



# postal bulletin

Directives and Forms Division, Washington, DC 20260 PB 21130—Nov. 17, 1977—16 Pages

## Americana Stamps in Denominations of 1, 2, 3, and 4 Cents

**Description.** The 1-cent Ability to Write, 2-cent Freedom to Speak Out, 3-cent To Cast A Free Ballot, and 4-cent A Public that Reads Stamps will be placed on sale at St. Louis, MO 63155 on December 8, 1977. The principal element of design commonality of Americana Series stamps is the arrangement of the lettering along the side and around the bottom or top of the stamps with the central theme—*A Root of Democracy*. The lettering on the four new stamps is arranged so that a picture frame is formed when the stamps are viewed together. Their issuance continues the Postal Service policy of gradually replacing stamps in the Prominent Americans Series with Americana Series stamps. Because of new first day cover procedures, it is important that all offices begin selling these stamps on December 9, 1977.

**Do Not Sell Before Dec. 9, 1977.**



Size: each stamp—0.75 x 0.87 inches.  
 Colors: 1¢—blue on green stock; 2¢—brown on green stock; 3¢—olive green stock; and 4¢—maroon on green stock.  
 Issued in sheets of 100.  
 Marginal Markings: One plate number, Mail Early in the Day and Use ZIP Code.  
 Designers: 1¢—Kramer, Miller, Lomden & Glassman  
 2¢ and 4¢—V. Jack Ruther  
 3¢—Clarence Holbert

## Indemnity Claims

Effective October 8, 1977, the time required before acceptance of claims for loss is changed from 15 to 30 days. The first sentence of section 164.131, *POSTAL SERVICE MANUAL*, will be revised to read as follows:

### 164.131 Loss Claims

The mailer may not file a claim until 30 days after the date of mailing for insured and registered articles and 45 days after the date of mailing for COD articles.—*Rates & Classification Dept., 11-17-77.*

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

a. *Customer Affixing Stamps.* Because of the difficulties involved in affixing four separate stamps, customers are encouraged to purchase their own stamps at their local post offices and affix them to their own envelopes. Since the total face value of the four stamps is 10 cents, it will be necessary for customers to affix a minimum of three cents additional postage in order to meet the first class postage rate. Covers submitted bearing single stamps or other combinations must also bear the required additional postage. All envelopes must be addressed. Peelable address labels are recommended and a filler card of postal card thickness should be inserted in each cover. In order to permit customers to obtain stamps from their post offices and to reduce the number of covers submitted during the heavy seasonal mail volume period, the cut-off date for ordering cancellations will be January 16, 1978. Orders, which must be post-marked by that date, should be forwarded to *First Day Cancellations, Postmaster, St. Louis, MO 63155* for cancellation and return through the mailstream. No remittance is required.

b. *Postal Service Affixing Stamps.* The Postal Service will affix single stamps or other combinations only to envelopes which have the required additional postage to meet the first

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## Missouri State Tax Change

The State of Missouri has revised its state tax withholding requirements. The withholding change will be effective pay period 24, 1977. The change will be reflected on affected postal employees' salary checks dated November 25, 1977.—*Finance Dept., 11-17-77.*

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class rate already affixed by customers. For example, an order submitted for a single one-cent stamp must be accompanied by a self-addressed envelope bearing 12 cents in additional postage. A penciled notation should be made on each envelope indicating which stamps the customer wishes to be affixed by the Postal Service. On orders for all four stamps, the Postal Service will affix a one-cent, a two-cent, a four-cent and a pair of three-cent stamps in order to meet the first class rate. Orders should be addressed to *Root of Democracy Stamps, Postmaster, St. Louis, MO 63155* (see PSM, section 257.2). Proper remittance must be included with each order. Orders must be postmarked no later than January 16, 1978.

Selected United States mint stamps will be available at the Philatelic Sales Branch, Washington, DC 20265 beginning December 9, 1977.

**Supply.** There is no automatic distribution being made of these four Americana regular stamps. **However, post offices are strongly encouraged to order sufficient quantities to meet philatelic demand and customers are being urged to affix their own stamps to their own envelopes.**

**Bulk Quantities.** Post offices with 950 or more revenue units requiring more than 7,000 stamps should immediately order from the Bureau of Engraving and Printing, using Form 3356, *Stamp Requisition—Bulk Quantities*, in the following manner: 10,000, 20,000, 30,000, 40,000, 50,000, 100,000, 150,000, 200,000, 250,000, and multiples of 250,000 to a maximum of 2,500,000 using the following item numbers: **001—1¢; 002—2¢; 023—3¢; and 004—4¢.**

**Less-than-bulk Quantities.** Post offices with over 950 revenue units requiring less than the above minimum and all other post offices may submit a separate requisition (Form 17, *Stamp Requisition*), to their designated sectional center facility. Requisitions should be submitted immediately.—*Customer Services Dept., 11-17-77.*

## Domestic Order

**False Representation.** Enforced by postmaster at city listed.

State/City Name Covered  
CA, Los Angeles----- P & D Distributors  
P.O. Box 35930

—*Judicial Officer, 11-17-77.*

*All Postal Facilities in the Passport Program*

## Passport Program Form Revisions

POSTAL BULLETIN 21123, 9-8-77, announced the revision and automatic distribution of four forms for use in accepting passport applications effective January 1, 1978.

Item DSP-4PS, *You and Your Passport*, will not be available from the printer in time for the automatic distribution planned for November. A second automatic distribution will be made when postal supply centers receive this item. This second distribution will also include an initial supply of a previously unannounced revision, Item M-343, *Notice to Applicant Concerning Birth Records*. Continue to use the current editions of both items until the revisions are distributed.

The other three items mentioned in the cited BULLETIN will be distributed in November.

Advise employees who accept passport applications of this change.—*Customer Services Dept., 11-17-77.*

## Distribution of Pay Checks for P/P 24

Regular salary checks for pay period 24 are scheduled to arrive at postal installations on Wednesday, November 23, 1977. These checks will be dated November 25, 1977. All employees scheduled for duty on Friday, November 25, should receive their checks on Friday, the regular pay day; except that Tour 3 employees scheduled to work Friday, but scheduled to be off on Thursday, should be given their pay checks, if available, at the completion of their Wednesday service day.

For those employees scheduled to be off on Friday, November 25, regular salary checks, if available, should be distributed to them at the completion of their scheduled tour of duty on their last service day prior to Friday, November 25.

Supplemental salary checks, which will also be dated November 25, 1977, may not arrive at postal installations until Thursday, November 24, 1977. Installation heads should not distribute these salary checks until Friday, November 25, 1977.—*Finance Dept., 11-17-77.*

*All Personnel Processing Mail for Dispatch Abroad*

## Foreign Order Notice 74

Keep all foreign order notices for use as reference.

A lottery order has been issued against:

### CANADA

Vancouver, B.C.

Wasco Publishers Inc.  
Suite 203, 33 East Broadway

### IRELAND

Kiltmogh, Co. Mayo

Moran, Nora  
Chapel Street

Sutton, Dublin

Warnecke, Francis  
22 Carrickbrack Lawn

Westinghouse, Jane  
46 Glencarraig  
Church Road

Do not dispatch any mail to the above. Endorse it: *Lottery Mail and Return it to Sender.*

If such mail bears no return address, treat it as undeliverable and dispose of it in accordance with 159.4, PSM. This notice may be posted at the *outgoing primary* and it must be posted on the *Foreign Order Board* at all sectional centers and designated *International Exchange Offices*.—*Judicial Officer, 11-17-77.*

## Special Cancellations

Postmasters having any of the special cancellation die hubs listed below are authorized to use them for the periods designated. At the end of the period, the die hubs should be withdrawn from use and stored. Postmasters who do not have these special die hubs may not request them without application by the sponsors.

Cancellations	Period of Use
Goodwill Industries	Nov. 1 to Dec. 31, 1977.
TB and Lung	Nov. 8 to Dec. 31, 1977.
Retarded Children	Nov. 1 to Nov. 30, 1977.
Allen Registration	Dec. 26 to Jan. 31, 1978.
Cerebral Palsy	Jan. 1 to Jan. 31, 1978.
March of Dimes	Jan. 1 to Jan. 31, 1978.
Nat'l. Children's Dental Health	Jan. 1 to Feb. 15, 1978.
Science Fair	Jan. 1 to Jan. 31, 1978.

The St. Vincent De Paul cancellation has been *withdrawn* and *should not* be used again. Postmasters are requested to dispose of these die hubs in accordance with 258.41 PSM.—*Rates & Classification Dept., 11-17-77.*



## 1977 Leave Year Ending Date

In POSTAL BULLETIN 21103, 1-13-77, it was announced that increments of 4, 6, or 8 hours additional annual leave would be applied to regular employees' 1977 leave balances because the 1977 leave year contains 27 complete pay periods instead of the usual 26 periods.

Because of this extra pay period, the 1977 leave year extends through Friday, January 13, 1978. Employees who have leave to be used have until January 13, 1978, to do so. Also leave for 1978 will not be advanced or available for use until pay period 3, beginning January 14, 1978.

Managers who might be concerned over absences during December should remind their employees of the January 13 date for using 1977 leave.—*Employee & Labor Relations Group, 11-17-77.*

## Military Records in Personnel Folders

Due to Privacy Act considerations, the instructions in Postal Bulletin 21104, 1-27-77, (page 8, column 3) are hereby rescinded. No copies of an employee's DD Form 214, *Report of Separation from Active Duty*, should be retained by Postal Service appointing offices.

