

C. Disregard the provisions in section 353.341, *POSTAL SERVICE MANUAL*, that counts on nonheavy duty (M mileage routes) may be waived.

IV. RESPONSIBILITY

A. Local Conferences

At least 15 days before the start of the count, postmasters shall schedule joint conferences of supervisors and rural carriers to discuss these procedures and instructions. Postmasters must advise the management sectional center as soon as possible, but no later than 10 days before the start of the count, of any major points of disagreement concerning these instructions so they can be resolved before the count period. Enter in the Remarks section of Form 4241, "Date of Local Conference—", and include the date(s) of such conference(s).

B. Accuracy of Count

1. Postmasters or supervisors will be held responsible for the completeness of all mail count information and accuracy of *Total* columns entered on the report forms, as well as the manner in which the count of mail is conducted. *Afford the carrier adequate time to review the completed Form 4241 before signing. Signatures of the postmaster and carrier are considered verification of the validity of the count data.*

2. Where the carrier disagrees with the count data, he need not sign the form. He shall, however, submit written comments explaining in detail his reasons for objecting and the exact nature of the supposed errors or omissions. The postmaster also shall include his comments in writing concerning any questions raised by the carrier. Form 4241 together with letters from the postmaster and carrier shall be forwarded to the management sectional center office.

3. A prompt written reply to the postmaster will be furnished by management sectional center offices advising of the decision. *The carrier will be promptly informed in writing by local management of the decision and the reasons therefor.*

4. Where there is a disagreement on the actual number of pieces counted, every effort should be made to resolve the matter immediately at the local level.

V. CONDUCTING THE COUNT

A. All classes of mail handled by each rural carrier will be counted daily during the official count period. Mail must be counted at the facility where the carrier will case the mail, and before it is cased.

1. *On M routes (nonheavy duty), the carrier will count the mail 8 days and the postmaster or supervisor will count 4 days (picked at random).* The carrier will observe and may also count if he desires on the days he is not responsible for making the count. Persons other than the carrier will write their initials on Form 4241 next to the days they make the count.

2. *Where in the judgment of management, the route borderlines a heavy-duty status, the supervisor or postmaster will make the full 12-day count.*

3. *On presently classified heavy-duty, special, and auxiliary routes, the postmaster or supervisor will make the count on all days during the 12-day count period.* The rural carrier will observe and may also count the mail. However, mail delivered and collected must be counted by the postmaster or supervisor and entered on the daily count form, Form 4239. Carriers serving J or K routes may, if they wish, observe the mail count on their relief days.

B. Care must be exercised by the postmaster or supervisors in controlling mail count forms in order to assure that all entries are proper.

C. For rural routes participating in test using USPS owned or leased vehicles, see Section IX, B., Column R.

VI. DEFINITION AND EXPLANATION OF HEAVY-DUTY AND SPECIAL ROUTES

A. Definition

1. A heavy-duty rural route is one on which the evaluated weekly hours of service, as determined by the official time standards, provide higher salary under the heavy-duty compensation schedule than would be provided under the mileage salary of the RCS schedule.

2. A special route is one evaluating to less than 35 hours weekly, and to which a newly appointed regular rural carrier is assigned. See National Agreement, Amended Article XL11, Section 2, A., Section 3.

B. Explanation of Heavy Duty Routes

There are three distinct types of heavy-duty routes:

1. H route—regular carrier works 6 days a week.
2. J route—regular carrier has a day off every other week.
3. K route—regular carrier has a day off every week.

To determine whether or not a particular route is classified heavy duty, examine the current Form 1303, *Salary Change Notice*. If the route is presently heavy duty, then H, J, or K will appear before the route number under the heading PAY LOC. (Route). Also, the evaluated hours for the route will be shown in the *Rural Data* block under *HD Hrs.*

VII. CASING OF MAIL BY CARRIER

A. The principle underlying the count is that the same mail flow conditions prevail during the count period that are normally in effect the rest of the year. Postmasters and supervisors must see that all mail available up to the normal cutoff time for distribution on the day preceding the count is delivered, and that all mail available up to the normal cutoff time on the last day of the count is delivered.

B. Available mail is that mail distributed and placed on carrier case ledges, in hampers, trays, or on the floor beneath the carrier desk, and that which is in distribution cases up to the cutoff or final withdrawal time prior to departure time to serve the route. It does not include mail distributed after the scheduled cutoff or final withdrawal time, or mail received too late for distribution, as long as the requirements in section 333.243, *Postal Service Manual*, are met.

C. Mail will be distributed to ensure a normal flow on the day preceding the count period and the last day of the count. All simplified address mail available at delivery units will be distributed to rural carriers during the count period; except that where a commitment has been made to a mailer to deliver on a specific date later than the count period the mailer's request must be honored.

D. During the count period, mail may be cased after the carrier returns to the office upon completion of the trip—provided the validity of the count can be protected.

E. Mail cased on the Saturday preceding the count period will not be included in the count. Mail cased after the carrier returns from serving the route on the last day of the count will be credited on the same Form 4239 used earlier in the day and will be included in the annual count.

A. Requisitions

1. Forms 4239 and 4241 are available at supply centers, and will be ordered by management sectional center post offices only, using Form 4750, *Special Requisition for Supplies*. Form 4241 has been revised as of July 1977. Only the revised form will be used starting September 12, 1977. After this date all previous editions will be destroyed. The August 1973 edition of Form 4239 will be used for these reports.

a. Each management sectional center office will requisition quantities sufficient for the number of rural routes under its jurisdiction and for each intermediate office served by these routes.

b. Distribution will be made automatically by management sectional centers to those post offices having rural routes.

2. Additional requirements will be ordered on Form 7380, *Requisition for Supplies*, during regular requisitioning cycles.

3. *Management sectional centers are cautioned not to overorder Forms 4239 and 4241.* Submit requisitions for only the amount of forms that will be required during this annual mail count period.

B. Use

Forms 4239 will be completed by intermediate offices having rural delivery and forwarded to the head-out office for consolidation on Form 4241. Form 4241 will not be completed by intermediate offices. The August 1973 editions of Forms 4239 will be used for these reports.

IX. FORM 4239, COUNT OF MAIL (RURAL ROUTE)—HOW TO USE

A. Description

1. Form 4239 is designed to function as a combination daily worksheet and mail count record. This important daily record provides the basic source of mail volume and time data which are transferred to Form 4241 and consolidated for the 2-week operation. (A separate form is used to record each day's mail count.)

2. The postmaster, supervisor, or mileage route carrier responsible for making the count will prepare two copies daily (use carbon paper). After completion of the Form 4239 daily, the original will be retained by the postmaster and the copy will be given to the carrier. Complete the worksheets in rough form as they are prepared daily; do not type them later from the forms used as worksheets.

Note: Upon request, the Form 4239 will be shown to the carrier before strapping out, to allow verification of the count data.

