



postal bulletin

Directives and Forms Division, Washington, DC 20260 PB 21123—Sept. 8, 1977—24 Pages

National Employ the Handicapped Week

The President has designated October 2 through 8 this year as National Employ the Handicapped Week. This is a time to focus attention on a major national goal to assure handicapped persons the opportunity for employment at levels commensurate with their abilities.

During the past fourteen years the Postal Service, through our policy of employing the handicapped, has opened the employment door for more than 25,500 handicapped persons. We can be proud of this record. However, those who can take most pride are the handicapped individuals themselves who have given so much dedication and talent to serving the nation's postal needs. Postal people who have had the occasion to work with these employees clearly recognize their contribution.

President Carter stated in his message at the White House Conference on Handicapped Individuals in May 1977, that "the time for discrimination against the handicapped in the United States is over." In keeping with that sentiment, I urge all postmasters, supervisors, and other managers to give our Special Employment Programs for the Employment of the Handicapped more positive meaning and direction.

Handicapped persons have proven they can be good, often outstanding, employees in the right jobs. They want to be part of the regular work force, and we can welcome them best by matching their qualifications with requirements of the right jobs as vacancies occur, rather than creating work especially for them.

No person should be barred from being considered for a job that he or she is competent to fill. National Employ the Handicapped Week is a special time for all of us to be reminded of the contributions and resourcefulness that the handicapped can offer. By recognizing this with appropriate hiring practices throughout the year, we will serve both the country's needs for productive manpower and the individual's need to make a meaningful contribution in a society dedicated to the concept of equal opportunity for all.

Our continuing program needs your assistance, support, and understanding.

BENJAMIN F. BAILAR
Postmaster General

Dead Mail

The following changes involving dead mail procedures will be effective immediately.

Post offices in the El Paso MSC (ZIP Codes 798 and 799) will no longer send dead letters to the dead letter branch at San Francisco, CA. These offices will send dead letters to the dead letter branch at Dallas, TX 75221.

In section 159.724c(2) of the POSTAL SERVICE MANUAL, as amended by POSTAL BULLETIN

21108, 3-24-77, the address of the dead parcel branch serving the Los Angeles BMC service area was shown as Los Angeles, CA 90052. This address should be changed to Bell, CA 90201. Any correspondence concerning dead parcel branch operations should still be sent to the Los Angeles address.

The POSTAL SERVICE MANUAL will be revised accordingly.—Rates & Classification Dept., 9-8-77.

All Postmasters and Other Field Managers

Lobby Management and Appearance

Post office lobbies have a vital role in providing service to our customers. For many customers, the lobby is their only close-up view of postal operations. They expect neat, clean, and attractive facilities as well as speedy, courteous, and efficient service. Are your lobbies making a favorable impression on your customers?

Lobby appearance is particularly important now as we begin introduction and promotion of the newly defined Express Mail Service. This is also the time of year when preparations are made to merchandise our philatelic products during the Christmas season and to handle the heavy customer traffic of the holiday.

Postmasters or other responsible managers should use the *Lobby Condition Checklist* printed in this BULLETIN in an immediate, personal inspection of lobby conditions and appearance. Use the survey results to make on-the-spot corrections and to set up plans and procedures for continued attention to the customer side of the lobby.

An immediate effort to clean up and organize the postal lobbies will go a long way toward making them more attractive and more effective in providing service to customers. To assist you in the future, guidelines and instructions will be distributed periodically through the coming year as part of a new Lobby Management Program.

W. F. BOLGER
Deputy Postmaster General

13-Cent Christmas Postage Stamps

Description. The 13-cent Washington at Valley Forge Christmas Stamp will be placed on sale at Valley Forge, PA 19481 on October 21, 1977, and the 13-cent Mailbox Christmas stamp will also be placed on sale October 21, 1977, at Omaha, NE 68108. Because of the new first-day cover procedures, it is important that all offices begin selling these stamps on October 22, 1977.

Do Not Sell Before Oct. 22, 1977.



Size: .75 x .87 inches.
 Issued in sheets of 100.
 Colors: Yellow, red, blue, and black.
 Marginal markings: None.
 Designer: Steven Dohanos.



Size: .75 x .87 inches.
 Issued in sheets of 100.
 Colors: Red, brown, gray, green, and black.
 Marginal markings: Five plate numbers, Mail Early in the Day, and Mr. ZIP.
 Designer: Dolli Tingle.

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

a. Customer Affixing Stamps. Collectors may purchase stamps at their local post office 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 November 5, 1977, and should be addressed to: First Day Cancellations, Postmaster, Valley Forge, PA 19481 or Omaha, NE 68108 for the Mailbox stamp. No remittance is required. Covers sent to either first day city for cancellation must bear the stamp issued in that city. They may also bear the Christmas stamp issued in the other city, or any other previously issued mint stamp. Covers sent to either city bearing only the stamp issued in the other city will be returned unserved.

b. Postal Service Affixing Stamps. Request first day cancellations from:

Valley Forge Stamp, Postmaster, Valley Forge, PA 19481
 Mailbox Stamp, Postmaster, Omaha, NE 68108

(See PSM, section 257.2.) Requests must be postmarked not later than November 5, 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 22, 1977.

Special Interest. The 13-cent Valley Forge stamp will be produced on the new gravure press similar to the 1976 Currier Christmas stamp. The Valley Forge stamp will have selvage (borders) on only one side of the pane and the plate numbers float as a result of the change in size of the cylinders used to print the stamps. There are no Mr. ZIP, Use ZIP Code, or Mail Early in the Day marginal markings.

Supply. All post offices will receive an initial supply of each stamp under the automatic distribution system. The quantity to be automatically supplied each post office will be approximately 10 times the amount (five times for Valley Forge, item 519, and five times for Mailbox, item 518) being furnished in the automatic distribution of a 50-subject commemorative postage stamp. Post offices with 950 or more revenue units

Unpaid Mail

Although every effort must be made to intercept unpaid mail, when there are reasonable signs that the postage stamps have fallen off, employees and supervisors are to exert special care to assure that the mail is dispatched for delivery as addressed and that no postage due is collected on delivery.

To reinforce this requirement, section 146.12 of the POSTAL SERVICE MANUAL, which covers insufficient payment, will be amended to reference 146.41, which states that postage due for the first increment is not to be collected when it is apparent from the impression of cancellation markings that a postage stamp has been wholly or partially lost.—*Rates & Classification Dept., 9-8-77.*

requiring additional bulk quantities of Christmas stamps, items 518 and 519, immediately requisition on Form 3356, *Stamp Requisition—Bulk Quantities*, from the Bureau of Engraving and Printing. Any requisitions for special issue Christmas stamps received after October 21 will be filled only if stock is available. Requisitions must be for quantities of 10,000, 20,000, 30,000, 40,000, 50,000, 100,000, 150,000, 200,000, 250,000, and multiples of 250,000. *Please note that each design is printed in sheets of 100 stamps each.* Do not order more than 5 million stamps on a single requisition. The filling of requisitions for additional bulk quantities of Christmas stamps will be withheld until completion of the automatic distribution.

All post offices requiring additional stamps in less than bulk quantities: requisition on separate Form 17, *Stamp Requisition*, from designated sectional center on next scheduled requisitioning date.

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 \$4 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., 9-8-77.*

Lobby Condition Checklist Instructions

All service lobbies must be inspected before September 30, 1977, using Form 5708-X *Lobby Condition Checklist* on page 5 of this BULLETIN. The objective of this inspection is to identify and correct those lobby conditions which detract from the appearance and usefulness of the service lobby. Particular attention must be given not only to the physical condition of windows, floors, and walls, but also to the availability and appearance of postings, speedy lines, and lobby equipment. Shortcomings which can be corrected by the responsible manager should be done on-the-spot or scheduled for immediate action. Others should be reported, using the Lobby Condition Checklist, for MSC action.

1. Windows, Walls, Floors, and Equipment: Check for cleanliness, state of repair, neatness, and need for paint. (Windows provide excellent space for displaying posters and notices, but a clutter of posters or the remains of tape used to mount them is unattractive).

2. Signs, Posters and Notices: Using the Lobby Display Schedule printed on page 13 of this BULLETIN, check for availability of proper posters, displays, and notices. These should be readily available or visible to customers, as well as neat and clean. *Take One* displays must be filled with material; this is particularly true of Consumer Service cards, which must be displayed and available in every postal lobby.

3. Full Service Windows and Speedy Lines: These will greatly enhance service to your customers and avoid the need for a large number of direction signs, etc. If these are not in use, why not? Note reasons on the checklist.

Following the inspection, identify those shortcomings which can be corrected locally and those which will require higher-level action. Note these on the checklist.