## Recording and Verifying Military Service

An employee's military service will be recorded on *Standard Form 144, Statement of Prior Federal Civilian and Military Service*, and verified by the following procedures:

a. *Employee.* The employee should be required to complete Part I of the SF 144. The affidavit in item 7 should be executed only when any service (civilian or military) claimed cannot be substantiated by records in the OPF (Official Personnel Folder) and any military discharge papers.

b. *Appointing Office.* Leave and service computation dates must be computed if there is prior federal or military service, and if either there is no other cumulative record in the OPF for this purpose, or the computation would differ from the one in the folder. Record the computation on Part II of the SF 144. Military service should be verified by documents in the employee's possession (such as

## Uniform Program— Licensed Vendor

Effective immediately, License No. 11102, issued to Hess Lettering Service, 513 Reading Avenue, Reading, PA 19603, has been suspended until further notice. No invoices will be accepted for payment from the above vendor.—*Labor Relations Dept., 11-17-77.*

## Souvenir Cards Removed from Sale

The following souvenir cards will be removed from sale at the Philatelic Sales Branch at the close of business November 30, 1977:

\$1.25 Hafnia '76

\$1.25 Italia '76

\$1.25 Nordposta '76

Any stock remaining on hand after November 30, 1977, must immediately be withdrawn from all philatelic outlets and handled in accordance with section 224, Handbook F-1, *Financial and Cost Controls*.

The Inspection Service will give attention in this area during audit reviews.—*Customer Services Dept., 11-17-77.*

the DD Form 214) and the verifying documents should be identified by name, number, and date over the signature, title, and office address of the person who verifies the service. These entries may be made in Part II of the SF 144 if space allows, or in the *remarks* section of the form. Recording the verification in this manner should make it unnecessary for the employee to bring in his/her papers for repeated verifications.

## Removal of DD 214's from OPF's

Personnel offices should set up locally appropriate procedures to provide for SF 144's to be verified and for DD 214's to be removed from OPF's. If the OPF contains the original DD 214, or the original of another military service document, the form should be returned to the employee. Copies should be destroyed by shredding or burning. It is not intended that a special one-time review be conducted solely for this purpose, but rather that removal occur the next time the OPF is accessed for another purpose.—*Employee Relations Dept., 11-17-77.*

## Laetrile Warning Poster

The Postal Service has given permission to the Food and Drug Administration (FDA) to mail a poster (*Laetrile Warning*) to lobby locations of post offices with 950 or more revenue units. Postmasters and their managers of classified stations and branches are asked to display this poster between December 1, 1977, and January 31, 1978. Posting will be on a *space-available* basis—display after Postal Service display requirements are met. The *bounce-back* card, which is enclosed with the poster mailing, should be completed by the manager of each location and returned as addressed. The card is the Postal Service's record for billing FDA according to the number of posters actually displayed.

NOTE: These posters are a one-time distribution, and are not available through postal supply channels.—*Customer Services Dept., 11-17-77.*

## Supply Item Discontinued

Item C100, Toilet Tissue, was discontinued as a supply center stock item in June 1976. Many offices are still requisitioning this item from their area supply center.

All offices without FEDSTRIP authority are authorized to purchase their requirement from local sources. Offices having FEDSTRIP authority will continue to requisition above item from GSA store depots in accordance with Handbook S-21, FEDSTRIP.—*Procurement & Supply Dept., 11-17-77.*

## Supply Requisitions

Offices submitting requisitions to area supply centers are **again** reminded that it is no longer necessary to submit Form 7380, *Requisition for Supplies*, in triplicate. Only one copy (an original) is required, regardless of color. Please refer to POSTAL BULLETINS 21114, 6-2-77, and 21127, 10-6-77.

A large number of installations are still sending three copies of Form 7380 to the supply centers, which creates an unnecessary workload and slows up the processing of requisitions.

The above procedures are **applicable to both area supply centers**.—*Procurement & Supply Dept., 11-17-77.*

## ORDERING PROCEDURES FOR SPECIAL-PRINT ENVELOPES

Postmasters who need the special-print penalty envelopes covered by this notice should forward their requirements, using Form 7381, *Requisition for Services, Supplies or Equipment*, to the Procurement Services Office (PSO) servicing their installation. The PSO Contracting Officer will issue the delivery order (Form 7334, *Order Invoice-Voucher*) to the contractor supplying the specific style required.

### A. Corner Card (Return Address)

1. The corner card consists of 5 or 6 lines of Helvetica type—flush left as follows:

a. First line contains the words UNITED STATES POST OFFICE or UNITED STATES POSTAL SERVICE as appropriate in 10 pt. caps.

b. The city, State, and ZIP Code in 8 pt. caps.

c. The wording OFFICIAL BUSINESS in 8 pt.

d. The envelope, style number (P-10, P-32, P-101, etc.) in 6 pt. caps.

e. All other printing is in 8 pt. Helvetica type.

2. The corner card on envelopes Style 101, 130, and 390, is placed  $\frac{1}{2}$ " from the left side and  $\frac{1}{2}$ " from the top. On all other envelopes, these dimensions are  $\frac{3}{8}$ ".

3. Postmasters requisitioning special-print envelopes must specify return addresses according to the standard format, and are cautioned not to order envelopes with any additional wording such as branch or station names in the return address. Other contracting officers will use the same style corner card, substituting their own organizational name for UNITED STATES POST OFFICE.

NOTE: *Pre-addressed* envelopes are those ordered with printing consisting of approximately three to four lines of type on the face of the envelope, in addition to the corner card and penalty indicia. This additional printing will be different wording on each order placed. The corner card on window envelopes will also differ on each order.

### B. Penalty Indicia

1. The penalty indicia consists of the USPS EAGLE emblem and the penalty clause.

2. The penalty clause contains the wording: PENALTY FOR PRIVATE (1st line), USE TO AVOID PAYMENT

(2nd line), and OF POSTAGE \$300 (3rd line). The clause is in 6 pt. Helvetica type and printed flush right  $\frac{1}{8}$ " from the Eagle emblem.

3. On envelopes Style 101, 130, and 390, the Eagle emblem is placed  $\frac{1}{2}$ " from the right side of the envelope and  $\frac{1}{2}$ " from the top. On all other envelopes these dimensions are  $\frac{3}{8}$ ".

### C. Ink Color

Envelope Styles 101 and 390 will be in PMS 541 blue ink. All other envelopes will be printed in black ink with the penalty indicia *only* printed with black phosphor-tagged ink which has a minimum signal out-

put of 30 units when read on a United States Postal Service Phosphor Comparator, Model 1, and compatibility of the tagged ink with the Mark II Facer Canceler machine.

### D. Envelopes Available

Table 1 provides all necessary details for ordering envelopes under the contract awarded and administered by the Eastern Area Supply Center. Retain this notice for use in placing orders directly with the contractors for each item as specifically indicated.

### E. Ordering

Envelopes to be furnished under these contracts are ordered by the issuance of delivery orders.

Table 1. Envelopes Available Under Contract

Style No.	Description <sup>1</sup>	Contractor <sup>1</sup>
Style 10.....	White, $3\frac{3}{4}$ x $7\frac{3}{4}$ ", diagonal seam. Sub. 24, B.S. 24. <i>Black</i> ink, corner card, penalty indicia, preaddressed. Flaps gfd.	Boise Cascade Envelope Div. FOB. Cleveland, OH. SW. 10 lbs. per M. \$6.48 per M.
Style 32.....	White, 5 x 7", open side, diagonal seam. Sub. 24, B.S. 24. <i>Black</i> ink, corner card, penalty indicia, preaddressed. Flaps gfd.	Boise Cascade Envelope Div. FOB. Cleveland, OH. SW. 12 lbs. per M. \$6.60 per M.
Style 101.....	Light brown, 11 x $12\frac{1}{2}$ ", high cut, diagonal seam. Sub. 32, B.S. 50. <i>Blue</i> ink, corner card, penalty indicia, registry block, preaddressed <i>Postmaster</i> with additional maximum 8 lines of type. Flaps gfd.	Garden City Envelope Co. FOB. Chicago, IL. SW. 65 lbs. per M. \$28.11 per M.
Style 130.....	Light brown, 5 x 10", open side, center seam, safety fold. Sub. 32, B.S. 50. Plain or printed in <i>black</i> ink, corner card, penalty indicia. Wallet-type sealing flap, about 3" long is heavily gummed with dextrin type gum and folded down. Safety fold about 1" on both flaps. Flaps overlap about 1" and are fully gummed.	Garden City Envelope Co. FOB. Chicago, IL. SW. 42 lbs. per M. Plain \$39.35 per M. Printed \$47.85 per M.
Style 390.....	Light brown, 8 x $13\frac{1}{2}$ ", open side, center seam, $4\frac{1}{2}$ " square flap fully gummed, with 2" safety fold at sealing flap. Sealing flap and bottom flap overlap about 1". Sub. 28, B.S. 44. Printed on both sides in <i>blue</i> ink.	Boise Cascade Envelope Div. FOB. Cleveland, OH. SW. 74 lbs. per M. \$42.48 per M.
Style 396 International Registered Jacket.	Light brown, 9 x 15", open side, center seam, 5" square cut wallet flap with 2" safety fold at sealing flap and bottom pocket. Sealing flap and bottom pocket overlap about 1". Sealing flap and safety fold are fully gummed. Sub. 32, B.S. 50. Printed with type and rules in <i>red</i> and <i>blue</i> ink on back of envelope and flap.	Garden City Envelope Co. FOB. Chicago, IL. SW. 106 lbs. per M. \$68.94 per M.
Style 402 Timecards and Checks in Quantities from 1-12 (Window).	Light brown, $3\frac{3}{4}$ x $8\frac{1}{2}$ ", window, open side, diagonal seam. Sub. 28, B.S. 44. Window size $1\frac{1}{16}$ x $4\frac{3}{4}$ " located $2\frac{3}{16}$ " from left edge and $1\frac{1}{16}$ " from top of envelope. <i>Black</i> ink, corner card, penalty indicia, and 1 line of type above window with words, <i>First Class Mail</i> . Flaps gfd. <sup>2</sup>	Boise Cascade Envelope Div. FOB. Cleveland, OH. SW. 14 lbs. per M. \$7.36 per M.

