



postal bulletin

Directives and Forms Division, Washington, DC 20260

PB 21131—Dec. 1, 1977—24 Pages

13-Cent Carl Sandburg Commemorative Stamp

Description. The 13-cent Carl Sandburg commemorative stamp will be first placed on sale at Galesburg, IL 61401, on January 6, 1978. Because of new first-day cover procedures, it is important that all offices begin selling these stamps on January 7, 1978.

Do Not Sell Before January 7, 1978.



Copyright U.S. Postal Service 1978

Size: .77 x 1.17 inches.

Issued in sheets of 50.

Color: Brown and black.

Marginal markings: One plate number, © United States Postal Service 1978,

Use correct ZIP Code, and Mr. ZIP. Designer: William A. Smith.

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

a. **Customers Affixing Stamps.** Collectors may purchase stamps at their local post offices and affix them to their envelopes. All envelopes must be addressed. Peelable address labels are recommended and a filler card of postal card thickness should be inserted in each cover. Orders must be postmarked by January 21, 1978, and should be addressed to: First Day

Wanted Circulars Canceled

Destroy the wanted circulars issued for the following postal offenders:

Name	Date of Issuance
Michael J. Dunn	8-29-77
Thomas Glover Woods	9-30-75

—Inspection Service, 12-1-77.

Cancellations, Postmaster, Galesburg, IL 61401. No remittance is required.

b. **Postal Service Affixing Stamps.** Request first-day cancellations from: Carl Sandburg Stamp, Postmaster, Galesburg, IL 61401 (see PSM, section 257.2). Requests must be postmarked not later than January 21, 1978. 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 January 7, 1978.

Supply. All post offices under the automatic distribution system will receive an initial supply of the stamps. Before requisitioning additional stamps (item 449), consider that the stock should be depleted prior to March 6, 1978, at all post office outlets—except designated philatelic windows and postal stores.

Post offices with 950 or more revenue units requiring additional bulk quantities: immediately requisition on Form 3356, *Stamp Requisition—Bulk Quantities*, from the Bureau of Engraving and Printing.

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

Panels. A limited number of 8½ by 11¼-inch commemorative series stamp panels will be available at a later date only through mail order from the Philatelic Sales Branch, Washington, DC 20265. The panels are printed on heavy art paper suitable for mounting.

Postmasters are requested to post a copy of this notice in a prominent place pending arrival of USPS bulletin board posters. When posters are received, remove this notice.—*Customer Services Dept.*, 12-1-77.

Second-Class Postage Rates

A notice published in the July 15, 1976, Postal Bulletin specified that when regular second-class rates are lower than the rates in section 132.122, *POSTAL SERVICE MANUAL*, for special rate publications, the regular rates were to be applied.

Effective immediately, when a publication is authorized to be mailed at the special rates in section 132.122, *POSTAL SERVICE MANUAL*, only those rates are to be charged.—*Rates & Classification Dept.*, 12-1-77.

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Lobby Display Schedule and Priorities

Displays In All Post Office Lobbies

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, <i>Domestic Postage Rates, Fees and Information</i>	August 1977.
Poster 7, <i>Rules and Regulations Governing Conduct on Postal Property</i>	August 1976.
Notice 96, <i>Notice of Reward</i>	August 1977.
Poster 31-B, <i>Mail Problem?</i> (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 All Services or specialized services (plus stamps). (See PSM 113.214.)	

Rotating Displays—Offices of 950 Revenue Units and Above

The schedule of lobby poster displays for post offices with 950 revenue units and above, covering dates in December is listed in *priority* order below. A=first priority, following mandatory displays: B=second priority, etc.

Priority	Title	Poster	From	Through
A	Shop Early-Mail Early	2 or 2A ..	10/7	12/25.
A	Christmas	386	11/15	12/27.
A	Carl Sandburg	387	12/30	2/3.
A	1977 Mint Set	382	Continuous	
A	Stamps & Stories	11	Continuous	
B	1976 Mint Set		Remove	12/31.
B	1975-74-73 Mint Sets		Remove	12/31.
C	Stories of the American Revolution.		As available	
C	Lactrile Warning		12/1	1/31.

Specialized Programs Displays

Using the priority system above, 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:

Priority	Title
A	Point of Sale Clear Plastic Easel Displays. (Schedule on reverse of inserts)
A	<i>Mail Problem?</i> (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. (Supplied only to offices with substantial Spanish-speaking customer populations.)
A	<i>Express Mail—Here Today, There Tomorrow</i> . (Posters 84 & 84A, Sept. 1977 for lobbies in the Express Mail network only.)
B	<i>Packaging You Can Bank On</i> . (Poster/one-time distribution.)
B	New Pocket-Size Passport. (Counter Card/One-time distribution for Passport Acceptance Offices only.)

—Customer Services Dept., 12-1-77.

Obsolete Directives

The directives listed below are obsolete. **Do not order these directives.** Add them to the obsolete directives list on pages 8 and 9 of POSTAL BULLETIN 21123, 9-8-77. Also, delete them from the list of directives in Publication 24, *Supply Catalog*, Chapter 4.

Publications	Title
69*	A New Look at ZIP Code.
157	Guidance in Handling the Problem of Alcoholism.
194	Guide to Promotion and Reassignment (PES and PMS Systems).

Handbooks	Title
M-30	Postal System Examiners.
M-48*	Multi-Position Letter Sorting Machines.

Misc.	Title
Notice 92	Don't Tie Up Mail Service—Use ZIP Code, April 1968.
Poster 27	Unsolicited Sexually Oriented Advertisements, June 1971.

*Delete from out-of-stock directives list on page 3 of POSTAL BULLETIN 21121, 8-11-77.

—Office of Management Services, 12-1-77.

ACCIDENTS DON'T JUST
HAPPEN—THEY ARE CAUSED

GET WITH THE
MILLIONS OF
AMERICANS WHO
HAVE FOUND U.S.
SAVINGS BONDS
A SOLID BASE FOR
THE FUTURE OF
THEIR FAMILIES

New and Replenished Directives

The following directives are now in stock:

Directive	Who can order	Where and how to order
Pub. 21, <i>How to Prepare Second and Third Class Mailings</i> , July 1977 ¹	All postal installations. Initial distribution was made. Limit each additional request to: 200 copies for CAG A-D offices, 100 copies for CAG E-G offices, 50 copies for CAG H-J offices, and 25 copies for CAG K and L offices.	From both supply centers on Form 1286-A, <i>Publication Order Blank</i> .
Pub. 62, <i>Modern Mailroom Practices</i> , August 1977 ²	All postal installations. No initial distribution made. Limit each additional request to: 100 copies for CAG A-G offices, 50 copies for CAG H-J offices, and 5 copies for CAG K-L offices.	From both supply centers on Form 1286-A.
Pub. 223, <i>A Surprise Package from Parcel Post</i> , October 1977 ³	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.
Handbook F-45, <i>In-Office Cost Sampling Procedures</i> , Transmittal Letter 3, dated October 18, 1977 ⁴	Offices participating in the In-Office Cost System. Initial distribution was made. Limit additional requests to 5 copies each.	Use Form 1286, <i>Request for Postal Publications</i> , and order from: Directives and Forms Div. U.S. Postal Service Washington, DC 20260

¹ New directive.

² Revised directive.

³ Delete from out-of-stock directives list on page 3 of POSTAL BULLETIN 21121, 8-11-77.

⁴ Add to the list of directives in Publication 24, *Supply Catalog*, Chapter 4.

⁵ Obsolete transmittal letters 1 and 2 to F-45.

Only authorized requisitioners may submit requests for these directives, following the above ordering instructions.—*Office of Management Services*, 12-1-77.

District and MSC Changes

Effective October 8, 1977, MSC Grand Fork, ND (567, 582) was combined with MSC Fargo, ND (565, 567, 580-582). In addition, ZIP Code area 584 was transferred from MSC Fargo, ND to MSC Bismark, ND (584-586).

Effective November 5, 1977, MSC Decatur, AL (355-356) was combined with MSC's Birmingham, AL and Huntsville, AL as follows:

ZIP Code area 355 to MSC Birmingham, AL (350-352, 355, 362)

ZIP Code area 356 to MSC Huntsville, AL (356-359)

Effective November 5, 1977, the Western Region realigned its district boundaries and reduced the number of districts from 14 to 10. In addition, the 10 new districts have been renamed to be more representative of the geographic areas under their jurisdiction.

The above changes have been incorporated in the complete MSC list contained on pages 4 and 5 of this BULLETIN.—*Operations Group*, 12-1-77.

ORANGE AIRMAIL BAGS ARE PRIORITY ITEMS.

PROCESS THEM REGULARLY. SHIP THEM

TO THE DEPOSITORY NEAREST YOUR

INSTALLATION.

MANAGEMENT SECTIONAL CENTERS

This list includes independent facilities (marked*)—which are not MSC's—reporting directly to the districts.

Total Districts: 47. Total MSC's: 304

NORTHEAST REGION		SOUTHERN REGION		CENTRAL REGION	
Boston District Box 142 Larington, MA 02173		Atlanta District 300 Interstate No., Suite 610 Atlanta, GA 30335		Backeye District Post Office Box 29177 Columbus, OH 43229	
Worcester, MA 014-016		Athens, GA 289, 305-306		Cincinnati, OH 410, 450-452, 470	
Boston, MA 017, 020-022		Augusta, GA 298, 304, 308-309		Columbus, OH 430-433	
Lowell, MA 018		Savannah, GA 299, 313-315		Toledo, OH 434-436	
Lynn, MA 019		Atlanta, GA 300-303		Zanesville, OH 437-438, 457	
Brockton, MA 023-024		Macon, GA 310, 312, 318-319		Mansfield, OH 448-449	
Buzzards Bay, MA 025-026		Albany, GA 316-317		Dayton, OH 453-455	
Providence, RI 027-029		Birmingham, AL 350-352, 355, 362		Chillicothe, OH 456	
Caribbean District Box 3367, Main PO San Juan, PR 00936		Tuscaloosa, AL 354, 367		Lima, OH 458	
San Juan, PR 006-009		Huntsville, AL 356-359		Dakotas District Box 250 Fargo, ND 58199	
Connecticut Valley District Box 1748 Hartford, CT 06101		Montgomery, AL 360-361, 368		Fargo, ND 565, 567, 580-582	
Springfield, MA 010-011, 013		Dothan, AL 363-364		Sioux Falls, SD 570-574	
Pittsfield, MA 012		Mobile, AL 365-366		Rapid City, SD 575-577	
Hartford, CT 060-061		Carolina District Box 28228 Charlotte, NC 28228		Minot, ND 583, 587-589	
New London, CT 062-063		Greensboro, NC 270-274		Bismarck, ND 584-586	
New Haven, CT 064-066		Raleigh, NC 275-277, 285		Omaha, NE 515-516, 680-681	
Waterbury, CT 067		Rocky Mount, NC 278-279		Lincoln, NE 683-685	
Stamford, CT 068-069		Charlotte, NC 280-282, 286, 287		Norfolk, NE 686-687	
Long Island District Box 200 Carle Place, NY 11514		Fayetteville, NC 283-284		Grand Island, NE 688-689	
Queens, NY 110-111, 113-116		Asheville, NC 287-288		North Platte, NE 690-693	
Ricksville, NY 117-118		Columbia, SC 290-292			
Riverhead, NY 119		Greenville, SC 293, 296			
Kennedy AMF*		Charleston, SC 294			
New York City District Main Post Office, Room 3016 New York, NY 10001		Florence, SC 295			
New York, NY 100, 104, 090-098					
Brooklyn, NY 103, 112					
Northern New Jersey District 401 Hackensack Avenue Suite 600 Continental Plaza Bldg. Hackensack, NJ 07601					
Newark, NJ 070-073					
Paterson, NJ 074-075, 078					
Hackensack, NJ 076					
Red Bank, NJ 077					
Summit, NJ 079					
New Brunswick, NJ 088-089					
Portland District Box 1098 Portland, ME 04104					
Portland, ME 040-041, 045, 048					
Auburn, ME 042-043, 049					
Bangor, ME 044, 046-047					
Westchester District 2 Corporate Park Drive Suite L-2, Bldg. B White Plains, NY 10604					
Westchester, NY 105-109					
Albany, NY 120-123					
Poughkeepsie, NY 124-127					
Glens Falls, NY 128-129					
White River Junction District Box 977 White River Junction, VT 05001					
Manchester, NH 030-034					
Portsmouth, NH 035, 038-039					
White River Jct., VT 036-037					
Burlington, VT 050-051, 053, 058-059					
052, 054, 056-057					
EASTERN REGION					
Allegheny District Box 2308 Pittsburgh, PA 15230					
Pittsburgh, PA 150-153, 260					
Greensburg, PA 154, 156-157					
Johstown, PA 155, 159, 166					
De Bots, PA 158, 167-168					
New Castle, PA 160-162					
Erie, PA 163-165					