Forward the completed checklist to the MSC manager who will direct any needed maintenance or repair requirements to the appropriate MSC or area office staff. Copies of the checklist will be maintained at the MSC and post office for follow-up action.

MSC managers/postmasters and directors of customer services should

All Postal Facilities in the Passport Program

Passport Program Form Revisions

For the remainder of calendar year 1977, postmasters are requested to limit requisitions of the following passport forms to only the quantities needed for operations through December 30, 1977. On that date, the current editions become obsolete and will be destroyed:

Item	Title
DSP-4PS-----	You and Your Passport
DSP-11-----	Passport Application
DSP-19-----	Application for Amendment of Passport
DSP-82-----	Application for Passport by Mail

Postal area supply centers will make an automatic distribution of the revised versions of these forms during November 1977. An estimated four-month supply will be shipped direct to each station, branch, and main office window unit that is authorized to accept passport applications at that time.

The revisions are being made to reflect new requirements for passport photographs and inclusions which will become effective on January 1, 1978.—*Customer Services Dept., 9-8-77.*

conduct spot checks to validate the results of the lobby inspections and to ensure corrective action is being taken. Lobby appearance and conditions will be a matter of interest during service audits conducted by the Inspection Service.

- References:
- Handbook MS-47, *Housekeeping—Postal Facilities*
 - Handbook MS-54, *Color and Graphics Handbook* or 541A, *Graphics Handbook*
 - Publication 47, *Equipment Catalog*
 - Publication 48, *Outline of Good Housekeeping Clinic*
 - Publication 197, *Retail Equipment and Supplies*
 - Publication 200, *Postal Lobby Signage Standards* (July 1973).

Note: Refer to Pub. 24, *Supply Catalog*, for instructions on how to order.—*Customer Services Dept., 9-8-77.*

Return of Empty USPS Pallets

The delayed return and/or improper use of USPS pallets is causing a shortage of this equipment in some localities. It is imperative that all postal facilities generating empty USPS pallets return them on a continual basis to the appropriate empty pallet distribution center, as designated by the regional Logistics Division. Returns are to be made using existing surface transportation and in accordance with current instructions.

USPS pallets are easily identifiable by the orange stringers (sides) and are stenciled *U.S. Mail*. Their use in any activity other than an authorized one is prohibited.—*Mail Processing Dept., 9-8-77.*

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POST OFFICE CHANGES NO. 22

(Supplemental to 1977 Directory of Post Offices, Publication 28.)

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 128 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
AL	Dothan	Houston	Northside	S	36301	Delete	1- 1-78	} S ZIP Code changed.
AL	do	do	do	S	36303	Add	1- 1-78	
AL	do	do	Napier Field	CPO	36301	Delete	1- 1-78	} CPO ZIP Code changed.
AL	do	do	do	CPO	36303	Add	1- 1-78	
AL	Montgomery	Montgomery	East	Sx	36117	Add	7-16-77	Sx estab.
CA	San Francisco	San Francisco	FPO 96610	B	96610	Delete	9- 3-77	} Amend PB 21122 to show new ZIP Code and parent post office.
HI	Honolulu	Honolulu			96961	Add	9- 3-77	
FL	Largo	Pinellas	Starkey Annex	Bx	33543	Add	5- 1-77	Bx estab.
HI	Kailua Kona	Hawaii			96740	Add	7-16-77	C estab.
IN	Gary	Lake	East Gary	Bx	46405	Delete	10-25-77	} Bx name changed.
IN	do	do	Lake Station	Bx	46405	Add	10-25-77	
ME	Waterville	Kennebec	Winslow	Bx	04901	Add	8- 8-77	Bx estab. to correct NZCD, and DOPO.
OH	Mentor	Lake	Concord	B	44060	Add	6-30-77	B estab.
OH	Sugarcreek	Tuscarawas	Shanesville	Sx	44081	Delete	10- 8-77	Sx disc.
OR	Corvallis	Benton	Campus	S	97331	Delete	9-18-77	S disc.
SC	Charleston	Charleston	Hampton Park Terrace	S	29403	Delete	8- 6-77	S disc.
TX	Gustine	Comanche	Lamkin	CPO	76460	Delete	6-17-77	CPO disc.
VA	Deltaville	Middlesex	Amburg	CPO	23044	Delete	9-30-77	CPO disc.
VA	Lynchburg	Independent City	Downtown	Sx	24505	Add	8-20-77	Sx estab.
WA	Tacoma	Pierce	North Fort Lewis	Bx	98423	Delete	6-24-77	} Bx ZIP Code changed.
WA	do	do	do	Bx	98424	Add	6-24-77	
WA	do	do	Terminal	Sx	98404	Delete	6-24-77	} Sx ZIP Code changed.
WA	do	do	do	Sx	98409	Add	6-24-77	

—Customer Services Dept. 9-8-77.

All Postmasters

MONEY ORDER SWINDLE

Postmasters and window clerks are warned of several recent instances in which swindles have been perpetrated on postal employees by persons purchasing money orders in large denominations. Variations of the following scheme have occurred in the past several years. When the purchase is made, the offender hands the employee a stack of bills and receives the money order(s). The purchaser usually indicates an intention to mail the orders uncompleted in order to conceal the identity of the sender.

While the employee is counting the money, the purchaser pretends to place the money order(s) in a greeting card or other envelope. When the employee discovers that the money is short of the correct amount by a small sum, the purchaser takes back the money and gives the employee the envelope to hold. The purchaser promises to return quickly with the needed additional money. The purchaser never returns and the envelope, when examined, is found to contain a greeting card, blank paper, or a money order for \$1.00 or \$2.00.

Issuing employees are reminded that the total amount due for money orders and fees should be collected and verified before the orders are given to the purchaser.

If attempts to perpetrate such a swindle are made, employees should obtain a description of the person and vehicle involved. Tag numbers or other identifying data should be noted and the information should be furnished immediately to the nearest Postal Inspector.—*Inspection Service, 9-8-77.*

HANDLE INDEMNITY CLAIMS AND CLAIM STATUS INQUIRIES PROMPTLY

**U. S. POSTAL SERVICE
LOBBY CONDITION CHECKLIST**

FACILITY

INSPECTION DATE

ITEM		✓	ITEM		✓		
1. FLOORS	a. CUSTOMER AREA	NEEDS REPAIR		5. LOBBY EQUIPMENT (Continued)	b. BULLETIN BOARDS	NEED MORE	
		NEEDS CLEANING				NEED CLEANING	
		O. K.				NEED REPAIR	
	d. RETAIL CLERK AREA	NEEDS REPAIR			O. K.		
		NEEDS CLEANING			c. DISPLAY CASES (Include 3 tier philatelic display)	NEED CLEANING	
		O.K.				NEED MATERIAL UPDATED	
	NEEDS CLEANING		NEED REPAIR				
	c. NEAR TRASH RECEPTACLES	CLEAN			O. K.		
		NEED REPAIR			6. a. CLERK STATIONS	NEAT	
NEED CLEANING			NEED CLEANING				
O. K.		NEED REPAIR					
2. WINDOWS	O. K.		O. K.				
	3. a. OPERATE	NEED REPAIR		b. LETTER DROPS	NEED CLEANING		
		SATISFACTORY			NEED REPAIR		
NEED REPAIR			O. K.				
b. LOCK	SATISFACTORY		c. LOCKBOXES	NEED CLEANING			
	PUSH/FULL			NEED REPAIR			
	OPEN/CLOSE			NEED MORE			
c. SIGNS (As appropriate)	"NO PETS"		O. K.				
	EMERGENCY NOTIFICATION		d. VENDING EQUIPMENT (Include photo-copy machine)	NEED CLEANING			
	NEED PAINT			REMOVE TAPED SIGNS			
NEED WASHING		NEED REPAIR					
4. WALLS	FREE OF TAPE, NAILS, HOLES		NEED UPDATED CHARTS				
	O. K.		O. K.				
	5. LOBBY EQUIPMENT	a. WRITING TABLES	NEED MORE		7. a. ZIP CODE DIRECTORY	AVAILABLE	
NEED CLEANING				NEAT/CLEAN			
NEED REPAIR				b. POSTERS/NOTICES (See Lobby Display Schedule, Bulletin 21123)		NEAT/CLEAN	
O. K.				OUT-OF-DATE			
6. b. FULL SERVICE WINDOWS	AVAILABLE (List discrepancies below)		9. SPEEDY LINES INSTALLED	YES			
	NO (State reason)			NO (State reason)			
	NO (State reason)						

10. GENERAL APPEARANCE EXCELLENT VERY GOOD GOOD FAIR POOR

11. THE FOLLOWING ITEMS WILL BE CORRECTED LOCALLY BY (Date) _____

12. THE FOLLOWING ITEMS REQUIRE ASSISTANCE FOR CORRECTION

13. INSPECTED BY	PRINTED NAME AND TITLE	SIGNATURE
14. REVIEWED BY	PRINTED NAME OF POSTMASTER	SIGNATURE
15. ACTION TAKEN		
16. MSC MANAGER/ POSTMASTER	PRINTED NAME	SIGNATURE

*Field Employees in Grades PES-19 and Above***HEADQUARTERS/FIELD INTERCHANGE PROGRAM**

Employees in grades PES-19 and higher are now eligible to apply for the new Headquarters/field interchange program. Final dates for applying and for processing applications are listed in the schedule below.