See footnotes at end of table.



Table 1. Envelopes Available Under Contract—Continued

Style No.	Description <sup>1</sup>	Contractor <sup>1</sup>
Style 402B Timecards and Checks in Quantities from 1-12 (Window).	Same as 402 (above) with exception of <i>pistol window</i> , size 1½ x 4¾", located 2¼" from left edge and ½" from bottom of envelope.	Boise Cascade Envelope Div. FOB. Cleveland, OH. SW. 14 lbs. per M. \$7.36 per M.
Style 403 Savings Bonds (Window).	Light brown, 3½ x 8", window, open side, diagonal seam, sealing flap not less than 1¾" deep. Window size ¾ x 3¾", located 1¾" from left and 1¼" from top. <i>Black ink</i> , corner card, penalty indicia. Sub. 28, B.S. 44. Flaps gfd. <sup>2</sup>	Boise Cascade Envelope Div. FOB. Cleveland, OH. SW. 12 lbs. per M. \$6.45 per M.
Style 404 Timecards and Checks in Quantities from 13-100 (Window).	Light brown, window, 3½ x 8¾", open end, center seam, 2¼" long wallet flap fully gummed and folded down, 1" expansion on sides and open end, bag type bottom. Sub. 40, B.S. 60. Window size 1½ x 4", located 2" from left and 1¾" from top. When fully expanded, envelope measures 3½ x 7¾" x 1". <i>Black ink</i> , corner card, penalty indicia, and 1 line of type above window: <i>First Class Mail</i> . <sup>2</sup>	Garden City Envelope Co. FOB. Chicago, IL. SW. 34 lbs. per M. \$46.75 per M.
Style 408 Letter Bill Window.	Light blue, 3½ x 8¾", window, open side, diagonal seam. Sub. 20, B.S. 20. Window size 1½ x 3½", located 1¾" from right edge and 1¾" from top. <i>Black ink</i> , corner card, penalty indicia, and 2 lines of type above window reading <i>Letter Bill</i> and ( <i>Feuille d'lavis</i> ). Flaps gfd. <sup>2</sup>	Boise Cascade Envelope Div. FOB. Cleveland, OH. SW. 11 lbs. per M. \$7.48 per M.
Style 409 Letter Bill.	Light blue, 5½ x 11½", high cut, diagonal seam. Sub. 20, B.S. 20. <i>Black ink</i> , corner card, penalty indicia, approximately 4 lines of type and special delivery express box. Flaps gfd.	AAA Envelope Co. FOB. Detroit, MI. SW. 18.5 lbs. per M. \$10.63 per M.
Style 429 A & B Window.	Light brown, 3½ x 6½", open side, high cut, diagonal seam. Sub. 28, B.S. 44. <i>Black ink</i> , corner card, penalty indicia. Flaps gfd. <sup>2</sup> Style 429-A window size is 1¼ x 3¼", located 1¾" from left and ¼" from bottom. Style 429-B window size is 1½ x 3¼", located 1¾" from right and 1½" from top.	Garden City Envelope Co. FOB. Chicago, IL. SW. 10 lbs. per M. \$8.99 per M.

<sup>1</sup> Abbreviations: B.S.=bursting strength. Flaps gfd=flaps gummed and folded down. FOB.=Freight on board. Sub.=substance. SW.=shipping weight.

<sup>2</sup> All window envelopes have windows with slightly rounded corners and covered with a transparent material.

Table 2. List of Contractors

Name and address	Contract number	Time of delivery	Terms
Garden City Envelope Co. 3001 North Rockwell St. Chicago, IL 60618.	337100-78-V-H001	90 days.....	Net.
Boise Cascade Envelope Div. 4500 Tiedemen Rd. Cleveland, OH 44144 Attn: Mr. Richard Kinsey	337100-78-V-H002	.....do.....	Net.
AAA Envelope Co. 1680 Clay Avenue Detroit, MI 48211	337100-78-V-H003	.....do.....	Net.

Delivery orders may be issued from November 1, 1977, through October 31, 1978. All delivery orders issued are subject to the terms and conditions of the contract. The contract controls in the event of conflict with any delivery order.

**F. Minimum Requirements**

Do not place orders for less than 5000 envelopes under Style Nos. 10, 32, 101, 403, 404, 409, and 429 A & B, nor for less than 1000 envelopes under Style Nos. 130, 390, 396, and 402.

**G. Maximum Orders**

1. The contractor (see tables 1 and 2) is not obligated to honor:

a. Any order for a single item in excess of 300,000 envelopes.

b. Any order for a combination of items in excess of 600,000 envelopes.

2. However, the contractor must honor any order exceeding the maximum limits, unless such order is returned to the issuing office within 2 weeks from its date of issue, with a written notice of intent not to ship the items called for and giving reasons why. When this notice is received, the Postal Service may secure the supplies from another source.

3. If it is urgent that any quantity of an item covered by the contract be delivered before the earliest date specified, and if the contractor will not accept an order for accelerated delivery, the Postal Service may procure the item from another source.

4. The Postal Service may issue orders which provide for delivery to or performance at multiple destinations.

**H. Quantity Variation (July 1971)**

The permissible variation under the clause of the General Provisions entitled *Variation in Quantity* is limited to:

Increase—10% or not in excess of 10,000 envelopes, whichever is smaller.

Decrease—10% or not less than 10,000 envelopes, whichever is smaller.

This increase or decrease applies to each item on each delivery order issued under this contract.

**I. Delivery**

1. *Printing Proofs.* Delivery orders will specify when proofs of printing are required. When proofs are specified, it is incumbent upon the contractor to submit a proof of printing

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within a reasonable time after receipt of the delivery order and to calculate this lapse of time in the production schedule so that complete shipment will be made within the specified delivery time. Requests from ordering offices for proofs, or the voluntary submission of proofs by the contractor, will in no way delay the delivery time.

2. *Shipments.* Delivery orders received by the contractor will be delivered in the sequence in which they are received. Delivery will be completed within 90 calendar days from date of delivery order. Accelerated deliveries will be accepted at no additional cost to the Postal Service.

Contractor will deliver shipments of less than 200 pounds to the Postal Service at the point of origin for shipment through the mails in the usual manner to the ordering offices or destinations. *Penalty labels are to be furnished by the ordering office.*

Where envelopes weighing 200 pounds or more are ordered FOB Point of Origin (see table 1), the envelopes will be shipped under Government Bills of Lading furnished with the delivery order.

**J. Questions**

Ordering offices having any questions concerning the above contracts should refer them to: Manager, Contract Branch, Eastern Area Supply Center, Somerville, NJ 08877, attention Mr. Walter Lasin (FTS 340-9226).—*Procurement & Supply Dept., 11-17-77.*

**Transit Agreement Form**

Form 7365 (Aug. 1977), *Transit Agreement*, is now available in the supply centers and may be requisitioned on Form 7380, *Requisition for Supplies*, during regular requisitioning cycles.

This form is to be used at the regional procurement division or procurement services office level to enter into agreements with transportation companies to transport all full and part time city delivery carriers and special delivery messengers while on duty, and all managers while traveling on official business.

Form 1361 (Nov. 1974), *Carfare Agreement*, is obsolete and should be removed from stock and destroyed.—*Procurement & Supply Dept., 11-17-77.*

**New and Replenished Publications**

The following publications are now in stock:

Publication	Who can order	Where and how to order
Pub. 13, <i>Mailing Permits</i> , July 1977 <sup>1</sup>	All postal installations. Initial distribution was made. Limit each additional request to: 200 copies for CAG A-G offices, 100 copies for CAG E-G offices, 50 copies for CAG K offices, and 25 copies for CAG L offices.	From both supply centers on Form 1286-A, <i>Publication Order Blank</i> .
Pub. 59, <i>Address Abbreviations</i> , Jan. 1976 <sup>2</sup>	All postal installations—	From both supply centers on Form 1286-A.
Pub. 98, <i>Window Acceptance and Delivery for Express Mail—Instructors Guide</i> , Sept. 1977 <sup>2</sup>	PEDC's. Initial distribution was made. Limit additional requests to 5 copies each.	Use Form 1286, <i>Request for Postal Publications</i> , and order from: PST&DI Distribution Center, Correspondence Program, 1800 Rock Creek Road, Norman, OK 73069.
Pub. 178L, <i>Self-Study Course for Next Day Express Mail Service—Window Service Operations Involved in Accepting and Delivering Express Mail</i> , Sept. 1977 <sup>2</sup>	PEDC's and offices that accept express mail. Initial distribution was made. Limit additional requests to 20 copies each.	Use Form 1286 and order from: PST&DI Distribution Center, Correspondence Program, 1800 Rock Creek Road, Norman, OK 73069.
Pub. 181C, <i>Self-Study Course in Retailing Postal Products—Courtesy and Customer Relations—Handling Inquiries and Complaints (Study Guide)</i> , Aug. 1977 <sup>2</sup>	PEDC's. No initial distribution was made.	From both supply centers on Form 1286-A.
Pub. 222, <i>Parcel Post Guide (For Small Volume Mailers)</i> , Sept. 1977 <sup>1</sup>	Post offices with Customer Service Representatives. Initial distribution was made. Limit additional requests to 10 copies each.	From both supply centers on Form 1286-A.