MANAGEMENT SECTIONAL CENTERS—Continued

Northern Illinois District 1211 W. 22nd Street Room 333 Oak Brook, IL 60582		St. Cloud, MN Brainerd, MN Bemidji, MN		Seattle, WA Tacoma, WA Yakima, WA Spokane, WA Pasco, WA		Sierra District 455 Capitol Mall Suite 215 Sacramento, CA 95814	
Gary, IN North Suburban, IL South Suburban, IL Chicago, IL* Kankakee, IL Rockford, IL Peoria, IL Champaign, IL Springfield, IL O'Hare AMF*		WESTERN REGION Alaska District 255 E. Fireweed Lane Suite 283 Anchorage, AK 99583		Pacific District P.O. Box 30688 Honolulu, HI 96819		Reno, NV Fresno, CA San Jose, CA Stockton, CA Santa Rosa, CA Eureka, CA Sacramento, CA Marysville, CA Redding, CA	
Northeastern Ohio District Main Post Office Cleveland, OH 44101		Anchorage, AK Fairbanks, AK Juneau, AK		Honolulu, HI Rocky Mountain District P.O. Box 6000 Denver, CO 80206		894-895, 897, 961 936-938 939, 950-951 952-953 954 955 956-958 959 960	
Staubenville, OH Cleveland, OH Akron, OH Youngstown, OH Canton, OH		Los Angeles District P.O. Box 92182 Los Angeles, CA 90009		Denver, CO Brighton, CO Colorado Springs, CO Pueblo, CO Grand Junction, CO Cheyenne, WY Sheridan, WY Casper, WY Farmington, NM Albuquerque, NM Las Vegas, NM Las Cruces, NM Roswell, NM		800-805 806-807 808-809 810-813 814-816 820, 822-823, 829-831 821, 824, 827-828 825-826 865, 873-874 870-871, 875, 878 877, 884 879-880 881-883	
North Star District Box 90100 St. Paul, MN 55175		Los Angeles, CA* Inglewood, CA Long Beach, CA		Phoenix, AZ Tucson, AZ Flagstaff, AZ Las Vegas, NV San Diego, CA Palm Springs, CA San Bernardino, CA		850, 852-853 855-857 859-860, 863-864 890-891 920-921 922 923-925	
St. Paul, MN La Crosse, WI Eau Claire, WI Minneapolis, MN Duluth, MN Rochester, MN Mankato, MN Windom, MN Willmar, MN		Golden Gate District P.O. Box 3734 San Francisco, CA 94119		San Francisco, CA 940-941, 943-944, 962-966 Oakland, CA San Rafael, CA		Western Slopes District P.O. Box 27117 Salt Lake City, UT 84125	
		Northwestern District P.O. Box 1500 Kent, WA 98031		Pasadena, CA Van Nuys, CA Alhambra, CA Santa Ana, CA Santa Barbara, CA Bakersfield, CA Mojave, CA		Billings, MT Great Falls, MT Missoula, MT Pocatello, ID Boise, ID Salt Lake City, UT Provo, UT	
		Portland, OR Salem, OR Eugene, OR Medford, OR Pendleton, OR		910-912 913-916 917-918 926-928 930-931, 934 932-933 935		590-591, 593 592, 594-596 597-599 832, 834 833, 836-837, 979 840-844, 893, 898 845-847	

—Operations Group, 12-1-77.

All MPLSM Facilities

DEPLOYMENT OF MICRO-KEY

In November 1976, the Engineering Change Board (ECB) approved a modification to the ZIP Mail Translator (ZMT) that would perform the Auto-Key function, i.e., add a predetermined digit, thus allowing the sortation (by two-digit keying) of incoming secondary mail on the LSM.

A joint effort by the Office of Operational Requirements, the Office of Maintenance Management, and Research and Development Department was undertaken to design and deploy a state-of-the-art micro-processor controlled system that would fulfill the ECB's requirement, plus offer additional capability and management data, and provide for future improvements. After extensive field tests, procurement action was initiated to purchase a Micro-Key kit for each ZMT presently deployed.

The following is the contractual delivery schedule for these kits:

Number of Kits	Delivery Date to WASC
50* plus initial spares.....	Nov. 11, 1977
120 plus initial spares.....	Dec. 12, 1977
120 plus initial spares.....	Jan. 11, 1978
115 plus initial spares.....	Feb. 10, 1978

*Note: Priority delivery has been established for the first 50 kits. The remaining kits will be distributed on a first come, first serve basis. The December 1977 delivery will not be shipped from WASC to the field until January 1978.

These kits will be installed in the field by the local Electronic Technician, based upon installation information which will be distributed through a Maintenance Modification Work Order. No kits should be installed during the Christmas period, November 28 through December 31, 1977.

Operating instructions for Micro-Key have been developed and will

be distributed through regional headquarters prior to installation of the kits.

When these kits become available, officers with MPLSM's will be expected to make this modification as soon as possible. Micro-Key will be on all ZMT's except those machines that have dual memory or dual ZMT. Micro-Key is not compatible with these two modifications.

Approximate cost of the kits is as follows:

Class of ZMT	Cost
1 or 2.....	\$800 each ZMT.
3 or 4.....	\$1,000 each ZMT.
Initial Spares.....	\$600 each office.

Ordering instructions have been distributed through each regional headquarters. — Mail Processing Dept., 12-1-77.

CHRISTMAS PROCEDURES FOR RURAL CARRIERS

The 1977 Christmas period for rural carriers 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.

Procedures for reporting of Christmas hours in 1977 will vary from the 1976 reporting procedure in the following ways:

1. Christmas assistant hours worked by regular carriers assigned to Heavy Duty J and K routes will not be reported on a separate Form 1314, *Statement of Service Performed on Rural Route*. The Christmas assistant work hours by these carriers will be reported on the regular Form 1314 in the *Christmas Work Hours* block.

2. The postal data center (PDC) will prepare preprinted Forms 1314 for all substitutes of record (Des 73) and emergency substitutes (Des. 74). These certificates will have a Designation 77 in the Des. Block.

The following instructions should be carefully reviewed and followed to aid in the timely and accurate processing of the payroll for the Christmas period.

A. Non-Postal Persons Hired for the Christmas Period as Auxiliary Assistants

1. Upon appointment of a non-postal person as auxiliary assistant, complete the following forms and forward them to the PDC as soon as possible:

- Form 1219, *Appointment/Separation—Auxiliary Assistant*. Boldly endorse the top of the form, **CHRISTMAS ASSISTANT—SEPARATE 12-28-77**. (See Exhibit 1.)
- Form W-4, *Employee's Withholding Allowance Certificate*.
- Form 1216, *Employee's Current Mailing Address*.

2. Christmas assistants will be terminated automatically, effective December 28, 1977.

3. Use blank Form 1314 for time reporting and complete as usual for rural auxiliary carriers (Des. 77). Payment will be allowed for both weeks for pay period 26, the first week of pay period 01, and 2 days (Saturday and Tuesday) of the second week of pay period 01 if worked and reported on Forms 1314.

4. Salary checks for auxiliary assistants will be distributed with the

CHRISTMAS ASSISTANCE—SEPARATE DECEMBER 28, 1977 UNITED STATES POSTAL SERVICE

Washington, DC 20260

Exhibit 1

OUR REF:

DATE:

SUBJECT:

- ☐ Appointment - Rural Auxiliary
☐ Separation - Rural Auxiliary
☐ Appointment - Emergency Sub Rural Carrier

TO:

Director, Postal Data Center
 U.S. Postal Service

Type of action requested checked above.

(The following indicative information must be furnished on all actions).

Name Joshua B. Kelly SSN 519-19-1098Address 24382 - 24th Ave., Renton, WA 98238Effective Date 12/14/77☒ This person not otherwise employed in the Postal Service.☐ This person is regularly employed as _____ at _____

Information required on Appointment Actions:

Date of Birth 12/14/20Sex Male Marital Status Single Tax Code 1Level 5 Step 1 Hourly Rate 6.17☐ Service will be as Rural Auxiliary Carrier - Des 771. ☐ On an Auxiliary Route2. ☒ As Auxiliary Assistant Christmas Assistant☐ Service will be as Rural Carrier Training - Des 78☒ W-4 attached☐ SF 144 attached for prior Federal service.☐ Service will be as Emergency Sub Rural Carrier - Des 74

Postmaster Signature _____

Post Office _____

PS Form 1219
Aug. 1974

Exhibit 1

regular pay checks for pay periods 26-77 and 01-78.

5. Auxiliary assistants should be advised that payments made for pay period 01-78 will be reflected on their 1978 W-2, even though service was performed in 1977.

B. Post Office Employees Working as Auxiliary Assistants

1. Post office employees providing assistance on rural routes are compensated at their normal rate, on the post office payroll. Their regular Form 1230, *Time Card*, is used in reporting such hours to the PDC for payroll processing. Initially, the hours worked on rural routes as auxiliary assistants

are recorded on Forms 1232, *Other Service Card*, and then transcribed to the Form 1230 for payment. The Form 1232 is also used to process transfers of hours on Forms 1670, *Total Hours Transferred To and From Payroll Accounts*.

2. If Equipment Maintenance (EM) allowance is authorized, complete a blank Form 1314 for such payment. Enter 76 in the DES block and indicate (in hours or miles) the EM allowance due, in the Aux Carrier EM block.