Program Description

In Fiscal Year 1978, about 50 Headquarters and field employees will participate in the interchange program. If you are one of the field employees selected to participate, you will serve a 3 to 6 month career development assignment at USPS Headquarters in Washington, DC, or at one of the Headquarters supporting facilities (postal data centers, supply centers, mail equipment shops, mailbag depositories and repair centers, an stamped envelope agency). Assignment may be in your present or a different field of work, and may be at your present or a higher level of responsibility. Your preference will be considered.

After a brief orientation, you will have the authority and responsibility of the position to which you are assigned. At the outset, you and your manager will jointly develop specific written objectives for you in the assignment. At the end of the assignment, the two of you will prepare a report, measuring your performance in meeting the objectives.

How to Apply

If you are in grade PES-19 or higher, you may apply for the program by submitting a Form 991, *Personal History Summary*, to your immediate supervisor, by the date listed in the schedule below. Attach a statement which includes:

1. Your preference for a specific kind of work assignment or general functional area in USPS Headquarters or in one of the Headquarters supporting facilities.
2. A summary description of your qualifications applicable to the kind of assignment preferred.
3. A brief explanation of specifically how you expect to benefit from the assignment in terms of your career development and goals, and how you believe the assignment will improve your performance in your *present* job.

Selection for Program

Your immediate supervisor and next-higher manager add a joint

written statement, either recommending or not recommending you for the preferred kind of assignment. If your managers do not believe that your preference is the most suitable kind of assignment for you, they should resolve the matter with you before submitting the recommendation to your installation head.

Your installation head nominates those recommended employees (normally not more than three) who would benefit most from this program. Those nominations are further reviewed and screened at higher organization levels. Based on the recommendations of a panel of all the Regional Directors, your Regional Postmaster General notifies USPS Headquarters of the final list of nominees. Headquarters selects program participants based on opportunities available for assignments in a cross-section of functional areas.

You will be notified if you are not selected at any stage of this process. If you are selected for participation in the program, your installation head will advise you of the arrangements for reporting for the assignment.

Selection Criteria

The recommendation, nomination, and selection of program participants is based on the following criteria as applied to you and other applicants:

1. Your desire and potential for career development, previous self-development efforts, and demonstrated interest in improving your effectiveness in your present position;
2. The extent to which your participation can be expected to directly benefit you in terms of your career development and goals, and performance effectiveness in your present position;
3. The potential long-range benefit to the Postal Service of investing in your development;
4. The effectiveness with which you may be expected to perform in the program assignment;
5. The assignment will not duplicate a previous kind of work experience you have had;
6. Assignment under this program would be more appropriate and timely for you than another kind of career development activity;
7. The extent to which your participation will contribute to meeting

EEO affirmative action plans and goals; and

8. If appropriate, the extent to which your co-workers may subsequently benefit from the knowledge which you acquire in the assignment.

Other Program Conditions

Other conditions of participation in the program are:

1. You will retain your present pay during the assignment, regardless of the grade of the position to which assigned.

2. During the assignment, you will be free of business commitments at your regular employing office and will not ask or be asked to interrupt or terminate your assignment except for a serious, unexpected emergency.

3. You will be authorized round-trip travel for a brief visit to your employing office at the end of each three weeks of assignment. Your regular manager and assignment manager may jointly authorize additional visits.

4. If assigned to a vacant position, you will be ineligible for selection when that particular vacancy is next filled on a permanent basis. An exception may be approved by the Senior Assistant Postmaster General, Employee and Labor Relations Group, on appropriate justification by the organization with the vacancy.

Schedule

The following dates are deadlines for completing each phase of the selection process:

—**Sept. 26, 1977**, is the final date for you to submit an application to your immediate supervisor.

—**Oct. 17, 1977**, is the final date for installation heads to nominate their recommended employees to the next-higher organization.

—**November 7, 1977**, is the final date for District Managers to recommend employees to Regional Headquarters.

—**December 9, 1977**, is the final date for Regional Postmasters General to notify USPS Headquarters of the final list of recommended employees.

After this last date, selected employees will be notified as an assignment opportunity becomes available for them.—*Employee & Labor Relations Group, 9-8-77.*

OBSOLETE DIRECTIVES

The publications and handbooks listed below are obsolete. Do not order these directives from the Directives and Forms Division or from the Supply Centers.

Discard these directives; the information they contain is no longer current, or has been included in other directives in more current form.

<i>Pubs.</i>	<i>Title</i>	<i>Pubs.</i>	<i>Title</i>	<i>Pubs.</i>	<i>Title</i>
4-----	Revenues and Classes	111-----	Restrictions on the Transportation of Letters	<i>Self Study Course in Retailing Postal Products:</i>	
8-----	Instructions for Mailers	116-----	Training and Development Guide	177I-----	Customer Service—Post Office Box Rental, Parts I & II
12-----	Sales Promotion Guide	117-----	Scheduled Mail	177J-----	Customer Service—Postage Due, Parts I & II
19-----	Specification for Construction of RPO Cars	118-----	Mail for Servicemen	178B-----	Domestic Mails—Recommending a Service, Parts I & II
20-----	Christmas Mail Early	118A-----	Mail for Servicemen (Spanish Language Version)	178D-----	Domestic Mails—An Additional Operation Involving Return Receipts, Parts I & II
23-----	Preferential Mail Network Letter Mail Code Sort System	119-----	Post Office Net Procedures and Directory	179A-----	International Mail—Use of Publication 42
27-----	Your Postal Service	122-----	Project Transition	179B-----	International Mail—Small Packets
30-----	Vehicle Repair Parts Catalog—5-Ton, International Harvester	124-----	Rules of Practice	179C-----	International Mail—Printed Matter
31-----	Vehicle Repair Parts Catalog—1/4-Ton, International Harvester	126-----	Congressional Franking Privilege	179D-----	International Mail—Letter Packages
35-----	Vehicle Repair Parts Catalog—1/2-Ton, American Motors	129-----	Personal Property Price Lists	179E-----	International Mail—Parcel Post
41A-----	Procurement and Supply Handbook	130-----	New Procedures for Facing Slips	180A-----	Financial Transactions—Obtain, Replenish, and Protect the Assigned Fixed Credit
53-----	Agreement Between U.S. Post Office Department and 7 National Employee Organizations	131-----	Unsolicited Proposals	180B-----	Financial Transactions—Sale and Redemption of U.S. Postage Stamp Stock
56-----	ZIP Code—ADP Conversion to Alpha-Numeric Address Data	137-----	POD Job Opportunity Program	180C-----	Financial Transactions—Issue, Cash, and Account for Domestic Money Orders
57-----	ZIP Code—ADP Master File Control Package	138-----	Mechanization and Modernization Program	180E-----	Financial Transactions—Closing Out
63-----	International Transit Statistics	141-----	Repair Parts Catalog, Major Mechanization Systems	180F-----	Financial Transactions—Operating Instructions for New Money Order System
66-----	Operation of Pilot Test Procedures	146-----	Repair Parts Catalog, Edger-Stacker Model 303	<i>Handbooks</i> <i>Title</i>	
67-----	Schemes: Assignments and Examinations	150-----	A Job That Means Something	F-17-----	Chief Accountants
73-----	Code of Ethical Conduct	152-----	Opportunities for Modern Managers	F-17A-----	Accounting, Budgeting, Cost, and Financial Reporting Instructions
78-----	Repair Parts Catalog, Canceling Machine, Model K	153-----	What Mailers Should Do To Get the Best Service	F-20-----	Money Order Manual
80-----	Repair Parts Catalog, Canceling Machine, Model D	154-----	Repair Parts Catalog, Items of Supply in Part Number Sequence	F-36-----	New System for Estimating In-Office Costs
86-----	Repair Parts Catalog, Friden Print Punch Money Order Machine	156-----	Information for Participants	F-36A-----	Procedures Manual
87-----	Mr. ZIP—Who He Is and What He Does	158-----	Finance Examiners, A Course of Programmed Instruction	F-38-----	Contract Vehicle Hire
90-----	Repair Parts Catalog, Imperial Triner Scale, Model 570	158A-----	Finance Examiners, A Course of Programmed Instruction — Supplement	F-40-----	Regional Controllers Handbook
97-----	Construction Requirements for Leased VMF's	161-----	In-Office Cost System in 1st & 2nd Class Offices	M-1-----	Packing and Handling Untied Mail
98-----	The Endless Challenge	173-----	Catalog 1972 OPTO	M-2-----	Vehicle Maintenance Facility
99-----	Repair Parts Catalog, Stamp Vending Machine Model SI-9	185-----	Employee Complements	M-3-----	Vehicle Maintenance at Nonpersonnel Offices
100-----	Repair Parts Catalog, Stamp Vending Machine Model SI-10	189-----	Vehicle Repair Parts Catalog, 1/4-Ton Kaiser Jeep Corp.	M-6-----	Vehicle Accident Investigation
102-----	Developing Managers	192-----	Stamps and Stories		
106-----	Postal Source Data System	199-----	Selection of Initial Level Supervisors		
107-----	Third Class Mail—A Self Instructional Training Program	208A-Q-----	Collective Bargaining Agreement — Inspection Service		
109-----	PSDS Management Seminar	211B-----	Parcel Damage Control Training Program		
		211C-----	Parcel Damage Control Training Program		
		214-----	Annotated Collective Bargaining Agreement		