<sup>1</sup> New publication.  
<sup>2</sup> Revised publication.  
<sup>3</sup> Delete from out-of-stock directives list on page 3 of POSTAL BULLETIN 21121, 8-11-77.  
<sup>4</sup> Delete from obsolete directives list on page 3 of POSTAL BULLETIN 21123, 9-8-77.  
<sup>5</sup> Add to the list of directives in Publication 24, *Supply Catalog*, Chapter 4.

Only authorized requisitioners may submit requests for these publications, following the above ordering instructions.—*Office of Management Services, 11-17-77.*

**Supply Items Eliminated From Stock**

In a continuing program to reduce the overall costs of carrying slow moving items in stock, the items listed below will be discontinued and stocks will be disposed of (see PSM 656) effective January 31, 1978. Limited stocks of these items are still available and offices may requisition them until the disposal date.

Item No.	Description	UOI
017F	Form, marginally punched, ruled	CT
018B	Form, marginally punched, unruled	CT
0920B	Badge, identification, temporary	EA
0920C	Badge, identification, visitors	EA
F1221D	Holster, shoulder type	EA
F1221H	Holster, police swivel type	EA

The above changes will be reflected in the next revision of Publication 24, *Supply Catalog*.—*Procurement and Supply Dept., 11-17-77.*



### Identification of Employees' Work Locations

In order to properly report employment data to the Civil Service Commission, the Postal Service must know the exact place of employment of each employee. This data is used by CSC for statistics relating to Federal employment in each state, city, and county.

In the Civil Service System, each currently identifiable location is assigned a General Service Administration (GSA) Geographic Location Code consisting of a nine-digit number. These codes were assigned years ago. However, only one GSA Location Code was assigned for each postal installation, and it was based on the main office location. All employees using the main office finance number were credited, for employment statistical purposes, to the main office location. For example, Washington, DC Post Office employees who work in Virginia and Maryland branches were identified as employed in Washington, DC. This gave a false picture

of geographic postal employment. Lack of correct data might, for example, result in loss of Federal funds to some localities.

Action has already been taken to correctly identify the place of employment for employees at existing locations.

Effective November 5, 1977, where postal employees are assigned to a new branch or other facility in a city, state, or county other than the main office, the postmaster/installation head will designate a separate pay location number for such branch/facility. This pay location code, with explanation as to the name of the different state, city, or county, must be furnished your postal data center for correction of their records for Civil Service employment reports. This pay location data will not affect normal payroll data or current reports.

When an outlying branch is changed, discontinued, or enlarged to

### December Social Security Checks

The Treasury Department has advised that Social Security monthly benefit checks for December 1977 will be released to the Postal Service in time for delivery on Friday, December 2, 1977. Checks addressed for delivery to individual beneficiaries will be enclosed in envelopes bearing an endorsement requesting delivery on the second day of the month. Postmasters and supervisors are asked to plan to complete deliveries of these checks on that date.—*Mail Processing Dept., 11-17-77.*

### Revised Form

The August 1977 edition of Form CA-5, *Claim for Compensation by Widow, Widower and/or Children*, has been modified to comply with the provisions of the *Privacy Act of 1974*. Forms may be ordered during normal requisitioning cycles from supply centers using Form 7380, *Requisition for Supplies*. When the revised forms are received, destroy stock of the previous edition.—*Employee Relations Dept., 11-17-77.*

**UNITED STATES POSTAL SERVICE**  
Washington, DC 20260

OUR REF: \_\_\_\_\_ DATE: (Month, Day, Year) \_\_\_\_\_

SUBJECT: Change in Geographic Boundaries  
GSA Location Code

TO: Director, Postal Data Center  
Payroll Systems & Control Branch  
\* (New York, NY 10099)

\* Mail to your servicing PDC

This is official notification that:  
New Falling River Branch is being opened in Rochester County  
(Main office is in York County).

The following change to a branch/facility has occurred at this office and involves postal employees and their actual place of employment.

Added       Delete       Changed

Name of branch/facility: Falling River Br.  
Pay Location Assigned: 008 (3 digit number)  
Effective Date: 1-14-78 (Approx.) No. Employees Involved: 9

Please make the necessary change to the Geographic Location Code.

Signed s/J. Jones  
Installation Head

Finance No. 35-9999      Zyclops      NY      12999  
City      State      ZIP

cc: Payroll Systems Branch, Room 8551  
USPS, Headquarters  
Washington, DC 20260

**Sample Notification**

more than one pay location, or if the area is involved in a political realignment involving changes in city-county relationship, send the PDC a brief notation of the facts. The PDC will determine whether or not to assign a separate GSA Location Code. Be sure to include the pay location code in all correspondence. A sample letter of notification is shown in the Exhibit.

This instruction will apply to all organizational units with more than three employees assigned in an outlying area. Exceptions are Headquarters organizations (state code 10) and Inspection Service locations nationwide. Employment reports for less than three employees are not now required.

Permanent instructions will be issued when the payroll redesign project is completed.

Any questions regarding these instructions may be addressed to the Manager, Payroll Systems Branch, U.S. Postal Service, Room 8551, Washington, DC 20260, or by phone at 245-4467.—*Finance Dept., 11-17-77.*

## International Mail— Finland

Effective immediately, the maximum dimensions for parcel post packages exchanged with Finland are increased. The new dimensions are: greatest length—3½ feet; greatest combined length and girth—6½ feet. Pending revision of Publication 42, *International Mail*, please make a write-in change under the entry in Appendix B for Finland, Parcel Post Dimensions. The maximum weight limit of 44 pounds remains the same. Also, surface and air rates of postage remain unchanged.—*Rates & Classification Dept., 11-17-77.*

## International Mail— Mexico and Canada

The notice on *Eliminating Domestic Airmail Service*, which appeared in POSTAL BULLETIN 21110, 4-21-77, apparently caused some confusion concerning availability of insurance and/or registry service to Mexico and Canada. The following statements are offered for clarification:

1. No insurance service is available for mail to Mexico (See Appendix B, Publication 42, *International Mail*, under *Mexico—Parcel Post*).

2. Registry service is available for letter class mail and other postal union mail articles (printed matter, matter for the blind, and small packets) addressed to Mexico. The maximum indemnity payable for loss of registered mail to Mexico is \$15.76 (section 442.1, Publication 42).

3. Insurance service is available for surface parcel post to Canada. Payment of the appropriate insurance fee will provide insurance coverage up to \$200 (See Appendix B, Publication 42, under *Canada—Parcel Post*).

4. Registry service is available for letter class mail and other postal union mail articles (printed matter, matter for the blind, and small packets) addressed to Canada. Registered mail to Canada may be covered by an indemnity up to \$100 by payment of the \$2.10 registry fee or up to \$200 by payment of the \$2.30 registry fee (section 442.1, Publication 42).

The domestic eighth-zone priority mail rate is the rate applied to letters and letter packages addressed to Canada that weigh over 13 ounces through 60 pounds. *Priority mail* is

## Canal Zone—No COD Service

The Director of the Canal Zone Postal Service has reported that the Canal Zone is receiving an increasing number of COD parcels from U.S. post offices.

Postal employees are reminded that, as stated in section 163.16 of the POSTAL SERVICE MANUAL, there is no COD service with the Canal Zone.—*Rates & Classification Dept., 11-17-77.*

## Improperly Addressed Foreign Mail

Many foreign countries have instituted the use of numeric, alpha, or combined alpha-numeric address codes, which are similar or identical to those in our ZIP Code System.

The increasing appearance of improperly placed foreign postal codes in the address of outgoing international mail is causing extensive distribution errors. These errors occur as a result of mailers positioning foreign postal codes after the country name.

Postal employees are reminded that Publication 42, *International Mail*, specifies in section 221.341(b)(3) that the country name must be the *last* item in the address when it appears on the same line as the postal code. When the postal code is isolated on the last line (i.e., mailings to Canada), the destination country name should be the last item on the preceding line. The country name, in capital letters, should always be included in the address and is not to be abbreviated.

All postal employees should carefully examine outgoing international mail for correct address makeup. Advise mailers using incorrect address makeup of the problems created by improperly placed foreign postal codes, and instruct the mailer to discontinue this practice.—*Rates & Classification Dept., 11-17-77.*

not a new class of mail to Canada. See Table 3-3, Appendix A, and Part 222 of Publication 42 for mailing conditions and customs declaration forms required for international letter class mail.—*Rates & Classification Dept., 11-17-77.*

## International Mail— People's Republic of China

The postal administration of the People's Republic of China has announced that effective immediately, the importation of personal articles by mail is limited to gift items intended for personal use. The quantity or value of the articles sent is restricted to the following:

Description of Article	Parcel Limitation
1. Foodstuffs <sup>1</sup>	4 pounds, 6 ounces of each kind; 22 pounds total.
2. Seasonings	3½ ounces of each kind.
3. Cloth	6¾ yards.
4. Wool yarn and articles made from wool yarn.	2 pounds.
5. Clothing	4 items.
6. Shirts, undergarments, shawls, scarves, hats.	4 of each.
7. Shoes, socks, and gloves.	4 pairs of each.
8. Bedding	1 (or 1 pair) of each kind.
9. Articles for cultural and sports use, toys.	\$5.
10. Other articles in every-day use.	\$1.60.

<sup>1</sup> Except for the following luxury foodstuffs: swallow's nest, shark's fin, shark's stomach, shark's lips, scallops, elm, silver tremella, stag's tail, bear's paw.