3. The postmaster, supervisor, or carrier who makes the daily count must sign Form 4239 each day.

4. Heavy duty, special, and auxiliary rural carriers will at no time make any entries on Form 4239.

B. Worksheet for Counting

Column A. Letter-Size Mail—All letter size ordinary letters, cards, newsletter type mail, and circulars 5 inches or less in width which can be cased in the separations of the standard carrier case. Include detached address labels for sample merchandise and catalogs, and special delivery letter-size mail. (A fee is also paid when delivered in accordance with section 354.126, *POSTAL SERVICE MANUAL*.)

Does not include newspapers, catalogs, boxholders, flats, rolls, and magazines, even though they may be cased with letter mail.

Each direct bundle distributed and tied out at the distribution cases is counted as one parcel; enter each bundle of letter mail tied out, for delivery to one family or firm as one parcel in column C.

Column B. Papers, Magazines, Catalogs—Newspapers, magazines, flats, catalogs, and rolls and other small pieces which can be conveniently cased and strapped out.

Column C. Parcels—Enter the number of parcels of all classes, catalogs, rolls, and other pieces which because of their size and/or shape cannot be conveniently cased and would not normally be cased with other mail in the letter or flat separations (where flat separations are used) and strapped out.

Only specifically addressed samples too large to be cased will be included in the parcel count. Include special delivery parcels.

Column D. Boxholders—Simplified address mail including samples with

simplified address (section 122.4, POSTAL SERVICE MANUAL).

When samples are received with detached address labels, enter the total number of samples. (See column A for label count.) The number of pieces of boxholder mail must not exceed the number of families on the route for each mailing. Include in this column all boxholders whether cased or not.

Column E. Boxholders Strapped Out—Enter the number of pieces of boxholder mail (counted in Column D) which the carrier has cased in either the letter size or flat separations, if the case has flat separations, and strapped out. Carriers must handle boxholder mail during the count period as they do throughout the year. If a particular carrier does not normally case boxholder mail the rest of the year, he should not case it during the count.

Column F. Registered, Certified Articles, and Numbered Insured Parcels—Enter the number of such articles, including express mail, received daily for delivery.

Column G. COD's and Customs Due Received for Delivery—Enter the number of articles received daily for delivery.

Column H. Change of Address—Show the number of orders to change address—Form 3575, *Change of Address Order* or Form 3546, *Notice to Change Forwarding Order*—received and entered during the count period in route directory or Form 4232A, *Customer's Name and Address*, and/or Form 3982, *Changes of Address*. Form 3546 initiated by the carrier is creditable as a forwarding order, provided it is not a duplication of previous action taken.

Note: The entry of a new or additional customer's name on Forms 1564, *Address Change Sheet*, or Form 4232A, is not to be recorded as a change of address order. There must be no accumulation of change of address orders at the start of the count period.

Column J. Marked Up—Enter the number of pieces of all classes of mail marked up. Markups are mail undeliverable as addressed which requires the carrier to endorse the mail with the new address or with the reason for nondelivery specified in part 159, POSTAL SERVICE MANUAL (including pieces of no obvious value in section 159.116 and indefinitely addressed mail referred to in section 159.543).

this includes mail deliverable from the same local delivery unit or other delivery unit.

Do not include pieces for which Forms 3579, *Undeliverable 2d, 3d, 4th or Controlled Circulation Matter*, were prepared.

Mail missorted to a route must not be recorded as a markup except when it is deliverable from another local delivery unit, if known, in which case it must be endorsed with carrier initials and route number. *Missorted and missent* mail is included in the original count of mail. This also applies where routes have been adjusted, territory changed, and the mail is routed to the wrong carrier.

Where mailing addresses have been changed from rural route and box number to street name and number, credit must not be given for a markup whether on the same route or where the territory has been transferred to another route. In instances where territory has been transferred to another route this is considered a hand-off and credit is given in the original count of mail.

At post offices where the Central Markup System is in effect, markup credits will be given for the following categories of undeliverable mail:

1. Mail sorted in the A-Z separations (one markup is allowed for each bundle—usually only one bundle is required).
2. Deceased
3. No mail receptacle
4. Refused
5. Temporarily away
6. Vacant (obvious value third class mail addressed to *Occupant*—applies only to those rural routes where street and house numbers are used).
7. Indefinitely addressed mail as provided in PSM 159.543
8. Undeliverable parcel post
9. Excess boxholders—carrier will: (a) place all excess boxholder mail into an appropriate container (sack, hamper, tray, etc.); (b) endorse a facing slip *In excess of requirements*, initial the slip, and attach it to the container with the excess boxholder mail; and (c) be given credit for one markup.

Column K. Forms 3579 and 3868 Completed—Enter the number of Forms 3579 completed and the number of Forms 3868, *Carrier's Clearance Receipt*. Forms 3579 must be kept current so there are none on hand on the first day of the count. No duplicate Forms 3579 will be com-

pleted or counted during the count period. Where the Central Markup System is implemented, enter only the number of Forms 3868 completed.

Where the Central Markup System has not been implemented, postmasters or supervisors must verify each Form 3579 claimed to ensure compliance with the 30 or 90 day provisions in 159.22 PSM and 232.12, Handbook M-37, *Rural Carrier's Instruction Handbook*, are being followed.

Column L. Money Order Applications—Enter the number of money order applications received on the route. If the rural carrier resides on the route he/she serves and regularly purchases money orders throughout the year, credit will be allowed. Postmasters or supervisors will review each application daily.

Column M. Letters and Flats Collected—Enter the number of letters and flats collected on the route. If mail is received in bundles, each bundle should be counted as one piece. Do not count each letter in the bundle. Do not include mail picked up from a collection box. Actual time required to pick up mail from a collection box should be entered under Column R—*Other Suitable Allowance*.

Column N. Ordinary and Insured Parcels Collected—Enter the number of ordinary and insured parcels accepted on the route. Presacked parcels on which postage has been computed are to be counted as one parcel for each sack.

Column O. Registers and Certified Collected—Enter the number of registered and certified articles accepted on the route. Do not include in the count those articles returned where Form 3849 has been left for the customer. Time credit for *No Response—Left Notice* items is included in the time factor for delivery.

Column P. Postage Due—Enter the number of postage due articles taken out for delivery.

Column Q. Loading Vehicle—The time actually used to transfer mail from the carrier's work area to the vehicle, including placing in the vehicle. This includes the time to take mail from the work area to the vehicle, and the time necessary to return the conveyance to a designated location. *Postmasters or supervisors must observe the loading operation daily to assure that efficient practices are followed.* The time required to place

mail in gurneys or hampers shall be included in loading time. This allowance is not to be interpreted as a minimum 15 minutes daily. However, loading in excess of 15 minutes must be fully explained in the *Remarks* section of Form 4241.

The actual time shown for loading the vehicle must not include time for arranging parcels in delivery sequence as this is included in the time allowance for those items in Column C.