C. Auxiliary Rural Carriers (Des. 77)

1. All time worked during the Christmas period by auxiliary rural

STATEMENT OF SERVICE PERFORMED ON DURAL ROUTE																			
NO	NAME OF RELIEF CARRIER	NO	NO SOCIAL SECURITY NUMBER	DATE	ACTUAL WORK HRS	DAY OF WEEK	ACTUAL WORK HRS	DAY OF WEEK	ACTUAL WORK HRS	DAY OF WEEK	ACTUAL WORK HRS	DAY OF WEEK							
1	2	3	4	5	6	7	8	9	10	11	12	13							
1					MRS. I. HUND	MRS. I. HUND	MRS. I. HUND	MRS. I. HUND	MRS. I. HUND	MRS. I. HUND	MRS. I. HUND	MRS. I. HUND							
2					MRS. I. HUND	MRS. I. HUND	MRS. I. HUND	MRS. I. HUND	MRS. I. HUND	MRS. I. HUND	MRS. I. HUND	MRS. I. HUND							
3					MRS. I. HUND	MRS. I. HUND	MRS. I. HUND	MRS. I. HUND	MRS. I. HUND	MRS. I. HUND	MRS. I. HUND	MRS. I. HUND							
NAME OF ASSIGNED CARRIER		GROUP	FINANCE NO	SOCIAL SECURITY NUMBER	DES	POSTAGE	ROUTE NO	FLSA CODE	PAY PER	YEAR	LEAVE BALANCE	SICK							
M. K. Neal		DR	54-6765	498-23-7777	77	0	000 P	26	77										
A. IDENTIFY ALL AGENCIES AND TRAINING WITH THE FOLLOWING CODES:				B. DAYS ASSIGNED CARRIER ABSENT				C. ACTUAL WEEKLY WORK HOURS		D. DAILY OVERTIME		E. LEAVE DES 77 ONLY		F. TRAINING HOURS		G. MILES OMITTED		H. OTHER STOPS	
1				2				3		4		5		6		7		8	
RELIEF DUTY - 1				RELIEF DUTY - 2				RELIEF DUTY - 3		RELIEF DUTY - 4		RELIEF DUTY - 5		RELIEF DUTY - 6		RELIEF DUTY - 7		RELIEF DUTY - 8	
TRAINING - 1				TRAINING - 2				TRAINING - 3		TRAINING - 4		TRAINING - 5		TRAINING - 6		TRAINING - 7		TRAINING - 8	
MILITARY LEAVE - 1				MILITARY LEAVE - 2				MILITARY LEAVE - 3		MILITARY LEAVE - 4		MILITARY LEAVE - 5		MILITARY LEAVE - 6		MILITARY LEAVE - 7		MILITARY LEAVE - 8	
SICK LEAVE - 1				SICK LEAVE - 2				SICK LEAVE - 3		SICK LEAVE - 4		SICK LEAVE - 5		SICK LEAVE - 6		SICK LEAVE - 7		SICK LEAVE - 8	
HOLIDAY LEAVE - 1				HOLIDAY LEAVE - 2				HOLIDAY LEAVE - 3		HOLIDAY LEAVE - 4		HOLIDAY LEAVE - 5		HOLIDAY LEAVE - 6		HOLIDAY LEAVE - 7		HOLIDAY LEAVE - 8	
COST OF PAY - 1				COST OF PAY - 2				COST OF PAY - 3		COST OF PAY - 4		COST OF PAY - 5		COST OF PAY - 6		COST OF PAY - 7		COST OF PAY - 8	
NO PAY DUTY - 1				NO PAY DUTY - 2				NO PAY DUTY - 3		NO PAY DUTY - 4		NO PAY DUTY - 5		NO PAY DUTY - 6		NO PAY DUTY - 7		NO PAY DUTY - 8	
LEAVE WITHOUT PAY - 1				LEAVE WITHOUT PAY - 2				LEAVE WITHOUT PAY - 3		LEAVE WITHOUT PAY - 4		LEAVE WITHOUT PAY - 5		LEAVE WITHOUT PAY - 6		LEAVE WITHOUT PAY - 7		LEAVE WITHOUT PAY - 8	
UNPAID RELIEF DUTY - 1				UNPAID RELIEF DUTY - 2				UNPAID RELIEF DUTY - 3		UNPAID RELIEF DUTY - 4		UNPAID RELIEF DUTY - 5		UNPAID RELIEF DUTY - 6		UNPAID RELIEF DUTY - 7		UNPAID RELIEF DUTY - 8	
DATE				SIGNATURE OF POSTMASTER				POST OFFICE CARRIER				AUX CARRIER IN				HOURS			
4 IF NO PREVIOUS SERVICE RENDERED BY SUBSTITUTION, SUBMIT FORMS W-6 AND 125 WITH THIS CERTIFICATE																			

Substitute of Record, Des. 73, and Emergency Substitute, Des. 74, will be issued a Form 1314 for reporting Christmas assistant work hours. The hours reported as a Christmas assistant will be combined with work hours while serving as a substitute of record on an assigned regular carrier's off day, to determine overtime, if any. The hours reported on this Form 1314 should be Christmas assistant work hours only.

Exhibit 2

STATEMENT OF SERVICE PERFORMED ON RURAL ROUTE													
NO	NAME OF RELIEF CARRIER	NO	SOCIAL SECURITY NUMBER	WEEK	ACTUAL WORKING HRS	DAILY OVERTIME	LEAVE	TRAINING HRS	MILES OVERTIME	WEEKS	WEEKS	WEEKS	WEEKS
1	2	3	4	5	6	7	8	9	10	11	12	13	14
1					HRS 1 HUND	HRS 1 HUND			HRS 1 HUND	HRS 1 HUND	HRS 1 HUND	HRS 1 HUND	HRS 1 HUND
2					HRS 1 HUND	HRS 1 HUND			HRS 1 HUND	HRS 1 HUND	HRS 1 HUND	HRS 1 HUND	HRS 1 HUND
3					HRS 1 HUND	HRS 1 HUND			HRS 1 HUND	HRS 1 HUND	HRS 1 HUND	HRS 1 HUND	HRS 1 HUND
NAME OF ASSIGNED CARRIER		GROUP	FINANCE NO.	SOCIAL SECURITY NUMBER	DES	SPRINT	FLSA	PAY	YEAR	LEAVE	EXEMPT		
J. Smith		BR	11-8000	100-10-1000	71	0	01	B	01	77			
DAYS ASSIGNED CARRIER ABSENT				ACTUAL WEEKLY	DAILY	LEAVE	TRAINING	MILES	OVERTIME				
NO. THAT MONTHLY WORKED				WORK HOURS	OVERTIME	DEC 77 ONLY	HOURS	OMITTED	OVERTIME				
1				47	50								
2				45	25								
TOTAL: LEAVE BLANK THE BLOCKS FOR THOSE DAYS THE ASSIGNED CARRIER PERFORMED SERVICE.													
THIS IS TO CERTIFY THAT THE ABOVE CARRIERS RENDERED SERVICE IN COMPLIANCE													
WITH POSTAL REGULATIONS.													
DATE				SIGNATURE OF POSTMASTER									
IF NO PREVIOUS SERVICE RENDERED BY SUBSTITUTE, SUBMIT FORMS W-4 AND SEND WITH THIS CERTIFICATE.													

Non-Heavy Duty Route (Mileage), Des. 71—Normally works more than 40 hours per week. Report actual hours worked for December 24 and 27 in the *Christmas Work Hours* block. In this example, the assigned carrier worked 07:40 hours on Saturday, December 24 and 08:10 hours on December 27. Enter 15:50 hours in Week 02, of pay period 01-78, in the *Christmas Work Hours* block.

Exhibit 3

carriers must be reported on the normal preprinted Form 1314 as in other pay periods.

2. Auxiliary rural carriers will be compensated during the Christmas pay periods in the same manner as during the rest of the year. Compensation will be at the PS-5 attained step rate for the first 40 hours worked in one week, and at the appropriate overtime rate for hours and hundredths in excess of 40 in one week.

3. When transcribing totals from Forms 1232 to Forms 1314, be sure to include the cumulative weekly totals, by week, including applicable night work hours for eligible employees.

rate for all hours and hundredths in excess of 40. Time worked (and reported) as an auxiliary carrier will automatically be combined with other service as a substitute during the same week. If the combined hours are in excess of 40, then all hours will be compensated as previously stated in this paragraph. If the combined hours are not in excess of 40, then those hours reported as an auxiliary assistant will be computed at the PS-5 attained step rate, and compensation will be combined with the compensation for the other service performed (normal pay). Report the hours worked as a Christmas assistant in the space provided under *Christmas Work Hrs.* by the week. (See Exhibit 2.)

3. Substitutes Working on Relief Day. The substitute providing route coverage on the regular carrier's day off is eligible for compensation based on the regular's FLSA code. Any assistance necessary may be provided by the regular carrier who on that day serves as the auxiliary carrier. The substitute will also receive the equipment maintenance allowance.

E. Regular (Des. 71) and Rural Substitute (Des. 72) Carriers

1. Carriers Compensated under Section 7(a) of the FLSA

a. **FLSA Code A:** For assigned carriers with FLSA Code A, report all hours worked on the regular Form 1314. No special requirement is needed for reporting hours worked for such carriers. Compensation is paid at the PS-5 rate for all hours worked up to 8 a day and 40 a week, and at the overtime rate of 150% for all hours worked in excess of 8 a day or 40 a week.

b. **FLSA Code S:** Assigned carriers with FLSA Code S are compensated in the same manner as those with FLSA Code A, as stated in the preceding paragraph.

c. **FLSA Code N: (Des. 71 only).** For assigned carriers with FLSA Code N, report all hours worked on the regular Form 1314. No special reporting requirement is needed for reporting hours worked for such carriers. Compensation is paid at their normal rate and overtime is paid at 50% of their regular hourly rate for each week, for hours worked in excess of 40. The regular hourly rate is computed by dividing the regular weekly compensation for work hours by the total number of actual work hours.

D. Substitute Rural Carriers (Des. 73 and 74)

1. Preprinted Forms 1314 will be provided automatically for all substitutes (Des. 73), and for emergency substitutes (Des. 74) who have performed service during the past year. These forms are provided in the event that such employees are used as auxiliary assistants during the Christmas period. The Des. code on the preprinted form is 77. Complete such forms as is done for auxiliary rural carriers.

2. Substitutes performing service as auxiliary assistants will be compensated at the PS-5 attained step rate for the first 40 hours worked in one week, and the appropriate overtime

This rate will vary from week to week if the total number of work hours for each week varies.

d. FLSA Code L (Des. 72 only): For assigned carriers with FLSA Code L, report all hours worked on the regular Form 1314. No special requirement is needed for reporting hours worked for such carriers. Compensation is paid at their normal rate providing the carrier does not work in excess of 40 hours per week. Those carriers working more than 40 hours per week will be compensated based on hours actually worked at level 5, attained step. Overtime is paid for all hours in excess of 40 per week, which is automatically determined by payroll system.

2. Carriers Compensated Under Section 7(b)(2) of FLSA (FLSA Code B)

a. Mileage Carrier (Non-Heavy Duty). For assigned carriers with FLSA Code B, report all hours worked in the assigned position on the Form 1314. Do not report Christmas overtime in the Christmas Work Hours block for pay period 26-77 or week 01 of pay period 01-78. Additional compensation will be paid based on the Christmas allowance provisions of amended Article XLII, A, section 7(a), and Introduction, section 1-b. For week 2 of pay period 01-78, December 24, and December 27, if authorized, report the total hours and hundredths the employee worked for the 2 days in question in the Christmas Work Hours block. (See Exhibit 3.)

b. Heavy Duty Carrier Assigned to H Routes. For assigned carriers on heavy duty H routes with FLSA Code B, report all hours worked in the actual weekly work hours on the Form 1314. No special entries are needed for reporting hours worked for such carriers during the Christmas period; except that for week 2 of pay period 01-78, December 24 and December 27, if authorized, report only the hours over the daily evaluation of the route in the Christmas Work Hours block. Additional compensation will be paid according to provisions of amended Article XLII, A, section 7-b-(1), and Introduction, section 1-1. (See Exhibit 4.)

c. Heavy Duty Carriers Assigned to J or K Routes. For assigned carriers on heavy duty J or K routes with FLSA Code B, report all hours worked on the assigned route in Actual Weekly Work Hours block for the particular route. For service per-