*Note.* The importation by post of articles enclosed in opaque hermetically-sealed containers, and second-hand garments and bedding is prohibited. Generally speaking, the importation of medicaments is also prohibited, but those specially needed may be imported on production of the certificate issued by the dispensary of the people's commune (city district hospital) or by the senior medical authority.

Pending revision of Publication 42, *International Mail*, please make write-in changes as stated above under the entry in Appendix B for China (People's Republic of), in the

*Continued on p. 9*



Continued from p. 8

Observations section immediately following the chart for Parcel Post Special Services.

If the above limits applicable to the addressee family are exceeded, authorities of the People's Republic of China may return the article to the sender or dispose of the parcel in accordance with its internal laws.

Each addressee family can receive no more than four gift packages per year, with no parcel valued at more than \$27.

Each article must bear the customs declaration and dispatch note specified in Publication 42, *International Mail*, under the entry in Appendix B for China (People's Republic of), Parcel Post Forms Required.

Surface and air rates of postage remain unchanged.—*Rates & Classification Dept., 11-17-77.*

## International Mail Packaging

### I. All International Mail

International surface and air mail exchange offices report that they continue to receive inadequately packaged parcels and postal union mail mailed by U.S. senders to foreign destinations.

Postal employees who accept international mail are reminded that far sturdier external containers and considerably more internal cushioning material to protect contents from shock must be used for items mailed internationally than are required for domestic mail. Section 326.2 of Publication 42, *International Mail*, sets out the packaging standards for international parcel post; minimum packaging requirements for certain items mailed under the postal union classifications are found in section 221.324.

Postal employees should know the requirements outlined in these sections and should accept only parcels and postal union articles that are packaged in conformity with these standards.

### II. International Insured Parcel Post

The international adjusting exchange offices report an increase in the number of claims filed by U.S. senders for damage to international insured parcel post that are denied payment because foreign postal administrations report the packaging used was inadequate to protect the contents under normal international

## Insured Parcel Post to Greece

Effective immediately, postal customers may address insured parcel post packages to any post office in Greece.

Pending revision of Publication 42, *International Mail*, delete Note 2 following the chart for parcel post special services under the entry in Appendix B for Greece. Surface and air rates of postage remain unchanged.—*Rates & Classification Dept., 11-17-77.*

## International Mail—Country Name Change

Having received its independence, the French Territory of the Afars and Isaas has changed its name to the Republic of Djibouti. Effective immediately, postal union mail and parcel post may be accepted for mailing to the Republic of Djibouti. Mail should be addressed to the Republic of Djibouti or the short form, *Djibouti*.

Conditions for mailing and postal rates presently prescribed in Publication 42, *International Mail*, in the entry in Appendix B for the French Territory of the Afars and Isaas, are applicable for mail sent to the Republic of Djibouti. Pending revision of Pub. 42, make a write-in change on the entry in Appendix B for the French Territory of the Afars and Isaas to indicate the country name change.—*Rates & Classification Dept., 11-17-77.*

mail conditions. Foreign postal administrations do not accept liability for damage to these parcels.

Claims for damage cannot be paid if parcels have not been properly packaged. Section 326.1 of Pub. 42 states:

The responsibility of properly enclosing, packaging, and sealing parcels in the international mail rests with the sender. The U.S. Postal Service will not assume liability for loss, rifling, or damage arising from defects that may not be observed at the time of mailing.

When a mailer insures a parcel addressed to a foreign destination, he or she should be advised that the insurance covers damage only if the parcel is adequately packed, internally and externally, in accordance with the standards in section 326.2 of Pub. 42.—*Rates & Classification Dept., 11-17-77.*

## Undeliverable International Mail

### Instructions Given by Sender

Postal employees are reminded to carefully examine incoming international mail to determine instructions given by the sender for disposition of the articles should they be undeliverable as addressed. Instructions are given by the sender in appropriate sections of the Customs Declaration.

Careful examination of items for indication of a forwarding address can eliminate their improper return to sender and subsequent request for postage refund.—*Rates & Classification Dept., 11-17-77.*

*All Post Offices with Rural Delivery Service*

## Christmas Allowances and Procedures on Rural Routes

In accordance with Article XLII-A, section 7, of the *National Agreement*, as amended, the designated Christmas period covering rural carrier allowances and procedures will be from December 5 through December 24, 1977. Management sectional center managers are authorized to extend this period, on an individual office basis, to Tuesday, December 27, 1977, where justified.—*Delivery Services Dept., 11-17-77.*

## Wanted Circular Canceled

Destroy the wanted circular issued for the following postal offender:

Name	Date of Issuance
James Arthur Joseph	5-16-77

—*Inspection Service, 11-17-77.*



**Report dangerous dogs**

## POST OFFICE CHANGES NO. 26

(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
IL	Argo	Cook	Summit	S	60501	Delete	9-1-77	} S conv. to B.
IL	do	do	do	B	60501	Add	9-1-77	
IL	Astoria	Fulton	Sumnum	CPO	61566	Delete	8-18-77	CPO disc.
IL	Bloomington	McLean	Downtown	S	61701	Delete	9-1-77	} S conv. to Sx.
IL	do	do	do	Sx	61701	Add	9-1-77	
IL	Chicago	Cook	B	Sx	60647	Delete	8-15-77	Sx disc.
IL	do	do	C	Sx	60609	Delete	9-30-77	Sx disc.
IL	do	do	North Town	Sx	60645	Delete	8-15-77	} Sx ZIP Code changed.
IL	do	do	do	Sx	60659	Add	8-15-77	
IL	do	do	Rogers Park	Sx	60626	Delete	8-15-77	} Sx ZIP Code changed.
IL	do	do	do	Sx	60660	Add	8-15-77	
IL	do	do	Lake Park	Sx	60615	Add	8-15-77	Sx estab.
IL	Des Plaines	do	Downtown	Sx	60017	Add	11-9-76	Sx estab.
IL	do	do	Oakton	Sx	60018	Delete	5-24-76	Sx disc.
IL	East Saint Louis	Saint Clair	Carrier	Sx	62205	Delete	8-18-77	Sx disc.
IL	Frankfort	Will		I	60423	Add	10-7-77	C estab.
IL	Galatia	Saline	Harco	CPO	62945	Add	10-7-77	CPO estab.
IL	Grayslake	Lake	Wildwood	B	60030	Delete	6-30-74	B disc.
IL	Greenup	Cumberland	Hazel Dell	CPO	62430	Add	9-1-77	CPO estab.
IL	Joliet	Will	Crest Hill	B	60435	Delete	9-2-75	B disc.
IL	do	do	Shorewood	CPO	60436	Delete	10-7-77	} CPO ZIP Code changed.
IL	do	do	do	CPO	60435	Add	10-7-77	
IL	Lake Villa	Lake	Lindenhurst	B	60046	Delete	10-14-77	B disc.
IL	Mount Zion	Macoupin		I	62549	Add	10-27-73	C estab.
IL	Mundelein	Lake	Vernon Hills	B	60061	Delete	10-28-75	} B conv. to Bx.
IL	do	do	do	Bx	60061	Add	10-28-75	
IL	Oak Lawn	Cook	South Bridgeview	B	60455	Delete	10-12-77	} B name changed.
IL	do	do	Bridgeview	B	60455	Add	10-12-77	
IL	Peoria	Peoria	Junction City	S	61614	Delete	8-18-77	S disc.
IL	Quincy	Adams	Downtown	Sx	62301	Add	3-10-77	Sx estab.
IN	Columbia City	Whitley	Coesse	CPO	46724	Delete	10-7-77	CPO disc.
IN	Crane	Martin	Crane Naval Depot	Bx	47522	Add	8-15-77	Bx estab.
IN	Indianapolis	Marion	Federal	Sx	46244	Delete	8-17-77	} Sx ZIP Code changed.
IN	do	do	do	Sx	46204	Add	8-17-77	
IN	do	do	Ravenswood	S	46240	Add	8-20-77	S estab.
IN	Michigan City	La Porte	Parcel Post Annex	Sx	46360	Delete	6-10-75	} Sx name changed.
IN	do	do	Marquette Mall	Sx	46360	Add	6-10-75	
IN	Santa Claus	Spencer	Christmas Lake Village	CPO	47579	Add	8-15-77	CPO estab.
IN	Warsaw	Kosciusko	Parcel Post Annex	Sx	46580	Add	8-18-77	Sx estab.
IA	Marion	Linn	Robins	CPO	52328	Add	6-18-76	CPO estab.
IA	Sioux City	Woodbury	Plaza	S	51101	Delete	8-2-77	} S ZIP Code changed.
IA	do	do	do	S	51104	Add	8-2-77	
KS	Junction City	Geary	Camp Funston 1	Bx	66442	Delete	5-2-75	Bx disc.
KS	Salina	Saline	Detached Mail	Sx	67401	Add	10-7-77	Sx estab.
KS	Strong City	Chase	Saffordville	CPO	66869	Delete	10-7-77	CPO disc.
KY	Allen	Floyd	Old Allen	CPO	41601	Delete	3-31-72	CPO disc.
KY	Belfry	Pike	Hatfield	CPO	41514	Delete	8-31-75	CPO disc.
KY	Betsy Layne	Floyd	Justell	CPO	41605	Delete	5-21-76	CPO disc.
KY	Catlettsburg	Boyd	Buchanan 2	CPO	41205	Delete	4-15-76	CPO disc.
KY	Frakes	Hell	Pearl 3	CPO	40975	Delete	11-9-73	CPO disc.
KY	Fulton	Fulton	South Fulton	B	42041	Delete	10-7-77	B disc.
KY	Harlan	Harlan	Sunshine	S	40831	Delete	9-15-77	S disc.
KY	Hazard	Perry	Lothair	CPO	41701	Delete	9-30-75	CPO disc.
KY	London	Laurel	Greenmount	CPO	40741	Delete	8-17-73	CPO disc.
KY	Louisville	Jefferson	Riverfront	S	40270	Delete	8-30-77	} S conv. to Sx.
KY	do	do	do	Sx	40270	Add	8-30-77	
KY	Murray	Calloway	College Campus	S	42071	Delete	8-22-77	} S name changed.
KY	do	do	University	S	42071	Add	8-22-77	
KY	Pikeville	Pike	Zebulon	CPO	41501	Delete	4-23-76	CPO disc.
MI	Cooks	Schoolcraft	Garden Corners	S	49817	Add	10-7-77	S estab.
MI	Detroit	Wayne	Metropolitan Airport	B	48242	Delete	10-7-77	} B name changed and conv. to Bx.
MI	do	do	Airport Mail Fac	Bx	48242	Add	10-7-77	
MI	do	do	Harper Woods	B	48236	Delete	10-7-77	} B conv. to Bx.
MI	do	do	do	Bx	48236	Add	10-7-77	
MI	Grand Rapids	Kent	Forest Hills	B	49506	Add	4-15-76	B estab.
MI	do	do	Woodland	B	49506	Add	8-31-77	B estab.
MI	Holland	Ottawa	Windmill Island	S	49423	Delete	9-30-77	S disc.
MI	Lansing	Ingham	Downtown	Sx	48933	Add	10-7-77	Sx estab.
MI	do	do	North Lansing	Sx	48905	Delete	10-7-77	Sx disc.
MI	do	do	Michigan Avenue	Sx	48911	Delete	10-7-77	Sx disc.
MI	do	do	South Cedar Street Annex	Sx	48909	Delete	10-7-77	Sx disc.
MI	do	do	Frandon	B	49912	Delete	10-7-77	B disc.
MI	Mass	Ontonagon			49948	Delete	10-1-77	} PO name changed.
MI	Mass City	do			49948	Add	10-1-77	
MI	Monroe	Monroe	Erie	B	48133	Delete	10-7-77	} B conv. to Bx.
MI	do	do	do	Bx	48133	Add	10-7-77	
MI	do	do	LaSalle	B	48145	Delete	10-7-77	} B conv. to Bx.
MI	do	do	do	Bx	48145	Add	10-7-77	
MI	do	do	Luna Pier	B	48157	Delete	10-7-77	} B conv. to Bx.
MI	do	do	do	Bx	48157	Add	10-7-77	
MI	Traverse City	Grand Traverse	West Bay	B	49684	Delete	8-30-77	B disc.
MI	Trenton	Wayne	Woodhaven	B	48183	Delete	10-7-77	B disc.
MI	Wyandotte	do	Riverview	B	48192	Delete	10-7-77	} B conv. to Bx.
MI	do	do	do	Bx	48192	Add	10-7-77	