Column R. Other Suitable Allowance—A reasonable time allowance may be claimed for unusual conditions or for other services rendered on a daily or weekly basis not accounted for under the normal work functions. This does not include time for vehicle breakdowns. Items for which time is claimed under this heading must be of a recurring, daily or weekly nature.

Where weekly recurring safety talks are conducted, actual time will be recorded in Column R.

At those offices where the Central Markup System is installed, actual time will be allowed (Column R) for time required to place the mail in the designated receptacle.

Where no office personnel is on duty when the carrier returns from servicing the route on Saturday, the carrier will receive actual time allowance for duties performed over and above normal functions on this day and the following work day.

Where a carrier serves an apartment building with approved apartment boxes in the lobby, the standard box time allowance is given for each box served, plus the actual time required to travel from the vehicle to the boxes and return to the vehicle.

Where a carrier is authorized to dismount to deliver mail to other places (nursing homes, schools, etc.) the dismount time is determined by the same method as for apartment buildings. Time spent at any authorized dismount must not include time securing signatures for accountable mail or collecting postage due.

Note: The *dismount time* is not the total elapsed time, only the actual travel time to and from the box location. The *dismount time* is the time it takes to walk from the vehicle to the box location and the time it takes to return from the box location to the vehicle.

Those carriers who serve a non-personnel rural station receive an allowance of 15 minutes daily for each station served. Any additional

time claimed must be adequately justified in the *Remarks* section. See instructions on reverse of Form 4241.

Actual time shall be granted the rural carrier for dismount time to serve an intermediate office in the same manner as defined above for serving an apartment house if lock pouch service is not provided.

Where a carrier is required to dismount to serve a business, school, hospital or other institution, the actual time required will be reported under Column R, other suitable allowances.

Do not include personal time or time used for purchasing and checking stamp stock at office from which route emanates; these are automatically granted by mechanical means.

For those rural routes participating in Test Using USPS Owned or Leased Vehicles, actual time allowance shall be granted for those test-related, recurring functions such as servicing test vehicle, where required to do so, and for vehicle inspection. Actual time shall also be given for time required by the carrier to complete test related forms. The postmaster or supervisor must record time under Column R—Other Suitable Allowance. Time spent waiting for vehicle repair or tow while on the route is not a recurring function and shall not be granted. A separate record must be kept of the time allowed for test related functions. At the conclusion of the test, this time will be deducted and the test routes adjusted to reflect the new evaluation.

Column S. Counting Time—The number of minutes actually used in counting the mail. Include only time used by carrier.

Column T. Waiting Time—The number of minutes carrier spent waiting for mail after the official starting time.

Column X. Intermediate Offices Served Daily—Services Performed at Intermediate Offices—Show the number of intermediate post offices served daily. Carriers who perform functions or services at intermediate offices for which time allowances are provided will receive appropriate time credit for these services.

All functions performed or services provided at intermediate offices will be recorded daily by that postmaster on Form 4239 and forwarded to the postmaster at the carrier's originating office in a sealed envelope.

Where a carrier purchases and checks stamp stock at an intermediate

office, the actual time required to perform this function, *not to exceed 5 minutes daily*, should be shown in the *Other Suitable Allowance* column and explained under *Remarks*. The normal frequency of stamp purchases at the intermediate office shall be maintained during the mail count period.

The postmaster at the office from which the route emanates, in completing Form 4241 for the week, will include in the proper *Total* columns the items applicable to the intermediate office, and will write in above *Date* line (lower right of form) the words *includes services performed at intermediate office*. On the form under *Remarks* indicate the functions or services performed.

Column Y. Weight of Locked Pouch Service Carried Daily—Show the weight in pounds (rounded to the nearest whole pound) of all mail to and/or from intermediate offices. Carriers serving nonpersonnel rural stations do not receive credit for a locked pouch.

X. FORM 4241—RURAL DELIVERY STATISTICS REPORT—HOW TO USE

A. At end of each day during the count period, transfer the totals of Columns A–X on Form 4239 to the proper lines on Form 4241. This information may be made available to the carrier. Draw a circle around the day of the week when a substitute serves the route. **Complete Form 4241 in triplicate.**

B. At the top of the form show the name of the post office, State, and ZIP code; the name of the carrier and social security number of the carrier; and inclusive dates of the count period. Designate with a *C* in appropriate block if route is under Central Markup System. Designate tri-weekly routes with an *M*. (Mon-Wed-Fri) or a *T* (Tues-Thurs-Sat) in the block provided. Designate auxiliary routes with an *A* in the space provided, whether the Form 4241 is for an Annual (*A*), or Special (*S*) count, or is an amended Form 4241, (*C*).

Identify special routes (see Section VI, A2) by marking in bold letters, with a red pencil or marker, the words **Special Route**, in the upper right hand corner (above Social Security Number).

C. At the bottom of the form in the new *Comments* section, enter the

total number of families served on the route. Enter the number of apartment buildings served in the blocks provided. Also indicate, in the blocks provided, if the carrier chooses to elect the Higher Option, if eligible, and if the necessary leave commitment has been made. See *Note* of Instruction on reverse of Form 4241. Make no entries in the blocks provided for *E*, *New Route*, or *Discontinued Route*. This information will be required at a future date.

Columns 1-6. Read instructions on form.

Columns 7-8. Show the route number in two digits, i.e. route number 1 would be shown as 01. Enter a zero in the first box for all routes from 1 to 9.

Columns 9-13. The official length of the routes as of the last day of the count, Form 4003, *Official Rural Route Description*, must be shown to **two decimal places**. However, do not use the decimal point on the form. For example: A route 61.38 miles in length would be shown as 06138 on the form; 45.5 miles as 04550; 101.28 miles as 10128.

Note: All route adjustments (deletions and/or extensions) which are justified and requested shall be submitted at an appropriate date so such changes shall be effective prior to the start of the mail count. However, if approved extensions or deletions are received during the count weeks, they must be processed effective the last day of the count.

Columns 14-17. Show the number of mailboxes on the route as of the last day of the count; 187 boxes would be shown as 0187. Count as a box temporarily vacant dwellings and places of business with or without a box erected which has not been vacant more than 90 days. But do not include abandoned boxes, permanently vacant buildings, or buildings under construction or dwellings and business receiving delivery solely through general delivery or a post office box. In resort areas, transient trailer parks, and transient mobile home parks, only the boxes being served during the mail count period shall be counted.

Columns 18-20. Show number of vehicle stops necessary to serve all boxes on the route. Where a group of boxes can be served without moving the vehicle, the stop will be counted as one stop.

C. Before totaling the entries for the days of the count period on the *Total* line, verify all figures transferred from Forms 4239 for each day and for each item.

Columns 40-100. Enter the totals for the two weeks on the *Total* line under each column. **Do not average these items.**

Columns 59-63. (Important.) Be sure to include only those boxholders cased and strapped out.