STATEMENT OF SERVICE PERFORMED ON RURAL ROUTE																
NO	NAME OF RELIEF CARRIER	NO	SS SOCIAL SECURITY NUMBER	ACTUAL WORK HRS WEEK 1	ACTUAL WORK HRS WEEK 2	ACTUAL WORK HRS WEEK 3	ACTUAL WORK HRS WEEK 4	ACTUAL WORK HRS WEEK 5	ACTUAL WORK HRS WEEK 6	ACTUAL WORK HRS WEEK 7	ACTUAL WORK HRS WEEK 8	ACTUAL WORK HRS WEEK 9	ACTUAL WORK HRS WEEK 10	ACTUAL WORK HRS WEEK 11	ACTUAL WORK HRS WEEK 12	
1				HRS	MUND	HRS	MUND	HRS	MUND	HRS	MUND	HRS	MUND	HRS	MUND	
2				HRS	MUND	HRS	MUND	HRS	MUND	HRS	MUND	HRS	MUND	HRS	MUND	
3				HRS	MUND	HRS	MUND	HRS	MUND	HRS	MUND	HRS	MUND	HRS	MUND	
NAME OF ASSIGNED CARRIER		GROUP	FINANCE NO	SOCIAL SECURITY NUMBER		DES	ROUTE	FLSA	PAY	YEAR	LEAVE BALANCE					
J. S. Kelly		8R	54-6262	001-01-0001		71	0	K01	B	01	77					
A. IDENTIFY ALL ASSIGNED CARRIERS AND TRAINING WITH THE FOLLOWING CODES:		DAYS ASSIGNED CARRIER ABSENT		ACTUAL WEEKLY WORK HOURS		DAILY OVERTIME		LEAVE DES 77 ONLY		TRAINING HOURS		MILES OMITTED		CHRISTMAS WORK HRS		
RELIEF BY TARIFF - X		1		48 78		HRS		MUND		HRS		MUND		HRS		
TRAINING - Y		2		46 25		HRS		MUND		HRS		MUND		HRS		
OTHER LEAVE - Z																
MILEAGE LEAVE - A																
SICK LEAVE - B																
STAY LEAVE - C																
MILEAGE LEAVE - D																
SICK LEAVE - E																
STAY LEAVE - F																
MILEAGE LEAVE - G																
SICK LEAVE - H																
STAY LEAVE - I																
MILEAGE LEAVE - J																
SICK LEAVE - K																
STAY LEAVE - L																
MILEAGE LEAVE - M																
SICK LEAVE - N																
STAY LEAVE - O																
MILEAGE LEAVE - P																
SICK LEAVE - Q																
STAY LEAVE - R																
MILEAGE LEAVE - S																
SICK LEAVE - T																
STAY LEAVE - U																
MILEAGE LEAVE - V																
SICK LEAVE - W																
STAY LEAVE - X																
MILEAGE LEAVE - Y																
SICK LEAVE - Z																
STAY LEAVE - AA																
MILEAGE LEAVE - AB																
SICK LEAVE - AC																
STAY LEAVE - AD																
MILEAGE LEAVE - AE																
SICK LEAVE - AF																
STAY LEAVE - AG																
MILEAGE LEAVE - AH																
SICK LEAVE - AI																
STAY LEAVE - AJ																
MILEAGE LEAVE - AK																
SICK LEAVE - AL																
STAY LEAVE - AM																
MILEAGE LEAVE - AN																
SICK LEAVE - AO																
STAY LEAVE - AP																
MILEAGE LEAVE - AQ																
SICK LEAVE - AR																
STAY LEAVE - AS																
MILEAGE LEAVE - AT																
SICK LEAVE - AU																
STAY LEAVE - AV																
MILEAGE LEAVE - AW																
SICK LEAVE - AX																
STAY LEAVE - AY																
MILEAGE LEAVE - AZ																
SICK LEAVE - BA																
STAY LEAVE - BB																
MILEAGE LEAVE - BC																
SICK LEAVE - BD																
STAY LEAVE - BE																
MILEAGE LEAVE - BF																
SICK LEAVE - BG																
STAY LEAVE - BH																
MILEAGE LEAVE - BI																
SICK LEAVE - BJ																
STAY LEAVE - BK																
MILEAGE LEAVE - BL																
SICK LEAVE - BM																
STAY LEAVE - BN																
MILEAGE LEAVE - BO																
SICK LEAVE - BP																
STAY LEAVE - BQ																
MILEAGE LEAVE - BR																
SICK LEAVE - BS																
STAY LEAVE - BT																
MILEAGE LEAVE - BU																
SICK LEAVE - BV																
STAY LEAVE - BW																
MILEAGE LEAVE - BX																
SICK LEAVE - BY																
STAY LEAVE - BZ																
MILEAGE LEAVE - CA																
SICK LEAVE - CB																
STAY LEAVE - CC																
MILEAGE LEAVE - CD																
SICK LEAVE - CE																
STAY LEAVE - CF																
MILEAGE LEAVE - CG																
SICK LEAVE - CH																
STAY LEAVE - CI																
MILEAGE LEAVE - CJ																
SICK LEAVE - CK																
STAY LEAVE - CL																
MILEAGE LEAVE - CM																
SICK LEAVE - CN																
STAY LEAVE - CO																
MILEAGE LEAVE - CP																
SICK LEAVE - CQ																
STAY LEAVE - CR																
MILEAGE LEAVE - CS																
SICK LEAVE - CT																
STAY LEAVE - CU																
MILEAGE LEAVE - CV																
SICK LEAVE - CW																
STAY LEAVE - CX																
MILEAGE LEAVE - CY																
SICK LEAVE - CZ																
STAY LEAVE - DA																
MILEAGE LEAVE - DB																
SICK LEAVE - DC																
STAY LEAVE - DD																
MILEAGE LEAVE - DE																
SICK LEAVE - DF																
STAY LEAVE - DG																
MILEAGE LEAVE - DH																
SICK LEAVE - DI																
STAY LEAVE - DJ																
MILEAGE LEAVE - DK																
SICK LEAVE - DL																
STAY LEAVE - DM																
MILEAGE LEAVE - DN																
SICK LEAVE - DO																
STAY LEAVE - DP																
MILEAGE LEAVE - DQ																
SICK LEAVE - DR																
STAY LEAVE - DS																
MILEAGE LEAVE - DT																
SICK LEAVE - DU																
STAY LEAVE - DV																
MILEAGE LEAVE - DW																
SICK LEAVE - DX																
STAY LEAVE - DY																
MILEAGE LEAVE - DZ																
SICK LEAVE - EA																
STAY LEAVE - EB																

the hours over the daily evaluation for Saturday, December 24, and Tuesday, December 27, if any, in week 2, Christmas Work Hours block. (See Exhibit 6.)

G. Equipment Maintenance Allowance

1. For all regular rural carriers who are entitled to EMA while serving as an auxiliary assistant, enter the hours or miles in the appropriate space on the Form 1314, the Aux Carrier EM.

2. For all substitute carriers who use the preprinted Form 1314 issued for the Christmas period and who are entitled to EMA, enter the hours or miles in the appropriate space on the Form 1314, the Aux Carrier EM.—*Finance Dept., 12-1-77.*

STATEMENT OF SERVICE PERFORMED ON RURAL ROUTE															
NAME OF RELIEF CARRIER	SSN	ACTING	DATE	TIME	DATE	TIME	DATE	TIME	DATE	TIME	DATE	TIME	DATE	TIME	
1															
2															
3															
NAME OF ASSIGNED CARRIER		GROUP	FINANCE NO.	SOCIAL SECURITY NUMBER	DES	ROUTE	PLS	PAY	YEAR	LEAVE	TRAINING	HOURS	OMITTED	OTHER	
W. J. Kneassif		A	10-4988	301-79-8601	71	0	801	8	01	78	--	--	--	--	
DAYS ASSIGNED CARRIER ABSENT		ACTUAL WEEKLY WORK HOURS		DAILY OVERTIME		LEAVE DEC 77 ONLY		TRAINING HOURS		HOURS OMITTED		OTHER		TOTAL	
1		50 60		HRS 1 HOURS		HRS 1 HOURS		HRS 1 HOURS		HRS 1 HOURS		HRS 1 HOURS		HRS 1 HOURS	
2		45 50		HRS 1 HOURS		HRS 1 HOURS		HRS 1 HOURS		HRS 1 HOURS		HRS 1 HOURS		HRS 1 HOURS	
NOTE: LEAVE BLANK THE BLOCKS FOR THOSE DAYS THE ASSIGNED CARRIER PERFORMED SERVICE.															
THIS IS TO CERTIFY THAT THE ABOVE CARRIERS RENDERED SERVICE IN COMPLIANCE WITH POSTAL REGULATIONS.															
DATE										SIGNATURE OF POSTMASTER					
IF NO PREVIOUS SERVICE RENDERED BY SUBSTITUTE, SUBMIT FORMS W-4 AND 1295 WITH THIS CERTIFICATE										50					

This exhibit covers Regular Rural Carrier, FLSA Code B, who worked as a Christmas assistant on the scheduled off day and worked over the evaluated hours for December 27.

1. Employee worked 09:10 hours on scheduled off day and 03:20 hours on December 27 and is entitled to 50 miles EMA.
2. Enter 12:30 in *Christmas Work Hours* block as illustrated.
3. Enter 50 miles in *Aux EM* block as shown.

Exhibit 6.

FLSA Amendments of 1977

Impact on Cleaning Services Contracts

On November 1, 1977 the President signed into law an amendment to the Fair Labor Standards Act of 1938 which provides for periodic increases in the minimum wage rate under that Act beginning January 1, 1978. As amended, the current minimum hourly wage rate of \$2.30 will be increased as follows:

Beginning	Ending	Rate
1/1/78	12/31/78	\$2.65
1/1/79	12/31/79	\$2.90
1/1/80	12/31/80	\$3.10
1/1/81		\$3.35

These increases in the minimum hourly wage rate will generally have a major impact only on contracts for cleaning services awarded to self-employed contractors. In order to comply with the Postal Service policy that self-employed contractors receive no less than the minimum wage rate for work they perform, it will be necessary for each procuring office (prior to issuing any new solicitations or awarding any contracts for cleaning services) to revise the wording of paragraph (d) of the *Notice* contained in Postal Contracting Manual 22-703.1(b) to reflect the new minimum hourly wage rates and the effective date of each.

In those instances where there is an existing contract for cleaning services with a self-employed contractor, the procuring office shall

Uniform Program—Licensed Vendor

Vendor License No. 13911, issued to Johnson's Shoes, 84½ Sixteenth Avenue, SW, Cedar Rapids, IA 52404, on July 23, 1968, has been deleted from the active vendor list as requested by the vendor.

Installation heads must delete Johnson's Shoes from Publication 136, *Licensed Vendor Listing*.—*Labor Relations Dept., 12-1-77.*

Health Benefits Open Season

The toll free telephone number shown on page 13 of the 1978 Alliance Health Plan brochure (BRI-170) is incorrect. The correct number is 800-228-9190.

Installation heads are requested to make pen and ink changes to the Alliance Health Benefit Plan brochures before they are given to employees.—*Employee & Labor Relations Group, 12-1-77.*

send the contractor a letter advising him of the new minimum hourly wage rates and the effective date of each. This letter should also advise the contractor that, at the end of each calendar year or the expiration date of the contract, whichever occurs first, a determination will continue to be made, in accordance with paragraph (f) of the *Notice*, whether he/she is due any additional payment.—*Procurement & Supply Dept., 12-1-77.*

All City Delivery Post Offices

Keys to Customer Private Mail Receptacles

The acceptance by city carriers of keys to private buildings and offices is precluded under section 131.38, *Methods Handbook M-41, City Delivery Carriers Duties and Responsibilities*, unless the requirements in Part A-3 of Publication 17, *Apartment House Mail Receptacles*, are met. This same constraint is applicable to situations where a city delivery customer places a lock on his/her private mail receptacle and desires that the carrier maintain custody of the key. Where customers place locks on their receptacles, the boxes must have a slot large enough to accommodate their normal daily mail volume so that delivery is made by the carrier without using a key.

The *POSTAL SERVICE MANUAL* and *Handbook M-41* will be amended accordingly.—*Delivery Services Dept., 12-1-77.*

Perishable Foods

With the approach of the Christmas season, an exceptionally large volume of perishable foods will be placed in the mail stream by commercial food shipping companies as well as by individuals. To insure the proper handling of undeliverable perishable mail, all employees responsible for processing undeliverable mail should review section 159.28 of the *POSTAL SERVICE MANUAL*.—*Mail Processing Dept., 12-1-77.*

Obsolete and Superseded Forms

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

Obsolete Forms			
Obsolete Form Number	Edition Date	Disposition	
		Use Until Exhausted	Destroy
158.....	12/75		X
439.....	5/74	X	
925.....	7/71	X	
925A.....	11/73	X	

Superseded Forms					
Superseded Form Number	Edition Date	Disposition		Superseded By Form Number	Edition Date
		Use Until Exhausted	Destroy		
4841A.....	9/74	X		4841	9/74

—Procurement and Supply Dept., 12-1-77.