OBSELETE DIRECTIVES—Continued

Handbooks	Title	Handbooks	Title	Handbooks	Title
M-16	Transfer Clerks	MS-6	Print Punch Money Order Machines	S-24	Fundamentals of Automatic Transmissions
M-26	Mail Counting	MS-12	Bulk Belt Conveyors	S-25	Fundamentals of Engine Tuneup
M-38	Transfer Clerks AMF's	MS-16	16-Ounce Beam Scale	S-27	Fundamentals of Motor Vehicle Air Pollution Control Devices
M-40	Financial Examination	MS-17	Challenger 70-Pound Scale	S-28	Fundamentals of Vehicle Electrical Systems
M-42	ADP Manual	MS-20	Tray Transport Conveyors	S-29	Management of House-keeping Function in Larger Buildings
M-45	Instruction Guide for Training New PM's	MS-21	Elevator Maintenance	S-30	Instructors Guide for Training Operators in Proper Use of Service Vehicles and Tow Trucks
M-47	Assembling, Operating, and Service Instructions	MS-32	Operating & Maintenance Instructions — Edger Stacker	CI	All CI Series handbooks are obsolete
M-57	Operating and Maintenance Manual for Edger-Stacker Machine	MS-34	Floor Scale Model NPR 5100	CR	All CR Series handbooks are obsolete
M-63	Work Load Recording System, Phase III	S-6	Acquiring Postal Quarters	E-6	Design and Construction Guide for Postal Facilities
M-65	Work Load Recording System	S-10	Fire Extinguishing Equipment	E-8	Automatic Indicating Scales
P-23	EXCERPTS FROM Orientation and Craft Skill Training: Parts 220, 230, 240, 250, and 251	S-11	Vehicle Maintenance Facility	E-12	Standard Time Values for Mail-Handling Operations
P-26	Summer Aide Program—Implementation Guidelines	S-14	Vehicle Maintenance at Non-Personnel Offices		
P-27	Summer Aide Program—Guidelines for Supervisors	S-16	Fluorescent Lights, Cleaning and Relamping		
P-28	Summer Aide Program—Pocket Office for the Counselor	S-19	Cleaning and Maintenance Management in Smaller Structures		
MS-4	Stamp Vending Machines	S-22	Fundamentals of Hydraulic and Air Brake Systems		
		S-23	Fundamentals of Front Wheel Alignment		

Office of Management Services, 9-8-77.

Amendments to Postal Manager's Merit Selection Program

The following changes (in italics) to the postmaster selection procedures published in SPECIAL POSTAL BULLETIN 21119, 7-21-77, are effective immediately:

.26 SELECTION OF CANDIDATES FOR BOARD INTERVIEW

.263 For Vacancies in NCD Grades 12 through 17:

a. From Within the Vacancy Post Office. (No change)

b. From Outside the Vacancy Post Office. The Regional Postmaster General will nominate from any postal installation within the geographical area of the same district as that of the vacancy post office not less than two employees who satisfactorily meet the basic requirements and qualification standards set forth in section 335.322. The Regional Postmaster General will also nominate from any postal installation within the geographical area of the same district as that of the vacancy

post office such additional employees who satisfactorily meet the basic requirements and qualification standards set forth in section 335.322. In no case will the number of eligible and nominated candidates to be considered by a board for any specific vacancy *in NCD 15 and 17 be less than five and in NCD 12 be less than three.*

c. Expansion of the Area of Consideration. (No change)

.36 OFFICERS-IN-CHARGE

.361 Duration of Appointment. (No change)

.362 Ineligible for Appointment. An employee serving or having served as an OIC during a current vacancy at a management sectional center, city delivery or an NCD 15 or 17 post office, will be ineligible for appointment to the current sectional center manager or postmaster vacancy. *In unusual circumstances, e.g., sparsely populated geographic*

Posthumous Service Award Certificate

The Posthumous Service Award Certificate (Item No. 0-1100-D) was inadvertently deleted from stock in February 1976. The return of this item to stock resulted in an inferior certificate (with crooked printing), which was unacceptable to the USPS. Request was made for a reprint, which is now stocked in the area supply centers. All installations should dispose of the crookedly-printed certificate and *when needed*, request the reprinted Posthumous Award Certificate from the area supply centers. Form 7380, *Requisition for Supplies*, should be used and no other item placed on the requisition.—*Employee Relations Dept., 9-8-77.*

areas, exceptions may be made only at NCD 15 or 17 post offices with prior approval of the SAPMG, Employee and Labor Relations.—Employee & Labor Relations Group, 9-8-77.

*All Rural Delivery Post Offices***Rural Carrier's Annual Leave Commitment**

POSTAL BULLETIN 21121, 8-11-77, contained instructions for this year's Annual Count of Mail on Rural Routes. Section X included information relative to the revised Form 4241, *Rural Delivery Statistics Report* (July 1977 edition date), and the requirement to indicate in blocks provided if carrier has chosen to elect the Higher Option, if eligible, and if the necessary leave commitment has been made. Special instructions on the reverse of the current Form 4241 emphasize that postmasters and carriers must still fulfill all the requirements of amended Article XLII, Part A, section 2, f(1) and (2), of the 1975 *National Agreement*.

A rural carrier whose route may be classified in more than one heavy duty classification, and who has chosen to elect the higher route classification, must still agree in writing to use sufficient annual leave to assure that the total actual hours worked will not exceed the 2,080 annual guarantee. All offices are to use the language in the following standard agreement for obtaining the carrier's leave commitment.

Agreement to Use Annual Leave Pursuant to Election of Higher Route Classification:

Pursuant to the provisions of amended Article XLII, Part A, Sect. 2,f(1), of the 1975 *National Agreement*, I, (name of carrier), agree as follows:

In the event that I am eligible to elect a higher route classification, I agree to use sufficient annual leave during the guarantee period to assure that my total actual work hours will not exceed 2,080 during the guarantee period.

Signature:

Route #/Post Office:

Date:

The agreements should be completed in duplicate. The original must be submitted to the MSC with the appropriate forms at the time of the annual count, interim adjustment, or special count. The copy of the agreement is to be retained by the carrier. **MSC's are not to submit the agreement forms to the PDC's with Forms 4241.** MSC's should check all

International First Flight Cachet

On or after October 1, 1977, Continental/Air Micronesia Airlines will begin flight service from Saipan, Mariana Islands, to Tokyo, Japan. Official cachet and philatelic treatment are authorized as outlined in Section 257.33, *POSTAL SERVICE MANUAL*.

To prepare and send covers for official philatelic treatment for the above service, observe the following procedures:

1. All covers must be self-addressed.
2. Applicable rate of postage per cover is 31 cents per half ounce.
3. 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.
4. An additional clear space of 1½ inches to the left of the innermost stamp must be provided to permit a clear postmark.
5. Include in each envelope a uniform enclosure of the approximate weight of a postal card to assure a good impression.
6. Enclose the prepared covers in another envelope, addressed as follows:

<i>Cachets to be applied by:</i>	<i>Send covers to:</i>
Saipan, TT Post Office	Postmaster Saipan, Trust Territories 96950

7. Endorse the lower left corner of the outer envelope containing the covers with the words *COA Inaugural Covers* for easy identification.

8. 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.