Columns 98-100. See instructions on form. *Other Suitable Allowances* will not be approved unless fully justified under *Remarks* at the bottom of Form 4241; See section IX, B, Column R.

D. Carrier's Daily Time Record—Show the exact time (not the scheduled time) the carrier reported, left, returned, ended, and the actual lunchtime, if any, in minutes for each day of the count period. The column *Total Daily Time (Less Lunch)* must be totaled in hours and minutes of the line *Total Hours and Minutes*; 38 hours, 47 minutes must be shown: 38:47.

Columns 24-27. Convert the hours and minutes to minutes by multiplying the hours by 60 and adding to this the minutes; 38 hours, 47 minutes would be shown as 2,327 (38 hours \times 60 = 2,280, plus 47 minutes = 2,327).

Columns 28-31. Read instructions on form.

Columns 32-34. Actual time spent daily by the carrier waiting for mail and/or counting mail must be shown under the *Waiting and Counting Time* column, totaled in minutes for the week; 90 minutes would be shown as 090. Include only the time used by the carrier in counting mail.

Columns 35-37. Show the total weight in pounds (rounded to the nearest whole pound) of all classes including outside pieces transported to intermediate offices.

Column 38. Where a carrier normally and regularly withdraws his own mail from clerical distribution cases, sacks, hampers, or trays, enter the figure 1 on the *Total* line for that column. If an employee other than the carrier regularly withdraws mail and places it on the carrier's case, enter a zero on the *Total* line for that column.

Column 39. Where a carrier is required to deliver or collect pouch mail at intermediate offices, and does not receive a regular locked pouch

allowance, enter the figure 1 on the *Total* line for this column. Otherwise, show a zero.

Note: If a carrier serves more than one intermediate office, show the total number of offices served daily in this column.

E. Important: Each box or square at the top of the form and on the *Total* line must be filled in with a number or a zero. Be sure the last digit of each number appears in the box farthest to the right in each column. Where you have a three-digit number such as 982, and there are five blank boxes on the *Total* line or elsewhere on the form, use zeros in the boxes in front of the 982. Thus, 982 would be shown as 00982 in such a case. Be sure to:

1. Enter numbers as far to the right of each column as possible.
2. Enter only one number in each box.
3. Beside the signatures, show the date the form was completed.

Note: Be sure to circle the day of the week the route was served by a substitute, including J and K days on heavy duty routes.

XI. REVIEW OF FORMS 4239 AND 4241

A. Errors—Each year errors are detected on Forms 4239 and 4241 which reflect careless preparation of the forms. These errors result in improper classification of rural carriers.

Postmasters must review and double check all data recorded on these forms before submission to management sectional centers.

B. Central Markup System—At offices where Central Mark-up System is installed, be especially alert in reviewing Forms 4239 (Columns J & K) and 4241 (Columns 72-75, and 76-78) to assure that entries only reflect mark-up work actually performed by carriers. **Continue to record Forms 3868 in column K.**

C. Use Care—Remember the importance of the data submitted.

XII. SUBMISSION AND DISPOSITION OF FORMS 4241

A. Submit to Management Sectional Center Office

1. Mail the original and first carbon copy of Forms 4241 so they are received at the *Management Sec-*

Continued on p. 10

Missing Rotary Lock

It is requested all offices make a search for **Rotary Lock B-23353**. If this lock is located, immediately notify the Postal Inspector in Charge, St. Louis, MO, by telephone or teletype and forward the lock to that official by registered mail, with any available information as to when and how the lock was received.—*Inspection Service, 8-11-77.*

Continued from p. 9

tional Center not later than October 4, 1977. Retain the second carbon copy.

2. In all cases where a *special count* coincides with the *annual count*, enter an S under *Report Type* in the top right portion of the form.

3. After review, the first copy will be returned with needed corrections clearly marked. Compare it with your copy, make necessary corrections and promptly give one copy to the rural carrier and retain the other in your files.

B. Signature of Postmaster

In order not to delay the scheduled submission of Forms 4241 to the sectional center office any postmaster who will be absent on leave (annual, sick, convention) will designate an employee to sign the forms for him. See section 244.33, *Postal Service Manual*, for the format to be used when signing for the postmaster.

C. Sectional Center Offices

1. Review all Forms 4241 and submit all forms to PDC by close of business October 7, 1977. Forward reviewed Forms 4241 daily to the PDC beginning September 30, 1977; forms should not be accumulated over several days.

2. Verify and separate Forms 4241 which represent *Special Counts* coincident with the *annual count* and forward to PDC in separate envelopes or packages clearly marked **Special count, adjust. Effective not later than October 22, 1977. THE SPECIAL COUNT FORMS 4241 SHOULD REACH THE PDC NOT LATER THAN OCTOBER 5, 1977.**

3. Upon forwarding of the original Forms 4241 to the PDC, the MSC must promptly return the first copy of Form 4241 to the originating office.—*Delivery Services Dept., 8-11-77.*

Mailing List Services—List Sequencing

Section 122.53 of the *POSTAL SERVICE MANUAL* is being revised to reflect the following change to the mailing list service of arranging address cards in sequence of carrier delivery. This change will benefit both the Postal Service and the list compiled by reducing undeliverable-as-addressed mail and by enabling the mailer to come to one source for mailing list services.

122.5 MAILING LIST SERVICES

.53 Address Cards Arranged in Sequence of Carrier Delivery

.531 Arrange address cards in sequence of carrier route delivery without charge. Each card must include only one address. Mailers may submit address plates or stencils instead of cards when satisfactory arrangements can be made to handle them.

.532 Withdraw cards with nonexistent or other undeliverable addresses. Insert a card showing the correct address for each existing address that is not included in the owner's address cards, plates, or stencils, and correct cards with incorrect addresses if the owner meets the following requirements:

a. Separate mailing lists must be submitting for each five-digit ZIP Code area.

b. A mailing statement must be submitted by the owner, showing—

(1) Whether the list is a residence only list, a business only list, or a combination list;

(2) the number of addresses contained in the list; and

(3) the list owner's and/or designated agent's name, address, and phone number.

c. The mailing list must contain—

(1) 90% of all residential addresses within the five-digit ZIP Code area if the list is a residence only list, or

(2) 90% of all business addresses within the five-digit ZIP Code area if the list is a business only list, or

(3) 90% of all addresses within the five-digit ZIP Code area if the list is a combination list.

.533 In calculating the number of addresses within a five-digit ZIP Code area, apartment units or office buildings with a series of addresses will be treated as one address.

.534 Withdraw cards with incorrect addresses and insert a blank card for each existing address that is not included in the owner's address cards, plates, or stencils, if the owner does not meet the requirements specified above. If several addresses are missing in a series, insert a single blank card for the series and indicate on the card the number of addresses which are missing.

.536 For each correction (deletion or addition of an address), the charge is 10 cents. For apartment or office buildings with a series of addresses, for which the range of the addresses is given on one card, the charge will be 10 cents for the card.