POST OFFICE CHANGES NO. 26—Continued

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
MN	Crookston	Polk	Gentilly	CPO	56717	Delete	10- 7-77	CPO disc.
MN	do	do	Park View	S	56718	Add	10- 7-77	S estab.
MN	Grand Portage	Cook	Isle Royal National Park	CPO	55817	Delete	8-12-77	CPO disc.
MN	Duluth	Saint Louis	Woodland	S	55803	Delete	8-12-77	S conv. to Sx and name changed.
MN	do	do	Mount Royal	Sx	55803	Add	8-12-77	
MN	do	do	Number Five	Sx	55802	Delete	8-12-77	Sx disc.
MN	do	do	Pike Lake	B	55811	Delete	8-12-77	B disc.
MN	Oronoco	Olmsted	Douglas	CPO	55960	Delete	7- 1-74	CPO disc.
MN	Hopkins	Hennepin	Eden Prairie	B	55343	Delete	10-15-77	B ZIP Code changed.
MN	do	do	do	B	55344	Add	10-15-77	
MN	Minneapolis	do	Brooklyn Center	B	55429	Delete	9- 9-77	B conv. to Bx.
MN	do	do	do	Bx	55429	Add	9- 9-77	
MN	do	do	Riverside	Sx	55404	Delete	8-19-77	Sx ZIP Code changed.
MN	do	do	do	Sx	55454	Add	8-19-77	
MN	do	do	Fridley <sup>4</sup>	Bx	55421	Delete	8-19-77	Bx ZIP code changed.
MN	do	do	do	Bx	55432	Add	8-19-77	
MN	Monticello	Wright	Kjellberg	CPO	55362	Add	8-19-77	CPO estab.
MN	Saint Paul	Ramsey	Mendota <sup>5</sup>	B	55050	Delete	8-19-77	B conv. to Bx.
MN	do	do	do	Bx	55050	Add	8-19-77	
MN	do	do	Egan <sup>6</sup>	B	55121	Delete	8-19-77	B conv. to Bx.
MN	do	do	do	Bx	55121	Add	8-19-77	
MN	Willmar	Kandiyohi	Crookston Parkview	S	56201	Delete	8-19-77	S disc.
MO	Arnold	Jefferson	Bayshore	S	63010	Add	8-20-77	S estab.
MO	Ballwin	Saint Louis	Ellisville	CPO	63011	Delete	6-10-77	CPO disc.
MO	Chaffee	Scott	Allenville	CPO	63741	Delete	7- 1-74	CPO disc.
MO	Charleston	Mississippi	Diehlstadt <sup>7</sup>	CPO	63834	Delete	7-31-77	CPO disc.
MO	Forsyth	Taney	Hilda	CPO	65670	Delete	6-30-75	CPO disc.
MO	Mineral Point	Washington	Hopewell	CPO	63860	Delete	6-30-75	CPO disc.
MO	Puxico	Stoddard	Kinder	CPO	63759	Delete	8-25-77	CPO disc.
MO	Rolla	Phelps	Vida	CPO	65581	Delete	6- 6-77	CPO disc.
MO	Sainte Genevieve	Saint Genevieve	Lake Forest	CPO	63670	Add	1-15-77	CPO estab.
MO	Saint Louis	Saint Louis	Christian Bechtold	Sx	63118	Delete	8-16-77	Sx name changed.
MO	do	do	Maryville Gardens	Sx	63118	Add	8-16-77	
MO	do	do	Koch	S	63154	Delete	8-20-77	S conv. to B.
MO	do	do	do	B	63154	Add	8-20-77	
MO	do	do	Progress	Sx	63159	Delete	7-20-77	Sx name and ZIP Code changed.
MO	do	do	Convention Center	Sx	63101	Add	7-20-77	
MO	do	do	Plaza	Sx	63199	Delete	8-20-77	Sx disc.
MO	Springfield	Greene	H. S. Jewell	Sx	65801	Add	9- 1-77	Sx estab.
MO	Westatton	Saint Charles		I	63396	Delete	8-20-77	Correct spelling of PO shown in
MO	West Alton	do		I	63396	Add	8-20-77	DOPO and NZCD.
NE	Omaha	Douglas	Air Mall Facility	Sx	68119	Add	8-19-77	Sx estab.
ND	Minot	Ward	Downtown	Sx	58701	Delete	8-15-77	Sx disc.
OH	Ashtabula	Ashtabula	Edgewood	B	44004	Delete	12-18-73	B disc.
OH	Canal Fulton	Stark		I	44614	Add	6-30-74	C estab.
OH	Canton	do	Highland Mall	B	44705	Delete	9- 2-77	B disc.
OH	Cincinnati	Hamilton	Avondale Central	S	45229	Delete	2-28-75	S disc.
OH	Cleveland	Cuyahoga	Playhouse Square	Sx	44114	Delete	8-18-77	Sx ZIP Code changed.
OH	do	do	do	Sx	44115	Add	8-18-77	
OH	do	do	Pepper Pike	B	44124	Delete	7-31-76	B disc.
OH	do	do	Northland	S	43229	Delete	8-30-77	S conv. to Sx.
OH	do	do	do	Sx	43229	Add	8-30-77	
OH	Dayton	Montgomery	Moraine	B	45439	Delete	8-19-77	B disc.
OH	Dillonvale	Jefferson	Dunglen	CPO	43017	Add	8-24-77	CPO estab.
OH	Kent	Portage	Brimfield	B	44240	Add	8-16-77	B estab.
OH	Lancaster	Fairfield	Camp Ground	B	43130	Delete	9- 1-71	B disc.
OH	do	do	Hocking	Sx	43130	Delete	6- 1-77	Sx disc.
OH	Pickerington	do		I	43147	Add	9- 1-77	C estab.
OH	Portsmouth	Scioto	West Portsmouth	B	45662	Delete	6-30-77	B disc.
OH	Westerville	Franklin	Gateway	S	43081	Delete	8-30-77	S disc.
OH	Wheelerburg	Scioto		I	45694	Add	9- 2-77	C estab.
OH	Willoughby	Lake	Kirkland	B	44094	Delete	7- 3-76	B estab.
SD	Herrick	Gregory	Saint Charles	CPO	57538	Delete	8-31-77	CPO ZIP Code changed to correct
SD	do	do	do	CPO	57571	Add	8-31-77	
SD	Lemmon	Perkins	Thunder Hawk <sup>8</sup>	CPO	57655	Delete	4- 8-77	CPO disc.
SD	Rapid City	Pennington	Farmingdale	CPO	57740	Delete	12-17-76	CPO disc.
SD	do	do	Rockerville	CPO	57701	Delete	11-11-74	CPO disc.
WI	DeForest	Dane		I	53532	Add	8-28-76	C estab.
WI	Fond du Lac	Fond du Lac	North Fond du Lac	B	54935	Add	2- 1-77	B estab.
WI	Green Bay	Brown	Stadium	B	54304	Delete	8-26-77	B disc.
WI	Hortonville	Outagamie	Medina	CPO	54951	Add	7-22-72	CPO estab.
WI	Hudson	Saint Croix	Burkhardt	B	54016	Delete	5-15-73	B disc.
WI	La Crosse	La Crosse	Northside	Sx	54601	Delete	8-12-77	Sx disc.
WI	Madison	Dane	South Side	Sx	53715	Add	7- 1-75	Sx estab.
WI	Milton	Rock		I	53563	Add	4-13-74	C estab.
WI	Milwaukee	Milwaukee	St. Francis	B	53207	Add	9- 2-77	B estab.
WI	Oak Creek	do	Carrollville	S	53154	Delete	8-24-77	S disc.
WI	Onalaska	La Crosse	Center 90	CPO	54650	Add	8-12-77	CPO estab.
WI	Pittsville	Wood	City Point <sup>9</sup>	CPO	54466	Delete	8-18-77	CPO disc.