9. Aerogrammes and Postal Cards will not be accepted.

10. Domestic postage rates are applicable for mailing the covers from the United States to Saipan.

Covers bearing previous postmarks and those not properly prepared according to these instructions will not receive cachets.—*Mail Processing Dept., 9-8-77.*

Forms 4241 to see if the appropriate blocks (C&D) are checked *Yes*, and if so, that a signed leave commitment agreement accompanies the Form 4241.—*Delivery Services Dept., 9-8-77.*

1978 Year Type For Hand Stamps And Canceling Machines

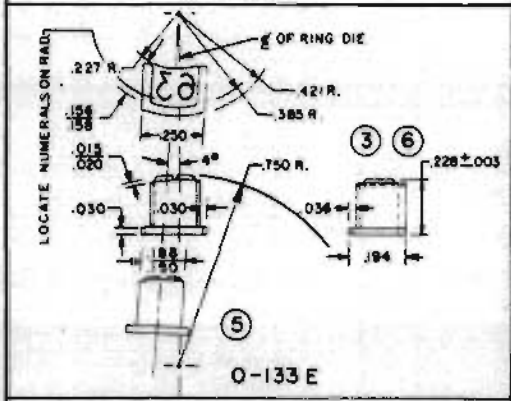
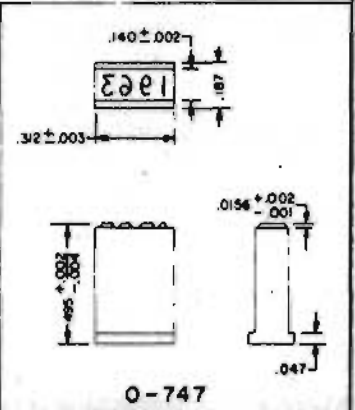
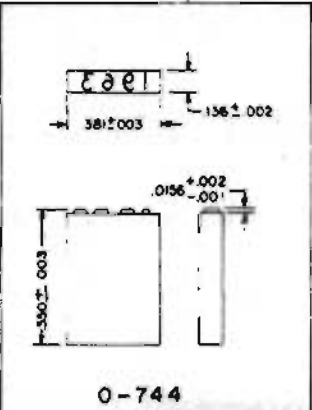
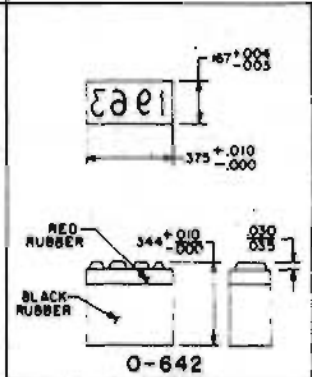
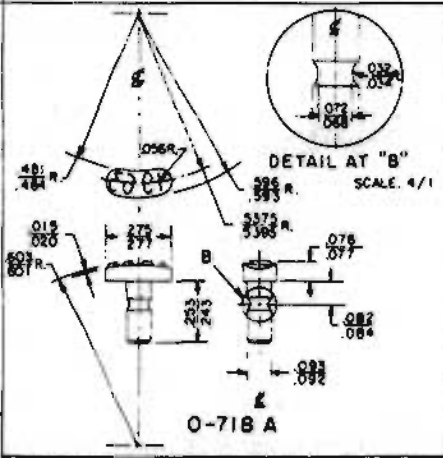
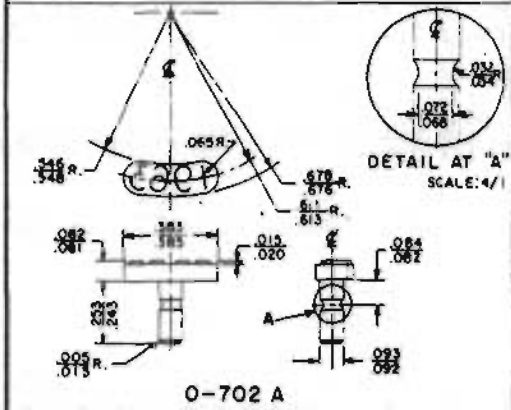
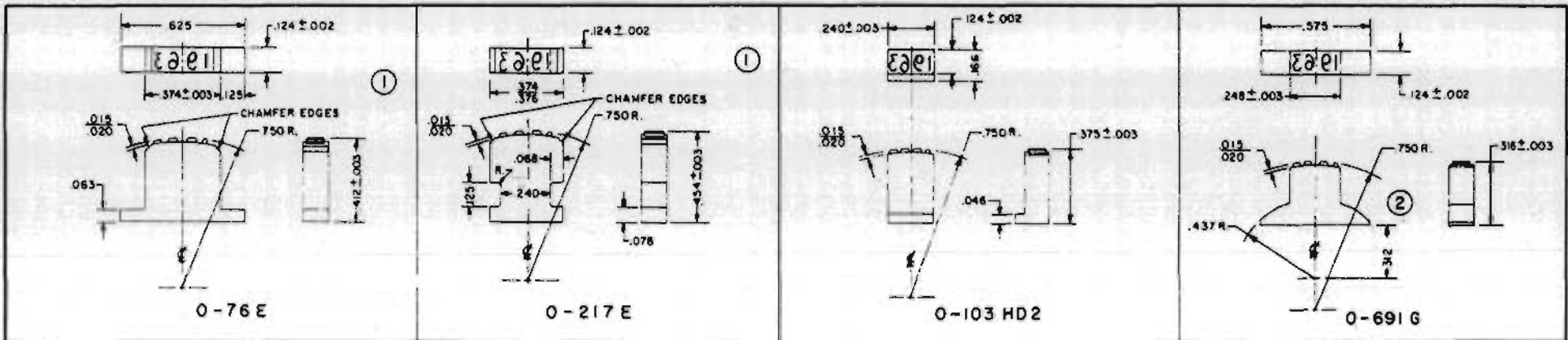
Postal installations are to submit Form 4750, *Special Requisition for Supplies*, to their designated area supply center not later than November 4, 1977, requesting year type for hand-canceling stamps and canceling machines. Indicate quantities required on the following:

- a. Item 076E, for Model D, K, and G new style canceling machine using 77, 225 and 218-A die hubs.
- b. Item 0103HD2, for Model HD-2 canceling machines.
- c. Item 0133E, for Model Flier and M machines using 1207 die hubs.
- d. Item 0217E, for Model G canceling machines using 218 die hubs.
- e. Item 0691G, for model Flier and M machines using 1207-G die hubs.
- f. Item 0702A, for steel postmarker, hammer type.
- g. Item 0718A, for steel postmarker, rotary type.
- h. Item 0642, rubber, for use with Nos. 550, 570 and 552.
- i. Item 0744, steel, for use with No. 700 without flange.
- j. Item 0747, steel, for use with No. 700 with flange.

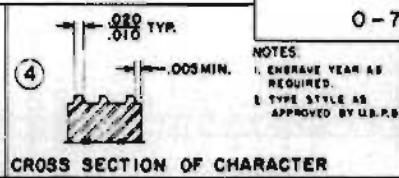
Postmasters will check the model number of the machine nameplate to make sure the proper year type for canceling machines is being requisitioned. P.O. Drawing 14-340, Year Type for Hand Stamps and Canceling Machines, revised May 21, 1971, is reproduced on page 11 as a guide to ensure that the correct type will be ordered.

Do not include any other item or form on this special requisition. In addition to the signature, the Finance Number and FEDSTRIP Address Code of the installation must be entered on the Form 4750. Year type will be mailed from supply centers no later than December 23, 1977.

1978 Year Type for the Mark 11 Facer-Canceler is available under National Stock Number 7490-00-000-6850 from the Repair Parts Center, Western Area Supply Center, Topeka, KS 66624, and should be requisitioned from that activity on Form 4984, *Repair Parts Requisition*, by authorized offices only.—*Procurement & Supply Dept., 9-8-77.*



NOTES:
 1. TOLERANCES NOT SPECIFIED SHOULD BE SUCH AS TO INSURE PROPER FIT WITH MATING PARTS UNDER RUNNING CONDITIONS.
 2. CONTRACTOR WILL REPLACE ANY DEFECTIVE TYPE ENCOUNTERED DURING THE CALENDAR YEAR.