1977 IRS Tax Package

Mailings of 1977 Internal Revenue Service tax packages will begin at Indianapolis, IN on November 18, 1977; and at Green Bay, WI; Poughkeepsie, NY; and Saint Paul, MN on November 28, 1977. A waiver has been granted by the Government Revenue and Examinations Branch (for the 1977 tax package mailings only) for IRS to use the postage and fees paid indicia in lieu of the normally required permit imprint or postage meter (Federal Register, May 13, 1977). Such mailings will be accepted from the IRS contractor/mailers. Mailings will be palletized to the five-digit or three-digit offices wherever possible. Avoid, if possible, the use of railroad trailers as storage facilities at mailer's plant or destination post offices.

Pallets of IRS cartons received at a bulk mail center (BMC) addressed to a five- or three-digit office are to be dispatched intact to destination. Pallets addressed to BMC's are to be worked as nonmachinable outsides. Tax packages should be delivered to post offices as addressed and kept at those points until scheduled release dates. Empty pallets

should be returned in accordance with existing instructions.

The contractor/mailers must still furnish the local postmaster with Form 3602-PC, *Statement of Mailing-Bulk Rates*, or GPO Form 712, *Certificate of Conformance*, prior to mailing.

Delivery should be completed as soon as possible for the class of service requested. Under no circumstances should postmasters, supervisors, or postal employees deliver or permit delivery of any tax package prior to December 27, 1977, with the exception of those packages which bear the bold red endorsement: **Postmaster: For Immediate Release.** (This endorsement will appear above the address label, and means that this mail will be delivered as third-class mail without regard to the December 27 embargo date.)

The Postal Service is committed to delivering the tax packages as early as possible, in accordance with above instructions. It is intended, however, that this mail be delivered as soon as possible without the use of overtime or auxiliary assistance.

If the addressee has moved and a change of address order is on file, the

National Agency Checks & Inquiries

The U.S. Civil Service Commission has consolidated the processing of National Agency Checks and Inquiries (NACI's) at Boyers, PA. Consequently, appointing officers must submit all NACI requests to the Boyers, PA, location using the address shown below. In the past, such requests were submitted to Civil Service Commission Area Offices. (See section 316.4 of *Personnel Handbook P-11, Personnel Operations*.)

In this connection, section 316.4 of *Personnel Handbook P-11* is no longer applicable, and section 317.2, *Nonsensitive Positions*, is changed to read as follows:

317.2 Nonsensitive Positions.

All appointments to a nonsensitive position for a period of more than 90 days are made subject to the completion of a National Agency Check and Inquiries investigation by the Civil Service Commission. The appointing officer must submit within 3 working days, to the U.S. Civil Service Commission, Bureau of Personnel Investigations, NACI Center, Boyers, Pennsylvania 16018, Standard Form 85, *Data for Nonsensitive or Noncritical-Sensitive Position*; Standard Form 87, *Fingerprint Chart*; and Form 2591, *Application for Employment* (or other application forms), to initiate the NACI investigation. Do not forward examination papers.

These changes are effective immediately. Handbook P-11 will be revised accordingly.—*Employee Relations Dept.*, 12-1-77.

package should be forwarded and delivered without charge. (NOTE: IRS pays forwarding costs under a special agreement with the Postal Service.) If this forwarding address is to a foreign country, or is otherwise undeliverable, the package is to be destroyed. (NOTE: Disregard early printed IRS forms that carry a statement, *Do not destroy, handle in accordance with special instructions in Postal Bulletin for December.*) Do not return undeliverable copies to IRS, and under no circumstances leave undeliverable copies in lobby.

Copies of Form 3749, *Irregularities in the Preparation of Mail Matter*, should be sent to Government Revenue and Examination Branch, Room 8402, USPS, Washington, DC 20260, to assure that any additional revenue is collected.—*Customer Services Dept.*, 12-1-77.

CHANGE IN CONVERSION RATE FOR MONEY ORDERS DRAWN PAYABLE IN CANADA

Effective immediately, the rate for money orders issued for payment in Canada will be: \$1.00 U.S. dollar equals \$1.10 Canadian dollar. Insert this change in Section 171.22c, POSTAL SERVICE MANUAL.

Rate: U.S. dollar equals 1.0989 Canadian money—Table from 1 cent to \$300

U.S. Cents	Canadian Cents	U.S. Cents	Canadian Cents	U.S. Dollars	Canadian Dollars	U.S. Dollars	Canadian Dollars
01	01	51	56	1. 00	1. 10	51. 00	56. 04
02	02	52	57	2. 00	2. 20	52. 00	57. 14
03	03	53	58	3. 00	3. 30	53. 00	58. 24
04	04	54	59	4. 00	4. 40	54. 00	59. 34
05	05	55	60	5. 00	5. 49	55. 00	60. 44
06	07	56	62	6. 00	6. 59	56. 00	61. 54
07	08	57	63	7. 00	7. 69	57. 00	62. 64
08	09	58	64	8. 00	8. 79	58. 00	63. 74
09	10	59	65	9. 00	9. 89	59. 00	64. 84
10	11	60	66	10. 00	10. 99	60. 00	65. 93
11	12	61	67	11. 00	12. 09	61. 00	67. 03
12	13	62	68	12. 00	13. 19	62. 00	68. 13
13	14	63	69	13. 00	14. 29	63. 00	69. 23
14	15	64	70	14. 00	15. 38	64. 00	70. 33
15	16	65	71	15. 00	16. 48	65. 00	71. 43
16	18	66	73	16. 00	17. 58	66. 00	72. 53
17	19	67	74	17. 00	18. 68	67. 00	73. 63
18	20	68	75	18. 00	19. 78	68. 00	74. 73
19	21	69	76	19. 00	20. 88	69. 00	75. 82
20	22	70	77	20. 00	21. 98	70. 00	76. 92
21	23	71	78	21. 00	23. 08	71. 00	78. 02
22	24	72	79	22. 00	24. 18	72. 00	79. 12
23	25	73	80	23. 00	25. 27	73. 00	80. 22
24	26	74	81	24. 00	26. 37	74. 00	81. 32
25	27	75	82	25. 00	27. 47	75. 00	82. 42
26	29	76	84	26. 00	28. 57	76. 00	83. 52
27	30	77	85	27. 00	29. 67	77. 00	84. 62
28	31	78	86	28. 00	30. 77	78. 00	85. 71
29	32	79	87	29. 00	31. 87	79. 00	86. 81
30	33	80	88	30. 00	32. 97	80. 00	87. 91
31	34	81	89	31. 00	34. 07	81. 00	89. 01
32	35	82	90	32. 00	35. 16	82. 00	90. 11
33	36	83	91	33. 00	36. 26	83. 00	91. 21
34	37	84	92	34. 00	37. 36	84. 00	92. 31
35	38	85	93	35. 00	38. 46	85. 00	93. 41
36	40	86	95	36. 00	39. 56	86. 00	94. 51
37	41	87	96	37. 00	40. 66	87. 00	95. 60
38	42	88	97	38. 00	41. 76	88. 00	96. 70
39	43	89	98	39. 00	42. 86	89. 00	97. 80
40	44	90	99	40. 00	43. 96	90. 00	98. 90
41	45	91	100	41. 00	45. 05	91. 00	100. 00
42	46	92	101	42. 00	46. 15	92. 00	101. 10
43	47	93	102	43. 00	47. 25	93. 00	102. 20
44	48	94	103	44. 00	48. 35	94. 00	103. 30
45	49	95	104	45. 00	49. 45	95. 00	104. 40
46	51	96	105	46. 00	50. 55	96. 00	105. 49
47	52	97	107	47. 00	51. 65	97. 00	106. 59
48	53	98	108	48. 00	52. 75	98. 00	107. 69
49	54	99	109	49. 00	53. 85	99. 00	108. 79
50	55			50. 00	54. 95	100. 00	109. 89
						200. 00	219. 78
						300. 00	329. 67

SUPPLY CATALOG CHANGES

Publication 24, *Supply Catalog*, is being revised and a new edition is expected to be published early in 1978.

The current edition of the Supply Catalog lists many items which have been eliminated as supply items and are no longer stocked by area supply centers. The following is a cumulative list of these items:

Item No.	Description
06D-----	Blue, paper, bond
06E-----	Pink, paper, bond
09D-----	Paper, mimeo.
09E-----	" "
010A-----	Mailgram
017T-----	Forms, marg. punched
018C-----	" " " "
020B-----	Paper, manifold
020E-----	" "
020F-----	Paper, set, carbon
022A thru D-----	Pad, columnar
022G-----	" "
059L-----	Label, blank
068-----	Fluid, correction
070C-----	Cloth pad, #2 mimeo.
071A-----	Duplicating ink
073A-----	Duplicating stencil
082-----	Card, examination
090A-----	Cardboard, blue
090B-----	Cardboard, gray
090C-----	Cardboard, green
090E-----	Cardboard, pink
090F-----	Cardboard, yellow
095F-----	Chipboard
098-----	Blotter, paper, hand
0135A-----	Cashbook
0135E-----	Cashbook
0214E-----	Ink roller
0246-3-----	Lockbox decals, old style
0246-4-----	" " " "
0246-5-----	" " " "
0246-7-----	" " " "
0246-8-----	" " " "
0246-9-----	" " " "
0246-501-----	" " " "
0246-601-----	" " " "
0246-701-----	" " " "
0246-801-----	Lockbox decals, old style
0246-901-----	" " " "
0246-1301-----	" " " "
thru 2406-9901-----	
0250A-----	Mucilage qt.
0250B-----	Mucilage pt.
0255B-----	Glue pt.
0255C-----	Glue qt.
0257-----	Sheet, plastic, trans.
*0263-----	Mucilage brush
0302A-----	Pencil, blue
0302B-----	Pencil, brown
0302C-----	Pencil, green
0302E-----	Pencil, yellow
0304-----	Pencil, indelible
0311-----	Chalk, railroad
0342H-----	Ribbon, comp. mach.
0349B-----	Spout 8"
0352-----	Brush, typewriter
0353-----	Brush, typewriter
0354-----	Oil, lube.
0390A-----	Binder, air mail route
0391L-----	Binder, for HbK. P-23
0401C-----	Fastener, paper
0401E-----	" "

Item No.	Description
0401F-----	Fastener, paper
0404W-----	Wire for staples
0406-----	Tabs, signal, dk. grn.
0433-----	Ink eradicator
0636-----	Holder (replaced by 0627)
*0662A-----	Ink, black
0662B-----	Ink, blue
0662C-----	Ink, green
0662D-----	Ink, purple
*0662E-----	Ink, red
0700D-----	Handle, w/holder
0700E-----	Handle
0739-----	Type set
0747-----	Single piece w/flange
0803A-----	Pad, ink
0803B-----	" "
0803G-----	" "
0803J-----	" "
0805A-----	Ink, black
0805B-----	Ink, blue
0805C-----	Ink, red
0818-----	Plug wooden
0901A-----	Cover, typewriter, 11"
0901B-----	" " 12"
0901C-----	" " 14"
0901D-----	" " 16"
0901E-----	" " 18"
0901F-----	" " 24"
0901G-----	" " 28"
0913A2-----	Cutters, pencil sharp.
0913A3-----	" " "
0914G-----	Strips, mylar plastic
0917A-----	Emblem, service, male
0917B-----	Emblem, service, female
0918A-----	Emblem, service, male
0918B-----	Emblem, service, female
0919A-----	Maintenance Badge
0919B-----	Badges, guard
0919C-----	Mobile Unit Badge
0919D-----	Special Delivery Badge
0919J-----	Badge, Lt. Guard
0919K-----	Badge, Capt. Guard
0920D-----	Button, Serving America
0921-----	Wire, 17 gauge
0926D-----	Scabbard for 0926C
0930-----	Arm band
01000-----	Sign counter
01047-----	Handles, f/can. bask.
01075E-----	Kit, modification
01085-----	Ammunition boxes
01093-----	Boxes, corrugated
01094-----	Folder, shipping
01158-----	Cableaid, twine
01201A-----	4-pocket brief case
01203A-----	Leather, env., small
01203B-----	Leather, env., large
01241A-----	4" x 11" env., plastic
01242-----	Sign, metal
01246A-----	Blue paper, 8" x 2"
01246B-----	Pink paper, 8" x 2"
01246C-----	Salmon paper, 8" x 2"
01246D-----	Yellow paper, 8" x 2"
01247E-----	Tubing, size E
01505C-----	Box corrugated
09915A-----	Swatches
09915B-----	Swatches
09929A-----	Swatches
09929B-----	Swatches
C102-----	Bird repellent
C136-----	Picture Hanger
C137-----	Picture Hanger
C923A-----	Dust Pan
C935A-----	Shears, hedge
C935B-----	Shears