.537 Local managers must check to see that customers whose lists have been arranged in sequence of carrier delivery ensure that bundles are prepared for each route with the individual pieces in delivery address sequence. This above service will not be provided to customers who do not ensure the required premailing preparation is made.

.538 In implementing this service, postmasters should apply an 80% qualifying criterion during the period of August 15, 1977, through January 31, 1978. In addition, the time limit of 10 days specified in Section 122.516 of the *MANUAL* should be extended to 15 days during the August 15, 1977—January 31, 1978, period.—*Customer Services Dept., 8-11-77.*

Commemorative Panel Availability

1977 Commemorative Panels are now available at the Philatelic Sales Branch. Beginning with the Centennial of Sound Recording, all future Panels will be sold at the price of \$4.00 each.

Should customers express interest in purchasing Panels, the clerk should advise them to:

1. Send orders to the Philatelic

Sales Branch, Washington, DC 20265.

2. Submit \$4.00 per Panel—checks or money orders only.

3. Include \$.50 *per order* for postage and handling (regardless of the number of Panels ordered).

4. Include return address *clearly written*.—*Customer Services Dept., 8-11-77.*

POST OFFICE CHANGES NO. 20

(Supplemental to 1977 Directory of Post Offices, Publication 26.)

Abbreviations: B=Branch, C=City Delivery, Conv.=Converted, CPO=Community Post Office, Dis.=Discontinued, DOPO=Directory of Post Offices, Estab.=Established, F=Finance, IC=Independent City, MOU=Money Order Unit, MPO=Main Post Office, MR=Mailing Restrictions (from Part 126 PSM) apply, NP=Nonpersonnel, NZCD=National ZIP Code Directory, RB=Rural Branch, Resc.=Rescinded, RS=Rural Station, S=Station, x=Classified. (Contract stations and branches do not have the symbol "x" following the symbol for type of installation.)

State	Name of post office	County/parish	Name of station, branch, or unit	Type S/B	ZIP Code	Change action	Effective date	Explanation of change
CA	San Diego.....	San Diego.....	Fleet.....	Sx	92132	Delete.....	7-13-77	Sx disc.
CA	do.....	do.....	Miramar NAS.....	Bx	92145	Add.....	7-14-77	Bx estab.
KY	Louisville.....	Jefferson.....	Downtown.....	Sx	40201	Add.....	1-24-77	Sx estab.
ME	Auburn.....	Androscoggin.....	Great Falls.....	Sx	04210	Add.....	6-16-76	Sx estab.
NY	Syracuse.....	Onondaga.....	Clington Square.....	Sx	13201	Add.....	7-25-77	Sx estab.
NY	Purdys Station.....	Westchester.....			10578	Delete.....	9- 3-77	PO name
NY	Purdys.....	do.....			10578	Add.....	9- 4-77	changed.
NC	Concord.....	Cabarrus.....	West Concord.....	B	28025	Delete.....	6-30-77	B disc.
NC	Gastonia.....	Gaston.....	East Gastonia.....	CPO	28052	Delete.....	6-18-77	CPO disc.
OH	Harrison.....	Hamilton.....	Fort Scott Camps.....	CPO	45030	Add.....	6- 1-77	CPO estab.
PA	Menges Mills.....	York.....			17346	Delete.....	10-31-73	PO conv to CPO to correct NZCD
PA	Spring Grove.....	do.....	Menges Mills.....	CPO	17346	Add.....	11- 1-73	and DOPO.
SC	Port Royal.....	Beaufort.....			29935	Add.....	8-13-77	C estab.
TN	Cookeville.....	Putnam.....	Broad Street.....	Sx	38501	Add.....	7-16-77	Sx estab.
WA	Hoquiam.....	Grays Harbor.....	Ocean Shores.....	CPO	98551	Delete.....	5-31-76	Amend PB 21111 to consolidate
WA	Ocean City.....	do.....			98569	Delete.....	5-31 76	CPO and PO. Name of PO
WA	Ocean City/Shores.....	do.....			98569	Add.....	5-31-76	changed.

—Customer Services Dept., 8-11-77.

Changes to MS-1, MS-10, and MS-63

To provide consistency in all MS Series handbooks for time allowed mechanics to perform minor repairs and adjustments to equipment while performing preventive maintenance routes, make the following pen and ink changes:

MS-1, *Operation and Maintenance of Real Property*, section 13-502A(6)—Change 30 minutes in second sentence to 15 minutes.

MS-10, *Maintenance Management*, part 2.722—Change 30 minutes in first sentence to 15 minutes.

MS-10, part 2.74—Change 30 minutes in next to last sentence to 15 minutes.

MS-63, *Maintenance Management Class A Offices*, Chapter 7, paragraph 718.412—Change 15 minutes in fourth line to 12 minutes.

MS-63, Chapter 9, paragraph 974—Change 10 minutes in fourth line to 12 minutes.

Changes to MS-63 require 12 minutes in lieu of 15 minutes because manhours are automated and computers process data in tenths of hours instead of minutes.

MS-1, MS-10, and MS-63 will be revised to reflect these changes.—*Mail Processing Dept., 8-11-77.*

Lobby Display Schedule

The schedule for poster displays in lobbies (post offices with 950 revenue units and above) covering dates from mid-August through mid-September is:

Title	Poster	From	Through
Peace Bridge.....	376	7/27	8/31
Herkimer.....	377	8/1	9/5
Settlement Alto.....	378	9/2	10/7
Articles of Confederation.....	379	9/23	10/28
Stamps & Stories (4th edition).....	11	9/1	FY 78

The following posters/signs are to be on display until notice is given to replace or remove them:

- 1976 Mint Set (Poster)
- 1975-74-73 Mint Sets (Poster)
- Stories of the American Revolution (Counter Card)
- Packaging You Can Bank On (Poster)
- Express Mail—Here Today, There Tomorrow (Poster 84, Jan. 1976)—for post offices in Express Mail network **only**
- New Pocket-Size Passport (Counter Card)—passport acceptance offices **only**
- Domestic Postage Rates, Fees, and Information (Poster 103, July 1976)
- Rules and Regulations Govern-

ing Conduct on Postal Property (Notice 7, August 1976)

i. *Mail Problem?* (Poster 31-A, Feb. 1977)

j. *Mail Problem?* (Counter Card 31-B, Feb. 1977—to hold Consumer Service Cards)

k. *Notice of Reward* (Notice 96, June 1972)

l. Official Signs indicating:

- (1) Service lobby and lockbox lobby hours of service
- (2) Letter drops (Local, etc.) and dispatch times
- (3) Windows and counter positions providing *all services*, or specialized services (plus stamps)—See 113.214, *POSTAL SERVICE MANUAL—Customer Services Dept., 8-11-77.*

All Installations Using Motor Pool (GSA Car Rentals)

GSA MOTOR POOL (GSA CAR RENTALS)

It is imperative that users of GSA rental cars exercise extreme caution in filling out sections *Bldg/Acct. Number* and *Project Number* on the following GSA forms, to assure the correct allocation of expenses: GSA Forms 167, *Motor Pool Service Ticket*; 312, *Daily Motor Vehicle Trip Ticket*; and 494, *Monthly Motor Vehicle Use Record*.