<sup>1</sup> Camp Funston, KS, Bx located in Riley County.  
<sup>2</sup> Buchanan, KY, CPO located in Lawrence County.  
<sup>3</sup> Pearl, KY, CPO located in Whitley County.  
<sup>4</sup> Fridley, MN, Bx located in Anoka County.  
<sup>5</sup> Mendota, MN, Bx located in Dakota County.  
<sup>6</sup> Egan, MN, Bx located in Dakota County.  
<sup>7</sup> Diehlstadt, MO, CPO located in Scott County.  
<sup>8</sup> Thunder Hawk, SD, CPO located in Corson County.  
<sup>9</sup> City Point, WI, CPO located in Jackson County.

## PROCEDURE FOR TERMINATING CASUALS, 12-31-77

All casuals must be separated on or before December 31, 1977. To facilitate processing the necessary personnel actions, the following procedures will be applicable in CAG A-K post offices:

### A. Accessions

All casuals appointed December 3, 1977, or later in December, will be hired NTE 12/31/77 and will automatically be considered as being hired for the Christmas mailing period for manpower and statistical reporting purposes. Those casuals hired in the month of December, who already had two 90-day terms of casual employment in 1977, are limited to a 21-day appointment and could have a NTE date earlier than December 31, 1977.

### B. Distribution of Year End Casual Transaction Card

On or about December 19, 1977, CAG A-K post offices will receive a year-end casual transaction card from postal data centers for each casual on the rolls as of the close of business, December 16, 1977. (See Exhibit). During the week of December 19, 1977, each MSC will also receive a detailed listing reflecting all casuals in the MSC area by office (CAG A-K). This listing is to be used to reconcile the return of cards at the MSC prior to returning them to the Postal Data Centers.

These cards will be used to automatically terminate the casuals and produce Forms 50, *Notification of Personnel Action*, effective December 31, 1977. These cards will also be used to produce a Form 50 for all casuals who are authorized to be reappointed as casuals, with an effective date of January 1, 1978.

### C. Completion of Transaction Card

A card will be provided for each casual on the rolls as of December 16, 1977, and a decision must be made as to whether that casual will be reappointed effective January 1, 1978. (If a card is not received for a casual on the rolls, prepare a memorandum containing the same information as on the Exhibit and forward to MSC). Each card received must be marked *NO*, *YES*, or *OTHER*, as follows:

*NO*—This means that the employee will not be reappointed as a casual January 1, 1978. The last day in a pay status must be entered on the card. The card must be authorized by the Installation Head but does not

require MSC approval. Termination Forms 50 will be generated automatically by the PDCs from the data on the card. The Form 50 will show the last day in a pay status as the effective date. The casual will be separated no later than December 31, 1977, and may not be utilized after that date. Such casual may not be appointed to any other position before January 14, 1978.

*YES*—This means that the employee will be reappointed as a casual (same designation and status) effective January 1, 1978. This card must be authorized by the installation head and approved by the MSC. Bulk mail centers will not require a second level of approval. Separation/Appointment, NTE 90 days, Forms 50 will be generated automatically by PDC's from the data on the card. The Form 50 will show an effective date of January 1, 1978.

*OTHER*—This means that the casual has been or will be appointed to or converted to a different position between December 17, 1977, and January 13, 1978. No such employee may be reappointed to a casual position between January 1, 1978, and January 13, 1978, or work beyond December 31, 1977, as a casual. The last day in a pay status as a casual must be entered on the card. The card must be authorized by the installation head but does not require MSC approval. Paperwork necessary to effect the required Forms 50 for these employees must be processed in a timely manner by the office through the appropriate personnel service center, since this action will not be produced automatically by the PDC. However, a detailed listing of these employees will be produced by the

Postal Data Centers from the returned cards, showing indicative data as of pay period 2. The listing will be sent to the MSC's for review to assure that the required appointment/conversion action has been taken.

### D. Return of Transaction Cards

All associate office cards must be completed promptly by the installation and forwarded to the MSC's for reconciliation with the listings. Cards must be grouped by the MSC into the three categories of *YES*, *NO*, and *OTHER*. MSC approval must be indicated on all *YES* cards. BMC's send their cards directly to PDC's.

All cards must be forwarded by the most expeditious service to arrive at the Postal Data Centers not later than January 4, 1978. If a card is not received for a casual employee, prepare a memorandum containing the information on the Exhibit and forward to the PDC along with the completed cards.

Cards received at the PDC after close of business January 4, 1978, will be returned and will cause a separation Form 50 with an effective date of December 31, 1977 to be created.

### E. Processing and Distributing Forms 50

All termination and separation/appointment Forms 50 generated by these procedures will be produced by the PDC, and sent to the appropriate regional office for authorization and distribution to MSC's and BMC's. Forms 50 received should be reconciled with the listing sent to the MSC or BMC. Any discrepancies should be corrected by using normal PSC's Form 50 procedures correction.

*Continued on p. 13*

Finance No:	SSN:	Employee Name	MSC	BA
Circle One Only				
Reappointment:				
1. NO	- Last Day In Pay Status	_____	_____	_____
2. YES	-	Mo.	Day	Yr.
3. OTHER	- Reason:	_____		
Signature:		_____	_____	_____
		Installation Authority	MSC Approval	
See Postal Bulletin No. 21130				
Complete and return to your MSC by 12/31/77				

Exhibit



**UNIFORM PROGRAM—LICENSED VENDOR LISTING**

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

Air-O-Pedic Shoe Shop	125 Halsey Street	Newark	NJ 07102	Lepera Shoe Repair	219 Jefferson Street	Fairmont	WV 26554
Bari's Custom Tailor & Uniforms	48 St. Paul Street	Rochester	NY 14606	Life Uniform Shop #230	1108 Florence Mall	Florence	KY 41042
Bay Bootery	55 Shore Road	Port Washington	NY 11050	Majestic Uniform Mfg. Co.	1512 East Passyunk Avenue	Philadelphia	PA 19147
Bel Aire Uniforms	393 Parkway Plaza	El Cajon	CA 92020	Michael's Footwear & Leathers	809 Texas Street	Fairfield	CA 94533
Bela's Custom Shoes	1084 Dionne Street	St. Paul	MN 55113	Monarchs	Buttrey's Shopping Center	Bozeman	MT 59715
Buchanan's Uniforms	P.O. Box 730	Waco	TX 76703	Mullen's Family Shoe & Bootery	217 Pine Street	Green Bay	WI 54801
Bud's Shoes	229 Broadway	Vista	CA 92083	New England Uniform Co.	51 Main Street	Danbury	CT 06810
Colonial Uniform Shoppe	1048 Mt. Vernon Road	Newark	OH 43055	R & R Hamady	2718-B DeKalb Street	Lake Station	IN 46405
Dammarell Bootery	414 Capitol Way	Olympia	WA 98501	Red Wing Shoe Store	5351 "B" Blackstone Avenue	Fresno	CA 93710
Dean's Clothing & Footwear	414 Capitol Way	Wabasha	MN 55981	Red Wing Shoe Store	3926 Dix Highway	Lincoln Park	MI 48146
Dollar Bros. Shoe Store	419 Park Row	Bowling Green	KY 42101	Red Wing Shoe Store	114 East Travis	San Antonio	TX 78205
Donald, John, Mens' Clothiers	3021 County Street	Somerset	MA 02726	Rehnbloom, Wendell—Mason Shoes	1607 Sixth Highway	Des Moines	IA 50314
Erickson Shoe Repair	326 18th Street	Cloquet	MN 55720	Rasane's Uniforms	P.O. Box 2098	Union	NJ 07088
Evans Uniform Shop #6	5 Bon Air Road #113	Larkspur	CA 94939	Stemmerman Shoes, Inc.	22 E. Market Street	Corning	NY 14830
Galea's Tailors & Clothiers	314 Delaware Avenue	Albany	NY 12209	Stewart's Mens Wear	124 South Queen Street	Martinsburg	WV 25401
Gilder Shoes, Inc.	165 N. Main Street	Elmira	NY 14901	Story, Bill, Fire & Safety Co.	P.O. Box 1184	Oklahoma City	OK 73101
Harry's Army & Navy Stores	Route 130	Yardville	NJ 08620	Sugar Plum	431 Norfolk Avenue	Norfolk	NE 68701
Herman Survivor Shop	1030 Highland Avenue	National City	CA 92060	Susie's Uniforms, Inc.	3301 Tulane Avenue	New Orleans	LA 70119
Herman Survivor Shop	3538 N. Rosemead Blvd.	Rosemead	CA 91770	Turpin Uniforms, Inc.	1047 Cherokee Road, SE	Smyrna	GA 30080
The Islander	40 Cottage Street	Bar Harbor	ME 04609	Vorbeck Shoes	702 Franklin Street	Glencoe	MN 55338
Jones, James M.—Knapp Shoes	3119 Sablain Parkway	Lansing	MI 48910				
The King and I, Inc.	Highway 37E	Toms River	NJ 08753				
Kinney Shoe Corporation	Pershing Plaza	Kenosha	WI 53140				

—Labor Relations Dept., 11-17-77.