No.	DATE	REVISION	BY
1	8-15-63	ADDED CHAMFERED EDGES	RLB
2	8-15-63	CUT SHARP EDGE OFF BOTTOM	RLB
3	8-15-63	MODIFIED AND ADDED MORE DETAILS.	RLB
4	8-15-62	OMITTED ANGLE OF NUMERALS	RLB
5	3-1-71	O-133E-RELOCATED .750 R. DIM.	TEA
6	5-21-71	CORRECTED BASE DIM. & LOCATED NUMERALS ON RADIUS	TEA

ITEM NO.	DESCRIPTION
O-76E	MODEL "D", "K", AND "G", NEW STYLE, CANCELING MACHINES USING 218A DIE HUBS (STEEL)
O-103 HD2	MODEL HD-2 CANCELING MACHINE. (STEEL)
O-133 E	MODEL FLIER AND "M" CANCELING MACHINES USING 1207 DIE HUBS. (STEEL)
O-217 E	MODEL "G" CANCELING MACHINES USING 218 DIE HUBS. (STEEL)
O-691 G	MODEL FLIER AND "M" CANCELING MACHINES USING 1207 G DIE HUB. (STEEL)
O-702A	STEEL POSTMARKER, HAMMER TYPE
O-718A	" " " " ROTARY " " "
O-642	RUBBER, FOR USE WITH Nos. 550, 570 AND 552.
O-744	STEEL, " " " " No. 700 WITHOUT FLANGE
O-747	" " " " " " WITH " " "

YEAR TYPE FOR HAND STAMPS AND CANCELING MACHINES

U. S. POSTAL SERVICE
 FACILITIES DEPARTMENT
 OFFICE OF PROCUREMENT
 WASHINGTON, D. C. 20280

DRAWN BY WWH TRACED BY GFB
 CHECKED BY TEA
 APPROVED *JTB*

SCALE: DOUBLE SIZE HAS NOTED
 DATE MARCH 1, 1971
 SEE NO.
 REVISED 5/26/71

DRG NO. **14-340**

THIS DWG. SUPERSEDES DWG. No. 14-340 DATED MARCH 16, 1962

—Procurement & Supply Dept., 9-8-77.

Bulk Rate (Third Class) Mailings for Federal Agencies

Post offices are submitting improperly prepared Forms 3602-PC, *Statement of Mailing Bulk Rates*, to Headquarters. Government departments and agencies have been advised concerning proper Form 3602-PC preparation. The Government agency should be told by the post office if its part of the 3602-PC is improperly prepared. Please refer to **POSTAL SERVICE MANUAL**, section 137.275c, which provides in pertinent part:

c. Form 3602-PC, *Statement of Mailing Bulk Rates—Third Class Mail*

Federal Government agencies must present Form 3602-PC at the post office when official mail is sent at bulk third-class rates. *The front of the form must be fully completed by the mailer to identify the mailing agency and must include the following information:*

(1) *The permit number should be a six-digit coding. Zeros should be added at the end of the authorized permit number if it is not a six-digit number (for example 005-200).*

(2) *The date and total number of pieces in the mailing should be complete and legible.*

(3) *The designation of type of matter mailed such as circulars, books, or catalogs, should be indicated in the appropriate block.*

(4) *The weight of a single piece should be indicated in ounces and carried five places to the right of the decimal point. Examples are:*

- 1 ounce to be written as..... 1.00000
- 3/4 ounce to be written as..... .75000
- 2/3 ounce to be written as..... .66667
- 1/2 ounce to be written as..... .50000
- 1/3 ounce to be written as..... .33333
- 1/4 ounce to be written as..... .25000

(5) *The back of Form 3602-PC must be fully completed and signed by the receiving employee. Please pay particular attention to the italicized portions above.*

All mailing statements (copies of Forms 3602, *Statement of Mailing With Permit Imprints*, and 3602-PC) Forms 3603, *Receipt for Postage Meter Settings*, and 3610, *Record of Postage Meter Settings*, pertinent to official mailings and meter settings must be forwarded at the end of each accounting period to the

Lobby Display Schedule

The following posters, notices and signs are mandatory for display in *all* post office lobbies until notice is given to replace or remove them:

Title	Issued
Poster 103, Domestic Postage Rates, Fees, and Information.....	July 1976
Poster 7, Rules and Regulations Governing Conduct on Postal Property.....	August 1976
Notice 96, Notice of Reward.....	August 1977
Poster 31-B, Mail Problem? (Counter Card to Hold Consumer Service Cards).....	February 1977
Official Signs Indicating:	
—Service and/or Lockbox Lobby Hours of Service	
—Letter Drops (Local, etc.) and Dispatch Times	
—Window and Counter Positions Providing <i>All Services</i> or specialized services (plus stamps). (See PSM 113.214.)	

The schedule of lobby poster displays for post offices with 950 revenue units and above, covering dates in September is:

Title	Poster	From	Through
Herkimer.....	377	8/1	9/5
Settlement Alto California.....	378	9/2	10/2
Articles of Confederation.....	379	9/23	10/28
50th Anniversary/Talking Pictures.....	380	9/29	11/3
Stamps and Stories.....	11	Continuous	
1976 Mint Set.....		Continuous	
1975-74-73 Mint Set.....		Continuous	
Stories of the American Revolution.....		As available	

Post offices designated to offer specific services or participate in specialized programs will display the following items until notice is given to replace or remove them:

- Packaging You Can Bank On.* (Poster/one-time distribution.)
- Mail Problem?* (Poster 31-A, Feb. 1977.) Editions of this poster and of Poster 31-B are available in Spanish Language as Posters 31-C&D respectively.
- Express Mail—Here Today, There Tomorrow.* (Poster 84, Sept. 1977. **For lobbies in Express Mail Network only.**)
- New Pocket-Size Passport.* (Counter Card/One-time distribution for **Passport Acceptance Offices only.**)—*Customer Services Dept., 9-8-77.*

following address at Headquarters for billing purposes:

Manager
Government Revenue & Examination
Branch
U.S. Postal Service Headquarters
475 L'Enfant Plaza West, S.W.
Washington, DC 20260

Post offices that have any Forms 3602-PC from previous mailings by Federal government agencies should send the forms to the above address immediately.

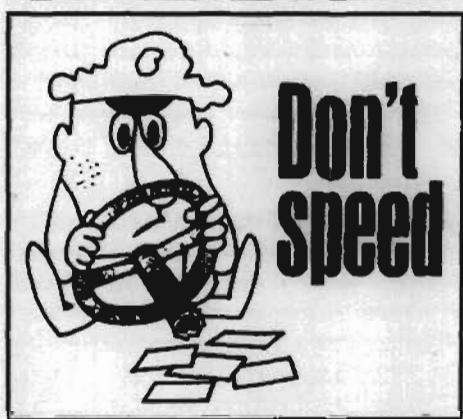
The following agency permit numbers are listed for post office information:

- Agriculture—Extension Service 005 200
- Agriculture—ASCS 005 100
- ACTION 001 000

Congressional District offices are reminded to include questionnaires returned to Congressmen on Form 103, *Originating Franked Mail*, in the Postage Due column. Report as a separate item and mark it: *Questionnaire.*—*Finance Dept., 9-8-77.*

Form 5047-A Revision

Form 5047-A, *Mail Container Inventory Report*, has been revised. All offices reporting a container inventory through the Mailbag Inventory Reporting System can requisition the new Form 5047-A (May 1977) from the area supply centers. Previous editions are to be destroyed.—*Mail Processing Dept., 9-8-77.*



9-CENT NATHAN HALE SINGLE AND REPLY-PAID POSTAL CARDS

Description. The 9-cent Nathan Hale single and double (reply) postal cards will be first placed on sale at Coventry, CT 06238 on October 14, 1977. These cards are the seventh in a series of postal cards honoring American patriots. The postal cards are printed 3½ x 5½ inches to conform with the proposed new size standards effective November 1978.

Postmasters Will Not Place These Cards On Sale Before October 15, 1977.

Color: Green
 Printing: Unlimited
 Size: 3½ x 5½ inches.
 Designer: Howard C. Mildner

Collectors. Request first-day cancellations from: Hale Postal Cards, Postmaster, Coventry, CT 06238. Enclose 9 cents for each single card and 18 cents for each double card. Indicate type of card desired. Send stamped self-addressed envelopes of

an appropriate size for the return of the cards under cover. Requests must be postmarked no later than October 14, 1977. The Nathan Hale postal cards will be available at the Philatelic Sales Division, Washington, DC 20265, beginning October 15, 1977.

Supply. *There is no automatic distribution being made of these 9-cent Nathan Hale postal cards.* All post offices may requisition the 9-cent Nathan Hale regular cut cards in quantities of 500, 1,000, 2,000, 3,000, 5,000, 10,000 and multiples of 10,000 by immediately submitting Form 3216, *Requisition For Postal Cards—Bulk Quantities (using item No. 286)* to Postal Card Unit, Room 332A, Government Printing Office, Washington, DC 20401. The 9-cent Nathan Hale sheet cards may be ordered in minimum lots of 10,000 cards and multiples thereof **using item No. 296.**

All post offices requiring the reply card (9 cents each half) in minimum lots of 250 cards, should order 250, 500, 1,000, 2,000, 5,000 and multiples of 5,000 by immediately submitting Form 3216 (**using item No. 266**) to the Government Printing Office.