The Accounts Payable System uses the three-digit subaccounts to assign the five-digit account number. The three-digit subaccounts should be coded in the *Bldg/Acct. Number* field (Card Columns 49-51 of GSA Forms 167, 312 or 494.) Subaccount numbers to be used and their descriptions are as follows:

Subaccount:	Personnel Classification
101----	Postmaster
103----	Supervisors and Technical Personnel
104----	Clerk
105----	Clerk—Third-Class
107----	Mailhandler
111----	Special Delivery Messenger
112----	Rural Carrier
113----	City Delivery Carrier
114----	Vehicle Operator (Driver)
121----	Building Services
123----	Postal Operating Equipment
125----	Buildings & Plant Equipment
127----	Administrative Support
141----	Vehicle Maintenance
142----	MES Personnel
143----	Mailbag Repair Units and Depositories Personnel
144----	Postal Source Data
145----	Mobile Unit Personnel
147----	Procurement Field Personnel
149----	Maintenance Technical Support Center
161----	BMC General Managers
163----	BMC Administration
171----	Inspection Service—Inspectors
172----	Inspection Service—Administration
173----	Inspection Service—Special Investigators
174----	Inspection Service—Internal Auditors
175----	Inspection Service—USPS Protection Force
181----	Regional Personnel
182----	PDC Personnel
183----	Headquarters Personnel

When assigning the subaccount in the *Bldg/Acct. Number* fields, it should be noted that Card Columns 52 and 53 should be left blank and Card Column 54 should be left blank except when the GSA car is used by

a vehicle maintenance facility, then V must be coded in Card Column 54.

The only exceptions will be when a GSA vehicle is rented for local transportation or for vehicle hire. When a vehicle is rented for local transportation, use account number 52453 in Card Columns 49 through 53. When a vehicle is rented for vehicle hire, use account number 52459 in Card Columns 49 through 53; be sure to input Billing Office Address Code (BOAC) 18600 in the *Customer Number* block (Card Columns 21-26). GSA will, therefore, bill the St. Louis PDC and the subject vehicles will be added to the vehicle hire reports.

Exhibit A gives examples of Form 494 properly filled out. Example 1 illustrates a three-digit subaccount number (101) in the *Bldg/Acct. Number* section which designates postmaster. The six-digit *project number* (053804) is the Jenner, CA, finance number.

Example 2 illustrates a five-digit account number (52453—rented for carfare purposes) that is to be used in the *Bldg/Acct. Number* section.

Instructions have been issued to GSA not to rent any vehicle to a postal employee unless the above data is furnished by the postal employee acquiring the rental car from the GSA Motor Pool.

DO NOT FOLD, STAPLE OR MUTILATE

VEHICLE CLASS	TAX NUMBER	REGION	POOL	CUSTOMER NUMBER	DATE	STARTING RELEASE	BLDG/ACCT NO.	PROJECT NUMBER	CARD CODE	
1	2	3	4	5	6	7	8	9	10	
TITLE					BILL TO					0
DATE					U.S. POSTAL SVC					
WAS MAINTENANCE PERFORMED?					WESTERN RGNL OFC					
YES NO					850 CHERRY AVE.					
WAS VEHICLE INVOLVED IN AN ACCIDENT?					SAN BRUNO, CA 94099					
YES NO					APPROPRIATION NO.					
INSERT (FACE UP) THIS END FIRST					DATE					
TYPE AND CAPACITY OF VEHICLE					STARTING RELEASE					
REMARKS OR OPTIONAL AGENCY USE					BLDG/ACCT NO.					
EXAMPLE 1					101					
					PROJECT NUMBER					
					053804					

DO NOT FOLD, STAPLE OR MUTILATE

DO NOT FOLD, STAPLE OR MUTILATE

VEHICLE CLASS	TAX NUMBER	REGION	POOL	CUSTOMER NUMBER	DATE	STARTING RELEASE	BLDG/ACCT NO.	PROJECT NUMBER	CARD CODE	
1	2	3	4	5	6	7	8	9	10	
TITLE					BILL TO					2
DATE					U.S. POSTAL SVC					
WAS MAINTENANCE PERFORMED?					WESTERN RGNL OFC					
YES NO					850 CHERRY AVE.					
WAS VEHICLE INVOLVED IN AN ACCIDENT?					SAN BRUNO, CA 94099					
YES NO					APPROPRIATION NO.					
INSERT (FACE UP) THIS END FIRST					DATE					
TYPE AND CAPACITY OF VEHICLE					STARTING RELEASE					
REMARKS OR OPTIONAL AGENCY USE					BLDG/ACCT NO.					
EXAMPLE 2					52453					
					PROJECT NUMBER					
					053804					

DO NOT FOLD, STAPLE OR MUTILATE

Exhibit A

—Finance Dept., 8-11-77.

SAFETY IS NO ACCIDENT

Post Offices With Delivery Service

CENTRAL MAIL MARKUP SYSTEM

Field trips by Headquarters personnel and reports from regional offices and other sources have disclosed a number of functions in the Central Markup System (CMS) which require prompt corrective attention. Each postmaster and management staff should review the CMS at their office, stations and branches to ensure that the operation is efficient and conforms with established procedures and guidelines. With a view towards more efficiency and reduction in hours used in the system, the particular functions to be checked and analyzed are:

1. Supervision—Assure that adequate supervision is assigned to the Central Markup System. Customer services management has responsibility for supervision and control of CMS (Form 3579, *Undeliverable 2d, 3d, 4th or Controlled Circulation Matter*, and Form 3547, *Notice to Mailer of Correction in Address*, label printing, and markup unit operations). Direct supervision may be afforded by others, e.g., mail processing for label printing units, but customer services managers have overall responsibility for the system's operation and productivity.

2. Work Station Layout—Provide optimum work and mail flow conditions. Arrange work tables, cases, chairs, and label printing and other equipment in the markup and label printing units to eliminate unnecessary mail rehandling and retracing steps by employees. Designate places for mail bundles, trays, or carts coming into and going out of the markup units, to avoid unnecessary movement or rehandling of these items in the unit. Consider centralizing the markup functions in one area per each delivery unit, office, etc., for more efficient use of equipment, space, and personnel.

3. Work Hours—Adjust employee schedules in label printing and markup units when workloads and mail volume change. Establish work assignments and schedules based on workload requirements. Analyze mail volume and hours used in each operation. Review the *Supervisor's Manual for Installing Central Markup System and Training Craft Employees*, covering the Central Markup System.