Item No.	Description
C953A-----	Putty knife
C953B-----	Putty knife
C956-----	Sponge, natural
C1104A-----	Broom, corn
C1104B-----	Broom, corn
C1106A-----	Brush, floor, 18" w
C1106B-----	Brush, floor, 24" w
C1106C-----	Handle, 60" long
C1108-----	Brush, sidewalk
C1109-----	Brush, sanitary
C1110-----	Brush, dusting
C1112-----	Brush, floor scrub
C1112A-----	Handle, 54"
C1113-----	Flue brush
C1114-----	Brush, scrub
C1115-----	Brush, dusting
C1117-----	Brush, dusting
C1118-----	Duster, feather w/handle
C1118A-----	Duster, feather wo/handle
C1118B-----	Duster, feather, w/handle
C1119-----	Brush, window
C1121D-----	Mophead, cellulose
C1125A-----	Squeegee, window, 12"
*C1125B-----	" " 16"
C1125C-----	Blade, squeegee, 12"
C1125D-----	" " 16"
*C1125E-----	Handle, 54"
C1140A-----	Brush, paint
C1140B-----	Brush, paint
C1142A-----	Brush, paint
C1142B-----	Brush, paint
C1142C-----	Brush, paint
*C1143A-----	Lacquer, yellow, spray
C1143B-----	Lacquer, green, spray
C1143C-----	Lacquer, gray, spray
C1825-----	Polish, furniture
C1830-----	Coal screen
C1834E-----	Safety guard, fluor.
C1836D-----	Fan cover
C1836E-----	Fan cover
C1841A-----	Handle mop, 18" frame
C1841B-----	Handle mop, 24" frame
C1841C-----	Handle mop, 36" frame
C1842A-----	Mop head, 18" frame
C1842B-----	Mop head, 24" frame
C1842C-----	Mop head, 36" frame
*C1856-----	Stand for hand cleaner
C1858B-----	Bags, trash can
C1867C-----	Plug, adapter
C1868-----	Green glow lamp
C9900-----	Decal
C9902-----	Emblem
D1174B-----	Fasteners, letterbox
D1177A-----	Truck, poster holder, sm.
D1177B-----	Truck, poster holder, lg.
D1183-----	Screw, 5/16" x 1"
D1202-----	Satchel, collector
F1220C-----	Holster belts, 43"
F1220D-----	Brass buckle
F1221E-----	Shoulder holster
F1229-----	Cartridge case
F1708-----	Bottle, large mouth
F1714-----	Tablet, fingerprint sol.
*MED8001-----	Salt tablets
*MED8042A-----	Aspirin
*MED8045-----	Dispenser, salt tablets
S2005F-----	Glove, reg, right hand
S2005G-----	" X small, " "
S2005H-----	" X large, " "
S2008A-----	Helmet
S2008B-----	Glass and Filter
S2008C-----	" " "

Item No.	Description	Item No.	Description
S2009A	Rubber Boots	R128	Rubber Stamp
S2012B2	Respirator cart.	R134	" "
S2012C1	" filter	R136	" "
S2012C2	Respirator filter	R138	" "
S2013C	Filter, dust	R141	" "
S23013D	Head band	R140	" "
R6	Rubber Stamp	R142	" "
R10	" "	R145	" "
R12	" "	R146	" "
R16	" "	R148	" "
R19	" "	R149	" "
R20	" "	R151	" "
R22	" "	R153	" "
R28	" "	R155	" "
R29	" "	R156	" "
R30	" "	R157	" "
R31	" "	R159	" "
R38	" "	R160	" "
R40	" "	R161	" "
R47	" "	R167	" "
R49	" "	R165	" "
R51	" "	R168	" "
R58	" "	R223	" "
R60	" "	R237	" "
R61	" "	R239	" "
R62	" "	R241	" "
R64	" "	R249	" "
R67	" "	R263	" "
R68	" "	R287	" "
R69	" "	R294	" "
R70	" "	R295	" "
R71	" "	R296	" "
R74	" "	EM01	Envelope, money order
R76	" "	EM02	Envelope, money order
R78	" "	EP87APDC	Envelope, Dir., PDC
R79	" "	EP87PDC	Envelope
R80	" "	EP189R	Envelope
R91	" "	EP379	Envelope
R93	" "	EP405	Envelope
R96	" "	EP432	Envelope
R100	" "	EP432A	Envelope
R101	" "	EP875V	Envelope, 9½" x 12½"
R102	" "	ER101	Envelope, 11" x 12½"
R106	" "		
R107	" "		
R122	" "		

*Limited stocks still available—will be issued until exhausted.

The following is a list of new established supply items not shown in the current edition of the Supply Catalog:

Item No.	Description	Unit of Issue
03P950	Prepunched detex trng cd.	SE
01031	Canvas, basket, w/casters	EA
01033I	Canvas insert for Item 1033.	EA
01036A	Marker, plastic, blue	EA
01036B	Marker, plastic, orange	EA
01036C	Marker, plastic, green	EA
01036D	Marker, plastic, violet	EA
01036E	Marker, plastic, yellow	EA
01036F	Marker, plastic, pink	EA
01046I	Canvas inserts for Item 1046.	EA
01046T	Trays, for Item 1046	EA
	Basket	
01048	Security covers, 9¾" x 15" x 2½"	EA
07100	Rack label holders	EA
08103A	Bands, mailing, self adhesive, local	PG
08103B	Bands, mailing, self adhesive, out of state	PG
08103D	Bands, mailing, self adhesive, local out of town	PG
08404	Clip, identification, badge	EA
09930	Smead label holder w/ thumb slit	EA
EP186	Envelope, white, open side	EA

These changes will be reflected in the new edition of the *Supply Catalog*. Supply personnel should retain copies of this notice until the revised edition of Pub. 24 is received.—*Procurement & Supply Dept., 12-1-77.*

INTERNATIONAL MAIL—CUSTOMS DOCUMENTATION

Each year during the Christmas period, international exchange offices receive a significant amount of outgoing international mail, particularly parcels, without the required customs declarations.

Post offices are reminded to carefully examine articles destined for overseas to assure that appropriate customs declarations are completed and attached to the items. The following is a summary of requirements:

Postal Union Mail

A green Form 2976, *Customs-Douane (CI)*, must be completed and affixed by the sender on the address side of: each letter or letter

package containing dutiable merchandise; each package of dutiable printed matter; and each small packet.

If the sender does not wish to describe the contents of the article on the outside wrapper, or if the article's contents exceed \$120 in value, then only the upper portion of the Form 2976 is placed on the package. In this instance, Form 2976-A, *Customs Declaration (C2)*, is completed by the sender and enclosed inside the package.

Parcel Post

All international parcel post must bear Form 2966-A, *Parcel Post Customs Declaration*. In addition, some

countries require that packages bear either Form 2966, *Customs Declaration* (tie-on-tag), or Form 2972, *Dispatch Note*, or both. Specific requirements are contained in the Individual Country Information Appendix of Publication 42, *International Mail*.

Under no circumstances are parcel post customs declarations (Forms 2966, 2966-A, 2972) to be used on postal union mail or are postal union mail customs declarations (Forms 2976 and 2976-A) to be used on parcel post. Failure to use proper forms causes delay in dispatch and delivery of mail.—*Rates & Classification Dept., 12-3-77.*

POST OFFICE CHANGES NO. 27

(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 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
DE	Newark	New Castle	Brookside	B	19711	Delete	8-15-77	} B ZIP Code changed. S disc. B disc.
DE	do.	do.	do.	B	19713	Add	8-15-77	
DE	do.	do.	Fairfield	S	19711	Delete	8-15-77	
DE	do.	do.	Meadowood	B	19711	Delete	8-15-77	
DC	Washington	District of Columbia	Naval Station	Sx	20390	Delete	9-13-77	} Sx name and ZIP Code changed. Sx ZIP Code changed to correct DOPO and NZCD. Sx ZIP Code changed.
DC	do.	do.	U.S. Naval Station	Sx	20374	Add	9-13-77	
DC	do.	do.	Ben Franklin	Sx	20044	Delete	9-1-77	
DC	do.	do.	do.	Sx	20004	Add	9-1-77	
DC	do.	do.	Naval Research Laboratory	Sx	20390	Delete	9-1-77	} B conv. to Bx.
DC	do.	do.	do.	Sx	20375	Add	9-1-77	
DC	do.	do.	Fort Washington	B	20022	Delete	9-1-77	
DC	do.	do.	do.	Bx	20022	Add	9-1-77	
MD	Annapolis	Anne Arundel	West Annapolis	S	21401	Delete	9-1-77	} S disc. B disc. B disc.
MD	Baltimore	IC	Elkridge	B	21227	Delete	9-1-77	
MD	do.	IC	Overlea	B	21206	Delete	9-1-77	
MD	Crownsville	Anne Arundel	Hospital	CPO	21032	Delete	9-1-77	
MD	Gaithersburg	Montgomery	Darnestown	CPO	20760	Delete	9-9-77	} CPO disc. S disc. S disc.
MD	Greenbelt	Prince Georges	Spring Hill Lake	S	20770	Delete	9-9-77	
MD	Ocean City	Worcester	Fenwick	S	21842	Delete	8-11-77	
MD	do.	do.	North Ocean City	B	21842	Delete	8-11-77	
MD	do.	do.	do.	S	21842	Add	8-11-77	} B conv. to S. B ZIP Code changed.
MD	Rockville	Montgomery	Randolph Hills	B	20853	Delete	9-9-77	
MD	do.	do.	do.	B	20852	Add	9-9-77	
NJ	Manasquan	Monmouth	Circle Plaza	B	08736	Delete	8-31-77	} B disc. B estab.
NJ	Vincentown	Burlington	Red Lion	B	08088	Add	8-17-77	
NY	Binghamton	Broome	Front Street	B	13905	Delete	6-30-75	} B disc. Sx ZIP Code changed.
NY	Buffalo	Erie	Ellicott	Sx	14205	Delete	9-1-77	
NY	do.	do.	do.	Sx	14203	Add	9-1-77	
NY	do.	do.	Harlem	B	14226	Delete	8-24-77	
NY	do.	do.	Maple Transit	B	14221	Add	8-24-77	} B disc. B estab. B disc. B disc.
NY	do.	do.	Marquette	B	14217	Delete	8-24-77	
NY	do.	do.	Steel City	B	14218	Delete	8-24-77	
NY	Cooperstown	Otsego	Middlefield	CPO	13405	Delete	6-19-76	
NY	Ithaca	Tompkins	Varna	B	14850	Delete	8-30-76	} CPO disc. B disc. CPO ZIP Code changed.
NY	Lowville	Lewis	Beaver River	CPO	13306	Delete	6-30-77	
NY	do.	do.	do.	CPO	13367	Add	6-30-77	
NY	Roma	Oneida	Stanwix Heights	CPO	13440	Delete	8-25-77	
NY	do.	do.	Tri Willow	B	13440	Delete	8-25-77	} CPO disc. B disc. Amend PB 21121 to correct spelling of Sx. S disc.
NY	Syracuse	Onondaga	Clington Square	Sx	13201	Delete	7-25-77	
NY	do.	do.	Clinton Square	Sx	13201	Add	7-25-77	
NY	Vestal	Broome	Campus Plaza	S	13850	Delete	1-11-74	
PA	Altoona	Blair	Veterans Admin. Hospital	S	16803	Delete	8-30-77	} S ZIP Code changed.
PA	do.	do.	do.	S	16802	Add	8-30-77	
PA	Bethlehem	Northampton	Freemansburg	B	18017	Delete	8-26-77	
PA	Chester	Delaware	Eddystone	B	19013	Delete	8-15-77	
PA	Clifton Heights	Aldan	do.	B	19018	Delete	8-15-77	} B disc. B disc. B disc. S estab.
PA	do.	do.	Secane	B	19018	Delete	8-15-77	
PA	Du Bois	Clearfield	Shankles	S	15801	Add	8-19-77	
PA	Eagles Mere	Sullivan	Eagles Mere Park	CPO	17731	Delete	8-22-77	
PA	Ellwood City	Lawrence	Ellport	B	16117	Delete	6-30-72	} B disc. S estab. S estab. B disc.
PA	East Stroudsburg	Monroe	College A	S	18301	Add	8-26-77	
PA	Erie	Erie	Nagle Road	B	16510	Delete	8-17-77	
PA	do.	do.	Perry Plaza	B	16503	Add	8-17-77	
PA	do.	do.	West Plaza	B	16505	Delete	8-17-77	} B disc. B disc. S disc. S disc.
PA	Glenide	Montgomery	Ardley	S	19038	Delete	8-30-77	
PA	Greensburg	Westmoreland	Greensgate	S	15601	Delete	9-1-77	
PA	Hazleton	Luzerne	Laurel Mall	S	18201	Add	8-23-77	
PA	Jenkintown	Montgomery	Benson East	Bx	19046	Delete	8-15-77	} Bx disc. S conv. to Sx.
PA	do.	do.	Foxcroft	S	19046	Delete	8-15-77	
PA	do.	do.	do.	Sx	19046	Add	8-15-77	
PA	Lake City	Erie	do.	I	16423	Add	8-16-77	
PA	Levittown	Bucks	Newportville	B	19056	Delete	6-30-76	} B disc. B estab. S disc. B disc.
PA	Meadville	Crawford	Allegheny College	B	16335	Add	8-17-77	
PA	Nanticoke	Luzerne	West Side	S	18634	Delete	8-23-77	
PA	Norristown	Montgomery	Park Ridge	B	19401	Delete	10-31-75	
PA	Philadelphia	Philadelphia	Federal Reserve	S	19107	Delete	8-15-77	} Sx disc. B disc. CPO disc.
PA	do.	do.	Number Fifty Six	Sx	19107	Delete	11-18-77	
PA	Phoenixville	Chester	Valley Forge Army Hospital	B	19460	Delete	1-30-74	
PA	Pittsburgh	Allegheny	Broughton	B	15236	Delete	1-6-77	
PA	do.	do.	Ingram	B	15205	Delete	2-28-77	} B disc. S disc. Sx ZIP Code changed.
PA	Pittston	Luzerne	Jenkins	S	18640	Delete	8-22-77	
PA	Reading	Berks	Parcel Post	Sx	19603	Delete	8-17-77	
PA	do.	do.	do.	Sx	19611	Add	8-17-77	
PA	Somerset	Somerset	Penn Traffic	B	15501	Add	8-22-77	} B estab. S estab. B disc. CPO disc.
PA	State College	Centre	Philatelic	S	16801	Add	1-4-74	
PA	Turtle Creek	Allegheny	Beech	B	15145	Delete	12-28-73	
PA	Washington Crossing	Bucks	Washington Crossing State Park	CPO	18977	Delete	12-27-76	
PA	Whitehall	Lehigh	Egypt	S	18052	Delete	8-26-77	} S disc. S disc. S conv. to B. S conv. to B.
PA	do.	do.	Fullerton	S	18052	Delete	8-26-77	
PA	do.	do.	Hokendauqua	S	18052	Delete	8-26-77	
PA	do.	do.	do.	B	18052	Add	8-26-77	
PA	do.	do.	Stiles	S	18052	Delete	8-26-77	} S conv. to B. MOU estab. CPO disc.
PA	do.	do.	do.	B	18052	Add	8-26-77	
PA	Willow Grove	Montgomery	Willow Grove NAS	MOU	19080	Add	8-18-77	
PA	Woxall	do.	Handricks	CPO	18979	Delete	3-22-77	