All requisitions for the 9-cent Nathan Hale postal cards, both single and sheet and 18-cent reply, should be limited to the quantity needed to meet the philatelic demand. Requisitions received after October 14, 1977, will be filled with the current 9-cent single and 18-cent double Caesar Rodney cards until stocks are depleted. Postmasters should manage their inventory of the current 9¢ Caesar Rodney postal cards whereby the stock will be depleted by not later than December 31, 1977.—*Customer Services Dept., 9-8-77.*

Annual Verification of Second-Class Publications

The Postal Service has entered into agreements with the Audit Bureau of Circulation (ABC) and Business Publications Audit of Circulation, Inc. (BPA) whereby the Postal Service will accept the audit reports and other related data of ABC and BPA as the annual verification of circulation required by section 125.66, *POSTAL SERVICE MANUAL*, for publications entered as second-class matter. This verification is intended to confirm that the circulation information submitted by the publisher on Form 3541, *Statement of Mailing—Second-Class Publications*, is accurate, and paid subscriptions claimed by the publisher meet the basic qualifications for second-class privileges. In addition, data on Form 3526, *Statement of Ownership, Management and Circulation* are to be confirmed.

The following are some of the significant highlights of these agreements:

—The Office of Mail Classification will provide written notice to post offices where ABC and BPA will be performing annual verifications. Unless this notice is received, postmasters are to continue to perform annual verifications as usual.

—ABC and BPA will notify their members of these agreements, and with the members' consent, ABC, and BPA will perform the verification required by section 125.66, PSM. ABC and BPA will notify the USPS, Office of Mail Classification (OMC), of the member publications which will be audited by ABC or BPA.

—The participation of ABC and BPA members will, at all times, be voluntary, and may be discontinued on written notice to ABC or BPA terminating the consent and authorization given.

—No member of ABC or BPA will be required to consent or to permit ABC or BPA to perform the verification required by section 125.66, PSM.

—This agreement between the USPS and BPA will in no way indicate or be considered as a USPS recommendation that a publication having second-class privileges join ABC or BPA.

Questions concerning these agreements should be referred to the Systems and Procedures Branch of the Office of Mail Classification, FTS 245-4767 or Area Code (202) 245-4767.—*Rates & Classification Dept., 9-8-77.*

Correction

Incentive Awards Program

Annual Report FY-77

In Postal Bulletin 21122, 8-25-77, the last paragraph of this article was incorrectly printed. It should read:

Only consolidated regional reports are to be submitted to the Manager, Employee Programs Branch, USPS Headquarters. Individual reporting installations are to be guided by local reporting instructions and are not to submit reports directly to USPS Headquarters.—*Employee Relations Dept., 9-8-77.*

All Postmasters

Reward Notice

A revised Notice 96, *Notice of Reward*, dated August 1977, is now being printed and will be distributed in late September. Inspectors in charge will furnish each postmaster with a supply of the new notice, which should be posted in the usual manner and the previous notice removed.

When additional copies of Notice 96 are needed, they should be requisitioned from area supply centers during regular requisitioning cycles.—*Inspection Service, 9-8-77.*

UPU Seeks Postal Experts for Saudi Arabia

The Universal Postal Union has recently announced openings for three expert posts in (A) planning, (B) organization and (C) training with the postal administration of Saudi Arabia.

Duration of each mission is 24 months.

Applicants must possess a thorough knowledge in each given area. Also, a minimum of ten years' experience is required for planning and organization experts, and at least seven years for a training expert. A higher education diploma issued by a university or institute of university level is required for each position, as well as the ability to understand and adapt to the problems of the mission country, to appreciate its culture, and to communicate and work with people of different cultures. The official language is English. However, candidates with knowledge of Arabic will be especially welcome.

The following duties are listed by the UPU for each of the three positions:

A. Expert in postal planning

- Prepare plan and action programs to solve existing problems, with a timetable for execution of the project.
- Conduct studies and research required for the further development of postal services.
- Prepare basic policies required for the execution of the short and long range plans.
- Prepare alternative plans, with timetable, for use if needed.
- Continuous evaluation of the programs, policies, and methods for postal services.
- Prepare periodic reports for following up the implementation of the project.
- Assist in preparation of the Third Development Plan for postal services within the framework of the National Development Plan.

B. Expert in postal organization

- Prepare plans for manpower development, with particular emphasis on the postal services' requirements for technical personnel.
- Analyze all administrative and postal regulations and methods currently used, with a view to developing them into the most modern means and operational methods.

Directive Replenished

A current list of out-of-stock directives was printed on page 3 of POSTAL BULLETIN 21121, 8-11-77. Since our last replenishment notice in POSTAL BULLETIN 21122, another directive has been reprinted and is now in stock:

<i>Directive</i>	<i>Who can order</i>	<i>Where and how to order</i>
Hnbk. ADP-6, Librarian, November 1976.	Regions, Bulk Mail Centers, Postal Data Centers, and Automatic Data Processing Centers.	From the Eastern Area Supply Center on form 1286-A, Publication Order Blank.

Only authorized requisitioners may submit requests for this directive, following the above ordering instructions.—*Office of Management Services, 9-8-77.*

- Recommend appropriate organization for the expanded postal services (Directorate, Postal areas—post offices, etc.).
- Specify general and practical functions for each level, step, and technical department.
- Recommend means of coordinating functions of various departments (Administration, Postal, etc.) for better overall performance.
- Conduct a survey on effectiveness and productivity on the postal services and postal employees.
- Analyze suggestions and complaints received from the public to eliminate problems that may affect performance of postal services.

C. Expert in postal training

- Prepare training programs and methods of developing the required manpower for the postal service.
- Prepare training programs in the mission country and abroad. Supervise the execution of these programs.
- Prepare training programs for postal schools and postal training centers. Prepare periodic reports on progress of studies and on training methods used.
- Establish the general training program with a view to raising the overall level of the trainees and enabling them to make the most of the vocational training.
- Prepare other training programs and training seminars within and outside the kingdom.
- Present periodic reports on the progress of the training programs and seminars and suggest ways and means of further development and improvement.
- Prepare educational programs for postal technical training centers (one year) and postal high schools.

The missions are due to start in December 1977, and the duty station will be Riyadh. Applicants may be single or married.

Total compensation per year, including salary and various allowances, will be in the range of \$42,000 for an expert accompanied by his or her spouse and about \$37,000 for an expert traveling alone. (NOTE: The cost of living in Saudi Arabia is much higher than in the United States.) Also provided are: transportation, life insurance (for the duration of this engagement each expert must participate in group life insurance, paying a personal contribution of \$8.00 per month, which will be deducted from his/her salary), health insurance, and 30 working days leave per year of service.

Candidates must be in good physical condition to endure the climate at the mission country. Age limits for applicants: 35 to 50 (approximately).

On determination by the USPS that such assignments of the selected candidates would not be detrimental to the Service, and confirmation of the appointments by the Universal Postal Union, official leave of absence may be granted, with retention of reemployment rights with the USPS.

Deadline for the receipt of applications is September 25, 1977. Applications and inquiries should be directed to the Office of International Postal Affairs, Room 4810, U.S. Postal Service, Washington, DC 20260. Only applicants in grades PES-25 and above with extensive managerial experience will be considered.—*Office of International Postal Affairs, 9-8-77.*