4. Service Standards—Maintain service standards and promptly process undeliverable-as-addressed mail. Current policy provides for all preferential undeliverable-as-addressed mail to be processed and forwarded on a daily basis.

5. Form 3579 Operation—Ensure that the address correction information, new address, or label, is complete and legible when furnished to the customer. *Index cards are to be annotated when labels are obtained from the file boxes for publisher notification in order to avoid duplicate notices being issued (a nonproductive function since fees are refunded for duplicates).*

6. Form 3547 Operation—Provide complete and legible old and new addresses to mailers and include the key number when mail is endorsed requesting forwarding and address correction service. Respond promptly to address correction requests and preparation of Forms 3547. Where photocopy machines are used for the 3547 operation, assure that the information furnished the mailer is complete and legible. Particular attention must be given envelopes containing glassine windows. All the information—both the old and new address or the reason a new address is not shown—must be on the copy.

7. Form 3575 Operation—Send Forms 3575, *Change of Address Order*, daily to the label printing unit for processing, after receipt in the post office or delivery unit. Carriers should record, on Form 3982, *Changes of Address*, the information from Forms 3575 before sending them to the label printing unit, and mark H, M, or L (heavy, medium, or light) on Forms 3575 to indicate the volume of labels to be printed for each customer. New address labels are to be printed and transmitted to the markup unit without delay, to ensure that mail forwarding service standards are met. Forms 3575 may be filed at a central site or at the delivery unit where the former customer was served. Purging of Forms 3575 on a regular schedule is essential for conformance to postal regulations in 158.22 POSTAL SERVICE MANUAL, and records disposition instructions in POSTAL BULLETIN 21115, 6-16-77. Forms 3575 are to be destroyed one

year from the end of the month in which the change becomes effective.

8. Equipment—Establish a maintenance program for the label printers and make sure parts are available or easily obtainable in case of breakdown. Poorly operating or maintained printing equipment will result in low production and high label usage because of damaged or unreadable label output. Check the labels and the quality of printing to keep any blurred or illegible labels from getting into the system. Monitor the reorders of labels by markup units to eliminate excessive numbers for one customer being reprinted and not used.

9. Materials—Stock sufficient quantities of labels, stencils, index cards, and other CMS materials to insure continuous service. Check quality of label and adhesive when new rolls of labels are to be used.

10. Mail Review—Observe procedures that mail is not returned to delivery units for review by carriers because of no record in the markup unit. Except for checks and second-class publications with no customer record on file (which will be verified by the delivery unit supervisor), mail is returned to sender or otherwise disposed of in accordance with postal regulations by the markup unit personnel. Periodic reviews of mail sent to the markup unit and mail placed in the throwback case are to be made by the delivery unit supervisors to ensure proper distribution and separation by carriers. Also, delivery unit supervisors will review *no record* mail periodically for appropriate handling.

11. Index Cards—Assure that index cards are removed from file boxes and destroyed when the change of address order expires. Retention of old index cards expands the files and reduces employee production when searching for new address labels on active change orders. Allow adequate space in file boxes for ease in obtaining labels and for increase in active change orders. After a scheme change, instruct markup clerks to make spot checks as mail is processed to ensure that all index cards have been transferred to the proper box. In processing, the markup clerk may be alerted to a letter for a customer

Continued on p. 14

International Printed Matter

The notice concerning incoming international registered printed matter that appeared in *POSTAL BULLETIN* 21115, 6-16-77, is amended to exempt incoming registered printed matter from Canada from being handled as certified mail. All registered mail received from Canada will be handled as registered mail in our domestic system.—*Rates & Classification Dept.*, 8-11-77.

Absence Analysis Form Available

Form 3972, *Absence Analysis*, which has been out of stock for some time, may now be ordered from your supply center on your regular requisition. See 433.3 of Handbook F-1, *Financial and Cost Controls*, for instructions concerning the use of this form.—*Finance Dept.*, 8-11-77.

Continued from p. 13

for whom a forwarding order is on file but now there is no index card in the correct box. The clerk should go to the previous route to check to see if an index card was inadvertently left in the box.

12. Mail Markup Processing—Verify procedures or conduct quality control checks to reduce unnecessary handling of mail in the markup units. For example, careful observance of endorsements will save time. First-class mail bearing the endorsement *Do Not Forward* and third-class mail bearing the endorsement *Do Not Forward—Address Correction Requested* should not be prepared for forwarding or forwarded. Third-class mail endorsed *Forwarding and Return Postage Guaranteed* is not forwarded where a Form 3546, *Notice To Change Forwarding Order*, is on file, or the index card indicates forwarding is discontinued because the customer refuses to pay postage due on third-class mail. The mail should be endorsed *Refused* at the markup unit and returned to the sender. Review all procedural requirements followed in the markup unit for proper handling of undeliverable-as-addressed mail.—*Delivery Services Dept.*, 8-11-77.

Supply Items Discontinued

The General Services Administration (GSA) Supply Catalog, Volume II, dated May 1977, indicates that

the following post office items have been deleted from the GSA Supply Catalog:

POIN	Description	UOI	NSN
MED8042A	Aspirin.....	BT	6505-00-100-9985
MED8001	Salt Tablets.....	CN	6505-00-126-3407
F1710	Reading Glass.....	EA	6605-00-252-6250

Limited supplies of the above items are still available from area supply centers and requisitions will be filled until stocks are exhausted. When stocks are depleted, they will be dis-

continued as postal supply items. These changes will be reflected in the next revision of Publication 24, *Supply Catalog*.—*Procurement and Supply Dept.*, 8-11-77.

COD Mail—APO's and FPO's

Although an earlier caution notice was published, COD articles are still being accepted for delivery at APO's and FPO's contrary to instructions in Section 163.15, *POSTAL SERVICE MANUAL*.

Managers should take necessary action to assure that employees do not accept COD articles addressed to APO's/FPO's.—*Rates & Classification Dept.*, 8-11-77.

Change in Exam Specs for Personnel & Budget Positions

Effective immediately, the written examination, series A/N 600, is not to be used when filling personnel clerk and management positions, and budget and program positions (Qualification Standards 0201 and 0203). Transmittal letters will be issued in the future to reflect these changes in the appropriate personnel handbooks. In the meantime, disregard all references to this examination in Appendix A-2-7, A-2-8 and A-2-8a of Handbook P-11, *Personnel Operations*.

All other experience and proficiency requirements, including the typing performance test for these positions, as identified in the following Personnel Handbooks, are still applicable: P-12A, *Qualification Standards for USPS Positions*; P-12B, *Qualification Standards, Bargaining Unit Positions*; and X118B, *Qualification Standards for Postal Field Service*.—*Employee Relations Dept.*, 8-11-77.

MAS Master Instructor Opportunities

Finance and/or Mailing Requirements

The Management Academy, located in Bethesda, Maryland, has new opportunities for Management Action Series (MAS) Master Instructors in the functional areas of Finance and/or Mailing Requirements. The Master Instructor positions to be filled offer a variety of career broadening experiences in a simulated back-home work environment.