Continued from p. 12

All actions will reflect: *Termination Due to Expiration of Limited Appointment*, in item 30 of Form 50.

**F. Appointing Authority**

All reappointment actions covered by these procedures must have the prior approval of the appropriate authority.—*Employee & Labor Relations Group and Operations Group, 11-17-77.*

**Mailing Dates for Christmas**

Please add to POSTAL BULLETIN 21127, 10-6-77, the following dates for depositing international mail at local post offices to assure delivery in time for Christmas.

**International Mail**

Destination	Airmail		
	Air Parcels	Letters/Cards	Surface
Canada/Mexico.....	Dec. 14	Dec. 14	Dec. 1

—Mail Processing Dept., 11-17-77.

IT IS NEVER TOO LATE  
 ★ TO JOIN THE TEAM ★  
 BUY U.S. SAVINGS BONDS





**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 21129 article.
- B. **Old Style.** The listing from PB 21111 is still valid.
- C. **Counterfeit.** The listing from PB 21121 is still valid.

1636676082	to	1636676999	2097282600	to	2097283099	2188399463	to	2188399499
1657057000	to	1657057999	2099936003	to	2099936199	2188800511	to	2188800599
1670611632	to	1670611699	2100163166	to	2100163199	2188801700	to	2188801899
1679823712	to	1679823799	2101768200	to	2101768599	2189647844	to	2189647899
1698585200	to	1698585599	2106951701	to	2106951799	2189762200	to	2189762399
1784298576	to	1784298599	2107740713	to	2107740799	2195763572	to	2195763581
1813957442	to	1813957999	2108619400	to	2108619599	2199735900	to	2199736199
1818290300	to	1818290699	2108684500	to	2108684699	2202566712	to	2202566799
1843429002	to	1843429099	2112380459	to	2112380999	2203500000	to	2203500999
1913077598	to	1913077999	2114365608	to	2114365699	2204436530	to	2204436599
1914787700	to	1914787999	2115139783	to	2115139799	2205805206	to	2205805299
1920282400	to	1920282497	2115260515	to	2115260599	2207322100	to	2207322199
1931270723	to	1931270799	2115272600	to	2115273099	2212553990	to	2212553999
1932738600	to	1932738999	2116823100	to	2116823599	2213714600	to	2213714999
1938921759	to	1938921999	2117366276	to	2117366299	2213738000	to	2213738199
1939918310	to	1939918319	2117955979	to	2117955999	2216262100	to	2216262299
1942535329	to	1942535399	2122159972	to	2122159984	2216307624	to	2216307699
1942580000	to	1942580299	2124202319	to	2124202399	2216615318	to	2216615499
1952637000	to	1952638999	2125692381	to	2125692399	2218532291	to	2218532299
1953225400	to	1953225699	2131239827	to	2131239999	2222244200	to	2222244999
1974270113	to	1974270149	2131513600	to	2131513899	2222248100	to	2222248499
1983543000	to	1983543099	2131659000	to	2131659199	2222479305	to	2222479399
1993108600	to	1993108699	2135784229	to	2135784399	2224159200	to	2224159399
1995671359	to	1995671999	2138191300	to	2138191499	2225100300	to	2225100499
2019060176	to	2019060199	2138225800	to	2138226299	2225362000	to	2225362299
2020057900	to	2020058199	2140774465	to	2140774499	2228528193	to	2228528199
2020617306	to	2020617399	2141218800	to	2141218899	2230074225	to	2230074299
2022309900	to	2022309999	2141293584	to	2141293598	2235194912	to	2235194999
2022309769	to	2022309799	2141582955	to	2141582999	2237314200	to	2237314599
2023458092	to	2023458299	2141594800	to	2141594999	2237443156	to	2237443174
2025217286	to	2025217699	2143694808	to	2143694899	2240474845	to	2240474883
2025609787	to	2025609999	2143694920	to	2143694999	2240574061	to	2240574299
2026636200	to	2026636599	2147970000	to	2147970199	2241475275	to	2241475599
2032976000	to	2032977499	2148839300	to	2148839499	2243731235	to	2243731299
2036193700	to	2036193999	2149387653	to	2149387699	2245549830	to	2245550399
2036194350	to	2036194599	2150437926	to	2150438199	2247651900	to	2247651999
2038516800	to	2038516899	2151361978	to	2151361999	2249459188	to	2249459199
2039774500	to	2039774775	2152225157	to	2152225199	2249468500	to	2249468599
2041088000	to	2041089999	2155325100	to	2155325399	2251641500	to	2251641599
2043875944	to	2043875999	2155380200	to	2155380499	2252279900	to	2252279999
2052853276	to	2052853299	2160339107	to	2160339499	2252681655	to	2252681799
2058070042	to	2058070199	2161864279	to	2161864399	2255345100	to	2255345599
2058071000	to	2058071099	2165684600	to	2165684699	2255346300	to	2255346599
2064110687	to	2064110699	2166786072	to	2166786999	2257119700	to	2257119999
2064865293	to	2064865399	2169293359	to	2169293399	2257120000	to	2257120999
2064920627	to	2064920699	2169363900	to	2169363999	2257458700	to	2257458899
2064934600	to	2064934799	2169893174	to	2169893199	2257672000	to	2257672299
2067935600	to	2067936499	2172107100	to	2172107299	2271738536	to	2271738559
2070708800	to	2070708899	2172415400	to	2172415799	2271738581	to	2271738599
2073371600	to	2073372099	2172682574	to	2172682699	2272549800	to	2272550099
2079763066	to	2079763099	2172869517	to	2172869599	2276114000	to	2276114599
2081811623	to	2081811699	2173716964	to	2173716999	2278733571	to	2278733599
2082801500	to	2082801699	2175100002	to	2175100099	2280015231	to	2280015299
2082878700	to	2082878899	2176673400	to	2176673599	2281433800	to	2281433899
2083855000	to	2083856999	2176724200	to	2176724599	2284470318	to	2284470399
2085962942	to	2085962999	2179024181	to	2179024299	2291174866	to	2291174999
2090619332	to	2090619399	2179043600	to	2179043799	2315071423	to	2315071499
2090982736	to	2090982799	2185997272	to	2185997299	8005023000	to	8005023999
2091156500	to	2091156699	2187242970	to	2187242999	8009417900	to	8009417999
2097245600	to	2097245799	2187246087	to	2187246099	8012783600	to	8012783999



# FIRST CLASS

## 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, KIA 0B1.

The new money order serial numbers consist of the first nine digits. The 10th digit is a check digit only. Destroy the PB 21128 article.

200,400,512 to 200,400,600	229,000,595 to 229,000,600	252,160,301 to 252,160,393
200,467,313 to 200,467,500	229,083,686 to 229,083,700	252,494,635 to 252,494,700
201,328,601 to 201,329,300	229,428,120 to 229,428,300	253,094,279 to 253,094,400
201,963,699 to 201,963,800	230,004,990 to 230,005,200	253,181,800 to 253,181,900
201,980,250 to 201,980,299	230,143,701 to 230,144,000	253,641,268 to 253,641,300
202,545,957 to 202,546,000	231,387,001 to 231,387,500	254,680,851 to 254,680,900
207,218,569 to 207,218,600	234,067,232 to 234,067,300	254,706,319 to 254,706,400
208,872,242 to 208,872,257	235,833,783 to 235,833,800	259,412,918 to 259,412,954
209,190,001 to 209,195,000	237,386,845 to 237,387,000	261,923,801 to 261,924,000
210,301,801 to 210,302,000	238,758,669 to 238,758,730	261,707,201 to 261,707,400
210,835,285 to 210,835,300	239,162,130 to 239,162,200	261,766,701 to 261,766,800
210,935,633 to 210,935,700	239,863,796 to 239,863,870	262,740,206 to 262,740,300
212,900,201 to 212,900,300	239,864,826 to 239,864,900	263,414,901 to 263,415,800
213,345,001 to 213,345,100	240,362,301 to 240,362,600	264,474,080 to 264,474,300
213,504,865 to 213,505,000	241,535,801 to 241,536,000	266,472,561 to 266,472,860
216,823,954 to 216,824,000	242,545,470 to 242,545,800	268,198,254 to 268,198,275
217,621,979 to 217,622,100	242,917,801 to 242,918,000	268,198,301 to 268,198,600
217,622,401 to 217,622,800	243,920,027 to 243,920,100	270,677,679 to 270,677,696
218,660,066 to 218,660,700	244,343,084 to 244,343,100	272,291,501 to 272,291,600
219,494,026 to 219,494,130	244,583,557 to 244,583,600	274,873,716 to 274,874,100
219,692,001 to 219,692,100	245,740,589 to 245,740,600	275,288,303 to 275,288,700
224,126,989 to 224,127,100	245,767,347 to 245,767,400	278,846,365 to 278,846,600
226,781,246 to 226,781,400	247,636,179 to 247,636,200	278,737,201 to 278,737,300
226,073,655 to 226,073,700	247,649,190 to 247,649,200	277,998,585 to 277,998,590
227,129,004 to 227,129,400	247,760,081 to 247,760,100	283,461,001 to 283,461,300
227,564,701 to 227,564,800	250,442,960 to 250,443,000	285,397,992 to 285,398,400