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 21122 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	2073371600 to 2073372099	2169363900 to 2169363999
1657057000 to 1657057999	2079763066 to 2079763099	2169893174 to 2169893199
1698585200 to 1698585599	2081811623 to 2081811699	2172107100 to 2172107299
1784298576 to 1784298599	2082801500 to 2082801699	2172415400 to 2172415799
1813957442 to 1813957999	2082878700 to 2082878899	2172682574 to 2172682699
1818290300 to 1818290699	2083855000 to 2083856999	2172869517 to 2172869599
1843429002 to 1843429099	2085962942 to 2085962999	2173716964 to 2173716999
1913077598 to 1913077999	2090619332 to 2090619399	2175100002 to 2175100099
1914787700 to 1914787999	2090982736 to 2090982799	2176673400 to 2176673599
1920282400 to 1920282497	2091156500 to 2091156699	2176724200 to 2176724599
1932738600 to 1932738999	2093535946 to 2093535999	2179024181 to 2179024299
1938921759 to 1938921999	2096132430 to 2096132451	2179043600 to 2179043799
1939918310 to 1939918319	2097245600 to 2097245799	2185997272 to 2185997299
1942535329 to 1942535399	2097282600 to 2097283099	2187242970 to 2187242999
1942580000 to 1942580299	2099936003 to 2099936199	2187246087 to 2187246099
1945120446 to 1945120499	2100163166 to 2100163199	2188399463 to 2188399499
1952637000 to 1952638999	2101768200 to 2101768599	2188800511 to 2188800599
1953225400 to 1953225699	2106951701 to 2106951799	2188801700 to 2188801899
1974270113 to 1974270149	2107740713 to 2107740799	2189647844 to 2189647899
1981716500 to 1981716699	2108553150 to 2108553499	2189762200 to 2189762399
1983543000 to 1983543099	2108619400 to 2108619599	2195763572 to 2195763581
1993108600 to 1993108699	2108684500 to 2108684699	2199735900 to 2199736199
1995671359 to 1995671999	2112380459 to 2112380999	2202566712 to 2202566799
1999837384 to 1999837499	2114365608 to 2114365699	2203500000 to 2203500999
2020057900 to 2020058199	2115139783 to 2115139799	2204436530 to 2204436599
2020617306 to 2020617399	2115260515 to 2115260599	2205805206 to 2205805299
2022309900 to 2022309999	2115272600 to 2115273099	2207322100 to 2207322199
2022309769 to 2022309799	2116823100 to 2116823599	2212553990 to 2212553999
2023458092 to 2023458299	2117366276 to 2117366299	2213714600 to 2213714999
2025217286 to 2025217699	2117955979 to 2117955999	2213738000 to 2213738199
2025609787 to 2025609999	2122159972 to 2122159984	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 2041089999	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 2067936499	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

Warning Notice—Unrecovered Stolen Canadian Money Order Forms

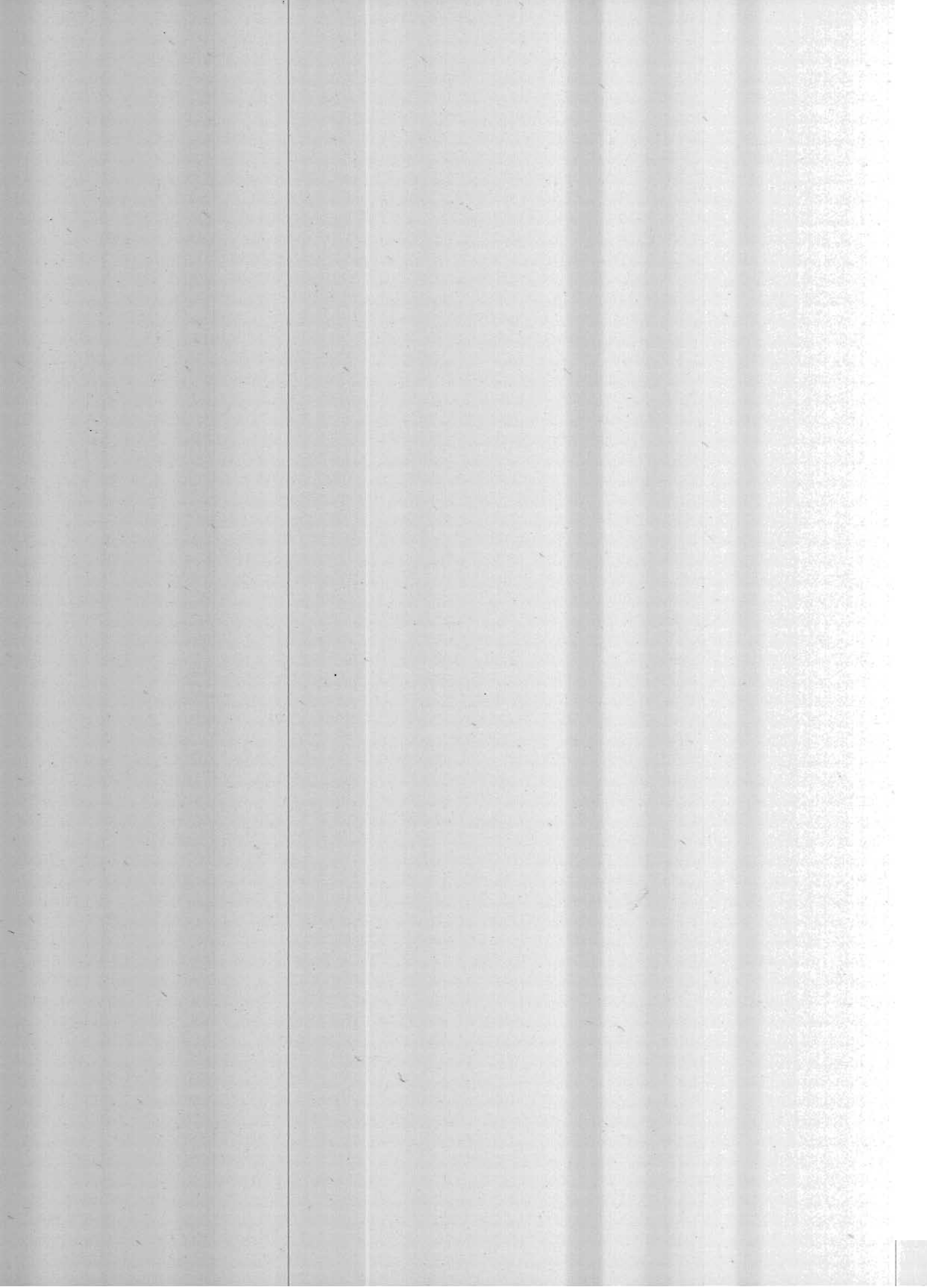
(To be posted and used by window clerks. As directed destroy previous notices. Insert any interim notices in sequence.)

The following money orders are void and should not be cashed: (1) All card type orders. (2) New style orders 000,000,001—199,999,999. Advise holders to send them to Canada Post Office, Ottawa, Canada, K1A 0B1.

The new money order serial numbers consist of the first nine digits. The 10th digit is a check digit only. Destroy the PB 21118 article.

200,400,512 to 200,400,600	229,000,595 to 229,000,600	247,760,081 to 247,760,100
200,467,313 to 200,467,500	229,083,686 to 229,083,700	250,442,960 to 250,443,000
201,328,601 to 201,329,300	229,428,120 to 229,428,300	252,143,862 to 252,143,900
201,963,699 to 201,963,800	230,004,990 to 230,005,200	252,160,301 to 252,160,393
201,980,250 to 201,980,299	230,143,701 to 230,144,000	252,494,635 to 252,494,700
202,545,957 to 202,546,000	231,387,001 to 231,387,500	253,094,279 to 253,094,400
207,218,569 to 207,218,600	232,017,701 to 232,017,800	253,181,800 to 253,181,900
208,872,242 to 208,872,257	234,067,232 to 234,067,300	253,532,321 to 253,532,400
209,190,001 to 209,195,000	235,833,783 to 235,833,800	253,641,268 to 253,641,300
210,301,801 to 210,302,000	237,386,845 to 237,387,000	254,680,851 to 254,680,900
210,835,285 to 210,835,300	238,758,669 to 238,758,730	254,706,319 to 254,706,400
210,935,633 to 210,935,700	239,162,130 to 239,162,200	259,412,918 to 259,412,954
212,900,201 to 212,900,300	239,863,796 to 239,863,870	261,923,801 to 261,924,000
213,345,001 to 213,345,100	239,864,826 to 239,864,900	261,707,201 to 261,707,400
213,504,865 to 213,505,000	240,362,301 to 240,362,600	261,766,701 to 261,766,800
216,823,954 to 216,824,000	241,535,801 to 241,536,000	262,740,206 to 262,740,300
217,621,979 to 217,622,100	242,545,470 to 242,545,800	263,395,068 to 263,395,100
217,622,401 to 217,622,800	242,917,801 to 242,918,000	263,414,901 to 263,415,800
218,660,066 to 218,660,700	243,920,027 to 243,920,100	264,474,080 to 264,474,300
219,494,026 to 219,494,130	244,343,084 to 244,343,100	266,472,561 to 266,472,860
219,692,001 to 219,692,100	244,583,557 to 244,583,600	268,070,773 to 268,071,100
224,126,989 to 224,127,100	245,740,589 to 245,740,600	268,198,254 to 268,198,275
226,781,246 to 226,781,400	245,767,347 to 245,767,400	268,198,301 to 268,198,600
226,073,655 to 226,073,700	247,636,179 to 247,636,200	270,677,679 to 270,677,696
227,129,004 to 227,129,400	247,649,190 to 247,649,200	274,873,716 to 274,874,100
227,564,701 to 227,564,800		285,397,992 to 285,398,400

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.



UNITED STATES POSTAL SERVICE

WASHINGTON, DC 20260

OFFICIAL BUSINESS

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



FIRST CLASS