Specific information on the application procedures, as well as details on the role of, and eligibility criteria for, Master Instructors, is included on pages 4 and 5 of *POSTAL BULLETIN* 21109, 4-7-77.—*Employee Relations Dept.*, 8-11-77.

**EXPEDITE SERVICE—
SAVE MONEY—PROCESS
MAILBAGS FREQUENTLY**

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 21120 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	2079763066	to	2079763099	2169363900	to	2169363999
1657057000	to	1657057999	2081811623	to	2081811699	2169893174	to	2169893199
1698585200	to	1698585599	2082801500	to	2082801699	2172107100	to	2172107299
1784298576	to	1784298599	2082878700	to	2082878899	2172415400	to	2172415799
1813957442	to	1813957999	2083855000	to	2083856999	2172682574	to	2172682699
1818290300	to	1818290699	2085962942	to	2085962999	2172869517	to	2172869599
1843429002	to	1843429099	2090619332	to	2090619399	2173716964	to	2173716999
1913077598	to	1913077999	2090982736	to	2090982799	2175100002	to	2175100099
1914787700	to	1914787999	2091156500	to	2091156699	2176673400	to	2176673599
1920282400	to	1920282497	2093535946	to	2093535999	2176724200	to	2176724599
1932738600	to	1932738999	2096132430	to	2096132451	2179024181	to	2179024299
1938921759	to	1938921999	2097245600	to	2097245799	2179043600	to	2179043799
1939918310	to	1939918319	2097282600	to	2097283099	2185997272	to	2185997299
1942535329	to	1942535399	2099936003	to	2099936199	2187242970	to	2187242999
1942580000	to	1942580299	2100163166	to	2100163199	2187246087	to	2187246099
1945120446	to	1945120499	2101768200	to	2101768599	2188399463	to	2188399499
1952637000	to	1952638999	2106951701	to	2106951799	2188800511	to	2188800599
1953225400	to	1953225699	2107740713	to	2107740799	2188801700	to	2188801899
1955912600	to	1955912799	2108553150	to	2108553499	2189647844	to	2189647899
1956726600	to	1956726799	2108619400	to	2108619599	2189762200	to	2189762399
1974270113	to	1974270149	2108684500	to	2108684699	2195763572	to	2195763581
1981716500	to	1981716699	2112380459	to	2112380999	2199735900	to	2199736199
1983543000	to	1983543099	2114365608	to	2114365699	2202566712	to	2202566799
1993108600	to	1993108699	2115139783	to	2115139799	2203500000	to	2203500999
1995671359	to	1995671999	2115260515	to	2115260599	2204436530	to	2204436599
1999837384	to	1999837499	2115272600	to	2115273099	2205805206	to	2205805299
2020057900	to	2020058199	2116823100	to	2116823599	2207322100	to	2207322199
2020617306	to	2020617399	2117366276	to	2117366299	2212553990	to	2212553999
2023458092	to	2023458299	2117955979	to	2117955999	2213714600	to	2213714999
2025217286	to	2025217699	2122159972	to	2122159984	2213738000	to	2213738199
2025609787	to	2025609999	2122681108	to	2122681499	2216307624	to	2216307699
2026068306	to	2026068399	2124202319	to	2124202399	2216615318	to	2216615499
2026636200	to	2026636599	2125692381	to	2125692399	2218532291	to	2218532299
2028624211	to	2028624299	2131239827	to	2131239999	2222244200	to	2222244999
2032976000	to	2032977499	2131513600	to	2131513899	2222248100	to	2222248499
2033489900	to	2033489999	2131659000	to	2131659199	2222479305	to	2222479399
2034879111	to	2034879199	2135784229	to	2135784399	2224159200	to	2224159399
2036193700	to	2036193999	2138191300	to	2138191499	2225100300	to	2225100499
2036194350	to	2036194599	2138225800	to	2138226299	2225362000	to	2225362299
2038516800	to	2038516899	2139131670	to	2139131699	2228528193	to	2228528199
2039774500	to	2039774775	2140774465	to	2140774499	2235194912	to	2235194999
2041088000	to	2041088999	2141218800	to	2141218899	2237314200	to	2237314599
2043875944	to	2043875999	2141293584	to	2141293598	2237443156	to	2237443174
2045459800	to	2045460099	2141582955	to	2141582999	2240574061	to	2240574299
2050722591	to	2050722599	2141594800	to	2141594999	2241475275	to	2241475599
2052853100	to	2052853199	2143694808	to	2143694899	2243731235	to	2243731299
2052853276	to	2052853299	2143694920	to	2143694999	2245549830	to	2245550399
2058070042	to	2058070199	2147970000	to	2147970199	2247651900	to	2247651999
2058071000	to	2058071099	2148839300	to	2148839499	2251641500	to	2251641599
2064110687	to	2064110699	2149387653	to	2149387699	2252279900	to	2252279999
2064797131	to	2064797199	2150437926	to	2150438199	2255345100	to	2255345599
2064865293	to	2064865399	2151361978	to	2151361999	2255346300	to	2255346599
2064920627	to	2064920699	2152225157	to	2152225199	2257458700	to	2257458899
2064934600	to	2064934799	2155325100	to	2155325399	2257672000	to	2257672299
2067343432	to	2067343441	2155380200	to	2155380499	2272549800	to	2272550099
2067935600	to	2067935699	2160339107	to	2160339499	2276114000	to	2276114599
2070415820	to	2070415832	2161864279	to	2161864399	2281433800	to	2281433899
2070708800	to	2070708899	2165684600	to	2165684699	8005023000	to	8005023999
2071598565	to	2071598599	2166786072	to	2166786999	8009417900	to	8009417999
2071636784	to	2071636799	2169293359	to	2169293399	8012783600	to	8012783999
2073371600	to	2073372099						

UNITED STATES POSTAL SERVICE

WASHINGTON, DC 20260

OFFICIAL BUSINESS

PENALTY FOR PRIVATE USE TO AVOID
PAYMENT OF POSTAGE, \$300**FIRST CLASS****COUNTERFEIT U.S. MONEY ORDER FORMS—DO NOT CASH**

C. Counterfeit. Destroy the PB 21108 listing. Keep this listing until further notified. The actual serial numbers consist of the first 10 digits.

Serial Number(s)	Issuing Office Number	Validation Plate Number
1600317417-8	075241	04038
1600977418	075241	01038
1745197000 to 1745197999	915001	109611
1841850000 to 1841854999	935232 or 941000	59052
1881345000 to 1881345999	941000	104299
1881364900 to 1881364999	941000 or 075000	104299 or 01036
1981335500 to 1981336499	075000	01036
2006000000 to 2006999999	331461	104302
2045197000 to 2045197999	075000	01036
2166515686	33430	46009
8005305161 to 8005305171	963319	109863

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