See footnotes at end of table.

POST OFFICE CHANGES NO. 27—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
VA	Alexandria	IC	Lincolnia	Bx	22312	Delete	8-22-75	Bx conv. to Sx.
VA	do	do	do	Sx	22312	Add	8-22-75	
VA	Bristol	do	Bullocks	S	24201	Add	4-1-77	estab.
VA	do	do	Town and Country	S	24201	Add	10-15-77	estab.
VA	Chesapeake	do	Jolliff	S	23320	Delete	7-1-75	
VA	do	do	do	S	23321	Add	7-1-75	B ZIP Code changed.
VA	Cosburn	Wise	Tacoma	CPO	24222	Delete	8-26-75	CPO disc.
VA	Herndon	Fairfax	Lake Anne	CPO	22070	Delete	8-18-77	
VA	do	do	do	CPO	22000	Add	8-18-77	CPO ZIP Codes changed to correct DOPO and NZCD.
VA	do	do	Sunset Hills	CPO	22070	Delete	8-18-77	
VA	do	do	do	CPO	22000	Add	8-18-77	
VA	Springfield	do	West Springfield	Bx	22153	Delete	5-23-76	Bx ZIP Code changed to correct DOPO and NZCD.
VA	do	do	do	Bx	22152	Add	5-23-76	
WV	Bradshaw	McDowell	Beartown	CPO	24814	Delete	8-30-75	CPO disc.
WV	Matoaka	Mercer	Springton	CPO	24748	Delete	8-31-77	CPO disc.
WV	Statyfork	Pocahontas	Snowshoe	CPO	26209	Delete	9-1-77	CPO disc.

¹ Bx located in Prince Georges County, MD.

² B located in Howard County.

³ B located in Baltimore County.

⁴ CPO located in Herkimer County.

—Customer Services Dept. 12-1-77.

UNIFORM PROGRAM—LICENSED VENDOR LISTING

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

Apparelmaster of Contra Costa	1385 N. Main Street	Walnut Creek	CA 94596	Liberty Army & Navy Stores	855 East Main Street	Bridgeport	CT 06608
Boston Shoes, Inc.	133 Nassau Street	New York	NY 10038	Miller's Uniform & Linen Supply	1002 Bellefontaine St.	Wapakoneta	OH 45395
Bright, John Shoes	1947 West 25th Street	Cleveland	OH 44113	Moniz, Paula—Stuart McGuire	201 High Street	Woon	RI 02895
Calhoun's Shoes	3226 Avenue W	Birmingham	AL 35208	Nation-Wide Shoes	282 N. Tustin Avenue	Orange	CA 92667
Cashway Distributors	385 Ranney Street	Craig	CO 81625	Oliver's Shoes	1324 Lincoln Avenue	San Jose	CA 95125
Cleveland-Suburban Police & Fire Equipment Company	150 E. Sprague Road	Broadview Hts.	OH 44147	Overland Shoe Shop	3203 Overland	Boise	ID 83705
Clover, Brad—Knapp Shoes	106 Carlile	Enid	OK 73701	Red Wing Shoe Store	3251 Austin Peay Highway	Memphis	TN 38128
Cobbler Shop	263 West Main Street	Ravenna	OH 44266	Red Wing Shoe Store	7109 Ritchie Highway	Glen Burnie	MD 21061
Colangelo Shoes, Inc.	3100 Bailey Avenue	Buffalo	NY 14215	Red Wing Shoe Store	11220 Airline Drive	Houston	TX 77060
Conner Shoe Sales	43 South Main	Canton	IL 61520	Red Wing Shoe Store	847 D	Lewiston	ID 83501
Dave's Shoes	7951 Auburn Blvd.	Citrus Heights	CA 95610	Reish's Shoes	46 North Main Street	Three Rivers	MI 49093
Dave's Shoes	1931 Del Paso Blvd.	Sacramento	CA 95815	Schrader's Shoe Shack	6436 Morris Street	Marlette	MI 48453
Dave's Shoes, Inc.	5151 Freeport Blvd.	Sacramento	CA 95822	Sears, Roebuck and Company #1666	495 N. Crostown	Memphis	TN 38140
Davis, George R.—Knapp Shoes	503 Mears Avenue, Box 1281	Steubenville	OH 43952	Shamoon, J. Shoes	Goyer Shopping Center	Greenville	MS 38701
Don's Uniforms	844 South State	Ukiah	CA 95482	Shoe Box, The	102 S. Washington	Magnolia	AR 71753
Endicott Johnson Shoe Corp.	4748 NW 23rd, Apt. 264	Oklahoma City	OK 73127	Shoe Tree, The	31 Shelton Beach Road	Saraland	AL 36571
Feet First	2538 Berryessa Road	San Jose	CA 95132	Stephan's Shoe Gallery	1935 Greeley Mall	Greeley	CO 80631
Gardner's Shoes for Men	P.O. Box 1973, 117 E Main	Bozeman	MT 59715	Stones	1800 S. Minnesota	Sioux Falls	SD 57105
Herman Survivor Shop	662 East Prater Way	Sparks	NV 89431	Torani's Boot 'n' Buckle	45 E. Main Street	Amsterdam	NY 12010
Higgins Family Shoe Store	Logan Shopping Center	Lansing	MI 48910	Vincent's Shoe Repair	104 N. Bristol Street	Sun Prairie	WI 53590
Jack's Shoes and Repair	620 Gratiot	Saginaw	MI 48602	Walker Smith	247 Vintage Faire Mall	Modesto	CA 95350
Jedlicka Saddlery	2605 De La Vina Street	Santa Barbara	CA 95105	Ward's Army-Navy Store	2103 Airport Boulevard	Mobile	AL 36605
Knapp Shoe Store	7906 Preston Highway	Louisville	KY 40219	Uniforms by John Deichez Clothing Co., Inc.	Florence Mall	Florence	SC 29501
Knapp Shoe Store	615 South Main Street	North Syracuse	NY 13212		68-60 Fraley Street	Kane	PA 16735

—Labor Relations Dept., 12-1-77.

Stamps to be Removed from Sale

The following stamps will be removed from sale at the Philatelic Sales Branch at the close of business January 31, 1978:

13¢ Spirit of '76
13¢ Declaration of Independence
13¢ Olympic Games
13¢ Clara Maass
13¢ Adolph S. Ochs
13¢ Winter Pastime
13¢ Copley Nativity

Any stock of the above items remaining on hand after January 31, 1978, must immediately be withdrawn from all philatelic outlets and

placed on general sale until February 28, 1978. After that date, any remaining stock will be handled in accordance with section 224, Handbook F-1, *Financial and Cost Controls*.

The 1972 and 1973 mint sets will also be removed from sale January 31, 1978. After that date, any remaining stock must be handled according to section 224, Handbook F-1.

The Inspection Service will give attention in this area during audit reviews.—*Customer Services Dept., 12-1-77.*

Special Handling of Form 1314, P/P 25 Only

Form 1314, *Statement of Service Performed on Rural Route*, for pay period 25, will be issued with the *FLSA Code* block blank for substitutes (Des. 72) serving a vacant route or a route where the assigned (regular) carrier is on extended leave of 90 days or more. This applies if the route is an RCS mileage route in excess of 30 miles or a heavy duty route evaluated in excess of 34 hours. Before submitting these forms (*pay period 25 only*) to the PDC for payroll processing, the postmaster must indicate the proper *FLSA Code* as follows:

1. If the substitute (Des. 72) did not agree in writing to terminate the agreement at the end of the Guarantee Period or upon filling of the vacancy or the return of the regular carrier, then enter *FLSA Code A* in the *FLSA Code* block on Form 1314. These carriers will be compensated under 7(a) of *FLSA*.

2. If the substitute (Des. 72) did agree in writing to terminate the agreement at the end of the Guarantee Period or upon the filling of the vacancy or the return of the regular carrier, then enter *FLSA Code B* in the *FLSA Code* block on Form 1314. The carrier will be compensated under Section 7(b)2 of *FLSA*.—*Finance Dept., 12-1-77.*



Postal Service Manual

The *Status of Postal Service Manual Issues* chart and *Guide for Assembling a Postal Service Manual* on pages 17 through 20 of this BULLETIN are provided for your convenience when assembling or updating a *POSTAL SERVICE MANUAL*.

The *Status of PSM Issues* chart lists current and obsolete issues of the manual. The *Guide for Assembling a Postal Service Manual* indicates the sequence and current issue number for each page of the manual.

Order missing issues of the *MANUAL* through the person authorized to requisition directives for your facility. Use Form 1286, *Request for Postal Publications*, and send it to the Directives and Forms Division, U.S. Postal Service, Washington, DC 20260.—*Office of Management Services, 12-1-77.*

STATUS OF PSM ISSUES

Issue No.	Date	Ch. No.	TL No.	Status	Issue No.	Date	Ch. No.	TL No.	Status	Issue No.	Date	Ch. No.	TL No.	Status
1	10-1-70	1	1	OK	42	10-26-72	3	6	Obsolete	83	9-6-74	3	11	OK
2	10-1-70	2	1	OK	43	11-20-72	1	16	OK	84	9-10-75	4	8	OK
3	10-1-70	3	1	OK	44	12-5-72	1	17	Obsolete	85	10-1-74	1	30	OK
4	10-1-70	4	1	OK	45	12-18-72	6	4	Obsolete	86	10-1-74	Gen	5	OK
5	10-1-70	5	1	Obsolete	46	12-29-72	2	11	Obsolete	87	10-10-74	2	19	OK
6	10-1-70	6	1	OK	47	1-3-73	1	18	Obsolete	88	10-14-74	4	7	OK
7	10-1-70	Gen	1	Obsolete	48	1-15-73	6	5	Obsolete	89	11-15-74	1	31	OK
8	12-1-70	Gen	2	Obsolete	49	1-19-73	1	19	Obsolete	90	11-18-74	3	12	OK
9	2-12-71	Gen	3	Obsolete	50	2-1-73	5	5	Obsolete	91	11-17-74	1	32	Obsolete
10	3-18-71	2	2	Obsolete	51	2-23-73	3	7	OK	92	12-23-74	5	9	Obsolete
11	3-26-71	1	2	Obsolete	52	2-23-73	1	20	OK	93	12-23-74	2	20	OK
12	5-17-71	2	3	OK	53	3-1-73	2	12	Obsolete	94	1-17-75	1	33	OK
13	6-8-71	1	3	Obsolete	54	3-2-73	6	6	Obsolete	95	1-3-75	6	9	OK
14	6-18-71	3	2	OK	55	5-9-73	2	13	Obsolete	96	1-17-75	4	8	OK
15	6-25-71	5	2	Obsolete	56	5-25-73	3	8	OK	97	2-7-75	1	34	OK
16	6-25-71	2	4	OK	57	6-1-73	1	21	Obsolete	98	2-21-75	1	35	Obsolete
17	6-28-71	1	4	OK	58	6-12-73	1	22	Obsolete	99	2-28-75	3	13	OK
18	7-15-71	2	5	OK	59	6-19-73	5	6	OK	100	2-28-75	2	21	Obsolete
19	8-3-71	1	5	OK	60	8-10-73	5	7	Obsolete	101	3-7-75	6	10	OK
20	8-20-71	3	3	Obsolete	61	8-17-73	6	7	Obsolete	102	5-1-75	1	36	OK
21	8-23-71	6	2	Obsolete	62	8-30-73	4	2	Obsolete	103	5-5-75	3	14	OK
22	9-15-71	1	8	Obsolete	63	8-30-73	2	14	OK	104	5-16-75	4	9	OK
23	9-18-71	5	3	Obsolete	64	10-15-73	2	15	OK	105	5-26-75	2	22	OK
24	10-18-71	2	6	OK	65	12-24-73	Gen	4	Obsolete	106	5-30-75	6	11	OK
25	11-5-71	1	7	Obsolete	66	1-8-74	4	3	OK	107	6-16-75	5	10	OK
26	12-22-71	1	8	Obsolete	67	2-1-74	6	8	Obsolete	108	6-30-75	1	37	OK
27	12-27-71	2	7	Obsolete	68	2-6-74	1	23	Obsolete	109	7-21-75	1	38	Obsolete
28	2-15-72	3	4	OK	69	2-25-74	1	24	OK	110	8-15-75	3	15	OK
29	2-17-72	1	9	Obsolete	70	3-25-74	1	25	OK	111	12-12-75	Gen	6	OK
30	2-29-72	2	8	Obsolete	71	3-26-74	4	4	OK	112	12-15-75	1	39	OK
31	3-24-72	1	10	Obsolete	72	3-28-74	2	16	Obsolete	113	5-14-76	Gen*	7	OK
32	4-12-72	6	3	Obsolete	73	3-29-74	3	9	Obsolete	114	6-30-76	1	40	OK
33	4-14-72	3	5	OK	74	3-29-74	5	8	Obsolete	115	12-31-76	1	41	OK
34	4-18-72	1	11	Obsolete	75	5-17-74	1	26	Obsolete	116	12-31-76	Gen*	8	OK
35	6-22-72	1	12	Obsolete	76	6-24-74	2	17	Obsolete	117	7-13-77	1	42	OK
36	6-23-72	2	9	OK	77	6-25-74	3	10	OK	118				
37	7-3-72	5	4	Obsolete	78	6-28-74	4	5	OK	119				
38	8-8-72	1	13	Obsolete	79	7-1-74	1	27	OK	120				
39	8-25-72	1	14	Obsolete	80	7-2-74	1	28	Obsolete	121				
40	8-28-72	2	10	Obsolete	81	8-15-74	1	29	Obsolete	*Chapters 2, 3 and 6.				
41	10-16-72	1	15	Obsolete	82	8-30-74	2	18	OK					

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¹Should be headed 163.852.

¹Should be headed 163.852.

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241.222	12	342.432	56	463.83	4
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²Should have read 24, corrected in reprint.

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 21130 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
1739605125	to 1739605699	2107740713	to 2107740799	2195763572	to 2195763581
1784298576	to 1784298599	2108619400	to 2108619599	2199735900	to 2199736199
1813957442	to 1813957999	2108684500	to 2108684699	2202566712	to 2202566799
1818290300	to 1818290699	2112380459	to 2112380999	2203500000	to 2203500999
1843429002	to 1843429099	2114365608	to 2114365699	2204436530	to 2204436599
1913077598	to 1913077999	2115139783	to 2115139799	2205805206	to 2205805299
1914787700	to 1914787999	2115260515	to 2115260599	2207322100	to 2207322199
1920282400	to 1920282497	2115272600	to 2115273099	2213714600	to 2213714999
1931270723	to 1931270799	2116823100	to 2116823599	2213738000	to 2213738199
1932738600	to 1932738999	2117366276	to 2117366299	2216262100	to 2216262299
1938921759	to 1938921999	2117955979	to 2117955999	2216307624	to 2216307699
1939918310	to 1939918319	2122159972	to 2122159984	2216615318	to 2216615499
1942535329	to 1942535399	2124202319	to 2124202399	2218532291	to 2218532299
1942580000	to 1942580299	2125692381	to 2125692399	2222244200	to 2222244999
1952637000	to 1952638999	2131239827	to 2131239999	2222248100	to 2222248499
1953225400	to 1953225699	2131513600	to 2131513899	2222479305	to 2222479399
1974270113	to 1974270149	2131659000	to 2131659199	2224159200	to 2224159399
1983543000	to 1983543099	2135784229	to 2135784399	2225100300	to 2225100499
1993108600	to 1993108699	2138191300	to 2138191499	2225362000	to 2225362299
1995671359	to 1995671999	2138225800	to 2138226299	2228528193	to 2228528199
2019060176	to 2019060199	2140774465	to 2140774499	2230074225	to 2230074299
2020057900	to 2020058199	2141218800	to 2141218899	2235194912	to 2235194999
2020617306	to 2020617399	2141293584	to 2141293598	2237314200	to 2237314599
2022309900	to 2022309999	2141582955	to 2141582999	2237443156	to 2237443174
2022309769	to 2022309799	2141594800	to 2141594999	2240474845	to 2240474883
2023458092	to 2023458299	2143694808	to 2143694899	2240574061	to 2240574299
2025217286	to 2025217699	2143694920	to 2143694999	2241475275	to 2241475599
2025609787	to 2025609999	2147970000	to 2147970199	2243731235	to 2243731299
2026636200	to 2026636599	2148839300	to 2148839499	2245549830	to 2245550399
2032976000	to 2032977499	2149387653	to 2149387699	2247651900	to 2247651999
2036193700	to 2036193999	2150437926	to 2150438199	2249459188	to 2249459199
2036194350	to 2036194599	2151361978	to 2151361999	2249468500	to 2249468599
2038516800	to 2038516899	2152225157	to 2152225199	2251641500	to 2251641599
2039774500	to 2039774775	2155325100	to 2155325399	2252279900	to 2252279999
2041088000	to 2041089999	2155380200	to 2155380499	2252681655	to 2252681799
2043875944	to 2043875999	2160339107	to 2160339499	2255345100	to 2255345599
2052853276	to 2052853299	2161864279	to 2161864399	2255346300	to 2255346599
2058070042	to 2058070199	2165684600	to 2165684699	2257119700	to 2257119999
2058071000	to 2058071099	2166786072	to 2166786999	2257120000	to 2257120999
2064110687	to 2064110699	2169293359	to 2169293399	2257458700	to 2257458899
2064865293	to 2064865399	2169363900	to 2169363999	2257672000	to 2257672299
2064920627	to 2064920699	2169893174	to 2169893199	2271738536	to 2271738559
2064934600	to 2064934799	2172107100	to 2172107299	2271738581	to 2271738599
2067935600	to 2067935699	2172415400	to 2172415799	2272549800	to 2272550099
2070708800	to 2070708899	2172682574	to 2172682699	2276114000	to 2276114599
2073371600	to 2073372099	2172869517	to 2172869599	2278733571	to 2278733599
2079763066	to 2079763099	2173716964	to 2173716999	2280015231	to 2280015299
2081811623	to 2081811699	2175100002	to 2175100099	2281433800	to 2281433899
2082801500	to 2082801699	2176673400	to 2176673599	2284470318	to 2284470399
2082878700	to 2082878899	2176724200	to 2176724599	2291174866	to 2291174999
2083855000	to 2083855699	2179024181	to 2179024299	2308268683	to 2308268799
2085962942	to 2085962999	2179043600	to 2179043799	2315071423	to 2315071499
2090619332	to 2090619399	2185997272	to 2185997299	8005023000	to 8005023999
2091156500	to 2091156699	2187242970	to 2187242999	8009417900	to 8009417999
2097245600	to 2097245799	2187246087	to 2187246099	8012783600	to 8012783999

THE STATE OF TEXAS, COUNTY OF DALLAS, this 1st day of January, 1900, before me, the undersigned, a Notary Public in and for said State, personally appeared _____, known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that he executed the same for the purposes and consideration therein expressed.

Given under my hand and seal of office this 1st day of January, 1900.

Notary Public in and for the State of Texas.

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 21130 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	274,450,824 to 274,450,900
219,692,001 to 219,692,100	245,740,589 to 245,740,600	274,873,716 to 274,874,100
224,126,989 to 224,127,100	245,767,347 to 245,767,400	275,288,303 to 275,288,700
226,781,246 to 226,781,400	247,636,179 to 247,636,200	278,846,365 to 278,846,600
226,073,655 to 226,073,700	247,649,190 to 247,649,200	278,737,201 to 278,737,300
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

INDEMNITY CLAIMS FOR DAMAGE OR PARTIAL LOSS CAN BE FILED AT ANY POST OFFICE BY EITHER THE MAILER OR THE ADDRESSEE. CLAIMS FOR COMPLETE LOSS CAN ONLY BE FILED BY THE MAILER

UNITED STATES POSTAL SERVICE

WASHINGTON, D.C. 20260

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